



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

email us @
esr@cssabq.com

FOR YOUR INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

JOINT NAVIGATION CONFERENCE 2026
Northern Kentucky Convention Center
Covington, Kentucky
Tuesday, June 2 – Wednesday, June 3, 2026

Dear Exhibitor:

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

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

When placing your order, please keep in mind:

- [On-Line Ordering](#) is available. Log-in information will be automatically emailed to the address on file with the association at the time of registration. If you do not receive the log-in, or are not the registered contact, please contact us at esr@cssabq.com or (505) 243-9889 to obtain one.
- Complete and return all order forms by the indicated discounted deadline date to avoid higher costs. Each form should be returned to the appropriate company and address listed on that form.
- Review our payment policy carefully. **CSS** requires payment in full at the time you place your order, along with a completed Credit Card Authorization form.
- Please include the prevailing sales tax in your order, **currently 6.0% in Covington, Kentucky**. Sales tax is applicable to rentals. Labor and material handling services are exempt in the state of Kentucky with the exception of Forklift Labor. *(If you have a state or federal exemption, please include with forms at the time of ordering.)*

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

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

Email: esr@cssabq.com
1921 Bellamah Ave. NW
Albuquerque, NM 87104
Phone: (505) 243-9889
Fax: (505) 243-8197

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



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SHOW INFORMATION QUICK REFERENCE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

SHOW NAME:	Joint Navigation Conference 2026	
EXHIBITOR MOVE-IN:	Monday, June 1, 2026	12:00PM – 6:00PM
SHOW DATE(S):	Tuesday, June 2, 2026	10:00AM – 7:00PM
	Wednesday, June 3, 2026	10:00AM – 4:00PM
EXHIBITOR MOVE-OUT:	Wednesday, June 3, 2026	4:00PM – 7:00PM

Outside freight carriers must be checked in by: **Wednesday, June 03, 2026 @ 6:00PM**
 All materials must be packed with bill(s) of lading turned in to **CSS** by: **Wednesday, June 03, 2026 @ 7:00PM**

SHOW LOCATION: Northern Kentucky Convention Center
 Event Hall 1
 One West RiverCenter Blvd.
 Covington, KY 41011

STANDARD BOOTH PACKAGE: 10' x 10'
 (Included with booth purchase) 8' Blue Draped Back Wall
 3' Blue Draped Side Rail
 (1) Standard ID Sign

The exhibit hall (ballroom) **IS** carpeted.

Booth carpet is not required.

IMPORTANT DEADLINES:

First date freight can arrive at the advance warehouse:	Monday, April 27, 2026
Submission deadline for exhibitor appointed contractor (EAC) notification:	Monday, May 04, 2026
Last date to receive certificate of insurance for EAC:	Monday, May 04, 2026
Advance Orders and Payment Deadline:	Friday, May 15, 2026
Last date freight can arrive at the advance warehouse:	Friday, May 29, 2026
First date for direct shipments to facility:	Monday, June 01, 2026

NOTE: CSS will be closed on Monday, May 25, 2026.

SHIPPING INFORMATION:

ADVANCE FREIGHT RECEIVING Monday – Friday 7:30AM – 3:30PM Monday, April 27 – Friday, May 29, 2026 ADVANCE SHIPPING ADDRESS	
Ship To:	Exhibitor Name and Booth # JNC 2026 c/o CSS / Fern 645 Linn Street Cincinnati, OH 45203

FIRST DAY FOR DIRECT FREIGHT Monday, June 1, 2026 --- 9:00AM – 4:00PM DIRECT SHIPPING ADDRESS	
Ship To:	Exhibitor Name and Booth # c/o CSS JNC 2026 NKCC – Hall 1 One West RiverCenter Blvd Covington, KY 41011



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CREDIT CARD AUTHORIZATION ORDER SUMMARY FORM TERMS AND CONDITIONS ACCEPTANCE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: JNC 2026	Advance Payment Deadline: Friday, May 15, 2026	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

CREDIT CARD CHARGE AUTHORIZATION

For your payment security, we recommend that you log in to your account in our online ordering portal to authorize and process your order.

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

Last 4 of Credit Card #: Expiration Date: Billing Zip Code:

You will need to call CSS to provide your complete credit card number and card verification # to adhere to PCI Compliance Standards.

Cardholder Signature
Cardholder Name (please print)

CSS ORDER FORMS	AMOUNT DUE
Furnishings	
Upgrade Furnishings	
Carpet / Prestige Carpet	
Rental Display	
Labor	
Material Handling	
Cleaning	
Floral	
Sign / Graphics	
Information included but ordered from different location	
Electrical	XXXXXXXX
Lead Retrieval	XXXXXXXX
Audio Visual	XXXXXXXX
Estimated Total (includes State Tax where applicable)	

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



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PAYMENT POLICY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

ADVANCE PRICING

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

PAYMENT OPTIONS

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

1. Service Kit (pdf download)
 - a. Advance payment by **Company Check, Wire Transfer, or e-check**: All checks for show services provided by **CSS** should be made payable to **Convention Services of the Southwest, Inc. (CSS)** and must be in U.S. Dollars drawn on a U.S. bank. International exhibitors must prepay all balances no later than the advanced payment deadline in U.S. Dollars drawn on U.S. banks. A **Credit Card Authorization** form is also required to cover any variances with regards to drayage (material handling) and labor orders as well as any additional charges incurred at show site.
 - i. Please note that for Wire Transfer/ACH payments, **CSS** does not pay bank fees from the sending or receiving bank. Please add \$25.00 to amounts transferred to be considered paid in full.
 - ii. **CSS** will add a fee of \$35.00 to any order where the check payment is returned as insufficient funds.
 - b. **Credit Card**: For your convenience we accept Visa, MasterCard, and American Express. You must complete the **Credit Card Authorization** form. For discount rates to apply, **CSS** must receive this form by **Friday, May 15, 2026**. *(There will be a \$75.00 administrative fee if a credit card dispute is filed and CSS is awarded charges.)*
2. **On-Line Ordering**
 - a. Log-in information with a temporary password will be automatically emailed to the email address on file with the association at the time of registration. To place your order, log-in and follow the instructions. A credit card on file is required to complete your order. An email will be sent confirming your order is complete. The charges on your confirmation will not be considered final until the show closes *(drayage fees are added once freight is received and floor orders may be added)*.

PAYMENT TERMS

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

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

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

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



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THIRD PARTY PAYMENT FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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

- The payment record of the third party is acceptable to **CSS**.
- This completed form is to be signed by **BOTH PARTIES** and returned to **CSS** by **Friday, May 15, 2026**.
- This form is to be accompanied by a completed **Credit Card Authorization** form from **EACH PARTY**.
- If there is any doubt which party is to be invoiced for a service, **the exhibiting firm accepts responsibility for payment upon presentation of invoice at show site.**
- The **exhibiting firm** is ultimately responsible for payment of all charges by show close.

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

Furniture/Carpet
 Booth Cleaning
 Material Handling
 Booth Labor

Other:

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

Event Name: JNC 2026	Booth #:
Exhibiting Company:	Display House 3rd Party:
Address:	Address:
City/State/Zip:	City/State/Zip:
Telephone #:	Telephone #:
Fax #:	Fax #:
Email address:	Email address:
Authorized Signature:	Authorized Signature:
Print Name & Title:	Print Name & Title:



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FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: JNC 2026	Advance Payment Deadline: Friday, May 15, 2026	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

Quantity	Description	Advance Price	Standard Price
	4'L X 30"H Draped Table	177.31	230.51
	6'L X 30"H Draped Table	213.26	277.25
	8'L X 30"H Draped Table	249.16	323.90

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

	4'L X 40"H Draped Counter	220.42	286.55
	6'L X 40"H Draped Counter	256.37	333.28
	8'L X 40"H Draped Counter	292.31	380.01

UNDRAPED DISPLAY TABLES - 30" HIGH

	4'L X 30"H Undraped Table	113.82	147.96
	6'L X 30"H Undraped Table	138.95	180.63
	8'L X 30"H Undraped Table	165.32	214.91
	30"D X 30"H Pedestal Table	246.79	320.82

UNDRAPED DISPLAY COUNTERS - 40" HIGH

	4'L X 40"H Undraped Counter	74.26	96.54
	6'L X 40"H Undraped Counter	89.61	104.03
	8'L X 40"H Undraped Counter	81.37	97.85
	30"D X 40"H Pedestal Table	103.00	119.48

TABLE SKIRTING (choose skirt color below)

	4th Side Table Drape for Table 30"H	74.26	95.54
	4th Side Table Drape for Counter 40"H	89.61	104.03
	Individual Table Skirt for Table 30"H	81.37	97.85
	Individual Table Skirt for Counter 40"H	103.00	119.48

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

	3' High Drapery/linear ft.	18.96	24.65
	8' High Drapery/linear ft.	23.95	31.14
	3' Upright w/ 1/2 Base	24.72	28.84
	8' Upright w/ Full Base	25.75	30.90
	Crossbar	25.75	30.90

STANDARD FURNITURE AND ACCESSORIES

	Molded Plastic Chair	98.21	127.68
	Padded Side Chair	128.18	166.64
	Padded Arm Chair	138.95	180.63
	Upholstered Bar Stool with Back	156.92	204.00
	2 Arm Bag Rack	184.04	239.22
	Aluminum Easel	57.53	74.29
	Wastebasket with Liner	34.51	44.86
	Fishbowl	40.17	48.41
	4' x 8' Horizontal Poster Board	258.79	336.43
	4'L Table Riser (draped in vinyl)	78.33	101.84
	6'L Table Riser (draped in vinyl)	86.31	125.20

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

SKIRT AND DRAPE COLOR CHOICES (please circle choice)

Blue Gold Teal Plum Hunter Green
Black White Red Gray Maroon

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (6.0%)	\$
TOTAL	\$



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STANDARD FURNISHINGS

CONVENTION SERVICES OF THE SOUTHWEST, INC.



