

Exhibitor Manual

August 15-17, 2026



COBB CONVENTION CENTER - ATLANTA

Atlanta, GA

rpm | EXCEEDING YOUR
X P O | EXPECTATIONS

Quick Facts

Dear Exhibitor,

RPMXPO Services is pleased to have been chosen as the Official General Service Contractor for the **2026 August Atlanta Shoe Market**. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you. If you need assistance, please contact our Customer Service Department at 678-742-7310.

Included in this service kit are order forms for various items that you may require. These RPMXPO forms are to be returned to our office and the other forms to the specific contractor who is providing the service. Please review these forms and submit your orders as early as possible.

All questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:

Southeastern Shoe Travelers Association
953 Harmony Road, Suite 106
Eatonton, GA 31024
Phone: (706) 923-0580
Fax: (706) 923-0520
Email: info@atlantashoemarket.com
Web: www.atlantashoemarket.com

All questions regarding shipping, storage, furniture rental, labor, and other services should be directed to:

RPMXPO Services
242 Westfork Court, Suite A
Lithia Springs, GA 30122
Phone: (678) 742-7310
Fax: (770) 679-8751
E-Mail: info@rpmxpo.com
Web: <https://rpmxpo.boomerecommerce.com>

Exhibit Show Schedule

Exhibitor Move-in:	Friday, August 14, 2026	8:00 am - 7:00 pm
Exhibit Hours:	Saturday, August 15, 2026 Sunday, August 16, 2026 Monday, August 17, 2026	9:00 am - 6:00 pm 9:00 am - 6:00 pm 9:00 am - 4:00 pm
Exhibitor Move-out:	Monday, August 17, 2026	4:00 pm - 10:00 pm

PLEASE NOTE:

Exhibits may not be dismantled prior to 4:00 pm on Monday, August 17th. All exhibits must be dismantled and removed by Monday, August 17th at 10:00 pm. Your Carrier must sign in for pick-up before 8:00 pm or freight may be re-consigned through the official show carrier, ABF Freight.

Important Deadlines

Advance Price Discount Deadline for all RPMXPO ordersFriday, July 10, 2026
First day on target shipments to arrive at the warehouse without a surchargeFriday, July 10, 2026
Last day on target shipments to arrive at the warehouse without a surchargeFriday, July 31, 2026
Last day off target shipments to arrive at the warehouse WITH a surchargeFriday, August 7, 2026
First day freight can arrive at show site8:00 am on Friday, August 14, 2026

PLEASE NOTE:

All order forms for utility, A/V, floral, etc. services NOT provided by the General Service Contractor, RPMXPO, should be faxed to the number listed on the respective form.
Please do not send them to RPMXPO.

Table of Contents

RPMXPO GENERAL INFORMATION

Exhibitor Information.....	3-4
Booth Package Rendering.....	5
Booth Package Form.....	6
Ordering Options.....	7
User Login Request.....	8

PAYMENT INFORMATION

Payment Policies.....	9
Credit Card Authorization Form.....	10
Limits of Liability.....	11
Third Party Authorization Form.....	12
Non-Official Contractor Request Form.....	13

FURNITURE & ACCESSORIES

Custom Booth Options.....	14
Shelving Units and Table Risers Order Form.....	15
Tables Order Form.....	16
Xtrusion Track Light Support Order Form.....	17
Booth Accessories Order Form.....	18
Specialty Equipment Order Form.....	19
Booth Carpet & Padding Order Form.....	20

EXHIBIT & DISPLAY SOLUTIONS

Graphic Artwork Submission Form.....	21
Signs & Banners Order Form.....	22

LABOR, RIGGING & HANGING SIGNS

Labor Jurisdictions.....	23
Display Labor Order Form.....	24
Forklift Order Form	25
Hanging Sign Information.....	26
Sign Hanging Order Form.....	27
Booth Cleaning / Porter Service / Sanitizing.....	28
Storage Order Form.....	29

MATERIAL HANDLING & SHIPPING INFORMATION

Privately Owned Vehicles (POV) Service Information.....	30
POV Map.....	31
Shipping & Material Handling FAQs.....	32
Shipping Definitions / Money Saving Tips.....	33
Small Package Information.....	34
Material Handling Rates.....	35
Material Handling Order Form.....	36-37
Advanced Warehouse Shipping Labels.....	38
Direct to Show Site Shipping Labels.....	39
Hanging Sign Shipping Labels.....	40
Accessible Storage Form.....	41
ABF Freight Shipping Information.....	42-43
Small Package Shipping Service.....	44

ADDITIONAL ORDER FORMS & INFORMATION

Safety First Information.....	45
Cobb Galleria Online Ordering.....	46-52
Floral Order Form.....	53-54

Quick Facts - continued

Booth Packages

YOUR BOOTH PACKAGE DOES NOT INCLUDE SHELVING. ALL SHELVING MUST BE ORDERED SEPARATE

Single Booth (10' x 10'): **Each Package A or B**

8' H x 10' W White Posh Fabric Backwall
3' H x 10' D White Posh Fabric Side Rail
2 - 8' L x 30" H Tables - White Posh Fitted Table Cloths
1 - 6' L x 30" H Table - White Posh Fitted Table Cloth
4 - Chairs
1 - Wastebasket
1 - ID Sign

Double Booth (10' x 20'): **Each Package C**

8' H x 20' W White Posh Fabric Backwall
3' H x 10' D White Posh Fabric Side Rail
2 - 8' L x 30" H Tables - White Posh Fitted Table Cloths
4 - 6' L x 30" H Tables - White Posh Fitted Table Cloths
8 - Chairs
2 - Wastebaskets
2 - ID Signs

Each Package D

8' H x 20' W White Posh Fabric Backwall
3' H x 10' D White Posh Fabric Side Rail
1 - 8' L x 30" H Table - White Posh Fitted Table Cloth
6 - 6' L x 30" H Tables - White Posh Fitted Table Cloths
8 - Chairs
2 - Wastebaskets
2 - ID Signs

Triple Booth (10' x 30'): **Each Package E or F**

8' H x 30' W White Posh Fabric Backwall
3' H x 10' D White Posh Fabric Side Rail
5 - 8' L x 30" H Tables - White Posh Fitted Table Cloths
3 - 6' L x 30" H Tables - White Posh Fitted Table Cloths
12 - Chairs
3 - Wastebaskets
3 - ID Signs

Please Note: All booths will receive a one-time, pre-show vacuum.

Show Fabric color: White Posh Fabric

Aisle carpet color: Tuxedo Wall-to-wall

YOUR BOOTH PACKAGE DOES NOT INCLUDE SHELVING. ALL SHELVING MUST BE ORDERED SEPARATE

Shipping Addresses

Shipments to Advance Warehouse:

To avoid an off target surcharge:
Shipments must arrive no later than **7/31/26**.
Shipments received after 7/31/26 are subject to a 25% surcharge, unless shipping via ABF Freight.
Shipments will not be accepted if delivered after **8/7/26**

Atlanta Shoe Market
ABF Freight
c/o RPMXPO
1265 Blairs Bridge Road
Lithia Springs GA 30122

Booth # _____

Direct to Show Site:

Shipments will not be accepted if delivered before **8/14/26**

Atlanta Shoe Market
Cobb Convention Center - Atlanta
c/o RPMXPO
2 Galleria Pkwy
Atlanta, GA 30339

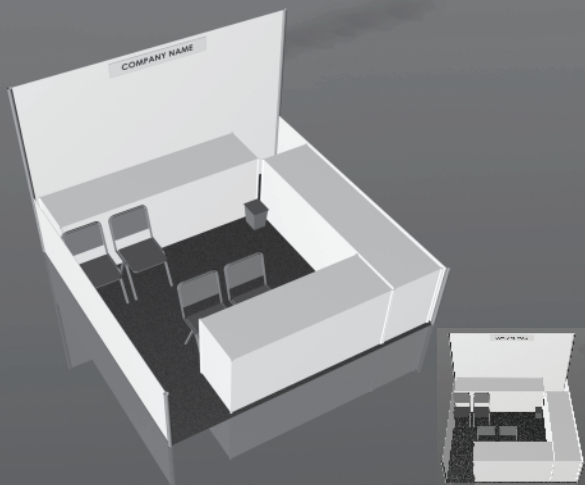
Booth # _____

ATLANTA SHOE MARKET

BOOTH PACKAGES

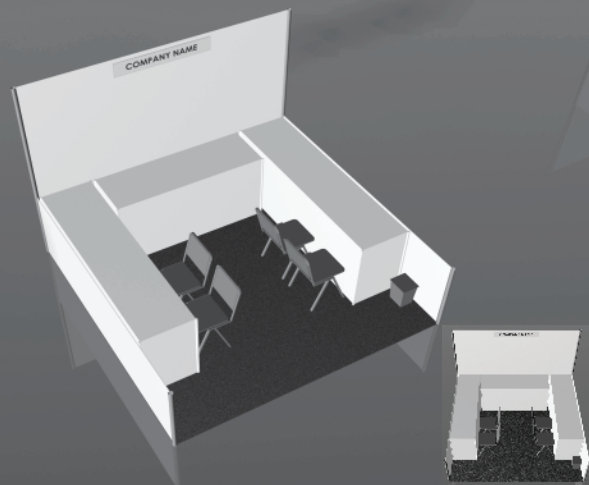
Shelving is not included in your booth package.
Shelving is available for rent on page #15

A



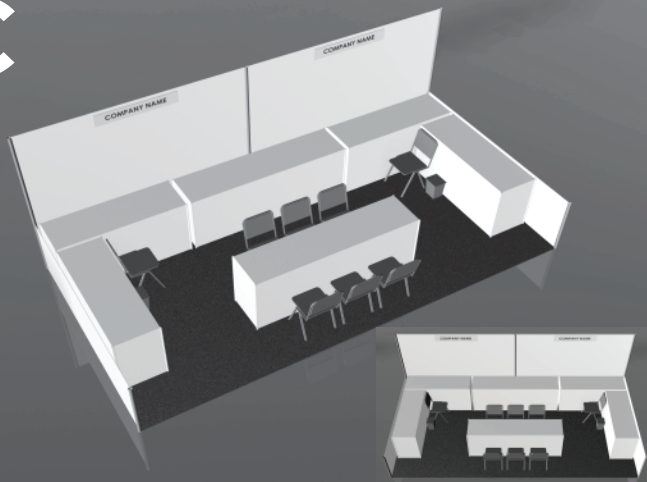
Package A includes: 1 ID Sign, 1 wastebasket, 4 chairs, 1- 8' table, 1- 6' table, 1- 88" table

B



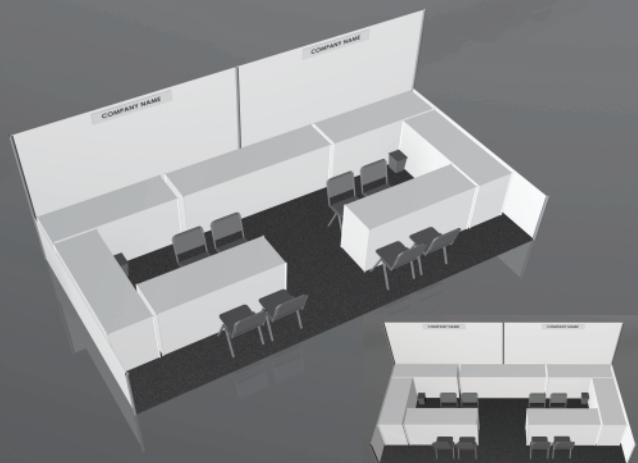
Package B includes: 1 ID Sign, 1 wastebasket, 4 chairs, 1- 8' table, 1- 6' table, 1- 88" table

C



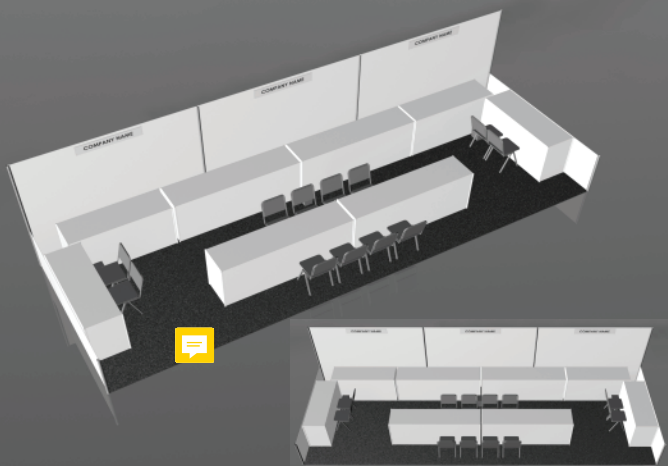
Package C includes: 2 ID signs, 2 wastebaskets, 8 chairs, 4- 6' tables, 1- 8' table, 1- 88" table

