



Dear ISA Expo Exhibitor,

We are pleased that The Phoenix Design Group, Inc. has been selected as the “Official Event Production Company” for the 2019 ISA Expo. We offer a full range of products and services to assist you in enhancing your booth space from rental items to experienced labor for installing and dismantling your exhibit.

Enclosed you will find an order form for items such as tables, chairs, wastebaskets, etc. Your 10'x10' booth space for this event is equipped with the pipe and drape dividers, one 6' blue skirted table, 2 chairs, and one exhibitor identification sign. Should you need anything extra, please fill out the enclosed forms. If you should have any questions regarding rental items, drayage services, or booth labor, please direct your questions to:

The Phoenix Design Group, Inc./Lauren Gaspard
4850 Wright Road, Suite 150
Stafford, Texas 77477
Office: 281-499-0600
Fax: 1-800-615-1512
Email: LaurenG@ThePhoenixDG.com

Please review your booth exhibit needs carefully and return your order form with full payment before **March 27, 2019**, the discount deadline, to ensure the availability of your rental items and to also save money. All rental items are not available at the event, so please place your order early! Once you have faxed or emailed your order to our office, you will receive a confirmation email that we have received your order. If you do NOT receive an email confirmation, please call our office to ensure that we have actually received the order forms. We hope that the event is a success for you and your company!



THE PHOENIX DESIGN GROUP, INC.

4850 Wright Road, Suite 150 Stafford, TX 77477
 Phone 281-499-0600 Fax 800-615-1512

RENTAL EQUIPMENT ORDER FORM – 2019 ISA Expo

Discount Deadline: March 27, 2019

Please note that some items are not available at the event.

Rental prices are for the duration of the show and include delivery to and removal from your booth space. Items canceled after move-in begins will be charged at 100% of the original price.

Section I: Skirted Display Tables

Tables are skirted on **three sides** with a pleated fabric skirt in the color of your choice and topped with white vinyl. 4' tables are skirted on all four sides.

Standard Height – 29” Tall

Description	Discount	Standard	Quantity	Total
4' Long Table x 24" Deep	\$ 62.00	\$ 71.60	_____	\$ _____
6' Long Table x 30" Deep	\$ 72.00	\$ 81.60	_____	\$ _____
8' Long Table x 30" Deep	\$ 82.00	\$ 91.60	_____	\$ _____
4 th Side Table Skirting	\$ 25.00	\$ 34.60	_____	\$ _____

Counter/Bar Height – 40” Tall

Description	Discount	Standard	Quantity	Total
4' Long Table x 24" Deep	\$ 72.00	\$ 81.60	_____	\$ _____
6' Long Table x 24" Deep	\$ 82.00	\$ 91.60	_____	\$ _____
8' Long Table x 24" Deep	\$ 92.00	\$101.60	_____	\$ _____
4 th Side Table Skirting	\$ 25.00	\$ 34.60	_____	\$ _____
Table Skirt Only (No Table)	\$ 25.00	\$ 31.25	_____	\$ _____



Table Skirt Color Choices	
Please use colors as a reference only.	
	Red
	White
	Blue
	Black
	Green
	Plum
	Gold
	Teal

Table Skirt Color Choice: _____

* Show colors will be chosen for you on orders with no preference indicated.

Section II: Unskirted Display Tables

Tables can come topped with white vinyl or bare with no topping.

Standard Height – 29” Tall – BARE Tables

Description	Discount	Standard	Quantity	Total
4’ Long Table x 24” Deep	\$ 27.50	\$ 32.75	_____	\$ _____
6’ Long Table x 30” Deep	\$ 32.50	\$ 39.25	_____	\$ _____
8’ Long Table x 30” Deep	\$ 37.50	\$ 45.75	_____	\$ _____

Counter/Bar Height – 40” Tall – BARE Tables

Description	Discount	Standard	Quantity	Total
4’ Long Table x 24” Deep	\$ 37.90	\$ 46.27	_____	\$ _____
6’ Long Table x 24” Deep	\$ 38.90	\$ 47.57	_____	\$ _____
8’ Long Table x 24” Deep	\$ 41.90	\$ 51.47	_____	\$ _____

Standard Height – 29” Tall – TOPPED ONLY Tables

Description	Discount	Standard	Quantity	Total
4’ Long Table x 24” Deep	\$ 35.00	\$ 42.50	_____	\$ _____
6’ Long Table x 30” Deep	\$ 41.00	\$ 50.30	_____	\$ _____
8’ Long Table x 30” Deep	\$ 46.00	\$ 56.80	_____	\$ _____

Counter/Bar Height – 40” Tall – TOPPED ONLY Tables

Description	Discount	Standard	Quantity	Total
4’ Long Table x 24” Deep	\$ 43.00	\$ 52.90	_____	\$ _____
6’ Long Table x 24” Deep	\$ 51.00	\$ 63.30	_____	\$ _____
8’ Long Table x 24” Deep	\$ 59.00	\$ 73.70	_____	\$ _____



Round Display Tables

Tables are 30” in diameter and come unskirted. Table linens can be rented also.