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



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

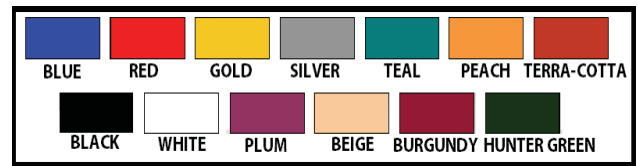


UNDRAPED TABLE/COUNTER
2' W X (4', 6', OR 8' L) X 30" H OR 40" H



30" D PEDESTAL TABLE/COUNTER
30" or 40" H

DRAPE COLORS



MOLDED PLASTIC CHAIR



PADDED SIDE CHAIR



PADDED ARM CHAIR



UPHOLSTERED BAR STOOL



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



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



POSTER BOARD (HORIZONTAL)
4' X 8'



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UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: JNC 2026	Advance Payment Deadline: Friday, May 15, 2026	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	18228-0847	Blanc Sofa	\$ 1,287.00	\$ 1,673.00	\$
	18167-0614	Blanc Loveseat	\$ 1,143.00	\$ 1,486.00	\$
	18284-0834	Blanc Chair	\$ 956.00	\$ 1,242.00	\$
	18024-0072	Blanc Bench Ottoman	\$ 575.00	\$ 747.00	\$
	18184-0274	Blanc Cube	\$ 202.00	\$ 262.00	\$
	18284-0878	Function White Leather Armless Chair	\$ 611.00	\$ 794.00	\$
	18066-0030	Function White Leather Corner	\$ 658.00	\$ 855.00	\$
	18284-0452	Function Black Leather Armless Chair	\$ 611.00	\$ 794.00	\$
	18066-0009	Function Black Leather Corner	\$ 658.00	\$ 855.00	\$
	18303-0006	Continental White Leather Curved Loveseat	\$ 1,182.00	\$ 1,536.00	\$
	18304-0002	Continental White Leather Reverse Loveseat	\$ 1,143.00	\$ 1,486.00	\$
	18296-0006	Continental White Leather Wedge Ottoman	\$ 510.00	\$ 662.00	\$
	18184-0283	Continental Bright White Leather Curved Bench	\$ 598.00	\$ 777.00	\$
	18184-0284	Continental White Leather Half Moon Ottoman	\$ 508.00	\$ 661.00	\$
	18066-0026	Boca Black Leather Corner	\$ 625.30	\$ 812.89	\$
	18284-0786	Boca Black Leather Armless	\$ 582.40	\$ 757.12	\$
	18228-0602	Metro Black Leather Sofa	\$ 984.00	\$ 1,279.00	\$
	18167-0467	Metro Black Leather Loveseat	\$ 949.00	\$ 1,234.00	\$
	18284-0482	Metro Black Leather Chair	\$ 740.00	\$ 962.00	\$
	18184-0179	Metro Black Leather Square Ottoman	\$ 507.00	\$ 659.00	\$
	18024-0008	Metro Black Leather Bench Ottoman	\$ 507.00	\$ 659.00	\$
	18228-0605	Grammercy Charcoal Leather Sofa	\$ 1,095.00	\$ 1,423.00	\$
	18167-0469	Grammercy Charcoal Leather Loveseat	\$ 954.00	\$ 1,240.00	\$
	18284-0485	Grammercy Charcoal Leather Chair	\$ 612.00	\$ 796.00	\$
	18066-0015	Grammercy Charcoal Leather Corner	\$ 702.00	\$ 913.00	\$
	18184-0036	Grammercy Charcoal Leather Round Ottoman	\$ 508.00	\$ 661.00	\$
	18184-0033	Grammercy Charcoal Leather Square Ottoman	\$ 508.00	\$ 661.00	\$
	18228-0891	Aubrey Sofa	\$ 1,287.00	\$ 1,673.00	\$
	18284-0898	Aubrey Chair	\$ 811.00	\$ 1,055.00	\$
	18184-0303	Aubrey Bench Ottoman	\$ 543.00	\$ 706.00	\$
	18228-0795	Chandler Red Leather Sofa	\$ 937.30	\$ 1,218.49	\$
	18167-0581	Chandler Red Leather Loveseat	\$ 903.50	\$ 1,174.55	\$
	18284-0717	Chandler Red Leather Chair	\$ 704.60	\$ 915.98	\$
	18024-0062	Chandler Red Leather Bench Ottoman	\$ 483.60	\$ 628.68	\$
	13229-0007	Evoke Sofa	\$ 1,415.70	\$ 1,840.41	\$
	13041-0015	Evoke Chair	\$ 759.20	\$ 986.96	\$
	13054-0011	Evoke Cocktail Table	\$ 483.60	\$ 628.68	\$
	13110-0009	Evoke End Table	\$ 429.00	\$ 557.70	\$
	13110-0008	Evoke Cube	\$ 305.50	\$ 397.15	\$
	13229-0020	Latitude Sofa	\$ 1,504.00	\$ 1,955.00	\$
	13170-0011	Latitude Loveseat	\$ 1,408.00	\$ 1,830.00	\$

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

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

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (6.0%)	\$
TOTAL	\$



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UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: JNC 2026	Advance Payment Deadline: Friday, May 15, 2026	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	13285-0015	Latitude Chair	\$ 1158.00	\$ 1,506.00	\$
	13229-0016	Verona Sofa	\$ 1,411.00	\$ 1,834.00	\$
	13285-0013	Verona Chair	\$ 729.00	\$ 948.00	\$
	13185-0010	Verona Ottoman	\$ 423.00	\$ 549.00	\$
	18228-0892	Jasper Sofa	\$ 1,104.00	\$ 1,435.00	\$
	18284-0902	Jasper Chair	\$ 714.00	\$ 928.00	\$
	18228-0858	Niko Sofa	\$ 1,217.00	\$ 1,582.00	\$
	18167-0622	Niko Loveseat	\$ 1,112.00	\$ 1,445.00	\$
	18284-0856	Niko Chair	\$ 928.00	\$ 1,207.00	\$
	18228-0869	Cromwell Sofa	\$ 1,739.00	\$ 2,261.00	\$
	18284-0873	Cromwell Chair	\$ 1139.00	\$ 1,480.00	\$
	18284-0876	Bianca Stage Chair – Frost	\$ 543.00	\$ 706.00	\$
	18284-0895	Bianca Stage Chair - Onyx	\$ 543.00	\$ 706.00	\$
	18284-0893	Bianca Stage Chair - Sand	\$ 543.00	\$ 706.00	\$
	18284-0621	Empire Chair Black Leather	\$ 625.00	\$ 813.00	\$
	18284-0564	Empire Chair White Leather	\$ 625.00	\$ 813.00	\$
	18284-0884	Monarch Chair - Bright White	\$ 420.00	\$ 546.00	\$
	18284-0900	Royce Chair – Mink	\$ 571.00	\$ 742.00	\$
	18284-0901	Royce Chair - Oyster	\$ 571.00	\$ 742.00	\$
	18184-0283	Continental White Leather Curved Bench	\$ 598.00	\$ 777.00	\$
	05026-0012	Encore Bench	\$ 542.00	\$ 705.00	\$
	18184-0179	Metro Black Leather Square Ottoman	\$ 507.00	\$ 659.00	\$
	18184-0033	Grammercy Charcoal Leather Square Ottoman	\$ 508.00	\$ 661.00	\$
	18024-0008	Metro Black Leather Bench Ottoman	\$ 507.00	\$ 659.00	\$
	18024-0062	Chandler Red Leather Bench Ottoman	\$ 483.60	\$ 628.68	\$
	18024-0002	Grammercy Charcoal Leather Bench Ottoman	\$ 508.00	\$ 661.00	\$
	18184-0192	Essentials White Leather Storage Ottoman	\$ 669.50	\$ 870.35	\$
	18184-0036	Grammercy Charcoal Leather Round Ottoman	\$ 508.00	\$ 661.00	\$
	18011-0011	Essentials White Banquette (2 pcs)	\$ 1,415.70	\$ 1,840.41	\$
	18011-0002	Grammercy Charcoal Leather Banquette (2 pcs)	\$ 1,415.70	\$ 1,840.41	\$
	02082-0037 02082-0036	Essentials White Leather Turning Bed	\$ 1,786.00	\$ 2,322.00	\$
	18184-0294	Rubix Cube – Cherry	\$ 196.00	\$ 255.00	\$
	18184-0295	Rubix Cube – Cromwell	\$ 196.00	\$ 255.00	\$
	18184-0296	Rubix Cube – Grape	\$ 196.00	\$ 255.00	\$
	18184-0293	Rubix Cube – Lemon	\$ 196.00	\$ 255.00	\$
	18184-0297	Rubix Cube – Lime	\$ 196.00	\$ 255.00	\$
	18184-0298	Rubix Cube – Mango	\$ 196.00	\$ 255.00	\$
	18184-0274	Blanc Cube	\$ 202.00	\$ 262.00	\$
	18184-0128	Metro Black Leather Cube Ottoman	\$ 203.00	\$ 262.00	\$
	22100-0001	Essentials Turning Bed w/Charging Station Insert	\$ 1,981.00	\$ 2,576.00	\$
	22051-0001	Boca Bright White Corner – Charged	\$ 713.70	\$ 927.81	\$