D



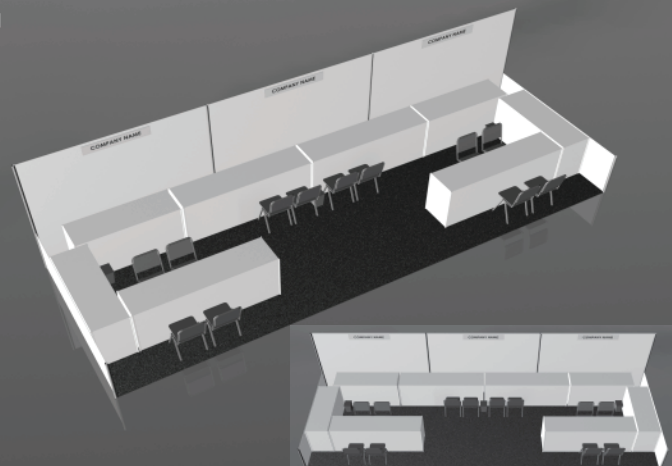
Package D includes: 2 ID signs, 2 wastebaskets, 8 chairs, 6- 6' tables, 1- 88" table

E



Package E includes: 3 ID signs, 3 wastebaskets, 12 chairs, 3- 6' tables, 3- 8' tables, 2- 88" tables

F



Package F includes: 3 ID signs, 3 wastebaskets, 12 chairs, 3- 6' tables, 3- 8' tables, 2- 88" tables

Booth Package Form

Deadline: 7/10/26

Attention Exhibitors:

To ensure accurate delivery of package furniture included in your preselected Booth Package as ordered through Southeastern Shoe Travelers, please complete and return

6' Draped Tables

- ☐ I will require _____ table(s)
(1 draped 6' table per **A/B** Booth Package)
(4 draped 6' table per **C** Booth Package)
(6 draped 6' table per **D** Booth Package)
(3 draped 6' table per **E/F** Booth Package)

☐ I will NOT require any 6' draped tables

8' Draped Tables

- ☐ I will require _____ table(s)
(2 draped 8' table per **A/B** Booth Package)
(2 draped 8' table per **C** Booth Package)
(1 draped 8' table per **D** Booth Package)
(5 draped 8' table per **E/F** Booth Package)

☐ I will NOT require any 8' draped tables

Chairs

- ☐ I will require _____ chair(s)
(4 chairs per **A/B** Booth Package)
(8 chairs per **C** Booth Package)
(8 chairs per **D** Booth Package)
(12 chairs per **E/F** Booth Package)

☐ I will NOT require any chairs

Any changes to booth packages must be made through Southeastern Shoe Travelers.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Ordering Options

PLACING YOUR ORDER

We have two options in place to make placing your order easy and convenient. Online ordering is available and can be accessed 24/7 to place your order and access all details of the event. We also offer the exhibitor manual in PDF format. Listed below are the simple instructions for placing your orders for the furnishings and services you require for your booth:

Online Ordering — Follow these easy steps to place your order online.

1. You will receive an email containing your personal User Name and Password and the link to the ordering website.
2. Follow the link found in the email referenced above, then enter your User Name and Password.
3. You should now be on our Welcome page and have access to place your order or look up details concerning the show.
4. After you place your order, you will receive a confirmation via email. Your order will be processed by RPM within one business day and you will then receive your paid invoice via email.

Faxed / Emailed Orders — For your convenience, we also have a printable PDF version of our exhibitor service manual. This manual contains information concerning all facets of the event including important deadlines, your set-up and dismantle schedule, shipping details, shipping labels and order forms for all the services and furnishings you will require for your booth.

1. To place your order using the PDF forms, just print and complete the applicable forms for the products and/or services you will need.
 - A. RPM Forms — Return the form(s), along with your check payment or a completed Payment and Credit Card Authorization Form, to RPMXPO by fax, email or mail. Orders will not be processed without a method of payment.
 - B. Other Providers' Forms — Order forms for other Official Providers such those for utilities, audio/visual, computer and floral rental should be sent to the provider listed on the form. Please do not send these forms to RPMXPO Services.

We suggest that you copy or download the RPM PDF exhibitor manual to your computer desktop. You will then be able to access it at any time for order forms and for information concerning the show.

Important — In order to qualify for the lower Advance Rate pricing, your order and full payment must be received by the *Return Deadline Date* listed on the forms.

If you have any questions about how to place your order, please feel free to call us at 678-742-7310 or email us at info@rpmxpo.com.



User Login Request

RPMXPO Online Ordering

Please complete this form if you:

- ☐ Have not received the User Login Link
- ☐ Need password reset
- ☐ Had the User Login Link sent to the incorrect Representative

Check an option

In order to receive the User Login Link, the following information needs to be completed

Company Name:	Booth #:		
Street Address:	City:	State:	ZIP:
Phone #:	Fax #:		
Ordered By:	E-Mail:		
Signature:	Date:		

Return completed form to RPMXPO via:

Email: info@rpmxpo.com -OR- Fax: 770-679-8751

Payment Policies

• Payment Options

RPMXPO is the official general service contractor for **2026 August Atlanta Shoe Market** and is pleased to offer you three convenient ways to pay for any and all show services provided by RPMXPO.

• Credit Card

- We accept MasterCard, Visa, Discover and American Express. To authorize charges, you must complete the enclosed **Credit Card Authorization Form**. By completing and returning the Payment and Credit Card Authorization Form you are authorizing RPMXPO to charge your credit card for any and all charges incurred.

• Wire Transfer in U.S. Funds

- To avoid fraudulent activity, wire transfers must only be sent to the account listed below:
- WELLS FARGO - NC 112 S. Main Street Davidson, NC 28036
Please call the office to obtain wire transfer information—678-742-7310

***ANY ATTEMPTS TO SEND A WIRE TRANSFER TO ANY ACCOUNT OTHER THAN AS SPECIFICALLY STATED ABOVE WILL BE AT THE FULL RISK OF THE SENDER. RPMXPO ASSUMES NO RISK AND WILL NOT BE HELD LIABLE FOR ANY WIRE TRANSFER THAT DOES NOT CONFORM PRECISELY AS WRITTEN ABOVE.**

- Wire transfers must be initiated and confirmed at least two weeks prior to move-in. Wire transfers must include your company name, show name and booth number.
- Due to the various processing fees we incur from banks clearing wire transfers into our accounts, RPMXPO will charge the following fees:
 - **Domestic incoming wire transfer fee: \$25.00**
 - **International incoming wire transfer fee: \$50.00**

• Checks

- All checks must be in U.S. funds drawn on a U.S. Bank.
- For advance payments by company check please submit your check with the anticipated charges, along with the completed order forms. All check payments must be received and cleared prior to show move in. Although you may choose to pay by company check or cash, for all charges incurred at show site, **we require your signed Credit Card Authorization Form** to be on file with RPMXPO, in advance, to guarantee payment. Please make all checks payable to: **RPMXPO**. Absolutely no check payments will be taken on site.

• Show Site Orders

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as soon as possible in advance. **For the discount prices to be in effect, your order must be received by the Return Deadline Date and payment must accompany your order.** Orders received after the Return Deadline Date or made at the Exhibitor Service Desk during the show will be billed at standard rates listed on the various order forms.

• Payment Terms

To process your order for services and materials listed in the Exhibitor Service Manual, we require your signed **Payment and Credit Card Authorization Form** to be on file with RPMXPO to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Pre-payments will be indicated, and any balance due must be paid in full upon receipt. If payment is left unpaid after the close of the event, a monthly recurring late fee of 2.5% will be applied. All payment disputes must be resolved prior to leaving the event.

Invoices will be distributed on the last day of the event. If you have any questions or concerns in regard to any of your charges, please stop by the Exhibitor Service Desk. No charges will be disputed after the close of the event.

Additionally, **exhibitors will be charged for the equipment they use in their booth.** RPMXPO is authorized to charge the exhibitor's credit card for any charges incurred following the show, e.g., dismantle labor, outbound overtime drayage charges, etc. In these circumstances, RPMXPO will charge the exhibitor's credit card on file, and email an invoice to the exhibitor, outlining the charges which were billed.

All charges are payable in U.S. funds drawn on a U.S. Bank. **No telephone orders will be accepted.**

• Cancellation Policy

- Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued.
- Any and all Custom and Executive Furnishings cancelled before the discount deadline will be refunded at 100% of the original price. Any and all Custom and Executive Furnishings cancelled prior to 48 hours of the event move in will be refunded at 50% of the original price. No refunds will be issued for orders cancelled less than 48 hours prior to move in.
- Labor service orders cancelled prior to 48 hours of the event move in will be refunded at 75% of original price. Labor service orders cancelled less than 48 hours prior to move in will be invoiced 50% of the original order.

- **Note:** All materials are on a rental basis for the duration of the event, and must be returned in good working order and remain the property of RPMXPO.

Credit Card Authorization Form

Deadline: 7/10/26

Please complete the information requested and return the payment in full with this form and your orders. You may choose to pay by credit card or check; however, we require your credit card authorization to be on file with RPMXPO. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show orders placed by your representative for this event.

NOTE: Tax exemption certificate will need to be submitted in order to have the tax withheld.

Payment Method:	
☐	Corporate Credit Card
☐	Personal Credit Card
☐	Check
☐	Wire Transfer (fee applies)*
*Please note: You may choose to pay by Check or Wire Transfer; however, a credit card is required to be on file for any charges not covered by check or wire payment.	
Card Type:	
☐	
☐	
☐	
☐	
Card Number:	

Expiration Date: CVV2 (Security) Code:	
____/____ _____	

ORDER RECAP		
Enter totals from each completed form		
<i>* Note: Items taxable in the State of Georgia</i>		
* Shelving Units and Table Risers Order Form	\$	
* Tables Order Form	\$	
* Booth Accessories Order Form	\$	
* Xtrusion Track Light Support Order Form	\$	
* Specialty Equipment Order Form	\$	
* Booth Carpet/Padding Order Form	\$	
* Signs & Banners Order Form	\$	
Display Labor Order Form	\$	
Forklift Order Form	\$	
Sign Hanging Order Form	\$	
Booth Cleaning / Porter / Sanitizing Order Form	\$	
Material Handling Service Order Form	\$	
Accessible Storage Order Form	\$	
TOTAL AMOUNT DUE →	\$	

By my signature below and as representative of _____, we hereby forever release and waive any right to bring suit against RPMXPO and its owners, officers, directors, managers, officials, trustees, agents, employees, or other representatives in connection with exposure, infection, and/or spread of ALL COVID-19 related to, utilizing RPMXPO's services. We understand that this waiver means we give up any rights to bring any claims including for personal injuries, death, disease or property losses, or any other loss, including but not limited to claims of negligence and give up any claim we may have to seek damages, whether known or unknown, foreseen or unforeseen. I understand and agree that the laws of the state of Georgia will apply to this waiver.

I HAVE CAREFULLY READ AND FULLY UNDERSTAND ALL PROVISIONS OF THIS RELEASE, AND FREELY AND KNOWINGLY ASSUME

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AS SET FORTH ON FOLLOWING PAGE			
Company Name:		Booth #:	
Cardholder's Name:			
Street Address:		City:	State: Zip:
Phone #:		Fax #:	
Ordered By:		Email:	
Signature:		Date:	

Limits of Liability and Responsibility

1. RPMXPO Services shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.
2. RPMXPO Services shall not be responsible for loss, theft or disappearance of exhibitor's materials after same has been delivered to the exhibitor's booth.
3. RPMXPO Services shall not be responsible for loss, theft or disappearance of exhibitor's materials before they are picked up from exhibitor's booth for reloading after the show. Bills-of-Lading covering outgoing shipments, which are furnished by RPMXPO Services, to the exhibitor, will be checked at the time of actual pick-up from the booth and corrections made where discrepancies occur.
4. RPMXPO Services shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. If found liable for any loss or damage, RPM's sole and maximum liability for loss of or damage to EXHIBITOR'S materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$.50 per lb. per shipment based on the weight of the article(s) lost or damaged, or a maximum liability of \$50.00 per shipment, whichever is less. RPM shall be liable ONLY for loss of or damage to articles actually physically handled or for articles for which RPM specifically acknowledges receipt in writing. RPM shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from or related to a claim for loss or damage of material. In no event will RPM be held liable for any concealed damage-no exceptions.
6. RPMXPO Services shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of materials to RPMXPO Services by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor (and/or shipper) on the terms and conditions set forth.

Non-Official Contractor Request Form

Deadline: 7/10/26

A non-official contractor, or exhibitor-appointed contractor (EAC), is any company other than the designated official contractors. For Exhibitors intending to use their own labor (for installation and/or dismantle) or contract for such services separately from RPMXPO Services, please read the following restrictions, requirements and restraints.

The following services cannot be provided by any EAC:

Electrical • Plumbing • Telephone Lines • Drayage • Rigging • Cleaning • Catering

If an exhibitor wishes to use an EAC that requires access to the exhibit hall either before, during or after the show, the following criteria must be met or access will not be granted:

- ◆ Exhibitor must inform RPMXPO Services that they have contracted with a an EAC by completing this form and returning it by the deadline date shown above. If form is not submitted by the deadline date, the EAC will not be allowed to perform work in the hall except to supervise the official contractor-provided labor.
- ◆ The EAC hired by the exhibitor must, by the deadline date show above, provide RPM with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming RPMXPO Services as additionally insured for the time period of the show (including move-in and move-out days).
- ◆ The EAC must abide by the rules and regulations of the show and all pertinent union regulations.
- ◆ EAC employees are required to check in at the EAC Check in desk located at the Service Center each day prior to work to obtain the proper wrist band for the day.
- ◆ If the EAC is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization Form must be completed and returned to RPM. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.
- ◆ The EAC agrees to have evidence in the booth that it has a valid authorization from the Exhibitor for services.
- ◆ The EAC must confine its operations to the exhibit area of its client(s). No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.
- ◆ The EAC may not solicit business on the exhibit floor.
- ◆ The EAC must have all business licenses, work permits and insurance required by State and City governments and Facility management before beginning work, and shall provide Show Management with evidence of compliance.
- ◆ If required, the EAC must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The EAC must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.
- ◆ EAC will not be permitted to load or unload exhibitor display or freight at the loading dock or POV designated areas. This is the sole responsibility of RPMXPO Services.