Description	Discount	Standard	Quantity	Total
Café Table, 30” Tall	\$ 38.00	\$ 47.50	_____	\$ _____
Cocktail Table, 42” Tall	\$ 38.00	\$ 47.50	_____	\$ _____
Table Linen, Black, 120” Round	\$ 28.00	\$ 35.00	_____	\$ _____
Fitted Spandex Cocktail Linen*	\$ 28.00	\$ 35.00	_____	\$ _____

(*Available in black, red, green, yellow, & purple)

Section III: Miscellaneous Booth Items

The below items are standard items that can be rented for your booth space. We have many other items available to rent, such as staging, lighting, audio-visual products, etc. For any specific needs, please contact our office for availability and pricing. (Please use the images below as reference only. Styles may vary by availability.)



Item 120



Item 121B



Item 121W



Item 122



Item 123



Item 124



Item 125



Item 126PS.32
Item 126PS.42
Item 126PS.50
Item 126PS.70



Item 127



Item 128



Item 129RB



Item 130



Item 131



Item 132



Item 133



Item 134



Item 135



Item 136

Description	Item #	Discount	Standard	Quantity	Total
Samsonite Folding Chair	120	\$ 7.50	\$ 12.50	_____	\$ _____
Black Resin Garden Chair	121B	\$ 12.50	\$ 15.63	_____	\$ _____
White Resin Garden Chair	121W	\$ 12.50	\$ 15.63	_____	\$ _____
Wood Bar/Counter Stool	122	\$ 28.00	\$ 46.00	_____	\$ _____
Chrome Bar/Counter Stool	123	\$ 42.00	\$ 65.00	_____	\$ _____
Director's Chair	124	\$ 40.00	\$ 52.00	_____	\$ _____
Wastebasket with Liner	125	\$ 10.50	\$ 12.75	_____	\$ _____
32" Flat Screen (Tabletop Only)	126PS.32	\$175.00	\$195.00	_____	\$ _____
42" Flat Screen (Tabletop or Stand)	126PS.42	\$295.00	\$320.00	_____	\$ _____
50" Flat Screen with Stand	126PS.50	\$550.00	\$575.00	_____	\$ _____
70" Flat Screen with Stand	126PS.70	\$650.00	\$715.00	_____	\$ _____

4'x8' Velcro Board	127	\$171.00	\$213.75	_____	\$ _____
4'x8' Peg Board	128	\$171.00	\$213.75	_____	\$ _____
2 Chrome Stanchions w Velvet Rope 129RB		\$ 52.00	\$ 68.00	_____	\$ _____
Bag Stand	130	\$ 42.00	\$ 56.80	_____	\$ _____
3k Projector	131	\$188.00	\$235.00	_____	\$ _____
Literature Rack	132	\$ 85.00	\$106.25	_____	\$ _____
Spectrum Gas-Lift Bar Stool	133	\$ 95.00	\$118.75	_____	\$ _____
Mini Refrigerator	134	\$142.00	\$153.72	_____	\$ _____
Double Sign Holder	135	\$ 65.00	\$ 81.25	_____	\$ _____
Chrome Easel	136	\$ 25.00	\$ 31.25	_____	\$ _____
7"x44" Exhibitor Sign (not pictured)	EXS	\$ 12.75	\$ 16.58	_____	\$ _____

Section IV: Carpet Order Form

The Phoenix Design Group, Inc. can provide you with quality carpet for your booth to make the most of your exhibitor space. The carpet will be delivered clean, installed, and taped down in your booth space prior to exhibitor move-in. Please fill out the below portion to rent carpet for your booth space. If you should have any questions, please feel free to contact our office at 281-499-0600.



Carpet Color Choices	
Please use colors as a reference only.	
	Red
	Blue
	Black
	Grey

Carpet Color Choice: _____

Description	Discount	Standard	Quantity	Total
9' x 10' Booth Carpet	\$ 155.00	\$ 172.50	_____	\$ _____
9' x 20' Booth Carpet	\$ 195.00	\$ 230.00	_____	\$ _____
9' x 30' Booth Carpet	\$ 250.00	\$ 310.00	_____	\$ _____
9' x 40' Booth Carpet	\$ 310.00	\$ 420.00	_____	\$ _____
Carpet Padding per sq/ft.	\$ 1.65	\$ 2.15	_____	\$ _____

Section V: Drayage/Materials Handling

☞ ADVANCE WAREHOUSE SHIPMENTS:

- Warehouse shipments may be sent to our warehouse up to ten days prior to the move-in date for the show, and must arrive during the business hours of 9:00 am – 4:30 pm, Monday through Friday. No shipments will be received on weekends or holidays.