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

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

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (6.0%)	\$
TOTAL	\$



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UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: JNC 2026	Advance Payment Deadline: Friday, May 15, 2026	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	22050-0001	Boca Bright White Armless – Charged	\$ 660.40	\$ 858.52	\$
	22001-0001	Aspen Bar Table - Charged	\$ 1,160.00	\$ 1,507.00	\$
	22002-0002	Aspen Cocktail Table – Charged	\$ 657.00	\$ 853.00	\$
	18284-0861	Patrice Tablet Chair	\$ 712.00	\$ 926.00	\$
	22052-0001	Lincoln Bench – Charged	\$ 1,043.90	\$ 1,357.07	\$
	14062-0307	Command White 8' Conference Table – Charged	\$ 1,561.00	\$ 2,030.00	\$
	12108-0001-12304-0006	Aria Red End Table	\$ 359.00	\$ 466.00	\$
	12049-0001-12050-0004	Aria Red Cocktail Table	\$ 377.00	\$ 490.00	\$
	12108-0001-12304-0005	Aria Green End Table	\$ 359.00	\$ 466.00	\$
	12049-0001-12050-0007	Aria Green Cocktail Table	\$ 377.00	\$ 490.00	\$
	12108-0001-12304-0004	Aria Blue End Table	\$ 359.00	\$ 466.00	\$
	12049-0001-12050-0005	Aria Blue Cocktail Table	\$ 377.00	\$ 490.00	\$
	12108-0001-12304-0007	Aria Purple End Table	\$ 359.00	\$ 466.00	\$
	12049-0001-12050-0006	Aria Purple Cocktail Table	\$ 377.00	\$ 490.00	\$
	12108-0001-12304-0002	Aria White End Table	\$ 359.00	\$ 466.00	\$
	12231-0001-12305-0002	Aria White Console Table	\$ 395.00	\$ 514.00	\$
	12049-0001-12050-0003	Aria White Cocktail Table	\$ 377.00	\$ 490.00	\$
	12108-0001-12304-0001	Aria Charcoal End Table	\$ 359.00	\$ 466.00	\$
	12231-0001-12305-0001	Aria Charcoal Console Table	\$ 395.00	\$ 514.00	\$
	12049-0001-12050-0002	Aria Charcoal Cocktail Table	\$ 377.00	\$ 490.00	\$
	18024-0010	Novel End Table	\$ 450.00	\$ 585.00	\$
	18024-0011	Novel Cocktail Table	\$ 508.00	\$ 661.00	\$
	12107-0512	Fuze End Table	\$ 367.90	\$ 478.27	\$
	12230-0116	Fuze Console Table	\$ 447.20	\$ 581.36	\$
	12055-0453	Fuze Cocktail Table	\$ 413.40	\$ 537.42	\$
	12107-0493	London End Table	\$ 386.00	\$ 502.00	\$
	12230-0110	London Console Table	\$ 469.00	\$ 610.00	\$
	12055-0428	London Cocktail Table	\$ 436.00	\$ 566.00	\$
	12107-0467	Hylton Tablet Table	\$ 322.00	\$ 419.00	\$
	12003-0117	Gemma Accent Table - Blue Agate	\$ 398.00	\$ 517.00	\$
	12003-0115	Gemma Accent Table - Citrine	\$ 398.00	\$ 517.00	\$
	12003-0116	Gemma Accent Table - Moonstone	\$ 398.00	\$ 517.00	\$
	12003-0120	Gemma Accent Table - Obsidian	\$ 398.00	\$ 517.00	\$
	12107-0494	Brooklyn II Square End Table	\$ 329.00	\$ 428.00	\$
	12107-0495	Brooklyn II Round End Table	\$ 329.00	\$ 428.00	\$
	12055-0429	Brooklyn II Rect Cocktail Table	\$ 368.00	\$ 478.00	\$
	12055-0430	Brooklyn II Round Cocktail Table	\$ 368.00	\$ 478.00	\$
	12055-0285	Cube, Black 24" Cocktail Table	\$ 360.00	\$ 468.00	\$
	12055-0286	Cube, White 24" Cocktail Table	\$ 360.00	\$ 468.00	\$
	12107-0296	Cube, Black 24" End Table	\$ 369.00	\$ 480.00	\$
	12107-0297	Cube, White 24" End Table	\$ 369.00	\$ 480.00	\$
	12003-0102	Sirona Accent Table	\$ 322.00	\$ 419.00	\$

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PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (6.0%)	\$
TOTAL	\$



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UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: JNC 2026	Advance Payment Deadline: Friday, May 15, 2026	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	13110-0017	Orbit End Table	\$ 312.00	\$ 406.00	\$
	05012-0076	VIP Frosted Plexi Glow Bar 6'	\$ 1,301.00	\$ 1,692.00	\$
	05012-0075	VIP Frosted Plexi Glow Bar 4'	\$ 1,096.00	\$ 1,425.00	\$
	05012-0053	Black Bar - 2 Shelf	\$ 952.00	\$ 1238.00	\$
	05012-0054	White Bar - 2 Shelf	\$ 952.00	\$ 1238.00	\$
	12112-0010	Blox Bar Back	\$ 750.00	\$ 975.00	\$
	05001-0017	Piazza Bar Back - Black	\$ 837.00	\$ 1088.00	\$
	05001-0018	Piazza Bar Back - White	\$ 837.00	\$ 1088.00	\$
	05012-0083	Elara Bar	\$ 1,994.00	\$ 2,592.00	\$
	05012-0082	Razor Bar	\$ 1,994.00	\$ 2,592.00	\$
	05237-0038	Criss Cross Bar Stool - Espresso	\$ 321.10	\$ 417.43	\$
	05237-0039	Criss Cross Bar Stool - White	\$ 321.10	\$ 417.43	\$
	05237-0305	Colin Stool	\$ 283.00	\$ 368.00	\$
	05237-0221	Euro Bar Stool - Black	\$ 305.50	\$ 397.15	\$
	05237-0306-05033-0001-05034-0009	Milo Bar Stool - Black	\$ 319.00	\$ 414.00	\$
	05237-0306-05033-0007-05034-0012	Milo Bar Stool - California Wine	\$ 319.00	\$ 414.00	\$
	05237-0306-05033-0005-05034-0011	Milo Bar Stool - Chartreuse	\$ 319.00	\$ 414.00	\$
	05237-0306-05033-0013-05034-0015	Milo Bar Stool - Chocolate	\$ 319.00	\$ 414.00	\$
	05237-0306-05033-0011-05034-0014	Milo Bar Stool - Jade	\$ 319.00	\$ 414.00	\$
	05237-0306-05033-0009-05034-0013	Milo Bar Stool - Victory Blue	\$ 319.00	\$ 414.00	\$
	05237-0306-05033-0002-05034-0010	Milo Bar Stool - White	\$ 319.00	\$ 414.00	\$
	05237-0270	Hourglass Bar Stool - Black	\$ 332.80	\$ 432.64	\$
	05237-0271	Hourglass Bar Stool - White	\$ 332.80	\$ 432.64	\$
	05237-0160	Equino Bar Stool - Black	\$ 351.00	\$ 456.00	\$
	05237-0041	Equino Bar Stool - White	\$ 351.00	\$ 456.00	\$
	05237-0302	Clara Stool	\$ 338.00	\$ 439.00	\$
	05237-0215	Marcus Bar Stool - Gunmetal	\$ 256.00	\$ 333.00	\$
	05237-0169	Caprice Bar Stool - Black	\$ 350.00	\$ 455.00	\$
	05237-0042	Sonic Bar Stool - Black	\$ 283.00	\$ 368.00	\$
	05237-0300	Nexus Stool	\$ 293.00	\$ 380.00	\$
	05035-0053-05033-0003-05034-0009	Milo Chair - Black	\$ 200.00	\$ 260.00	\$
	05035-0053-05033-0008-05034-0012	Milo Chair - California Wine	\$ 200.00	\$ 260.00	\$
	05035-0053-05033-0006-05034-0011	Milo Chair - Chartreuse	\$ 200.00	\$ 260.00	\$
	05035-0053-05033-0014-05034-0015	Milo Chair - Chocolate	\$ 200.00	\$ 260.00	\$
	05035-0053-05033-0012-05034-0014	Milo Chair - Jade	\$ 200.00	\$ 260.00	\$
	05035-0053-05033-0010-05034-0013	Milo Chair - Victory Blue	\$ 200.00	\$ 260.00	\$
	05035-0053-05033-0004-05034-0010	Milo Chair - White	\$ 200.00	\$ 260.00	\$
	05035-0051	Clara Chair	\$ 224.00	\$ 291.00	\$
	05035-0008	Leslie Chair - White	\$ 181.00	\$ 235.00	\$
	05035-0010	Criss Cross Chair - Espresso	\$ 214.50	\$ 278.85	\$
	05035-0011	Criss Cross Chair - White	\$ 214.50	\$ 278.85	\$
	05035-0023	Elio Chair	\$ 203.00	\$ 264.00	\$
	14233-0025	Caprice Chair - Black	\$ 200.00	\$ 260.00	\$

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UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: JNC 2026	Advance Payment Deadline: Friday, May 15, 2026	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	14233-0005	Comet Stack Arm Chair – Black	\$ 261.60	\$ 339.69	\$
	14233-0006	Comet Stack Armless Chair - Black	\$ 243.10	\$ 316.03	\$
	14233-0016	Sonic Chair - Black	\$ 202.00	\$ 262.00	\$
	05035-0050	Nexus Chair	\$ 242.00	\$ 314.00	\$
	05035-0052	Colin Chair	\$ 200.00	\$ 260.00	\$
	05036-0050 05246-0003	24" Square Bar Table - Cosmo/Chrome Base	\$ 374.00	\$ 487.00	\$
	05036-0050 05246-0018	24" Square Bar Table - Cosmo/Black Base	\$ 374.00	\$ 487.00	\$
	05036-0051 05246-0003	24" Square Bar Table - Emerald Tide/Chrome Base	\$ 374.00	\$ 487.00	\$
	05036-0051 05246-0018	24" Square Bar Table - Emerald Tide/Black Base	\$ 374.00	\$ 487.00	\$
	05036-0049 05246-0003	24" Square Bar Table - Icebreaker/Chrome Base	\$ 374.00	\$ 487.00	\$
	05036-0049 05246-0018	24" Square Bar Table - Icebreaker/Black Base	\$ 374.00	\$ 487.00	\$
	05036-0048 05246-0003	24" Square Bar Table - Sirona/Chrome Base	\$ 374.00	\$ 487.00	\$
	05036-0048 05246-0018	24" Square Bar Table - Sirona/Black Base	\$ 374.00	\$ 487.00	\$
	05036-0046 05246-0003	32" Round Bar Table - Cement/Chrome Base	\$ 507.00	\$ 659.00	\$
	05036-0046 05246-0018	32" Round Bar Table - Cement/Black Base	\$ 507.00	\$ 659.00	\$
	05036-0047 05246-0003	32" Round Bar Table - Yukon Oak/Chrome Base	\$ 507.00	\$ 659.00	\$
	05036-0047 05246-0018	32" Round Bar Table - Yukon Oak/Black Base	\$ 507.00	\$ 659.00	\$
	05036-0053 05246-0018	32" Round Bar Table - Smoke/Black Base	\$ 507.00	\$ 659.00	\$
	05036-0053 05246-0003	32" Round Bar Table - Smoke/Chrome Base	\$ 507.00	\$ 659.00	\$
	05036-0001 05246-0018	Euro Bar Table Black/Black 30" Round	\$ 356.00	\$ 463.00	\$
	05036-0004 05246-0018	Euro Bar Table Black/Black 36" Round	\$ 367.00	\$ 477.00	\$
	05036-0001 05246-0003	Silk Bar Table Black/Chrome 30" Round	\$ 356.00	\$ 463.00	\$
	05036-0004 05246-0003	Silk Bar Table Black/Chrome 36" Round	\$ 367.00	\$ 477.00	\$
	05036-0037 05246-0018	City Bar Table Maple/Black 30" Round	\$ 356.00	\$ 463.00	\$
	05036-0038 05246-0018	City Bar Table Maple/Black 36" Round	\$ 367.00	\$ 477.00	\$
	05036-0037 05246-0003	Park Ave Bar Table Maple/Chrome 30" Round	\$ 356.00	\$ 463.00	\$
	05036-0038 05246-0003	Park Ave Bar Table Maple/Chrome 36" Round	\$ 367.00	\$ 477.00	\$
	05036-0003 05246-0018	Summit Bar Table White/Black 30" Round	\$ 356.00	\$ 463.00	\$
	05036-0006 05246-0018	Summit Bar Table White/Black 36" Round	\$ 367.00	\$ 477.00	\$
	05036-0003 05246-0003	Blanco Bar Table White/Chrome 30" Round	\$ 356.00	\$ 463.00	\$
	05036-0006 05246-0003	Blanco Bar Table White/Chrome 36" Round	\$ 367.00	\$ 477.00	\$
	05036-0039	Fuze Bar Table	\$ 384.80	\$ 500.24	\$
	05036-0008 05246-0003	Blanco Bar Table - White/Chrome 24" Square	\$ 356.00	\$ 463.00	\$
	05036-0009 2-05246-0003	Blanco Rectangle Bar Table - White/Chrome	\$ 555.00	\$ 722.00	\$
	05036-0033 05246-0003	Spectrum Bar Table - Red	\$ 384.00	\$ 499.00	\$
	05036-0034 05246-0003	Spectrum Bar Table - Blue	\$ 384.00	\$ 499.00	\$
	05036-0035 05246-0003	Spectrum Bar Table - Purple	\$ 384.00	\$ 499.00	\$
	05036-0036 05246-0003	Spectrum Bar Table - Green	\$ 384.00	\$ 499.00	\$
	05204-0001	Aspen Bar Table	\$ 992.00	\$ 1,289.00	\$