PLEASE NOTE: A valid and current copy of Exhibitor's Certificate of Insurance must accompany this document. If such proof is not provided, Exhibitor will not be allowed to use the EAC's services.

Complete this form ONLY if your company is using a Services Contractor other than the official decorator to unpack, erect, assemble, dismantle or pack your display.

Return this form along with Certificate of Insurance, name and address of the employee(s) who are working your booth by 7/10/26.

Event Name:			
Exhibiting Company Name:			Booth#:
Address:	City:	State:	Zip:
Authorized On-Site Representative:			
Name of Service Firm:			
Address:	City:	State:	Zip:
Telephone:	On-Site Supervisor:		
Signature:			Date:

Standard Booth Rental

Deadline:

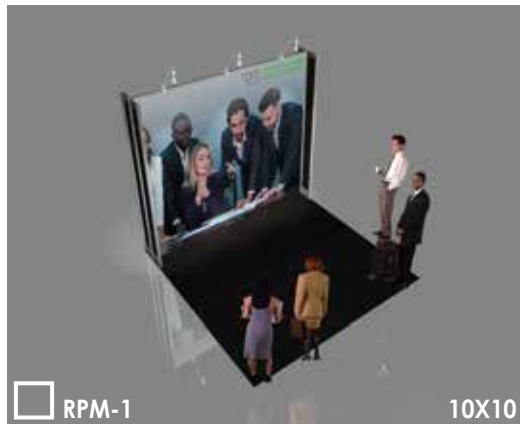
☒ CHOOSE YOUR RENTAL MODEL:

DEADLINE FOR DISCOUNT RATES (as priced below):

DEADLINE for prices below + 15%: Up to 7 days after Deadline

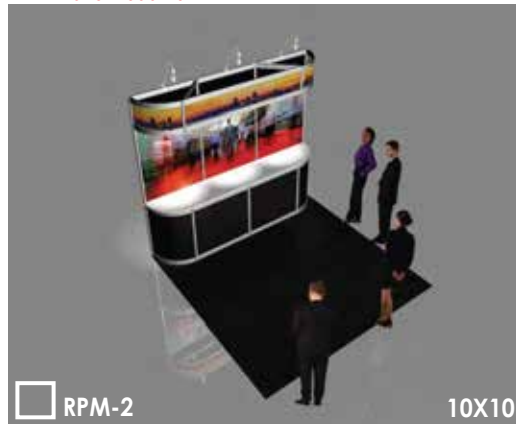
DEADLINE for prices below + 35%: From the 8th - 14 days after Deadline

DEADLINE for prices below + 50%: From the 15th - 21 days after Deadline



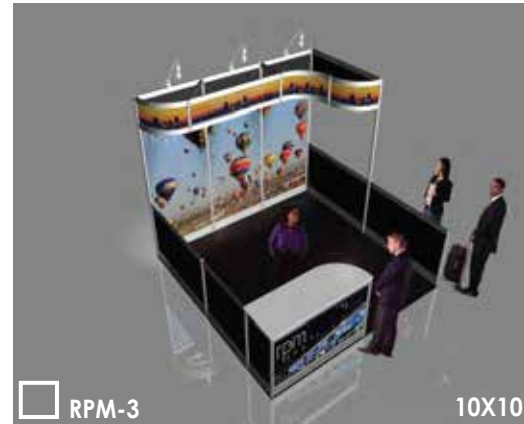
☐ RPM-1 10X10

\$2,520 - includes full-wall lighted banner graphic



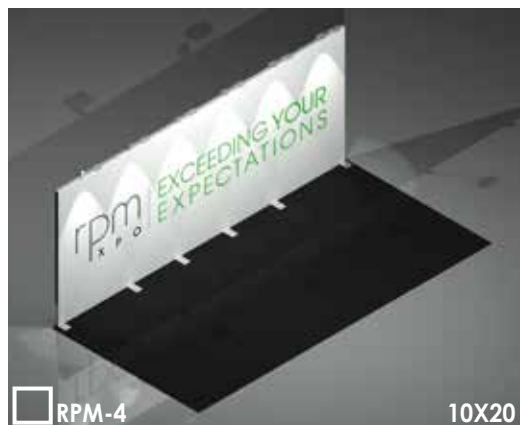
☐ RPM-2 10X10

\$3,450 - includes 3 lighted graphic panels, graphic header, and storage/display cabinet



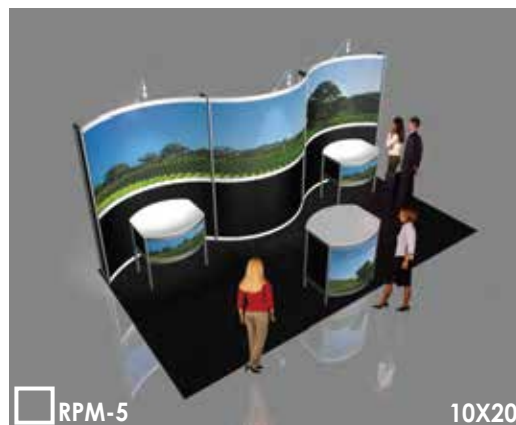
☐ RPM-3 10X10

\$3,875 - includes 3 lighted graphic panels, graphic header, storage/display cabinet with graphic, and side rails



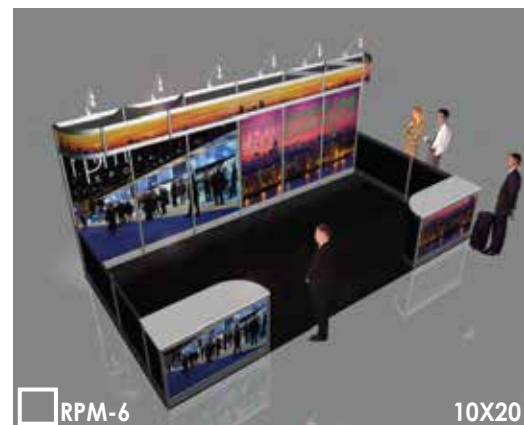
☐ RPM-4 10X20

\$4,985 - includes full-wall lighted banner graphic



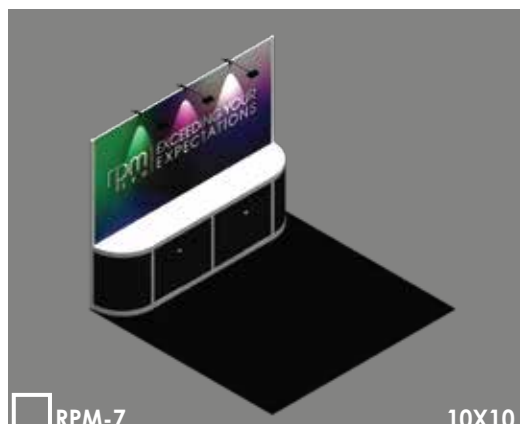
☐ RPM-5 10X20

\$5,975 - includes 3 curved, lighted graphic panels, 2 display counters with graphics, and reception storage/display counter with graphic



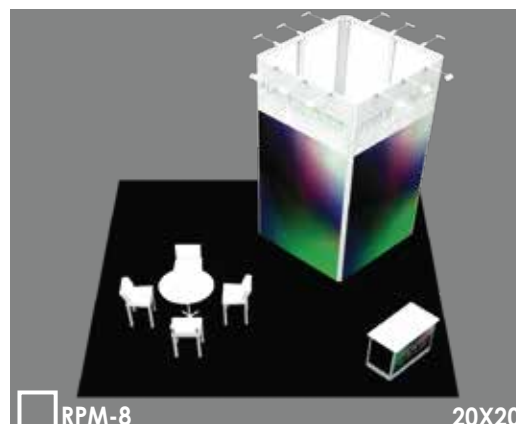
☐ RPM-6 10X20

\$7,654 - includes 6 lighted graphic panels, graphic header, 2 storage/display cabinets with graphics, and side rails



☐ RPM-7 10X10

\$3,945 - includes full-wall lighted banner graphic



☐ RPM-8 20X20

\$17,750 - includes 16' high lighted Tower, 1 storage cabinet, 42" high pedestal table, 4 padded stools

In-line Models include standard carpet (choice of 4 colors); 20'x20' Models include custom carpet (choice of 6 colors). All models include daily carpet cleaning, delivery to show site, drayage (material handling) from loading dock to your booth space, and installation/dismantle labor. All Models include your choice of black, white, or gray for your blank (non-graphic) panels.

PLEASE BE SURE TO REACH OUT TO **CARLOS FRANCOS** @ carlos@rpmxpo.com

THANK YOU FOR CHOOSING

FOR YOUR EXHIBIT NEEDS!

Shelving Units & Table Risers Order Form

Deadline: 7/10/26

All shelves and feet will be delivered to your booth; however, it is the exhibitor's responsibility to install and dismantle them. (Note: There is a 12" space between shelves.)

MULTI-SHELF SHELVING UNITS				
Quantity	Description	Discount Rate	Standard Rate	Amount
4' LONG	2-Shelf Unit	\$ 38.04	\$ 75.47	\$
	4-Shelf Unit	\$ 75.47	\$ 150.09	\$
6' LONG	2-Shelf Unit	\$ 44.33	\$ 88.72	\$
	4-Shelf Unit	\$ 88.72	\$ 176.88	\$
Sub-Total				\$
6% GA Sales Tax				\$
TOTAL AMOUNT →				\$



4' 2-Shelf Unit
4'L x 32"H x 11"D



4' 4-Shelf Unit
4'L x 49"H x 11"D



6' 2-Shelf Unit
6'L x 32"H x 11"D



6' 4-Shelf Unit
6'L x 49"H x 11"D

- 2- Shelf units sit on top of the table
- 4- Shelf units sit on the floor ONLY
- 4- Shelf Units DO NOT sit on top of the tables

TABLE RISERS				
Quantity	Description	Discount Rate	Standard Rate	Amount
4' LONG	8" H - Table Riser	\$ 29.30	\$ 54.72	\$
	12" H - Table Riser	\$ 29.30	\$ 54.72	\$
	18" H - Table Riser	\$ 29.30	\$ 54.72	\$
6' LONG	8" H - Table Riser	\$ 32.03	\$ 62.43	\$
	12" H - Table Riser	\$ 32.03	\$ 62.43	\$
	18" H - Table Riser	\$ 32.03	\$ 62.43	\$
Sub-Total				\$
6% GA Sales Tax				\$
TOTAL AMOUNT →				\$



4' L x 8" H Table Riser



6' L x 8" H Table Riser



4' L x 12" H Table Riser



6' L x 12" H Table Riser



4' L x 18" H Table Riser



6' L x 18" H Table Riser

Cancellation Policy: Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued. Refer to Payment Policies for full description.

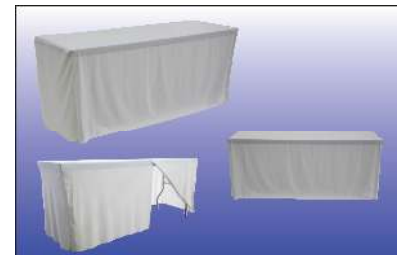
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Tables Order Form

Deadline: 7/10/26

RECTANGULAR DISPLAY TABLES				
Qty	Description	Discount Rate	Standard Rate	Amount
	2' X 4' X 30" High	\$ 43.42	\$ 54.28	\$
	2' X 6' X 30" High	\$ 51.70	\$ 64.62	\$
	2' X 8' X 30" High	\$ 61.22	\$ 76.53	\$
	2' X 4' X 42" High	\$ 58.70	\$ 73.37	\$
	2' X 6' X 42" High	\$ 65.55	\$ 83.19	\$
	2' X 8' X 42" High	\$ 76.00	\$ 95.00	\$
ROUND PEDESTAL TABLES				
	Round Pedestal Table (30" H X 30" D)	\$ 252.88	\$ 316.09	\$
	Round Pedestal Table (42" H X 30" D)	\$ 294.19	\$ 367.74	\$
Sub-Total				\$
6% GA Sales Tax				\$
TOTAL AMOUNT →				\$

Includes white posh fitted table cloth as shown here.



Cancellation Policy: Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Xtrusion Track Light Support Order Form

Deadline: 7/10/26

The Xtrusion Track Light Support Package is intended to provide appropriate support for booths with additional lighting ordered.