- Address all shipments consigned to the warehouse as follows:
The Phoenix Design Group, Inc.
To be Held for ISA Expo
Exhibitor's Company Name and Booth Number
4850 Wright Road, Suite 150
Stafford, Texas 77477



- Advance warehouse shipments will be delivered to the respective booths at the convention facility on our load-in day(s). The empty container(s) will be removed from the booth, placed in storage, and then returned to your booth at the close of the show. Materials will then be shipped out on your designated carrier or on our preferred carrier if you did not previously arrange for a different carrier.

☞ SHOW SITE SHIPMENTS:

- Direct/Show-site shipments must arrive on the designated exhibitor move-in day(s), 9:00 am – 3:00 pm. All other shipments will be refused by the convention center. For your exact date, please contact your show promoter or our office.
- It is your responsibility to instruct your carrier of the allocated date and times for show-site deliveries.
- Weight tickets or Bills of Lading indicating weight must accompany freight delivery.

- Address all show-site shipments as follows:
Pasadena Convention Center
c/o The Phoenix Design Group, Inc.
Exhibitor's Company Name and Booth Number
7902 Fairmont Parkway
Pasadena, TX 77507



- Show-site shipments will be delivered to your booth by The Phoenix Design Group. Empty crates and containers will be removed from your booth, placed in storage for the duration of the event, and returned to your booth at the close of the show. Please ensure that you have marked your empty crates accordingly with your Company Name, Booth Number, and Crate # of # as necessary. Items will then move from the booth to the loading dock and reloaded onto designated vehicles or carriers. Charges will be based on in-bound freight only.

Advance warehouse shipments and Show-site shipments must be PREPAID.

Shipments received without freight bills or specified unit counts will be delivered to the exhibitor's booth without guarantee of piece count or condition.

The Phoenix Design Group does not assume any liability for these shipments.

☞ OUTBOUND SHIPMENTS:

Packing, labeling, and completing the outbound bill of lading for exhibit materials is the exclusive responsibility of the exhibitor. The freight contractor is not responsible for any valuables remaining in the crates. The exhibitor will be responsible for arranging for their own outbound freight. There will NOT be a preferred show carrier. The Phoenix Design Group will ensure that once your freight company arrives, that your freight is placed on their truck and sent out. The Phoenix Design Group, Inc. will not be responsible for ordering any outbound shipment going by UPS or Federal Express unless prior arrangements have been made. We will however, ensure that your shipment going out via UPS or FedEx is put on the appropriate carrier's truck once you have notified us that you have pre-arranged for a UPS or a FedEx pick-up. Exhibitor's material handling charges will be assessed according to the rates on the enclosed drayage rate form.

☞ TERMS OF LIABILITY:

1. The Phoenix Design Group, Inc. shall not be responsible for damage to uncrated materials, materials improperly packaged, or concealed damage, and will not be responsible for loss, theft, or the disappearance of exhibitor's materials after they have been delivered to the exhibitor's booth.
2. Bills of lading covering outgoing shipments, which are furnished by The Phoenix Design Group to exhibitors will be checked at the time of actual pickup from the booth and corrections will be made where discrepancies occur.
3. The Phoenix Design Group, Inc. shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event The Phoenix Design Group, Inc. maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per Item, or \$1,000 per shipment, whichever is less.
4. The Phoenix Design Group, Inc. 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 exhibitor's materials which may make it impossible or impractical to exhibit.
5. Claims for loss or damage must be submitted to The Phoenix Design Group, Inc. prior to the close of the show. No suit or action shall be brought against The Phoenix Design Group, Inc. more than one year after the accrual of the cause of action.
6. **INSURANCE-** It is understood that The Phoenix Design Group, Inc. is not an insurer. Insurance, if any is needed, should be obtained by the exhibitor. It is suggested that exhibitors arrange all risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.
7. The consignment or delivery of a shipment to The Phoenix Design Group, Inc. by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of terms and conditions set forth.

☞ MATERIAL HANDLING/DRAYAGE RATES:

Rates include labor and equipment required to unload shipment, store in advance at the warehouse address (if applicable), deliver to the exhibitor's booth, handle empty containers to and from storage (including the usage of forklift services) and removal from booth for reloading onto outbound carriers.