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SUBTOTAL	\$
Tax (6.0%)	\$
TOTAL	\$



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UPGRADE FURNISHINGS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: JNC 2026	Advance Payment Deadline: Friday, May 15, 2026	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	05036-0050 05246-0002	24" Square Cafe Table - Cosmo/Chrome Base	\$ 377.00	\$ 490.00	\$
	05036-0050 05246-0017	24" Square Cafe Table - Cosmo/Black Base	\$ 377.00	\$ 490.00	\$
	05036-0051 05246-0002	24" Square Cafe Table - Emerald Tide/Chrome Base	\$ 377.00	\$ 490.00	\$
	05036-0051 05246-0017	24" Square Cafe Table - Emerald Tide/Black Base	\$ 377.00	\$ 490.00	\$
	05036-0049 05246-0002	24" Square Cafe Table - Icebreaker/Chrome Base	\$ 377.00	\$ 490.00	\$
	05036-0049 05246-0017	24" Square Cafe Table - Icebreaker/Black Base	\$ 377.00	\$ 490.00	\$
	05036-0048 05246-0002	24" Square Cafe Table - Sirona/Chrome Base	\$ 377.00	\$ 490.00	\$
	05036-0048 05246-0017	24" Square Cafe Table - Sirona/Black Base	\$ 377.00	\$ 490.00	\$
	05036-0046 05246-0002	32" Round Café Table - Cement/Chrome Base	\$ 508.00	\$ 661.00	\$
	05246-0017-05036-0046	32" Round Café Table - Cement/Black Base	\$ 508.00	\$ 661.00	\$
	05036-0047 05246-0002	32" Round Café Table - Yukon Oak/Chrome Base	\$ 508.00	\$ 661.00	\$
	05036-0047 05246-0017	32" Round Café Table - Yukon Oak/Black Base	\$ 508.00	\$ 661.00	\$
	05036-0053 05246-0002	32" Round Café Table - Smoke/Chrome Base	\$ 508.00	\$ 661.00	\$
	05036-0053 05246-0017	32" Round Café Table - Smoke/Black Base	\$ 508.00	\$ 661.00	\$
	05036-0001 05246-0017	Euro Café Table Black/Black 30" Round	\$ 358.00	\$ 465.00	\$
	05036-0004 05246-0017	Euro Café Table Black/Black 36" Round	\$ 369.00	\$ 480.00	\$
	05036-0001 05246-0002	Silk Café Table Black/Chrome 30" Round	\$ 358.00	\$ 465.00	\$
	05036-0004 05246-0002	Silk Café Table Black/Chrome 36" Round	\$ 369.00	\$ 480.00	\$
	05036-0037 05246-0002	Park Ave Café Table Maple/Chrome 30" Round	\$ 358.00	\$ 465.00	\$
	05036-0038 05246-0002	Park Ave Café Table Maple/Chrome 36" Round	\$ 369.00	\$ 480.00	\$
	05036-0037 05246-0017	City Café Table Maple/Black 30" Round	\$ 358.00	\$ 465.00	\$
	05036-0038 05246-0017	City Café Table Maple/Black 36" Round	\$ 369.00	\$ 480.00	\$
	05036-0003 05246-0002	Blanco Café Table White/Chrome 30" Round	\$ 358.00	\$ 465.00	\$
	05246-0002-05036-0006	Blanco Café Table White/Chrome 36" Round	\$ 369.00	\$ 480.00	\$
	05036-0003 05246-0017	Summit Café Table White/Black 30" Round	\$ 358.00	\$ 465.00	\$
	05036-0006 05246-0017	Summit Café Table White/Black 36" Round	\$ 369.00	\$ 480.00	\$
	05036-0039-05246-0002	Fuze Café Table	\$ 384.80	\$ 500.24	\$
	05036-0008 05246-0002	Blanco Café Table White/Chrome 24"Square	\$ 358.00	\$ 465.00	\$
	05036-0009 2-05246-0002	Blanco Café Table White/Chrome Rectangle	\$ 553.00	\$ 718.00	\$
	05036-0033 05246-0002	Spectrum Café Table - Red	\$ 386.00	\$ 502.00	\$
	05036-0034 05246-0002	Spectrum Café Table - Blue	\$ 386.00	\$ 502.00	\$
	05036-0035 05246-0002	Spectrum Café Table - Purple	\$ 386.00	\$ 502.00	\$
	05036-0036 05246-0002	Spectrum Café Table - Green	\$ 386.00	\$ 502.00	\$
	05090-0001	Aspen Dining Table	\$ 852.00	\$ 1,107.00	\$
	05088-0531	Encore Dining Table	\$ 1002.00	\$ 1,303.00	\$
	05088-0533	Madera Dining Table	\$ 1,227.20	\$ 1,595.36	\$
	14136-0002	Tamiri Black Leather High Back Chair	\$ 449.00	\$ 583.00	\$

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UPGRADE FURNISHINGS ORDER FORM

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Event Name: JNC 2026	Advance Payment Deadline: Friday, May 15, 2026	Booth # (s):
Company Name:	Telephone #:	
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Authorized by:		

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	14176-0007	Tamiri Black Leather Mid Back Chair	\$ 397.00	\$ 515.00	\$
	14128-0002	Tamiri Black Leather Guest Chair	\$ 365.00	\$ 475.00	\$
	14136-0103	Accord Black Leather High Back	\$ 563.00	\$ 732.00	\$
	14136-0104	Accord White Leather High Back	\$ 563.00	\$ 732.00	\$
	14250-0013	Goal Black Task Chair With Arms	\$ 300.00	\$ 390.00	\$
	14250-0014	Goal Black Task Chair Armless	\$ 276.00	\$ 358.00	\$
	14307-0003	Goal Black Drafting Stool – Arms	\$ 321.00	\$ 417.00	\$
	14307-0004	Goal Black Drafting Stool – Armless	\$ 300.00	\$ 390.00	\$
	14128-0122	Rimati Hi-Back Chair - Black	\$ 272.00	\$ 353.00	\$
	14128-0123	Rimati Hi-Back Chair - White	\$ 272.00	\$ 353.00	\$
	14128-0122	Rimati Guest Chair - Black	\$ 272.00	\$ 353.00	\$
	14128-0123	Rimati Guest Chair - White	\$ 272.00	\$ 353.00	\$
	14062-0105	42" Round Conference Table – Black	\$ 474.50	\$ 616.85	\$
	14062-0106	42" Round Conference Table – Mahogany	\$ 474.50	\$ 616.85	\$
	14062-0297	Conference Rectangle Table 6' – Black	\$ 891.00	\$ 1,158.00	\$
	14062-0303	Conference Rectangle Table 6' – Sirona	\$ 891.00	\$ 1,158.00	\$
	14062-0300	Conference Rectangle Table 6' - White	\$ 891.00	\$ 1,158.00	\$
	14062-0298	Conference Rectangle Table 8' – Black	\$ 957.00	\$ 1,244.00	\$
	14062-0304	Conference Rectangle Table 8' – Sirona	\$ 957.00	\$ 1,244.00	\$
	14062-0301	Conference Rectangle Table 8' - White	\$ 957.00	\$ 1,244.00	\$
	14062-0299	Conference Rectangle Table 10' – Black	\$ 1,096.00	\$ 1,425.00	\$
	14062-0305	Conference Rectangle Table 10' – Sirona	\$ 1,096.00	\$ 1,425.00	\$
	14062-0302	Conference Rectangle Table 10' - White	\$ 1,096.00	\$ 1,425.00	\$
	14309-0001	Computer Kiosk – Black	\$ 733.00	\$ 953.00	\$
	14179-0005	Computer Kiosk - White	\$ 733.00	\$ 953.00	\$
	14072-0108	Storage Credenza - Black	\$ 625.30	\$ 812.89	\$
	14072-0038	Storage Credenza - Mahogany	\$ 625.30	\$ 812.89	\$
	14083-0105	Jr Executive Desk - Black	\$ 713.70	\$ 927.81	\$
	14083-0106	Jr Executive Desk - Mahogany	\$ 713.70	\$ 927.81	\$
	14083-0324	Executive Desk – Black	\$ 741.00	\$ 963.30	\$
	14083-0117	Executive Desk – Mahogany	\$ 741.00	\$ 963.30	\$
	14029-0098	5 Shelf Bookcase – Black	\$ 669.50	\$ 870.35	\$
	14029-0091	5 Shelf Bookcase - Mahogany	\$ 669.50	\$ 870.35	\$
	05088-0498	Brooklyn II Rect Dining Table	\$ 731.00	\$ 950.00	\$
	05088-0499	Brooklyn II Round Dining Table	\$ 573.00	\$ 745.00	\$
	05090-0001	Aspen Dining Table	\$ 852.00	\$ 1,107.00	\$
	14148-0001	2 Drawer Vertical File - Letter Size Black	\$ 235.30	\$ 305.89	\$
	14147-0001	2 Drawer Vertical File - Legal Size Black	\$ 305.50	\$ 397.15	\$
	14148-0002	4 Drawer Vertical File - Letter Size Black	\$ 314.60	\$ 408.98	\$
	14147-0002	4 Drawer Vertical File - Legal Size Black	\$ 349.70	\$ 454.61	\$
	14143-0006	2 Drawer Lateral File 18" – Black	\$ 314.60	\$ 408.98	\$
	14143-0008	4 Drawer Lateral File – Black	\$ 384.80	\$ 500.24	\$
	14034-0015	Storage Cabinet – Black	\$ 404.00	\$ 526.00	\$