Xtrusion Track Light Support Package

Includes two Uprights, three 3 Meter Bars and Labor to install

Xtrusion Light Support	Discount Rate	Standard Rate	Total
	\$ 112.09	\$ 140.12	\$
Sub-Total			
6% GA Sales Tax			
TOTAL AMOUNT →			\$



Cancellation Policy: Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Booth Accessories Order Form

Deadline: 7/10/26

BOOTH ACCESSORIES				
Qty	Description	Discount Rate	Standard Rate	Amount
	Side Chair	\$ 70.29	\$ 87.86	\$
	Padded Stool	\$ 73.57	\$ 91.97	\$
	Wastebasket	\$ 21.59	\$ 26.99	\$
	Floor Easel	\$ 39.32	\$ 49.14	\$
	Sign Holder	\$ 126.68	\$ 158.35	\$
	Waterfall Rack	\$ 150.78	\$ 188.48	\$
	Bag Rack	\$ 150.78	\$ 188.48	\$
	Literature Rack	\$ 220.76	\$ 275.95	\$
	8' Upright and base	\$ 24.10	\$ 30.13	\$
	Crossbar	\$ 24.10	\$ 30.13	\$
	Stem Light	\$ 76.00	\$ 95.00	\$
	Track Light with 2 Lights	\$ 95.43	\$ 119.29	\$
Sub-Total				\$
6% GA Sales Tax				\$
TOTAL AMOUNT →				\$



Side Chair



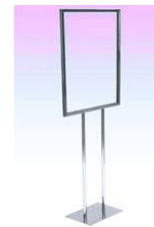
Padded Stool



Wastebasket



Floor Easel



Sign Holder



Waterfall Rack



Bag Rack



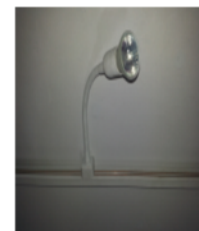
Literature Rack



8' Upright and base



Crossbar



Stem Light



Track Light with 2 Lights

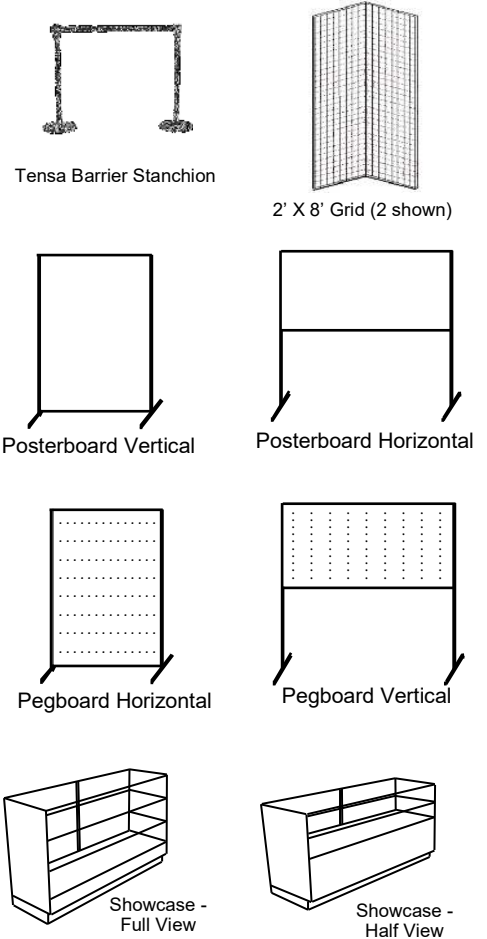
Cancellation Policy: Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Specialty Equipment Order Form

Deadline: 7/10/26

SPECIALTY EQUIPMENT				
Qty	Description	Discount Rate	Standard Rate	Amount
	Tensa Barrier Stanchion	\$ 92.24	\$ 115.30	\$
	2' X 8' Grid (Minimum order of 2)	\$ 162.42	\$ 203.03	\$
	Posterboard: 8ft. X 4ft. Black Panel - Vertical	\$ 209.07	\$ 261.34	\$
	Posterboard: 4ft. X 8ft. Black Panel - Horizontal	\$ 209.07	\$ 261.34	\$
	Pegboard in Frame: 8ft. X 4ft. White Panel - Vertical	\$ 209.07	\$ 261.34	\$
	Pegboard in Frame: 4ft. X 8ft. White Panel - Horizontal	\$ 209.07	\$ 261.34	\$
	Showcase - 6' Full View	\$ 631.02	\$ 788.77	\$
	Showcase - 6' Half View	\$ 631.02	\$ 788.77	\$
Sub-Total				\$
6% GA Sales Tax				\$
TOTAL AMOUNT →				\$



Cancellation Policy: Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Booth Carpet & Padding Order Form

Deadline: 7/10/26

STANDARD CARPET

Price includes installation.

Please select your color from those at right under "Standard Carpet Colors."

No guarantee of color match when ordering multiple carpets.

Color	Quantity	Size	Discount Rate	Standard Rate	Amount
		10' X 10'	\$ 195.51	\$ 244.39	\$
		10' X 20'	\$ 435.62	\$ 544.52	\$
		10' X 30'	\$ 481.12	\$ 603.90	\$

CUSTOM SIZE CARPET

Includes poly covering for protection and installation to fit booth space.

Note: 100 Square Foot Minimum Order

Please select your color from those at right under "Custom Size Carpet Colors."

Dimensions	Total Sq. Ft.	Color	Discount Rate	Standard Rate	Amount
' X '			\$ 2.12 / sq. ft.	\$ 2.65 / sq. ft.	\$

26 OZ. PLUSH CUSTOM-SIZE CARPET

Includes poly covering for protection and installation to fit booth space.

Note: 100 Square Foot Minimum Order

Please select your color from those at right under "26 oz. Plush Carpet Colors."

Dimensions	Total Sq. Ft.	Color	Discount Rate	Standard Rate	Amount
' X '			\$ 4.26 / sq. ft.	\$ 5.33 / sq. ft.	\$

CUSTOM PADDING

Note: 100 Square Foot Minimum Order

Dimensions	Total Sq. Ft.	Discount Rate	Standard Rate	Amount
' X '		\$.72 / sq. ft.	\$.90 / sq. ft.	\$

VISQUEEN

Note: 100 Square Foot Minimum Order

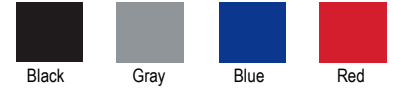
Dimensions	Total Sq. Ft.	Discount Rate	Standard Rate	Amount
' X '		\$.43 / sq. ft.	\$.54 / sq. ft.	\$

Sub-Total \$

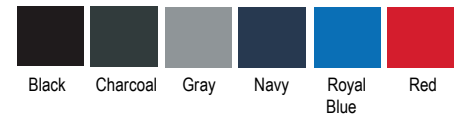
6% GA Sales Tax \$

TOTAL AMOUNT → \$

Standard Carpet Colors



Custom Size Carpet Colors



26 oz. Plush Carpet Colors



Please note: The carpet colors shown above are represented as accurately as possible; however, due to the variances among computer monitors and printers, the colors displayed on your screen or printed form may not depict an accurate reproduction of the actual swatch color.

Cancellation Policy: Any and all orders cancelled before the discount deadline will be refunded at 100% of the original price. Any and all orders cancelled after the discount deadline but within 48 hours of the order date will be refunded at 100%. Any and all orders cancelled more than 48 hours of the event move in will receive a credit of 50% of the original price. Any and all orders cancelled less than 48 hours of the event move in are non-refundable. No refunds will be issued. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

rpmXPO GUIDELINES FOR PRINTED ARTWORK

So that we can provide for you our best possible image results, please observe the following when setting up your graphic files for print:

- 150 dpi minimum resolution - 300 dpi is preferred
- CMYK color format
- .PDF file format, only
- 100% file size (full print size)*
- Exact image size and name as shown in our extracts
- Minimum 1/8" (.125") bleed all sides, with crop marks
- Or, *for single-sided images, only*, you have the option of surrounding the image with cut lines in any spot color named "Thru_cut". No bleed is then required.

*For very large images, half-size or quarter-size files may be submitted. In such cases, please indicate '1/2 size file' or '1/4 size file.' Your images will be printed full size.

Thank you.

Signs & Banners Oder Form

Sign prices are based on customer supplying print-ready graphics in the requested format (see previous page).
In order to receive the discount rate, graphics must be received by **deadline date**.
Need to hang your sign? Order sign hanging located on page # 27

Qty	Description	Discount Rate	Standard Rate	Amount
STANDARD FOAMCORE SIGNS, SINGLE-SIDED				
	Vertical 22" X 28"	\$ 72.04	\$ 90.05	\$
	Horizontal 28" X 28"	\$ 72.04	\$ 90.05	\$
	Vertical 28" X 44"	\$ 144.07	\$ 180.08	\$
	Horizontal 44" X 28"	\$ 144.07	\$ 180.08	\$
	Meterboard 34" X 74"	\$ 294.89	\$ 368.61	\$
ACCESSORIES				
	Foamcore 4' X 8'	\$ 74.28	\$ 92.85	\$
	Velcro	\$ 16.88	\$ 21.10	\$
Qty	Description	Discount Rate	Standard Rate	Amount
REPLACEMENT ID SIGN - CARDSTOCK				
	7" x 44" Horizontal	\$ 36.02	\$ 45.02	\$
Total Sq. Ft.	Description	Discount Rate	Standard Rate	Amount
VINYL BANNERS WITH DIGITAL PRINTING Grommets Included				
	Vertical / sq. ft. _____ x _____	\$ 18.00 per sq. ft.	\$ 22.51 per sq. ft.	\$
	Horizontal / sq. ft. _____ x _____	\$ 18.00 per sq. ft.	\$ 22.51 per sq. ft.	\$

Qty	Size	Discount Rate	Standard Rate	Amount
WHITE SHOWCARD with EASEL BACK Price Based on Block Letters, Black Lettering				
	8 1/2" X 11"	\$ 42.44	\$ 53.05	\$
Orientation: ☐ Horizontal ☐ Vertical - Signs ordered less than ten business days prior to show opening and on Saturday, Sunday or Holidays will be billed at double the Standard Rates. - Prices will be quoted on all special work (logos, trademarks, special lettering cut-out, odd sizes, etc.) - All advance order signs will be available for customer pick-up at the show site service desk. - NO GUARANTEED DELIVERY TIME ON ORDERS PLACED AT THE SHOW SITE SERVICE DESK.				

Sub-Total	\$
6% GA Sales Tax	\$
TOTAL AMOUNT →	\$

Cancellation Policy: Sign orders cancelled before the return deadline will be refunded at 50%. Sign orders cancelled after the return deadline will not be eligible for refund.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Labor Jurisdictions - Georgia

LABOR

Georgia is a "right-to-work" state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates using the enclosed order forms.

EXHIBIT LABOR JURISDICTION

Exhibit labor claims jurisdiction for the installation, dismantling and first cleaning of prefabricated exhibits and displays when this work is done by RPM personnel. They may be employed by completion of labor forms enclosed in this manual.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance or repairs on your products.

MATERIAL/FREIGHT HANDLING JURISDICTION

RPMXPO Services has the responsibility of receiving and handling all exhibit materials and empty crates that come in via over-the-road carriers. It is RPM's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. RPM will not be responsible, however, for any materials they do not handle

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed away at the owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with RPMXPO Services to store empty crates. Please refer to the Material Handling Information sheet in this service manual for the handling of empties, disposal of skids, etc.

GRATUITIES/BREAKS

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon when the union has a 15-minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to RPMXPO Services.

IN GENERAL

Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to RPMXPO Services management personnel immediately.

SAFETY

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. RPMXPO Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor Order Form included in this manual and the necessary ladders and tools will be provided.

Display Labor Order Form

Deadline: 7/10/26

Labor Rates

Display Labor for Installation and Dismantling of Exhibits — Power Tools Are Not Supplied —		
Straight Time 8:00 am to 5:00 pm Monday through Friday.	Overtime After 5:00 pm until 8:00 am Monday through Friday, all day Saturday and Sunday.	Double Time All holidays and any time a worker works more than ten (10) hours in the same day
\$ 102.82 per hour, one hour minimum per worker, thereafter 1/2 hr. increments.	\$ 154.24 per hour, one hour minimum per worker, thereafter 1/2 hr. increments.	\$ 205.65 per hour, one hour minimum per worker, thereafter 1/2 hr. increments.
All Labor orders received after the return deadline date will be charged an additional 25%		

NOTE:

8:00 am is the only guaranteed starting time. All the other orders will be filled as labor is available.
All labor must be signed in and out at the Service Desk.

PLEASE INDICATE SERVICE REQUIRED:

- ☐ EXHIBITOR'S SUPERVISION – All work performed must be under the supervision of the Exhibitor
- ☐ RPMXPO SUPERVISION – Hourly rate plus 30% Supervision charge. Minimum \$40.00
Detailed set-up and outbound shipping instructions must be sent in advance.

	Dates Required	# of Workers Requested	Time of Day Requested	Estimated # of Hours Per Worker	Estimated Amount
SET-UP	Friday, August 14th				\$
DISMANTLE	Monday, August 17th				\$
TOTAL AMOUNT →					\$

Name of Carrier: _____ # of Crates: _____ # Cartons: _____ # of Skids: _____

Display shipped to:	☐ Warehouse	☐ Show Site	☐ Display includes Carpet	☐ Will Rent Carpet
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PLEASE INCLUDE YOUR SET-UP PLANS WITH YOUR ORDER

After Dismantle Return Display to: _____

Cancellation Policy: Labor service orders cancelled prior to 48 hours of the event move in will be refunded at 75% of the original price. Labor service orders cancelled less than 48 hours prior to move in will be invoiced 50% of the original order. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Forklift Order Form

Deadline: 7/10/26

Order Forklift Labor only if you need to assemble, move, unskid, relocate, unpack heavy equipment, after it has been delivered to your booth.