All rates are rounded up to the next 100 lbs per shipment.

Carrier _____ **Number of Pieces** _____ **Expected Arrival Date** _____

Shipment Weight (round up to the next 100 lbs.) _____ / 100 = _____ (CWT)

_____ (CWT) x \$ Rate for your type of shipment = \$ _____

A. Crated or Skidded Floor Load Shipment:

This includes shipments that can be unloaded at the dock by either pallet jack or single forklift.

Advance Warehouse Rate: \$68.00 per 100 lbs. (CWT)

Show Site Rate: \$55.50 per CWT.

B. Crated Shipment with Special Handling:

This includes shipments that are loaded and charged by cubic space and/or packed in such a manner as to require additional handling (such as ground loading, side door loading, constricted space loading, designated piece loading, stacked shipments, shipments that need two forklifts to move) also includes shipments received without documentation.

Advance Warehouse Rate: \$75.00 per CWT

Show Site Rate: \$65.00 per CWT

C. Uncrated or Wrapped Shipment:

This includes shipments that are not in crates, cases or boxes and/or unskidded machinery without proper lifting bars or hooks.

Show Site Rate Only Rate: \$50.00 per CWT

D. Fed-EX and UPS Packages Handling (Packages under 35 lbs.):

This includes packages, letters, and small boxes under 35 pounds that are received from a single shipment.

1st Package Received Rate: \$45.00

Additional Packages Received in the Same Shipment: \$10.00 per package

Section VI: Forklift Services

Request for forklift services will be considered only as a reservation and must be followed up with a signed work order at the service desk. Forklift service will be available on a first come, first served basis. A minimum charge of one half hour will apply and time will commence upon assignment in accordance with the exhibitor's request. The charge for the forklift and operator will be \$62.50 per half hour. It is important that exhibitors check in at the service desk. All work must be done under the supervision of the exhibitor's representative. Exhibitors are not authorized to operate the forklifts.

Note: You must arrange for services for set-up AND breakdown for your exhibit booth. Each forklift service call will automatically be charged a minimum of one half hour.

Forklift Services utilize a 5000 lb. lift with authorized operator.

Set-up/Forklift Service Date Requested	Forklift Start Time	Time Frame Needed (Round up to the next ½ hour per load in/break down)
Break-down/Forklift Service Date Requested	Forklift Start Time	Time Frame Needed (Round up to the next ½ hour per load in/break down)

Section X: Order Totals

Section I – Skirted Display Tables	\$ _____
Section II – Unskirted Display Tables	\$ _____
Section III – Miscellaneous Booth Items	\$ _____
Section IV – Carpet	\$ _____
Section V – Drayage/Material Handling	\$ _____
Section VI – Forklift Service	\$ _____
Sub-Total	\$ _____
Tax 8.25% *	\$ _____

(* Important Note: Tax applies to goods and NOT on labor services such as booth design services, booth labor, forklift services, and electrical services. If you are tax-exempt, you must submit a tax exempt certificate at the time of your order.)

Grand Total for Payment \$ _____

Attention:

Please fax, mail, or email only the pages that pertain to your individual order that you have filled out. If there are pages that you did not need to fill out, you DO NOT need to email, fax, or mail them to our office. If you are paying via company check, you do NOT have to fax your order form in - please only mail the forms with your check. Thank you!

We will confirm receipt of your order via email to the email listed below. If you do NOT receive an email confirmation, please contact our office. Thank you!

PAYMENT

Payment to accompany your order. Exhibitor understands that they are responsible for any missing or damaged equipment that is utilized in their booth space as a rental.

NOTE: YOU MUST INCLUDE TAX WITH YOUR PAYMENT UNLESS YOU ARE TAX EXEMPT.
If you are tax exempt, please send a copy of your Tax exemption form with your payment.

Name of Event _____

Your Company/Booth Name _____

Booth Number _____

Contact _____ Phone Number _____

COMPANY CHECK

Please make checks payable to: The Phoenix Design Group, Inc.

*A \$75.00 service fee will be assessed on all returned checks.

CREDIT CARD

Please fill the bottom portion out completely if paying via credit card.

Please check one: VISA MASTERCARD AMERICAN EXPRESS DISCOVER

Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3 or 4 Digit Credit Card Security Code

--	--	--	--

 Expiration Date (xx/xx)

--	--

Total Being Charged: \$ _____

Cardholder's Name _____ Signature _____

Cardholder's Billing Address _____

City _____ State _____ Zip _____

Please check here if you require a receipt for your rental, otherwise a receipt will NOT be provided.
Thank you.

Email Address of where receipt can be sent to: _____