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Authorized by:		

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

QTY	ITEM #	DESCRIPTION	DISCOUNT	STANDARD	AMOUNT
	12091-0023	Display Pedestal 14" x 42" Black	\$ 466.70	\$ 606.71	\$
	12091-0004	Display Pedestal 24" x 42" Black	\$ 593.00	\$ 771.00	\$
	12091-0002	Display Pedestal 18" x 42" Black	\$ 637.00	\$ 828.00	\$
	12091-0030	Display Pedestal 14" x 42" White	\$ 466.70	\$ 606.71	\$
	12091-0024	Display Pedestal 14" x 36" Black	\$ 395.20	\$ 513.76	\$
	12091-0034	Display Pedestal 24" x 36" Black	\$ 637.00	\$ 828.00	\$
	12091-0031	Display Pedestal 14" x 36" White	\$ 395.20	\$ 513.76	\$
	12091-0033	Display Pedestal 24" x 36" White	\$ 637.00	\$ 828.400	\$
	12091-0025	Display Pedestal 14" x 30" Black	\$ 367.90	\$ 478.27	\$
	12091-0003	Display Pedestal 24" x 30" Black	\$ 564.00	\$ 733.00	\$
	12091-0001	Display Pedestal 18" x 30" Black	\$ 412.00	\$ 536.00	\$
	12091-0032	Display Pedestal 14" x 30" White	\$ 367.90	\$ 478.27	\$
	14309-0001	Locking Pedestal Black	\$ 733.00	\$ 953.00	\$
	14179-0005	Locking Pedestal White	\$ 733.00	\$ 953.00	\$
	12091-0055	Fuze Pedestal	\$ 384.80	\$ 500.24	\$
	12091-0043	London Pedestal	\$ 403.00	\$ 524.00	\$
	14189-0066	Stanchion Chrome	\$ 107.90	\$ 140.27	\$
	11526-0001	Stanchion Rope - Red Velour	\$ 57.20	\$ 74.36	\$
	14308-0009	Nero Literature Stand - Black	\$ 261.30	\$ 339.69	\$
	14308-0009	Argento Literature Stand - Aluminum	\$ 261.30	\$ 339.69	\$
	14308-0005	Alto Literature Rack - Black Metal	\$ 282.00	\$ 367.00	\$
	01209-0003	Compact Refrigerator White - 4.0 Cu Ft	\$ 510.00	\$ 662.00	\$
	09392-0019	Silo Grey Floor Lamp	\$ 237.90	\$ 309.27	\$
	09417-0037	Silo Grey Table Lamp	\$ 174.20	\$ 226.46	\$
	09392-0018	Silo White Floor Lamp	\$ 237.90	\$ 309.27	\$
	09417-0036	Silo White Table Lamp	\$ 174.20	\$ 226.46	\$
	09392-0001	Neutrino Steel Floor Lamp - Steel	\$ 243.10	\$ 316.03	\$

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

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

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (6.0%)	\$
TOTAL	\$



TRADE SHOW
KIT CATALOG

BLANC



Blanc Sofa

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



Blanc Loveseat

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



Blanc Chair

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



Blanc Bench Ottoman

Bright White Leather
48"W x 24"D x 18"H



Blanc Cube Ottoman

Bright White Leather
17"Square x 17"H

FUNCTION

Modular Seating Collection



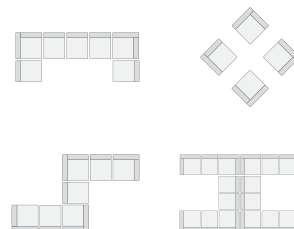
Function Armless Chair - White

White Vinyl
28"Square x 29"H



Function Corner - White

White Vinyl
28"Square x 29"H



Function Armless Chair - Black

Black Vinyl
28"Square x 29"H



Function Corner - Black

Black Vinyl
28"Square x 29"H

CONTINENTAL

Modular Seating Collection



Continental Curved Loveseat

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



Continental Reverse Curved Loveseat

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



Continental Wedge Ottoman

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



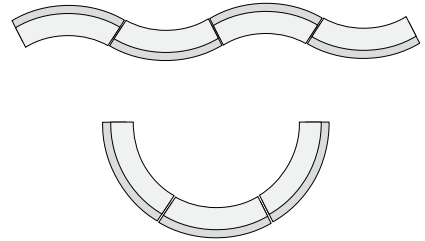
Continental Curved Bench

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



Continental Half Moon Ottoman

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



BOCA

Modular Seating Collection



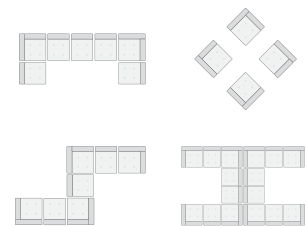
Boca Corner

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



Boca Armless

Black Leather
27"Square x 30"H



METRO



Metro Sofa

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



Metro Loveseat

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



Metro Chair

Black Leather
35"Square x 35"H



Metro Square Ottoman

Black Leather
40"Square x 17"H



Metro Bench Ottoman

Black Leather
60"W x 24"D x 17"H

GRAMMERCY

Modular Seating Collection



Grammercy Sofa

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



Grammercy Loveseat

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



Grammercy Chair

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

GRAMMERCY



Grammercy Corner

Charcoal Leather
36"Square x 36"H



Grammercy Round Ottoman

Charcoal Leather
46"Round x 17"H



Grammercy Square Ottoman

Charcoal Leather
40"Square x 17"H

AUBREY



Aubrey Sofa

Light Beige Faux Linen Fabric
90"W x 35"D x 35"H



Aubrey Chair

Light Beige Faux Linen Fabric
37"W x 35"D x 35"H



Aubrey Bench Ottoman

Light Beige Faux Linen Fabric
48"W x 24"D x 18"H

CHANDLER



Chandler Sofa

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



Chandler Loveseat

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



Chandler Chair

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

CHANDLER



Chandler Bench Ottoman

Red Leather
60"W x 24"D x 17"H

EVOKE



Evoke Sofa

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



Evoke Chair

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



Evoke Cocktail Table

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



Evoke End Table

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



Evoke Cube Table

Coffee Resin Frame
18"Square x 18"H

LATITUDE



Latitude Sofa

Beige Olefin Fabric
91"W x 42"D x 33"H



Latitude Loveseat

Beige Olefin Fabric
91"W x 42"D x 33"H



Latitude Chair

Beige Olefin Fabric
42"W x 36"D x 33"H

VERONA



Verona Sofa

Granite Frame With Light Grey Cushions
74"W x 38"D x 25"H



Verona Chair

Granite Frame With Light Grey Cushions
28"W x 38"D x 25"H



Verona Ottoman

Granite Frame With Light Grey Cushions
26"W x 21"D x 18"H

JASPER



Jasper Sofa

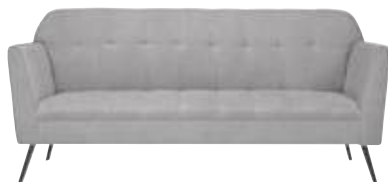
Boca Bright White
64"W x 28"D x 33"H



Jasper Chair

Boca Bright White
30"W x 28"D x 33"H

NIKO



Niko Sofa

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



Niko Loveseat

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



Niko Chair

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

CROMWELL



Cromwell Sofa

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



Cromwell Chair

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

STAGE CHAIRS



Bianca Stage Chair - Frost

Bright White Leather
26"Square x 37"H



Bianca Stage Chair - Onyx

Onyx Microfiber
26"Square x 37"H



Bianca Stage Chair - Sand

Sand Microfiber
26"Square x 37"H



Empire Chair

■ Black Leather
□ White Leather
28"W x 32"D x 32"H



Monarch Chair

Bright White Leather
28"Square x 30"H



Royce Chair - Mink

Mink Microfiber
29"W x 30"D x 33"H



Royce Chair - Oyster

Oyster Microfiber
29"W x 30"D x 33"H

OTTOMANS & BENCHES



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



Encore Bench
Black Mango Wood
68"W x 15"D x 18"H



Square Ottoman

- Metro Black Leather
- Grammercy Charcoal Leather

 40"Square x 17"H



Bench Ottoman

- Metro Black Leather
- Chandler Red Leather
- Grammercy Charcoal Leather

 60"W x 24"D x 17"H



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



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

BANQUETTES & TURNING BEDS



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



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









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

CUBE OTTOMANS



Rubix Cube Ottomans

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



Blanc Cube Ottoman

Bright White Leather
17"Square x 17"H



Metro Cube Ottoman

Black Leather
18"Square x 18"H

CHARGED! 