PLEASE NOTE: Exhibitors are allowed a one-time spotting of equipment or machinery (within 6" tolerance) in its initial delivery as handled from carrier to booth, provided exhibitor or his representative is present at time of delivery to booth. It is not necessary to order forklift labor for this function; however, any additional movement or unskidding at exhibit booth will require a forklift order. Do not order forklift labor for motorized or mobile equipment.

Workmen and material handling equipment ordered for the start of the day will be provided at 8:00 AM. Any orders, after 8:00 AM, will be assigned after finishing earlier requests. Exhibitors must verify any forklift labor and material handling equipment orders on the show floor. All workmen and material handling equipment must be signed in and out at the Service Desk.

Forklift Labor Rates

Forklift Crew Consists of One Ground Man and One Forklift Operator

	Straight Time 8:00 am to 5:00 pm Monday through Friday	Overtime After 5:00 pm until 8:00 am Monday through Friday, all day Saturday and Sunday	Double Time All holidays and any time a worker works more than ten (10) hours in the same day
Additional Worker	\$ 102.82 per hour, one hour minimum, per worker, thereafter ½ hr. increments	\$ 154.24 per hour, one hour minimum, per worker, thereafter ½ hr. increments	\$ 205.65 per hour, one hour minimum, per worker, thereafter ½ hr. increments
Fork Lift with Operator Up to 5,000 lbs. Capacity	\$ 311.86 per hour, one hour minimum, per worker, thereafter ½ hr. increments	\$ 467.80 per hour, one hour minimum, per worker, thereafter ½ hr. increments	\$ 623.73 per hour, one hour minimum, per worker, thereafter ½ hr. increments
Over 5,000 lbs.	Quoted Upon Request		
Standard Operating Procedure	All Labor orders received after the return deadline date will be charged an additional 25% Anything that requires straps, shackles, and a 4 Stage Forklift, will come with an additional worker. (See additional worker prices above)		

	Dates Required	Service Required	Time Requested	Estimated # of Hours Per Crew	Estimated Amount
SET-UP	Friday, August 14th				\$
DISMANTLE	Monday, August 17th				\$

of Pieces to be Spotted: _____ Heaviest Pieces: _____

TOTAL AMOUNT →

\$

Cancellation Policy: Labor service orders cancelled prior to 48 hours of the event move in will be refunded at 75% of the original price. Labor service orders cancelled less than 48 hours prior to move in will be invoiced 50% of the original order. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Hanging Sign Information

**RPMXPO Services is responsible
for supervision, assembly, installation, and removal
of all hanging signs.**

If you wish your representative to be present during the assembly, installation, and removal of your sign, please check the appropriate box on the Suspended Sign Hanging Order Form.

Remember:

1. All signs must be designed to comply with Show Management rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
4. All signs to be hung from the ceiling should be sent in a separate container on a separate bill of lading marked "Hanging Sign." This container should be shipped in advance to the RPMXPO Warehouse, arriving no later than **Friday, July 31th**
5. Include exhibitor contact information with the order.
6. Include engineer-stamped assembly and hanging instructions with the order. RPMXPO accepts no liability for any work completed without such instructions, when required. Work is done at exhibitor's risk and exhibitor shall indemnify and defend RPMXPO and Show Management from any claims arising out of or related to the installation of any sign without approved drawings. Any signs that are assembled by RPMXPO will incur a minimum one hour of labor, this charge also includes the inspection prior to hanging. All hanging signs must be inspected prior to hanging, and will incur a minimum one hour of labor regardless if RPMXPO assembles.
8. Installation and removal times will be established per the availability of the hall and access to the area under the sign.

Sign Hanging Order Form

Deadline: 7/10/26

RPMXPO reserves the right to assemble, install, & dismantle signs with approved devices & type of cable to safely hang sign

- All signs must be approved by Show Management prior to hanging.
- All sign orders must be received in Advance of Deadline Date. All orders received after the deadline date will be charged an additional 25%. Orders received at the Service Desk are subject to availability and a 25% surcharge.
- A full set of plans must be provided and forwarded to RPMXPO Services together with the completed Suspended Sign Hanging Order Form.

Sign Hanging Rates

If sign requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be done on a **Time and Material basis**.

Straight Time
8:00 am to 5:00 pm
Monday through Friday

Overtime
After 5:00 pm until 8:00 am
Monday through Friday,
all day Saturday and Sunday.

Double Time
All holidays and any time
a worker works more than
ten (10) hours in the same day

High Lift and Crew
Three Worker
Crew Required

\$ 567.16 per hour, per crew,
one hour minimum on installation,
one hour minimum on dismantle
thereafter ½ hr. increments

\$ 850.74 per hour, per crew,
one hour minimum on installation,
one hour minimum on dismantle
thereafter ½ hr. increments

\$ 1134.32 per hour, per crew,
one hour minimum on installation,
one hour minimum on dismantle
thereafter ½ hr. increments

PLEASE TELL US ABOUT YOUR SIGN

- TYPE OF SIGN: ☐ Wood ☐ Metal ☐ Cloth Banner ☐ Electrical ☐ Other: _____
- SIZE OF SIGN: Height: _____ Length: _____ Width: _____ Weight: _____ lbs.
- # OF STRUCTURAL PICK POINTS: _____ LBS. AT EACH POINT: _____ lbs.
- SHAPE OF SIGN: ☐ Square ☐ Rectangular ☐ Circular ☐ Triangular ☐ Other: _____
- IS YOUR SIGN ELECTRICAL? ☐ Yes ☐ No
If yes, order requirements on Electrical Services Order Form and notate "For Hanging Sign."
- DOES YOUR SIGN REQUIRE ASSEMBLY? ☐ Yes ☐ No
Standard Rate: \$102.82 per hour, one hour minimum
Overtime Rate: \$154.24 per hour, one hour minimum
Install: Inspection Only ☐ Inspection and Assembly ☐ Date: _____ Time: _____
Dismantle: Disassembly ☐ Date: _____ Time: _____

PLEASE COMPLETE YOUR SIGN HANGING LABOR REQUIREMENTS BELOW:

	Dates Required	Time Requested	# of Crews Required	Estimated # of Hours Per Crew	Estimated Amount
ERECT	Friday, August 14th				\$
DISMANTLE	Monday, August 17th				\$
TOTAL AMOUNT →					\$

Cancellation Policy: Labor service orders cancelled prior to 48 hours of the event move in will be refunded at 75% of the original price. Labor service orders cancelled less than 48 hours prior to move in will be invoiced 50% of the original order. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Booth Cleaning & Porter Service Order Form **Deadline: 7/10/26**

VACUUMING - DAILY

Show Management provides vacuuming of all booths on Friday night
(the night before show opens) only, *at no charge*.

However, you may want to order daily cleaning services for the remainder of the show.

Booth Dimensions		Total Square Feet	X	Advance Rate	or	Standard Rate	# of Days Required	Amount
ft.	ft.	ft.	X	\$.47 / sq. ft.	or	\$.59 / sq. ft.	2	\$

MINIMUM CHARGE - 100 Sq. ft. per day

TOTAL AMOUNT



\$

PORTER SERVICE

Porter Service includes emptying wastebaskets within the booth every two hours during the show.
This service may be ordered once for the first day of the show only or daily.

Please choose either **First Day of Show Porter Service** OR **Daily Porter Service** below.

PORTER SERVICE - First Day of Show	Booth Dimensions		Total Square Feet	X	Advance Rate	or	Standard Rate	# of Days Required	Amount
	ft.	ft.	ft.	X	\$ 0.52 / sq. ft.	or	\$.64 / sq. ft.	1	\$
PORTER SERVICE - Daily	Booth Dimensions		Total Square Feet	X	Advance Rate	or	Standard Rate	# of Days Required	Amount
	ft.	ft.	ft.	X	\$ 1.55 / sq. ft.	or	\$ 1.93 / sq. ft.	3	\$

TOTAL AMOUNT



\$

MINIMUM CHARGE - 100 Sq. ft. per day

Cancellation Policy: Labor service orders cancelled prior to 48 hours of the event move in will be refunded at 75% of the original price. Labor service orders cancelled less than 48 hours prior to move in will be invoiced 50% of the original order. Refer to Payment Policies for full description.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Storage Order Form

RPM now offers Show-to-Show Storage of your Exhibit Materials.
Storing with RPM means vastly reduced shipping charges, no more lost or delayed freight and most importantly, Priority in-booth Delivery! All exhibit materials are stored in our secure, local facility right here in Atlanta. When the show closes, just pack up your display and we will take care of it from there!

STORAGE RATES

1000 lb. Minimum

The following services and rates include: loading crated freight/booth equipment from your booth onto a truck, transporting freight to storage facility, storing for 6 months, loading freight onto truck, transporting to show site and delivering to exhibitor booth.

Please complete all sections below:

1. We will be storing:

a. # of boxes _____

c. # of cartons _____

e. # of skids _____

b. # of cases _____

d. # of crates _____

2. Description of product we are storing: _____

CWT (weight/100)	X	\$8.62 (per cwt.)	X	6 (months)	=	Storage Charge — Estimated Amount Due
	X		X		=	\$
+ Transportation Fee						\$ 250.00
TOTAL AMOUNT →						\$

TERMS AND CONDITIONS:

- It is the responsibility of the exhibitor to pack all display items in crates or on pallets prior to being picked up. Should RPM need to crate and palletize items, standard labor rates will apply.
- Pallets, shrink wrap and proper protection will be provided per exhibitor's request at no charge. Fragile items that require crating or special protection will be approved by at exhibitor at their expense.
- Rates are NOT inclusive of material handling services.
- Transportation rates will increase should exhibitor display exceed one trailer load of equipment.
- Storage auto-renews every 6 months. Exhibitor must cancel at the RPM service desk prior to close of the show.

Company Name:

Booth #:

Ordered By:

Phone #:

Signature:

Date:

Privately Owned Vehicle (POV) Service Information

Exhibitors who desire to unload and load out their own equipment from Privately Owned Vehicles on the show floor may do so. There is not a charge associated with POV move in and move out unless assistance is required from RPMXPO Services.

A POV (privately owned vehicle) is considered to be any vehicle that is primarily designed to transport passengers, not cargo or freight. U-Hauls, cargo vans and box trucks are NOT considered a POV. Such vehicles will need to park in the east lot or Cobb Convention Center - Atlanta's parking deck for unloading and loading of vehicle. These parking spaces are available on a first come, first serve basis.

Your vehicle must unload on the receiving dock of the exhibit hall. RPMXPO Services alongside Cobb Convention Center - Atlanta personnel will direct vehicles to the appropriate loading area after you check in at the POV Desk.

Freight that is too large or heavy must be handled by RPM at the published material handling rates. No personal trucks (1 ton or over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.

To take advantage of this service, exhibitors should proceed directly to the appropriate POV Check In Counter as the map on the following page shows.

PLEASE NOTE: *This service is reserved for **exhibitors only**. **Third Party Contractors are not permitted to use this service** and all materials and freight must be handled by RPMXPO Services. RPMXPO Services personnel will determine what constitutes as a privately owned vehicle (POV).*



F.A.Q.

HOW DO I SHIP TO WAREHOUSE? (i.e. advance shipment to warehouse)

- We will accept freight beginning 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Material Handling Order Form. Your freight will be accepted after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday 8:00 a.m. to 4:30 p.m. No appointment is necessary.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped material must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

HOW DO I SHIP TO SHOW SITE? (i.e. direct to show site)

- Freight will be accepted only during exhibitor move in. Please refer to the Exhibitor Information page for specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Be sure to check your service manual if you are targeted for a specific date or time.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- We do not accept collect shipments. Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on the Material Handling Order Form page. We have also included in your service manual labels for both warehouse and show site shipments for you to copy and attach to cartons as needed.
- Some labels are color coded, so please check the service manual before making copies.
- Try to label every carton that is skidded with at least your name & booth number.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up "Empty Labels" at the RPM Service Desk. Place a label on each container. Please consolidate containers if possible. Labeled containers will be picked up periodically and stored during the show.
- At the close of the show, the empty containers will be returned to the booths in random order. Depending upon the size of the show, this process may take several hours.

HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show - the time between your departure and the actual pickup of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- For your convenience, ABF Freight will be on site to handle outbound transportation.
- Each shipment must have a completed RPM Bill of Lading form in order to ship materials from the show. All pieces must be labeled individually. (You can pick up a bill of lading from the RPMXPO Service Desk.)
- After materials are packed, labeled, and ready to be shipped, the completed RPM Bill of Lading must be turned in at the RPM Service Desk. DO NOT leave the bill of lading in your booth.
- Provide your designated carrier with pickup information. Please refer to the Exhibitor Information page for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted through ABF Freight.
- You must notify your carrier of the dates & times of pick-up if you are not using ABF Freight.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by adding "riders" to your existing policies.