Essentials Turning Bed - Charged

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



Boca Corner - Charged

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



Boca Chair - Charged

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



Aspen Bar Table - Charged

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



Aspen Cocktail Table - Charged

White/Brushed Steel
48"W x 24"D x 18"H
**Maximum of 1 table per power source.*



Patrice Table Chair - Charged

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



Lincoln Bench - Charged

Bright White Leather
59"W x 39"D x 17"H
**Maximum of 3 daisy linked together per power source.*



Command 8' Conference Table - White Charged

96"W x 48"D x 31"H
**Maximum of 1 table per power source.*

OCCASIONAL TABLES



Aria Tables - Red

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



Aria Tables - Green

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



Aria Tables - Blue

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



Aria Tables - Purple

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



Aria Tables - White

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



Aria Tables - Charcoal

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



Novel Tables

End Table Satin Steel
15"Square x 16"H
Cocktail Table Satin Steel
46"W x 15"D x 16"H



Fuze Tables

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



London Tables

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

OCCASIONAL TABLES



Hylton Tablet Table

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



Gemma Accent Table - Blue Agate

Blue Agate Top/Brass Base
14"Round x 20"H



Gemma Accent Table - Citrine

Rose Quartz Top/Brass Base
14"Round x 20"H



Gemma Accent Table - Moonstone

Grey Agate Top/Brass Base
14"Round x 20"H



Gemma Accent Table - Obsidian

Obsidian Top/Brass Base
14"Round x 20"H



Brooklyn Tables

End Table Square Chrome
22"Square x 20"H

End Table Round Chrome
20"Round x 20"H

Cocktail Table Rectangle Chrome
42"W x 24"D x 16"H

Cocktail Table Round Chrome
30"Round x 16"H



Cube Tables

- Black
- White

Cocktail Table
24"Square x 16"H

End Table
24"Square x 21"H



Sirona Accent Table

Grey Top/Black Metal Base
18"W x 12"D x 28"H



Orbit End Table

White/Powder-Coated Aluminum
16"Round x 19"H

BARS & BAR BACKS



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



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



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



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



Piazza Bar Back
 ■ Black
 □ White
 44"W x 12"D x 79"H
 13"W x 14"H (Inside Shelf)



Elara Bar
 Black Powder-Coated Steel
 Frosted Plexi With Built-in Wireless LED Kit
 72"W x 25"D x 44"H (Bar)
 Includes Remote Control



Razor Bar
 Gold Powder-Coated Steel
 Frosted Plexi With Built-in Wireless LED Kit
 72"W x 25"D x 44"H (Bar)
 Includes Remote Control

STOOLS



Criss Cross Bar Stool

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



Colin Stool

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



Euro Bar Stool

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



Milo Bar Stool

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

20"W x 21"D x 41"H



Hourglass Bar Stool

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



Equino Stool

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



Clara Stool

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

STOOLS



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



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



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



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

CAFÉ CHAIRS



Milo Chair

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

20"W x 21"D x 41"H

CAFÉ CHAIRS



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



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



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



Elio Chair
Steel
17"Square x 33"H



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



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



Sonic Chair
Black
20"W x 21"D x 32"H



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



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

BAR TABLES



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



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



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



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



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



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



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



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



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

BAR TABLES



City Bar Table

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



Park Ave Bar Table

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



Summit Bar Table

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



Blanco Bar Table

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



Fuze Bar Table

Zebrawood Laminate/Chrome
36"Square x 42"H



Blanco Square Bar Table

White/Chrome
24"Square x 42"H



Blanco Rectangle Bar Table

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



Spectrum Bar Table - Red

Red/Chrome
24"Square x 42"H



Spectrum Bar Table - Blue

Blue/Chrome
24"Square x 42"H

BAR TABLES



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



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



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

CAFÉ TABLES



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



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



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



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



32" Round Café Table - Cement
Available in Black or Chrome Base
32"Round x 30"H



32" Round Café Table - Yukon Gold
Available in Black or Chrome Base
32"Round x 30"H

CAFÉ TABLES



32" Round Café Table - Smoke

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



Euro Café Table

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



Silk Café Table

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



Park Ave Café Table

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



City Café Table

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



Blanco Café Table

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



Summit Café Table

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



Fuze Café Table

Zebrawood Laminate/Chrome
36"Square x 30"H



Blanco Square Café Table

White/Chrome
24"Square x 30"H

CAFÉ TABLES



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



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



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



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



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



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



Encore Dining Table
Black Mango Wood
80"W x 40"D x 30"H



Madera Dining Table
Walnut Veneer
92"W x 39"D x 30"H

OFFICE SEATING



Tamiri High Back Chair

Black Leather
25"W x 27"D x 45"H



Tamiri Mid Back Chair

Black Leather
25"W x 27"D x 39"H



Tamiri Guest Chair

Black Leather
25"W x 27"D x 37"H



Accord Chair

Black
 White
 25"Square x 44"H



Goal Task Chair

Black
25"W x 24"D x 39"H



Goal Task Chair - Armless

Black
21"W x 24"D x 39"H



Goal Drafting Stool

Black
25"W x 24"D x 48"H



Goal Drafting Stool - Armless

Black
21"W x 24"D x 48"H



Rimati Hi-Back Chair - White

Black
 White
 30"W x 28"D x 47-50"H



Rimati Guest Chair - Black

Black
 White
 27"W x 25"D x 40"H

CONFERENCE TABLES



Conference Table Round

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



Command 6' Conference Table

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



Command 8' Conference Table

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



Command 10' Conference Table

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

OFFICE FURNITURE



Computer Kiosk

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



Storage Credenza

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



Jr Executive Desk

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

OFFICE FURNITURE



Executive Desk

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



5-Shelf Bookcase

■ Black
■ Mahogany
36"W x 12"D x 72"H



Brooklyn Rectangle Dining Table

Clear Glass/Chrome
60"W x 36"D x 30"H



Brooklyn Round Dining Table

Clear Glass/Chrome
42"Round x 30"H



Aspen Dining Table

White/Brushed Steel
72"W x 30"D x 30"H

METAL FILE & STORAGE CABINETS



2-Drawer File

Black Letter
15"W x 25"D x 29"H

Black Legal
18"W x 25"D x 29"H



4-Drawer File

Black Letter
15"W x 25"D x 52"H

Black Legal
18"W x 25"D x 52"H



2-Drawer Lateral File

Black
36"W x 18"D x 27"H



4-Drawer Lateral File

Black
36"W x 18"D x 54"H



Storage Cabinet

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

PEDESTALS



42" Display Pedestals

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



36" Display Pedestals

- Black
14"Square x 36"H
- Black
24"Square x 36"H
- White
14"Square x 36"H
- White
24"Square x 36"H



30" Display Pedestals

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



Locking Pedestal

- Black
24"Square x 42"H
- White



Fuze Pedestal

- Zebrawood Laminate/Chrome
16"Square x 44"H



London Pedestal

- Marble/Chrome
16"Square x 44"H

MISCELLANEOUS ITEMS



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



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



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



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



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

LIGHTING



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



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



Neutrino Floor Lamp
 Steel
 67"H

STANDING OUT IN **SMALL SPACES**

10 X 10



Cement

Vienna Stool – Smoke Grey
32" Round Cement Bar Table – Tulip Base
White Bar



Nexus

Bianca Chair
Brooklyn Round End Table
Nexus Stool
30" Round Bar Table
Argento Literature Rack



Blanco

VIP Glow Bar 4'
Milo Stool – White
30" Round Bar Table
Alto Literature Rack



Fuze

Caprice Chair
36" Square Fuze Café Table
Black Bar
Nero Literature Rack



Milo

Milo Stool – Black
30" Round Bar Table – Tulip Base
Alto Literature Rack

ELEVATED *IMPACT*

10 X 20



Monarch

Monarch Chair
Aspen Charged Cocktail Table • Aspen Bar Table – Charged
Equino White Stool
VIP Glow Bar 6'



Metro

Metro Sofa • Metro Loveseat
Brooklyn Round End Table
Hourglass Bar Stool – Black
36" Round Black Bar Table – Chrome Base
Alto Literature Rack



Niko

Niko Loveseat
Novel Cocktail Table
Milo Chair – Black
36" Round Café Table



Blanc

Blanc Sofa • Blanc Chair
Aria End Table - White • Aria Cocktail Table – White
Clara Stool
Aspen Bar Table – Charged
Argento Literature Rack

THE **IMMERSIVE EXPERIENCE**

20 X 20



Boca Charged

Boca Corner – Charged • Boca Armless Chair - Charged
Spectrum Bar Table – Red • Clara Stool
Aria Cocktail Table – Charged • Argento Literature Rack



Function Black

Function Armless Chair - Black • Function Corner - Black
Fuze Cocktail Table • 32" Round Café Table - Chrome Base
Sonic Chair • Alto Literature Rack



Jasper

Jasper Sofa • Jasper Chair
Brooklyn Round Cocktail Table • Brooklyn Round End Table • Clara Stool
Aspen Bar Table – Charged • VIP Glow Bar 6'



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

email us @
esr@cssabq.com

CARPET ORDER FORM

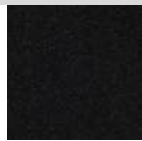
CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: JNC 2026	Advance Payment Deadline: Friday, May 15, 2026	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

STANDARD CARPET

Quantity	Description	Advance Price	Standard Price
	10' x 10' carpet	261.16	339.51
	10' x 20' carpet	512.73	666.55
	10' x 30' carpet	766.73	996.75
	10' x 40' carpet	1030.26	1339.34
	SPECIAL CUT STANDARD CARPET (Carpet rolls are 10' wide, so special cut would be required for sizes smaller than 10' wide or a length other than in a 10' increment.)	\$5.76 per sq. ft.	\$6.91 per sq. ft.
	Visqueen	\$1.44 per sq. ft.	\$1.74 per sq. ft.
	Carpet Padding (100 sq. ft. min)	\$2.13 per sq. ft.	\$2.56 per sq. ft.

STANDARD CARPET COLOR *(please circle color choice)*



Black



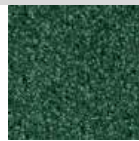
Ocean



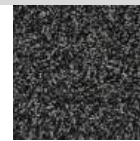
Grey



Ruby



Emerald



Madison

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.

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

NO TELEPHONE ORDERS WILL BE ACCEPTED.

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

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (6.0%)	\$
TOTAL	\$



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PRESTIGE CARPET ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: JNC 2026	Advance Payment Deadline: Friday, May 15, 2026	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

SPECIAL CUT PRESTIGE CARPET

Enhance your exhibit with 34 oz. plush, multi-level pile carpet

Carpet Size _____ x _____ = _____ square feet x \$8.05 = \$ _____ TOTAL

PRESTIGE CARPET COLOR (please circle color choice)



Ebony

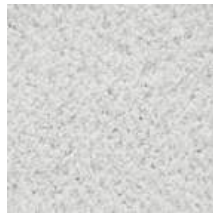
Cherry Red

Burgundy

Berry

Mocha

Colony Blue



White

Gray Pearl

French Beige

Charcoal

Emerald

Blue Mist

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

_____ x _____ = _____ square feet x \$1.40 or \$1.69 = \$ _____ TOTAL

Carpet Padding is available at **\$2.01** (advanced) or **\$2.42** (standard) per square foot installed (100 sq. ft. min charge)

_____ x _____ = _____ square feet x \$2.07 or \$2.49 = \$ _____ TOTAL

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

CONTACT CSS FOR ADDITIONAL FLOORING OPTIONS OR NEEDS

PAYMENT IN FULL MUST ACCOMPANY YOUR ORDER.

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

NO TELEPHONE ORDERS WILL BE ACCEPTED.

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

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (6.0%)	\$
TOTAL	\$



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RENTAL DISPLAY UNITS

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: JNC 2026	Advance Payment Deadline: Friday, May 15, 2026	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

INCREASE YOUR PRESENCE WITH A RENTAL DISPLAY

Charges for Rental Unit include delivery to your space, installation of unit only, and removal at close of show. **Units include Graphics as shown, Standard Carpet, and Daily Cleaning. Electrical outlets are not included with rental of any Display Unit.**

CARPET OPTIONS FOR STANDARD EXHIBIT RENTALS



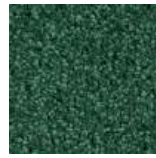
Black



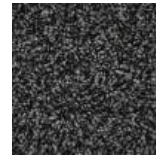
Ocean



Granite



Evergreen



Madison



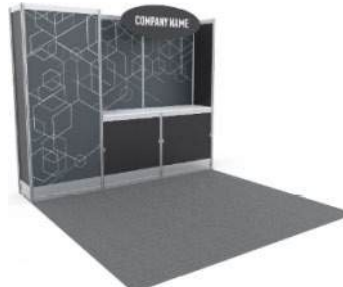
Ruby



10ft x 10ft (V1)
\$2,718.57



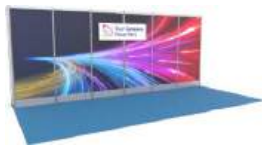
10ft x 10ft (V2)
\$4,379.91



10ft x 10ft (V3)
\$5135.08



10ft x 10ft (V4)
\$6,267.84



10ft x 20ft (V1)
\$5,437.13



10ft x 20ft (V2)
\$7,476.09



10ft x 20ft (V3)
\$7,929.19



10ft x 20ft (V4)
\$10,270.14



10ft x 20ft (V5)
\$11,931.49



20ft x 20ft (V1)
\$8,457.76



20ft x 20ft (V2)
\$10,723.24



20ft x 20ft (V3)
\$10,270.14



20ft x 20ft (V4)
\$13,139.74

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (6.0%)	\$
TOTAL	\$



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LABOR ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: JNC 2026	Advance Payment Deadline: Friday, May 15, 2026	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

DISPLAY LABOR RATES	Advance Price Per Person / Per Hour	Standard Price Per Person / Per Hour
Straight time – 8:00AM – 4:30PM (Weekdays)	\$171.07	\$205.29
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$256.61	\$307.94
Sundays and Holidays	\$256.61	\$307.94

FORKLIFT RATES WITH OPERATOR	Advance Price Per Person / Per Hour	Standard Price Per Person / Per Hour
Straight time – 8:00AM – 4:30PM (Weekdays)	\$290.46	\$348.55
Overtime – Before 8:00AM and after 4:30PM (Weekdays & Saturdays)	\$435.69	\$522.83
Sundays and Holidays	\$435.69	\$522.83

****Exhibitor must contract all forklift operation with the official service contractor.****

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

PLAN A - EXHIBITOR SUPERVISION

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

Representative Name/Company

PLAN B – CSS SUPERVISION

***Please fill out all outbound shipping information.

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

Please complete this section:

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

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Forklift Tax (6.0%)	\$
TOTAL	\$



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MATERIAL HANDLING INFORMATION & LIMITS OF LIABILITY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

MATERIAL HANDLING (DRAYAGE) INFORMATION

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

MATERIAL HANDLING INCLUDES:

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

MATERIAL HANDLING DOES NOT INCLUDE:

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



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MATERIAL HANDLING INFORMATION & LIMITS OF LIABILITY

CONVENTION SERVICES OF THE SOUTHWEST, INC.

LIMITS OF LIABILITY

PLEASE READ:

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

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

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

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

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

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

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

CSS will not be responsible for:

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

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



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MATERIAL HANDLING AGREEMENT RATE SHEET AND ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: JNC 2026	Advance Payment Deadline: Friday, May 15, 2026	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

ADVANCE FREIGHT RECEIVING Monday – Friday 7:30AM – 3:30PM Monday, April 27 – Friday, May 29, 2026 ADVANCE SHIPPING ADDRESS	
Ship To:	Exhibitor Name and Booth # JNC 2026 c/o CSS c/o CSS / Fern 645 Linn Street Cincinnati, OH 45203
Number of Pieces:	Estimated Weight:
Inbound Freight Carrier:	

FIRST DAY FOR DIRECT FREIGHT Monday, June 1, 2026 --- 9:00AM – 4:00PM DIRECT SHIPPING ADDRESS	
Ship To:	Exhibitor Name and Booth # c/o CSS JNC 2026 NKCC – Hall 1 One West RiverCenter Blvd Covington, KY 41011
Number of Pieces:	Estimated Weight:
Inbound Freight Carrier:	

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

****Freight will be re-routed from show floor on Wednesday, June 3, 2026 @ 7:00PM****

SAMPLE: Weight <u>500</u> ÷ 100 = Total CWT <u>5</u> @ <u>\$ 120</u> per cwt = <u>\$ 600</u>

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

\$ 124 per cwt. \$ 248 minimum charge
Weight _____ ÷ 100 = Total CWT _____ @ \$ 124 per cwt = \$ _____

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

\$ 113 per cwt. \$ 226 minimum charge
Weight _____ ÷ 100 = Total CWT _____ @ \$ 113 per cwt = \$ _____

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

ADDITIONAL RATES:

“Late Shipments” and “Off Target” freight will be charged an **additional \$25 per cwt.** (200 lb. minimum applies)

“Small Package” or shipments weighing 30 lbs. or less will be charged a **\$69 material handling fee.**

Banding and Shrink Wrap will be charged at **\$80 per skid or crate.**

Outbound Material Handling Only (freight handled at close of show only) will be charged **\$67 per cwt.** (200 lb. minimum applies)

PLEASE READ PAYMENT POLICY

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

ADVANCE WAREHOUSE SHIPPING LABELS



ADVANCE WAREHOUSE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____
(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

JNC 2026

c/o CSS / Fern
645 Linn Street
Cincinnati, OH 45203

Warehouse Hours: M-F - 7:30AM-3:30PM

MUST ARRIVE BY: Fri, May 29, 2026

RUSH

✂



ADVANCE WAREHOUSE

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____
(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

JNC 2026

c/o CSS / Fern
645 Linn Street
Cincinnati, OH 45203

Warehouse Hours: M-F - 7:30AM-3:30PM

MUST ARRIVE BY: Fri, May 29, 2026

RUSH

✂

DIRECT SHIPPING LABELS



DIRECT TO SHOW

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____
(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

JNC 2026

c/o CSS
Northern Kentucky Convention Center
Hall 1
One West RiverCenter Blvd
Covington, KY 41011

Must NOT arrive before 6/1/26

DIRECT Shipments Received:
Monday, June 1, 2026 – 9 AM – 4 PM

RUSH

✂



DIRECT TO SHOW

CONVENTION SERVICES OF THE SOUTHWEST, INC.

TO: _____
(Exhibiting Company Name)

BOOTH #: ____ NO. ____ of ____ PCS

JNC 2026

c/o CSS
Northern Kentucky Convention Center
Hall 1
One West RiverCenter Blvd
Covington, KY 41011

Must NOT arrive before 6/1/26

DIRECT Shipments Received:
Monday, June 1, 2026 – 9 AM – 4 PM

RUSH

✂



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OUTBOUND SHIPPING INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

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

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

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

 CITY: _____ STATE: _____ ZIP: _____

TO: COMPANY NAME: _____
 DELIVERY ADDRESS: _____

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

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

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

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

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

Official Transportation Provider *via the ABF Freight® Network*

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

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

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

For personalized quotes, please call

800-654-7019

Our Services Include:

Priority handling of your inbound and outbound shipments

Guaranteed expedited air and ground services

LTL Ground Transportation

International Transportation

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

ArcBest®
More Than Logistics™

REQUEST FOR INFORMATION

ArcBest® Trade Show Services

Exhibiting Company _____ Contact Name _____

Title _____ Email _____ Phone _____

SHIPPER INFORMATION

Company _____

Address _____

City _____ State _____ Zip _____

Pickup Date/Time _____

FREIGHT INFORMATION

Piece Count and Type _____

Total Weight _____

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

SHIP TO: Warehouse Show Site

Show Name _____

Booth No. _____

Contractor _____

Show Dates _____

Address _____

City _____ State _____ Zip _____

Delivery Date _____

ADDITIONAL INFORMATION

Residential Pickup Inside Pickup

Liftgate Dock

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

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

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

800-654-7019

tradeshow@arcb.com | arcb.com

8401 McClure Drive • Fort Smith, AR • 72916





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CLEANING ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: JNC 2026	Advance Payment Deadline: Friday, May 15, 2026	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

CLEANING SERVICES (select only one of the services below)

SERVICES AVAILABLE		
Quantity (# of booths)	Description	Price
	Initial Cleaning (Vacuum & empty wastebasket(s) before first show day only)	\$.52 per sq. ft. (One Day)
	Daily Cleaning (Vacuum & empty wastebasket(s) for all show days)	\$.46 per sq. ft. (Daily)
	Daily Porter Service (Empty wastebasket(s) and periodic trash pick-up during show hours)	\$2.06 per sq. ft. (Daily)

PLEASE COMPUTE COST BELOW.