Shipping Definitions

CRATED - Referred to as "Common Carrier Shipments"

- Crates, fiber cases, cartons, etc. that are not stacked but placed side by side on the trailer.

UNCRATED - Referred to as loose or pad wrapped; i.e., your exhibit material is not protected in a shipping container.

ADDITIONAL HANDLING - Referred to as "Van Line Shipments" or "Special Handling"

- In this instance, the carrier delivering your exhibit to the show is charging you by space used (per cubic foot) as opposed to charging by weight (per 100 lbs.) Exact measurements of your crates are taken by your carrier for loading and unloading the trailer. Customarily, these carriers charge in such a manner as is advantageous to them to maximize the space inside the trailer. This process may require additional RPM labor to load/unload.

SMALL PACKAGE SERVICE - Referred to as packages, cartons or envelopes.

- Any **single shipment** that arrives at the warehouse or show site weighing less than 50 lbs. In this category are shipments received from UPS, FedEx, DHL, AirBorne Express, etc.

*Overtime:

- is Monday-Friday prior to 8:00 a.m. and after 5:00 p.m. Also, all day Saturday, Sunday and observed union holidays.

Money Saving Tips

Helpful Hint for Small Shipments!

To reduce material handling costs, ship all materials in one shipment, not several shipments.
See example of savings below.

Before the show...

THE WRONG WAY



— Shipped as three separate shipments —

RECEIVED:

54 lbs. charged @ 200 lbs. min x \$88.00/cwt.	\$176.00
59 lbs. charged @ 200 lbs. min x \$88.00/cwt.	\$176.00
72 lbs. charged @ 200 lbs. min x \$88.00/cwt.	\$176.00

Total 185 lbs.

Total Cost:..... \$528.00

THE MONEY SAVING WAY



— Shipped everything together as a single shipment* —

RECEIVED:

3 pieces totaling 185 lbs. @ 200 lbs. min x \$88.00/cwt. \$176.00

TOTAL SAVINGS... \$352.00!

- The Material Handling charge from RPM for handling your freight should not be confused with the cost from your carrier to transport your freight to and from the show.

After the show...

- 1) Obtain an RPM Bill of Lading from the RPM Service Desk.
- 2) Once your freight is packed and ready to ship, complete and return the RPM Bill of Lading form to the Service Desk.
- 3) If not using ABF Freight, you must make and/or confirm arrangements for pick-up with your choice of carriers.
- 4) Be sure your chosen carrier is declared on the RPM Bill of Lading.
- 5) Make sure all crates, packages, etc. are clearly addressed (remove all old address labels).

*Failure to follow these steps could result in freight being re-routed through ABF Freight and assessed additional shipping charges.

All About Your Small Packages - Important Information

RPMXPO Services is the preferred handler of small packages to and from Atlanta Shoe Market. Our service provides you with high end customer service, inclusive of in-booth delivery!

EXHIBITOR MOVE-IN — Ship your small package to arrive at show site on **Friday, August 14th** at the following address:

(Name of Exhibitor & Booth Number)
c/o RPMXPO Services
Cobb Convention Center - Atlanta
Two Galleria Parkway
Atlanta, GA 30339

***Shipments arriving to show site BEFORE Friday the 13th will be refused.**

- * RPMXPO will receive your packages at the back docks, sign for them and deliver them to your booth!
- * *Note: If a package is lacking the proper booth or exhibitor information for us to deliver to you, we will hold the package in our possession until you come to claim it. To claim packages that have shown delivered and signed for by your carrier but have not been delivered to your booth, please visit the RPMXPO Service Desk.*

– Small Package Handling Fee –

RPMXPO Services provides small package delivery and pick up as a one-time, roundtrip fee with pricing as follows:

\$32.55 per Package (under 50 lbs.)
\$13.41 per Envelope

EXHIBITOR MOVE-OUT — At the end of the show, obtain a **Bill of Lading** from RPMXPO (BOLs are available at the service desk and will be provided if **exhibitor's bill is paid in full**).

- * Call your carrier to make arrangements for the pickup of your package(s).
- * Pack your boxes and leave them in your booth. Turn in your Bill of Lading to the service center to indicate your boxes are ready to be shipped out. Once this is complete, you are done!
- * Your carrier will show up to the show and indicate they are picking up your package(s).
- * RPMXPO will take the box from your booth and load it into the carrier's truck.

REMINDER:
The Discount Deadline is:
Friday, July 10, 2026.

NEED TO MAKE SMALL PACKAGE SHIPPING ARRANGEMENTS?

Get a Competitive Quote from ABF Freight!
Call Today! (800) 654-7019

Material Handling Rate Schedule

RPMXPO Services has been designated as the official drayage contractor with responsibility for the unloading, delivery, reloading and processing of all exhibitors' freight shipments.

MATERIAL HANDLING RATES 200 lb. Minimum

The following services, whether used complete or in part, are offered as a roundtrip package. Rates include: Unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

	Crated Materials	Uncrated and/or Loose Shipments	Special Handling
	STANDARD RATES	STANDARD RATES	STANDARD RATES
WAREHOUSE ADVANCE RECEIVING	ST Rate: \$ 64.30 / cwt. Receive crated materials only at our warehouse 30 days prior to show.	Shipments of loose or uncrated materials will <u>not</u> be received at the warehouse. They must be shipped directly to the show site.	ST Rate: \$ 80.38 / cwt. See below*.
DIRECT SHIPMENT TO SHOW SITE	ST Rate: \$ 63.77 / cwt. Receive shipments at show site on move-in dates only.	\$ 78.14 / cwt. Receive shipments at show site on move-in dates only.	\$ 78.14 / cwt. Receive shipments at show site on move-in dates only.

*Rates for shipments or equipment requiring special handling (including non-skidded, uncrated and/or loose shipments) received at the exhibit site will be subject to a 25% surcharge in addition to the above show site rates. This applies to all "van-line" shipments and trucks that, due to the height of the truck bed, cannot be unloaded at the docks. If crated materials are combined with uncrated and loose materials in the same shipment, the whole shipment will be charged at the Uncrated and Loose Material Rate, plus Special Handling Rate if applicable.

ALL SHIPMENTS MUST BE SENT PREPAID and all shipments must have a bill-of-lading showing number of pieces, weight, and description of merchandise. Display freight should be on a separate bill-of-lading from machinery freight. Mixed shipments will be charged at the Display freight rate. Trucks without a bill-of-lading or documented weight will be directed to a public scale or estimated weights will prevail. Estimated weights will be binding by both parties.

- Rates are based on incoming weight only. All weights are rounded off to the next 100 lbs. (cwt). Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.
- Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
- Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. RPMXPO Services assumes no responsibility for removal of containers with old or empty labels or for valuables stored inside containers while containers are in storage.
- Outbound shipping labels & RPM bills-of-lading will be available at the Service Desk. Exhibitor or his representative must pack & label their exhibit material and turn in an RPM bill-of-lading for each shipment at the Service Desk before leaving the Show. RPMXPO Services will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick-up by the removal date of the Show, RPMXPO Services reserves the right to re-route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by RPMXPO Services.

Material Handling Order Form

Deadline: 7/10/26

To avoid an off target surcharge, shipments consigned to the warehouse must arrive by **7/31/26**
Shipments received after **7/31/26** are subject to a 25% surcharge, unless shipping via ABF Freight.
Shipments consigned to the warehouse will not be accepted if delivered after **8/7/26**
Shipments consigned to show site will not be accepted if delivered before **8/14/26**

WHERE TO SHIP:

WAREHOUSE:

Atlanta Shoe Market
ABF Freight
c/o RPMXPO Services
1265 Blairs Bridge Road
Lithia Springs GA 30122

Booth # _____

SHOW SITE:

Atlanta Shoe Market
Cobb Convention Center - Atlanta
c/o RPMXPO Services
2 Galleria Pkwy
Atlanta, GA 30339

Booth # _____

HANGING SIGNS:

Atlanta Shoe Market
ABF Freight
c/o RPMXPO Services
1265 Blairs Bridge Road
Lithia Springs GA 30122

Booth # _____

The Show Name, Your Company Name and Booth Number MUST be referenced on all shipments

AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize RPMXPO Services to handle our shipment(s) in accordance with the information above and on the reverse side of this form, and have read this order and agree to the terms and provisions hereof including those on the reverse side and acknowledge receipt of a copy. We agree that RPMXPO Services will provide its services as our agent, and not as bailee or shipper, and if any employee of RPMXPO Services shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefor.

We agree, in the event of a dispute with RPMXPO Services relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by RPMXPO Services as an offset against the amount of the alleged loss or damage. Instead, we agree to pay RPMXPO Services for the full amount of the invoice for all such charges, and we further agree that any claim we may have against RPMXPO Services shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

Please Complete	Piece Count	Estimated Weight	ST Rate Per CWT (100 lbs.)	Estimated Amount
Warehouse Advance Receiving - Crated			\$ 64.30	\$
Warehouse Advance Receiving - Special Handling			\$ 80.38	\$
Direct Shipment to Show Site - Crated			\$ 61.91	\$
Direct Shipment to Show Site - Uncrated & Special Handling			\$ 78.14	\$
Warehouse and Direct Shipment to Show Site - (Small package shipments under 50 lbs.)			\$ 33.53 each carton	\$
Warehouse and Direct Shipment to Show Site - Envelope Service			\$13.81	\$
NOTE: 200 LB MINIMUM PER SHIPMENT				TOTAL AMOUNT → \$

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Reverse Side of Material Handling Order Form

Please read carefully! You are entering a contract which may limit your possible recoveries in case of loss or damage.

The terms and conditions set forth below, become a part of the contractual agreement between RPMXPO Services/ABF Freight and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed by agreeing to the rules and regulations of exhibiting at the event. This Bill of Lading and/or Delivery Receipt will act as a binding document for any potential claims. By signing this RPM Bill of Lading, Exhibitor/Exhibitor's Agent guarantees payment for shipping services provided by RPM and/or RPM's Agent — no exceptions.

1. **DEFINITIONS.** The name RPM shall be construed within the meaning of this contract as ABF Freight Services and their employees, officer, agents, and assigns including any subcontractors that RPM may appoint. The term EXHIBITOR refers to any party who contracts for services with RPM.

2. **RPM RESPONSIBILITIES.** RPM shall be responsible only for those services which it directly provides, and hereby agrees to execute its contractual duties in good faith. RPM assumes no responsibilities for any persons, parties, or other contracting firms not under RPM direct supervision and control. RPM shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond RPM reasonable control, or for ordinary wear and tear in the handling of materials.

3. **INSURANCE.** It is understood that RPM is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide RPM with a release of subrogation to the extent that any insurance settlement is received.

4. **CLAIMS(S) FOR LOSS.** EXHIBITOR agrees that any and all claims for loss or damage shall be submitted to RPM prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes the "conclusion" of the show shall be construed as the end of the day on which EXHIBITOR must vacate the show site. All claims reported after the (30) day period will be rejected. In no event shall a suit or action be brought against RPM more than one year after the date that loss or damage occurred.

5. **INDEMNIFICATION.** Exhibitor agrees to indemnify, forever hold harmless and defend RPM and their employees, officers, and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to, by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through RPM or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, invitees, and/or any EXHIBITOR appointed contractor (EAC).
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or such actions of Exhibitor's employees, agents, invitees, representatives, or EACs at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of RPM equipment.
- EXHIBITOR'S violation of Federal, State, or Local ordinances.
- EXHIBITOR'S violation of Show Regulations and/or Rules as published by Facility and/or Show Management.

6. **PACKAGING AND CRATES.** RPM shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped materials, or shrink-wrapped materials RPM shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. RPM shall not be responsible for crates and packaging which are unsuitable for handling, partially assembled, or having prior damage.

7. **EMPTY CONTAINERS.** Affixing "empty storage" labels to containers is the sole responsibility of EXHIBITOR or his representative. All previous labels should be removed. RPM assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels, or for loss or damage to materials stored in containers labeled "empty."

RPM'S LIABILITY LIMITS. If found liable for any loss or damage, RPM's sole and maximum liability for loss of or damage to EXHIBITOR'S materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$.50 per lb. per shipment based on the weight of the article(s) lost or damaged, or a maximum liability of \$50.00 per shipment, whichever is less. RPM shall be liable ONLY for loss of or damage to articles actually physically handled or for articles for which RPM specifically acknowledges receipt in writing. RPM shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from or related to a claim for loss or damage of material. In no event will RPM be held liable for any concealed damage-no exceptions.

8. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between EXHIBITOR and RPM relative to any loss or damage claim, the EXHIBITOR shall not be entitled to and shall not withhold payment to RPM as an offset against the amount of the alleged loss or damage. Any claim against RPM shall be considered a separate transaction and shall be resolved on its own merit.

9. **INBOUND SHIPMENTS.** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the EXHIBITOR or his representative. During such time the materials will be left unattended. RPM is not, and cannot be, responsible for loss, damage, theft, or disappearances of EXHIBITOR'S material after same have been delivered to the EXHIBITOR'S booth at show site.

10. **OUTBOUND SHIPMENTS.** Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick up of EXHIBITOR'S materials from the booth for loading onto a carrier. During such time the materials will be left unattended. RPM shall not be responsible for loss, damage, theft of, or disappearance of EXHIBITOR'S material before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted to RPM by EXHIBITOR. Notations of exceptions to conditions of materials, or piece counts will be made on the form submitted by EXHIBITOR. RPM assumes no responsibility for loss, damage, theft, or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S appointed carrier, or agent for transportation after the show. RPM loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. RPM assumes no liability for any materials after carrier assumes custody of materials. If EXHIBITOR'S designated carrier fails to show by the move out deadline after a show, RPM shall have the authority to route EXHIBITOR'S shipment via an alternate carrier, or return shipment to a local warehouse for disposition at EXHIBITOR'S expense.

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

**ABF Freight
c/o RPMXPO
1265 Blairs Bridge Road
Lithia Springs, GA 30122**



**Atlanta Shoe Market
Cobb Convention Center - Atlanta
Atlanta, GA
August 15-17, 2026**

Exhibitor

Booth #

On target shipments, without surcharge, must arrive by:
July 31, 2026

Off target shipments, with surcharge, must arrive no later than:
August 7, 2026

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

**ABF Freight
c/o RPMXPO
1265 Blairs Bridge Road
Lithia Springs, GA 30122**



**Atlanta Shoe Market
Cobb Convention Center - Atlanta
Atlanta, GA
August 15-17, 2026**

Exhibitor

Booth #

On target shipments, without surcharge, must arrive by:
July 31, 2026

Off target shipments, with surcharge, must arrive no later than:
August 7, 2026

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the advance warehouse.
- Please make additional copies of these labels as needed.
- Important note: Warehouse is not temperature controlled.
- Hazardous materials will not be accepted at warehouse.

IMPORTANT: These labels are for Advance Warehouse Shipments ONLY.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

**Cobb Convention Center - Atlanta
c/o RPMXPO
2 Galleria Pkwy
Atlanta, GA 30339**



**Atlanta Shoe Market
Cobb Convention Center - Atlanta
Atlanta, GA
August 15-17, 2026**

Exhibitor _____

Booth # _____

***Exhibitor move-in begins:
August 14, 2026***



DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

**Cobb Convention Center - Atlanta
c/o RPMXPO
2 Galleria Pkwy
Atlanta, GA 30339**

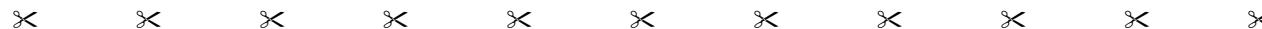


**Atlanta Shoe Market
Cobb Convention Center - Atlanta
Atlanta, GA
August 15-17, 2026**

Exhibitor _____

Booth # _____

***Exhibitor move-in begins:
August 14, 2026***



- These shipping labels are provided for your convenience to assist in preparing shipments direct to show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.
- Important note: Hazardous materials will not be accepted at show site.

IMPORTANT: These labels are for Direct to Show Site Shipments ONLY.

HANGING SIGN

EXHIBIT MATERIAL

Rush to:

**ABF Freight
c/o RPMXPO
1265 Blairs Bridge Road
Lithia Springs, GA 30122**

rpm | **EXCEEDING YOUR
X P O EXPECTATIONS**

**Atlanta Shoe Market
Cobb Convention Center - Atlanta
Atlanta, GA
August 15-17, 2026**

Exhibitor

Booth #

On target shipments, without surcharge, must arrive by:

July 31, 2026

Off target shipments, with surcharge, must arrive no later than:

August 7, 2026

HANGING SIGN

EXHIBIT MATERIAL

Rush to:

**ABF Freight
c/o RPMXPO
1265 Blairs Bridge Road
Lithia Springs, GA 30122**

rpm | **EXCEEDING YOUR
X P O EXPECTATIONS**

**Atlanta Shoe Market
Cobb Convention Center - Atlanta
Atlanta, GA
August 15-17, 2026**

Exhibitor

Booth #

On target shipments, without surcharge, must arrive by:

July 31, 2026

Off target shipments, with surcharge, must arrive no later than:

August 7, 2026

- These shipping labels are provided for your convenience to assist in preparing shipments direct to show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.
- Important note: Hazardous materials will not be accepted at show site.

IMPORTANT: These labels are for Hanging Sign Shipments ONLY.

Accessible Storage Order Form

Deadline: 7/10/26

ACCESSIBLE STORAGE ORDER FORM

RPMXPO Services will go to all reasonable lengths to secure your product; however, we are not responsible for the contents of open boxes put into storage. All storage will be delivered to your booth first. Once the piece count has been verified, the product will be moved into storage.

THE CHARGES FOR ACCESSIBLE STORAGE ARE AS FOLLOWS:

- STORAGE CHARGE — \$25.00 per 16 square feet per day
- LABOR CHARGE — 1/2 hour minimum labor charge per move, based on the rates set forth in this manual on the "Display Labor Order Form" (\$102.82 per hour ST, \$154.24 per hour OT, \$205.65 per hour DT)

Please complete all sections below:

- We will require _____ square feet of space in Accessible Storage for:
 - # of boxes _____
 - # of cases _____
 - # of cartons _____
 - # of crates _____
 - # of skids _____
- Description of product we are storing: _____

- We will need access to this product:
_____ times a day at _____ a.m. and/or _____ times a day at _____ p.m.

STORAGE CHARGE (\$25.00 per 16 sq ft increment)	X	# of Square Feet Required (16 sq ft increments)	X	Total # of Days You Will Need Access	=	Storage Charge — Estimated Amount Due
25.00 per Day	X		X		=	\$
LABOR CHARGE — ST (1/2 hr. min. labor charge — \$102.82 hr ST — per move.)	X	# of Times per Day You Will Need Access	X	# of Days Required	=	ST Labor Charge — Estimated Amount Due
\$102.82 hr ST (min. 1/2 hr)	X		X		=	\$
LABOR CHARGE — OT (1/2 hr. min. labor charge — \$154.24 hr OT — per move.)	X	# of Times per Day You Will Need Access	X	# of Days Required	=	OT Labor Charge — Estimated Amount Due
\$154.24 hr OT (min. 1/2 hr)	X		X		=	\$

TOTAL AMOUNT → \$

Payment Policy: Payment in full of all charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

Your official air freight and ground freight carrier ABF FreightSM

Let ABF Freight make your next trade show the easiest you have attended!

ABF Freight has over 90 years of experience in the freight industry and has a dedicated Trade Show Division with service throughout North America.

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

For personalized quotes, please call our Trade Show Division

800.654.7019
Our Services Include:

Priority handling of your inbound and outbound shipments.

Guaranteed expedited air and ground services.

LTL ground transportation

International transportation



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



REQUEST FOR INFORMATION

ABF FREIGHTSM • TRADE SHOW SERVICES

Show Name _____ Booth Number _____

Show Dates _____

Contractor _____

Name _____ Title _____

Company _____

Street Address _____

P.O. Box _____ City _____ State _____

Zip (P.O. Box) _____ Zip (Street Address) _____

Phone _____ Fax _____ Email _____

Estimated Exhibit Weight _____ Number of Shows Per Year _____

Normal Number of Exhibit Pieces _____ Crates _____ Cartons _____ Cases _____ Carpet _____

Would you like an ABF Freight Trade Show coordinator to call you with a quote or information? ☐ Yes ☐ No

If you are faxing this form, please print a copy, complete the requested information, and then fax to **479.785.8701**.

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

ABF Freight • Trade Show Services • P.O. Box 10048 • Fort Smith, AR 72917-0048



800-654-7019

tradeshow@freight.abf.com | abf.com



3801 Old Greenwood Road • Fort Smith • AR • 72903



SAFETY FIRST



SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL — ESPECIALLY YOU!

RPMXPO Services is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of an RPMXPO Services supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Exhibitor Safety Guidelines that we request you follow while at show site. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely!

THANK YOU FOR YOUR COOPERATION!

EXHIBITOR SAFETY GUIDELINES AT SHOWSITE

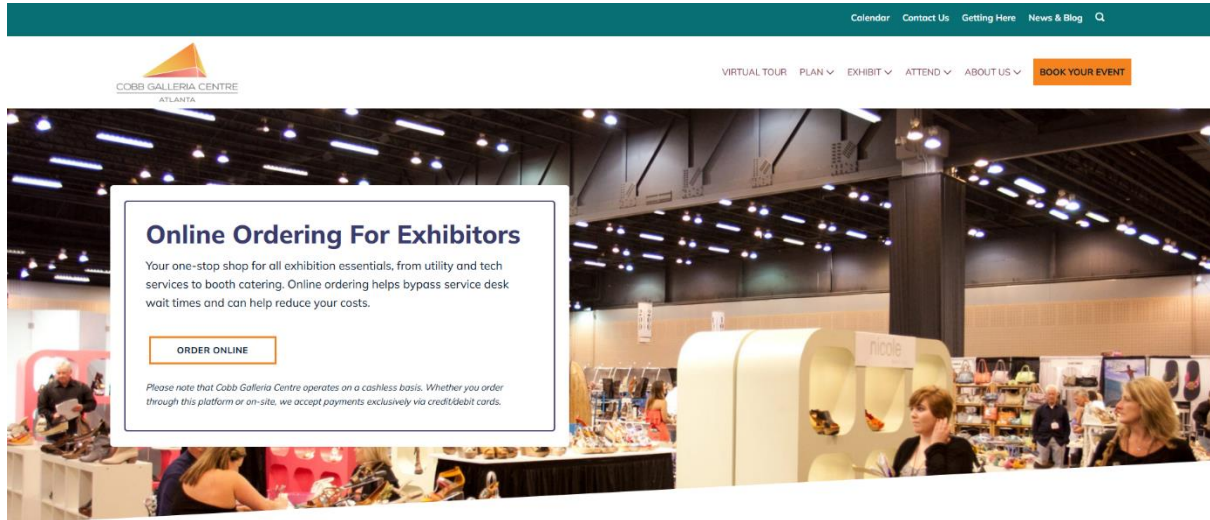
- Children under the age of 14 will not be permitted on the show floor during the set-up and dismantling of the show. There will be no exceptions.
- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. RPMXPO Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Display Labor Order Form included in this manual and the necessary ladders and tools will be provided.
- Forklifts and carts are to be used by authorized personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and around the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Secure or remove any cords where you or others are going to be walking.
- Report any fires immediately or pull the nearest fire alarm. Please keep fire exits clear.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely. Please keep in mind the safety of your employees and those attending the show.

EXHIBITOR SERVICE CENTER

ONLINE ORDERING INSTRUCTIONS

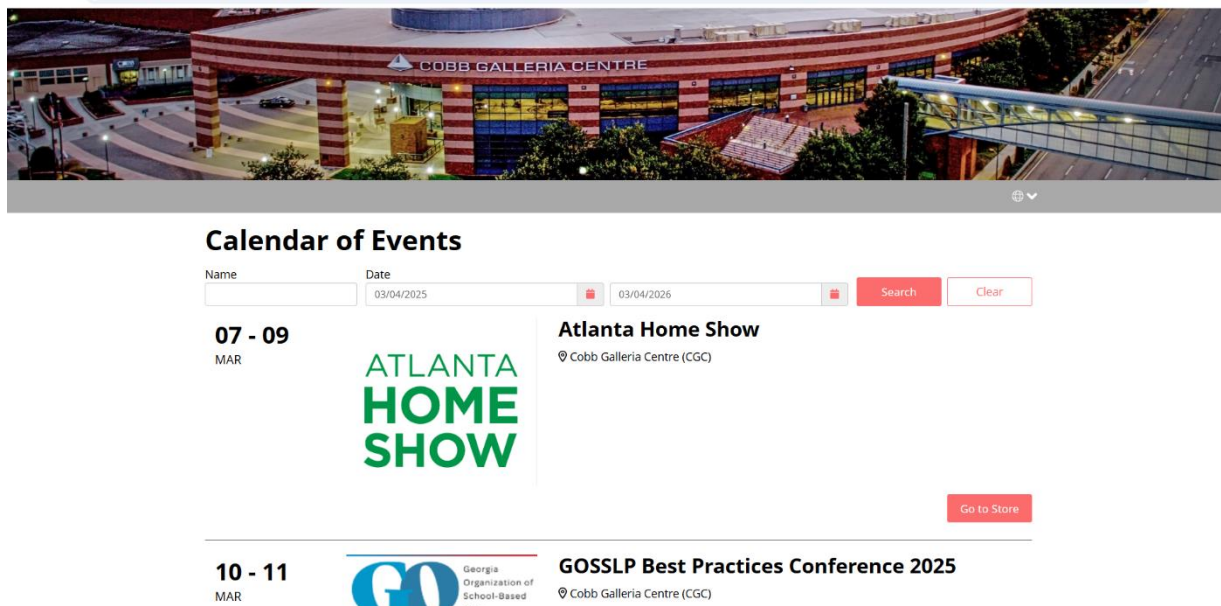
1

Visit our website at <https://cobbgallery.com/>. Once on the home page, hover over **EXHIBIT**. You will be prompted with a drop-down box. Once the dialogue box appears, click **ONLINE ORDERING**.



2

To direct to the Exhibitor Service Center, click **ORDER ONLINE**. You will be directed to a list of upcoming events. Scroll down until you see the event you are scheduled to attend.



EXHIBITOR SERVICE CENTER

ONLINE ORDERING INSTRUCTIONS

3 Once you have located your intended event, click **GO TO STORE**, located in the bottom right corner.

Calendar of Events

Name: Date:

07 - 09
MAR

Atlanta Home Show
Cobb Galleria Centre (CGC)

10 - 11
MAR

GOSSLP Best Practices Conference 2025
Cobb Galleria Centre (CGC)

[Go to Store](#)

4 You will be re-directed to a log-in page. If you have exhibited at the Galleria before, you have an existing account. You may enter your email + password at this time. If you have forgotten your password, click **FORGOT YOUR PASSWORD?** If you are a first-time exhibitor, please create an account by clicking **SIGN UP**.

Sign In

I have previously registered and my password is:

Email

Password

☐ Remember me

[Forgot your password?](#) | I have never registered [Sign Up](#)

EXHIBITOR SERVICE CENTER

ONLINE ORDERING INSTRUCTIONS

5

After you have successfully created an account or logged in to an existing one, you will be prompted to enter your booth number. If you are unsure of the number, you may enter TBD.

Please note – We strongly recommend contacting show management to obtain your exact booth number. This will greatly assist the process.

Booth Information

Assigned Booth Number(s) -
Enter TBD if Unknown * ?

OK

6

Once you have entered your booth number, you will be directed to the main ordering page. You will see three options; *Power Your Booth, Get Connected, Fresh Provisions*.

Welcome

Our experienced professionals are committed to helping you deliver a seamless exhibition experience.



Power Your Booth

Our engineering professionals offer a wide selection of electricity options.



Get Connected

State-of-the-art technology to connect you with your customers.



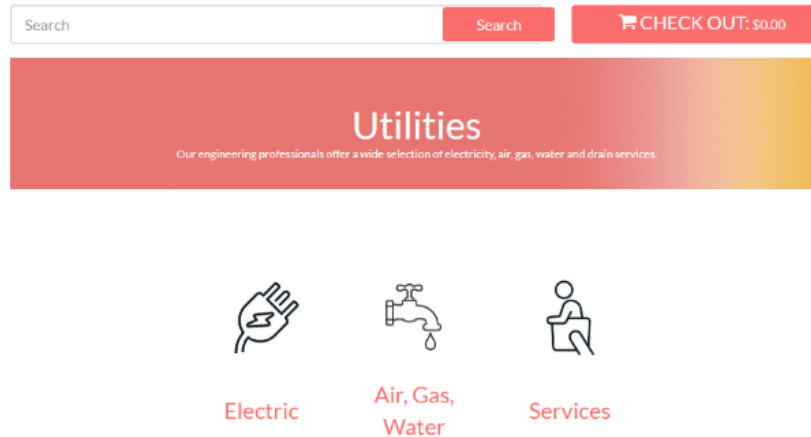
Fresh Provisions

Stay nourished with food and beverage options to suit every taste.

EXHIBITOR SERVICE CENTER

ONLINE ORDERING INSTRUCTIONS

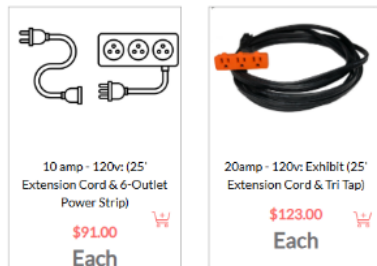
- 7 After you select your area of need, you will be prompted to another directional screen. For example, if you selected **POWER YOUR BOOTH** for Utilities, you will be directed to the screen below. Select **ELECTIC**.



- 8 Once inside the full menu, select which service you require.

Please note – Read each item carefully. Each point of connectivity comes with a 25' extension cord. If you need additional cords, please add those to your order.

120v Power



208v Single Phase Power



EXHIBITOR SERVICE CENTER

ONLINE ORDERING INSTRUCTIONS

SPECIAL NOTE - if you have any questions, at any time, please visit our *Frequently Asked Questions* section located on the left-hand side of your screen.

- 9 Once you have selected all services + products required, please click **CHECK OUT**. You will be redirected to your cart. Once you have confirmed all selections are correct, please select **PRE-CHECKOUT**.

[Cart](#) > [Pre-Checkout](#) > [Summary](#)

Shopping Cart

 10 amp - 120v: (25' Extension Cord & 6-Outlet Power Strip)

x \$91.00

\$91.00

[Edit/View](#) | [X Remove](#)

Subtotal:

\$91.00

Total:

\$91.00

- 10 At this time, you may choose to upload a layout of your booth. By providing a layout, it will assist our engineering team when installing electrical services. If you are ordering more than 2 power drops per booth, a booth layout is required. Continue to **CHECKOUT**.

[Cart](#) > [Pre-Checkout](#) > [Summary](#)

Booth Layout

Do you need to upload a booth layout?

EXHIBITOR SERVICE CENTER

ONLINE ORDERING INSTRUCTIONS



At this time, you will be directed to enter your credit card information and place your order.

CHECK OUT: \$91.00

Cart > Pre-Checkout > Summary

Summary

ORDER SUMMARY

Items (1)

Subtotal:	\$91.00
Total:	\$91.00

Grand Total:	\$91.00
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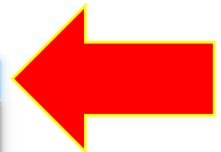
PAYMENT OPTIONS

Pay with Credit Card

Prior to entering your credit or debit information, please click the drop-down located in the *Credit Card Type* drop-down box. Please select *Credit Card (exhibitor dep)*. Please note that either credit cards or debit cards are acceptable.

Credit Card Type*

Credit Card (exhibitor dep)



BEFORE PLACING YOUR ORDER please read all Terms & Conditions. All listed items will give you a better understanding of the process + procedures associated with ordered services from the Cobb Galleria Centre.

EXHIBITOR SERVICE CENTER

ONLINE ORDERING INSTRUCTIONS

TERMS AND CONDITIONS

1. The Cobb County Fire Marshal must approve all requests for cooking/heating any item or use of any heating element (power or gas) in the facility. Please visit the Cobb Galleria Centre web-site at cobb Galleria.com for Guidelines and Utility Services Authorization Form. Please complete the form and fax to 770-989-5222 or email to services@cobb Galleria.com 15 BUSINESS DAYS prior to show date. THERE ARE NO EXCEPTIONS TO THIS CONDITION. FAILURE TO PROPERLY REQUEST AND PROVIDE DOCUMENTATION FOR THE FIRE MARSHAL WILL RESULT IN DENIAL OF SERVICES REQUESTED.
2. 14 days prior to the scheduled show opening date is the deadline for receiving a discount for Utility Services orders online.
3. Food & Beverage orders are due 10 business days prior to the first date of the show. Please contact Catering Sales at 770-989-5058 for all requests for Food & Beverage within 10 business days of event.
4. The labor fees assessed are based on average installation time of requested services; however, additional labor fees will be charged at the time of installation if more time is needed.
5. Payment in full must be rendered prior to delivery of Utility Services or Food & Beverage items, and refunds may be granted if requested more than 5 days prior to the event start date. Refunds will not be given for Utility Services installed and not used or Food & Beverage items purchased and not consumed. Please submit a request for refund to services@cobb Galleria.com. No claim arising from issues during the show will be considered unless submitted in writing prior to the close of the show.
6. All material and equipment furnished by the Cobb Galleria Centre shall remain the property of the Centre and shall only be removed by the Centre staff.
7. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment or special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
8. Walls, columns, and permanent building utility outlets are not part of booth space and are unavailable for exhibitor's use.
9. All equipment must comply with federal, state, and local codes; and the use of open sockets, latex or lamp cored wire, duplex or triplex attachment plugs in exhibits is prohibited.
10. Prices for service are subject to change without notice.
11. Under no circumstance should anyone other than a "house electrician" install any Utility Services including special equipment.
12. All exhibitor's equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.; cords must be 3 wire grounded; and exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.
13. Unless otherwise directed, Cobb Galleria Centre electricians are authorized to cut floor coverings to permit the installation of service.
14. A \$25 service charge will be applied to all Food & Beverages charges less than \$100 and a 23% service charge and applicable tax will be added to order total.
15. The venue's Public Network is not a secure network and is open to the public. Wireless connectivity is subject to interference and manipulation beyond the venue's control. Wireless connectivity is provided on an "as is" and "as available" basis and venue does not warrant that this service will be uninterrupted, error free, or free of viruses or other harmful components. Users should be aware that there are security, privacy, and confidentiality risks inherent in public networks, and venue does not make any assurances or warranties relating to such risks. By using venue's public network, user assumes all risks.



(770) 507-6777
FAX (770) 474-4676
order@tlc-florist.com
www.tlc-florist.com

N•A•T•I•O•N•A•L

convention • plant • services

Exhibitor Name: _____ Booth Representative: _____
Firm, Billing Name: _____ Purchase Order or Reference Number: _____
Booth Number: _____ Credit Card #: _____ Ex Date _____
Billing Address: _____ CVV# _____ **Pay via ACH to avoid cc proc fee, email req to order@tlc-florist.com**
City : _____ State: _____ Zip: _____ Name of Credit Card Holder as shown on card _____
Show Decorator: RPM _____
Phone: _____ Fax: _____ Authorized Signature: _____
Cell: _____ Email Address: _____

HOW TO ORDER: Email order to order@tlc-florist.com/ Mail hard copy to: P.O. Box 538, Rex, GA 30273 or 121 Pine Dr., Stockbridge, Ga 30281 / or Fax to (770) 474-4676 Questions? Please email plant@tlc-florist.com or call (770) 507-6777

*** PRICES IN BOLD PRINT ARE DISCOUNT PRICES FOR ORDERS RECEIVED 2 WEEKS PRIOR TO EXHIBITOR MOVE-IN**

**FROM SIMPLE AND ELEGANT TO WILD AND COLORFUL!
LET A TLC DESIGNER CREATE THE PERFECT LOOK JUST FOR YOU!**

If you would like to specify color, size, type flowers, please do so below—**prices start at \$90.00.**

Qty _____ tropical flowers—Price \$ _____ each

Qty _____ Spring flowers—Price \$ _____ each

Color _____

Width _____ Height _____

Additional Request: _____

*Don't know what you want? Just want a splash of color?
Let TLC designers choose your fresh seasonal flowers!*

Qty _____ TLC pick my colors, size, type flowers \$80.00 ea

Visit www.tlc-florist.com for additional sample pictures.
For free design assistance, please call 770-507-6777 or email plant@tlc-florist.com with any questions.



TLC Designers can provide the following:

- **Water Features**
- **Fountains**
- **Ponds**
- **Water falls**
- **Swamps**
- **Garden Areas**

Tropical :

(beach scenes;
rain forests)

Seasonal:

(Spring, Fall, Holiday)

Formal :

(serenity garden,
English garden)

- **Border Areas:**

Hedges

(control flow)

Lawn or Golf

(promotional)

Trees

(privacy)

**Special services are
Available for hospitality
Suites, award banquets,
And VIP room deliveries.**

COLORFUL POTS OF VIBRANT FLOWERS!

Seasonal

12"-18"H

\$30.00/\$40.00 each

Qty _____

White _____

Yellow _____

Lavender _____

Orange _____

Pink _____



Azaleas—12"H

\$40.00/\$50.00 each

Qty _____

White _____

Pink _____

Red _____



Bromeliads—12"-18"H

\$40.00/\$50.00 each

Qty _____

Purple _____ Red _____

Yellow _____ Orange _____

*See next
page for
green plants.*

Seasonal Greenery: Ferns, Ivy, or Pothos
Subject to Availability



\$40.00/\$50.00 each

Qty _____

TLC
770) 507-6777
order@tlc-florist.com
www.tlc-florist.com

3' Green Plants



\$50/\$60.00 each Qty _____

Standard 4' to 6' Green Plants

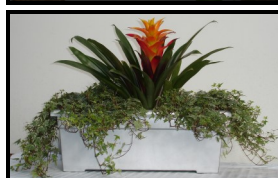


4' @ \$60/\$70 each Qty _____

5' @ \$70/\$80 each Qty _____

6' @ \$80/\$96 each Qty _____

7' H & Taller plants & Planters
are available
Call 770-507-6777 for price/
availability



Planters are 2 1/2' long.

Top-dressed with greenery & seasonal color.

4' @ \$140/\$160 each, Qty _____

5' @ \$150/\$180 each, Qty _____

6' @ \$180/\$196 each, Qty _____

Please choose requested
seasonal color below.

___ white,
___ pink,
___ red
___ white,
___ yellow,



Seasonal Flowering Plants
Call for Price & Availability



Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time \$10.00 charge for **daily** floral delivery. **ALL ORDERS MUST BE PAID - IN - FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc.
There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.
Orders placed after the open of an event may be subject to a delivery fee.
Prices subject to change 2 weeks prior to move in.

Order Cost Summary

Select Container:
Included in rental cost

___ Black ___ White

Chrome, Brass, Terra Cotta, & Other
Containers are available.
Please call 770-507-6777 for pricing.

Subtotal _____

6% Sales Tax _____

3% CC Proc Fee _____
Request ACH pmt invoice when
emailing this order to avoid 3% fee

Total _____

FLORAL ORDER FORM