(To compute booth size: Length x Width)

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

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

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

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

PLEASE READ PAYMENT POLICY

SUBTOTAL	\$
Tax (6.0%)	\$
TOTAL	\$



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

email us @
 esr@cssabq.com

FLORAL ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: JNC 2026	Advance Payment Deadline: Friday, May 15, 2026	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

Quantity	Item	Advance Price	Standard Price	Total
	Floral Arrangement 12"H x 12"W	107	129	
	Floral Arrangement 18"H x 12"W	150	181	
	Custom Designed Arrangement Color: Height: Width:	Contact for Quote		
	Potted Flowers (<i>please circle choice</i>) Kalanchoe Persian Violet Azalea Chrysanthemum Begonia Cyclamen Seasonal	98	116	
	Mums (<i>select color</i>) White Yellow Purple Rust	98	116	
	Small Ferns	62	74	
	Large Ferns	98	116	
	3 – 4 foot green plants	116	140	
	5 – 6 foot green plants	193	232	
	7 – 8 foot green plants	237	284	
		Delivery Charge		21
PLEASE READ PAYMENT POLICY		SUBTOTAL		\$
		Tax (6.0%)		\$
		TOTAL		\$

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

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



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SIGN/GRAPHICS ORDER FORM

CONVENTION SERVICES OF THE SOUTHWEST, INC.

Event Name: JNC 2026	Advance Payment Deadline: Friday, May 15, 2026	Booth # (s):
Company Name:	Telephone #:	
Billing Address:	Fax #:	
City/State/Zip:	Email Address:	
Authorized by:		

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

Quantity	Size	Orientation	Letter Color	Advance Price	Standard Price	Total
	7" x 11"	Vertical Horizontal		22	27	
	7" x 44"	Vertical Horizontal		49	60	
	11" x 14"	Vertical Horizontal		62	70	
	14" x 22"	Vertical Horizontal		76	92	
	22" x 28"	Vertical Horizontal		103	124	
	24" x 36"	Vertical Horizontal		139	167	
	28" x 44"	Vertical Horizontal		194	234	
	Meter Board (1 meter x 8')	Vertical (unframed)		438	524	
	Custom Signs	Vertical Horizontal		Contact for Quote		
	Banners			Contact for Quote		

PLEASE READ PAYMENT POLICY.

SUBTOTAL	\$
Tax (6.0%)	\$
TOTAL	\$

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

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

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

Guidelines for Submitting Artwork:

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

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

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

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

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

PLEASE ATTACH SIGN COPY AND ANY SPECIAL INSTRUCTIONS:



CONVENTION SERVICES OF THE SOUTHWEST, INC.

FIRE PREVENTION REGULATIONS

PLEASE READ CAREFULLY AND COMPLETELY!

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

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

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

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

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

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

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

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

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

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

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

cooking and/or warming devices.

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

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

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

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

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

IN ALL CASES:

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

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

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



Welcome to the Northern Kentucky Convention Center!

We look forward to Institute of Navigation Joint Navigation Conference 2026 coming June 01, 2026 through June 04, 2026.

Below are the instructions on locating the order forms for services provided by the Convention Services Team of the Northern Kentucky Convention Center. ***To receive the discount or advanced rate, the order form and payment must be received by the deadline dates listed below.**

SERVICES PROVIDED

- Electric
- Water *Call for details (14 days' notice required)
- Compressed Air
- Communications / Internet
- Audio-Visual Rentals
- Sign & Banner Hanging
- Motorized Equipment Permit
- Food & Beverage
- Food & Beverage Samples
- Food Handling Guidelines
- Computer & Networking

Event or Show:	Joint Navigation Conference 2026
Discount Rate Deadline Date:	Sunday, May 17, 2026
Standard Rate Deadline Date:	Saturday, May 30, 2026

***RATE SCHEDULE**

- **Discount Rates** apply to orders received and paid for at least 14 days prior to the Event's Start Date.
- **Standard Rates** apply to orders received and paid for 13 days prior to Event Start Date up to Event Start Date (unless otherwise noted).
- **Floor Rates** apply to orders received on Event Start Date and afterwards.

PAYMENT

Check, money order, Visa, MasterCard or AMEX. A 3.5% convenience fee will be added to all credit card payments.

THANK YOU FOR YOUR COOPERATION, AND WE WISH YOU A SUCCESSFUL EVENT.

Please let us know how we can assist you!
Convention Services (859) 261-1500 or services@nkycc.com



1 West RiverCenter Blvd.

Covington KY 41011

Ph: 859.261.1500

Email: services@nkycc.com

EXHIBITOR SERVICE CONTRACT TERMS AND CONDITIONS

The Terms and Conditions stated below are subject to change based upon applicable Federal, State and Local laws, statutes, executive orders, rules regulations and ordinances.

FLOORING

- Carpet - Although the Center's Event Center, Ballroom, Meeting Rooms, and most Lobby Space are carpeted; should an exhibitor choose to bring their own carpeting for their booth (verses ordering carpet from the show decorator) **GAFFER TAPE IS THE ONLY CENTER APPROVED TAPE** to be used to adhere the carpet to the Center's existing flooring. **DUCT TAPE IS PROHIBITED.** Any damage occurred to the Center will be billed to the Client/Show Promoter at prevailing time and labor fees.
- Hard Surface (Tile, Hardwood or like surfaces) - Plastic must be laid under the exhibitor's constructed floor. Any damage occurred to the Center will be billed to the Client/Show Promoter at prevailing time and labor fees.

HAZARDOUS WASTE

The disposal of toxic waste or non-biodegradable waste (anything other than water) is not permitted in drains, the Center's refuse compactor or recycling open top container. Removal of such waste is the responsibility of the Client/Show Promoter/Exhibitor.

LANDSCAPING and BUILDING MATERIALS ON DISPLAY

- No bricks/stonework can be placed directly on the floor of the facility.
- A covering must be laid first on which bricks/stonework are to be set.
- The Center must have a diagram/list of the materials that you will be using.
- Live trees, shrubs, etc. for landscaping displays are permitted.
- Use ice or a spray bottle to water plants.
- Only non-acidic mulch may be used & must be laid on top of plastic/plywood.

STORAGE OF CRATES, CARTONS, AND EXTRA MATERIALS

The Center is not equipped with onsite storage space. This requires that all crates, pallets, and boxes be removed from the Center. Pallets, empty crates, cartons, and boxes may not be stored in the booth space. Storage of any material must be expedited through the Client/Show Decorator.

- **CANCELLATIONS AND REFUNDS** - Notification of service cancellation must be received 10 days prior to scheduled opening date. Credit will not be given for service or equipment installed and not used, **NO EXCEPTIONS.** Claims regarding service operations will not be considered unless filed in writing by the exhibitor **PRIOR** to the close of the show. Please allow 14 days for processing.
- **CONVENTION CENTER EQUIPMENT** - Clients/Show Promoters/Decorators/Exhibitors are prohibited from using building equipment. (E.g., ladders, tools, burgundy chairs, tables, stanchions, dollies, forklifts, vacuums, brooms, etc.) Equipment to service exhibit booths must come from the Client/Show Promoter/Decorator.

DECORATIONS

Decorations are not permitted to be attached to ceilings, painted surfaces, columns, fabric, decorative walls, fire sprinklers or to any structure or structures constituting part of the Center.

- All decorative materials must be flameproof in accordance with all existing Fire & Safety Regulations.
- **Glitter, poppers, confetti and/or confetti cannons are prohibited.**
- **Helium filled or lighter-than-air balloons are not permitted to be used or given out on the premises.**
- Table candles or alcohol-burning equipment must have the flame enclosed in glass.
- The Center will install large decorations, banners, etc., only when arrangements satisfactory to the Center are made in advance.
- The Client will be charged on a time and materials basis for this service.
- Free standing decorations and air-filled balloons may be used if they do not impede ingress and egress. Air containers to fill balloons should be equipped with safety caps and be mounted and chained to tank carts.

PEEL- OFF LABELS, DECALS, AND TAPE

- The distribution of peel off labels, stickers and decals is prohibited.
- The only Center approved tape is masking or gaffers to adhere items to the floor and wall papered walls.
- Removal of tape, tape residue and chalk marks from all contracted areas is the responsibility of the Client and their service contractor/decorator. If tape, or chalk used by the Client, exhibitors, vendors and/or service contractor/decorator leaves residue and/or damage, all cleaning and/or repair charges are the responsibilities of the Client.

DELIVERY PROCEDURES

The Center does not accept or ship freight for Clients or exhibitors. All freight must be handled through the Client or a general service contractor/decorator who will deliver it to the facility during the approved move in period. Any freight scheduled for delivery to the Center during the move-in period must be to the attention of the Client or service contractor/decorator.

EQUIPMENT & SERVICE PROCEDURES

- Equipment responsibility: Exhibitor fully understands and accepts complete responsibility for all equipment leased to Exhibitor. Such responsibility shall include, but not limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage.
- Lost, stolen, or damaged equipment will be charged to the exhibitor's authorized credit card at prevailing rates.
- Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring.
- Requests for special services such as placing cords or relocating service(s) will include a labor charge at the prevailing rate.
- All material and equipment furnished by the Center for this service contract shall remain the Center's property and shall be removed ONLY by the Center at the close of the show.
- Exhibitor is required to turn equipment off at the end of each day or anticipate being billed for 24-hour service. If not, a 50% surge charge will be applied for 24- hour service.



DIRECTIONS TO THE NORTHERN KENTUCKY CONVENTION CENTER

The Northern Kentucky Convention Center developed the following procedures to assist exhibitors with the load-in and load-out of this facility. The Center has limited dock space, so it is most important that these guidelines be followed.

COMMON CARRIER SHIPMENTS

The Center does not accept shipments from individual exhibitors due to limited storage and dock space. Please direct all materials to the official show drayage company, this will ensure your shipment is not turned away and will arrive on time.

MOVE-IN

All Move-Ins take place at the rear of the building (on the west side) on the Center's 3 loading docks. Large shows will require that exhibitors cue up along RiverCenter Blvd. facing west to east. (Refer to map). We ask if you have large displays, plan with the show manager to arrive early. (Forklift may be hired and/or arranged in advance through the Center). Once you have unloaded and taken your items to your booth, you are required to move your vehicle to area parking.

From Ohio and the Cincinnati area. Take I-75 South across the Brent Spence Bridge into KY. Take the first exit, which is the 5th Street/Covington exit, exit #192. Veer left off the exit. Follow 5th Street to Madison Avenue, this will be the 6th stoplight, turn left on Madison Avenue. Follow Madison Avenue to RiverCenter Blvd. The Center is on the left and parking is available on the right or at the hotel garages at the end of the street.

From Kentucky in the Northern KY area. Take I-75 North take the 5th Street/Covington exit, exit #192. If you have crossed the bridge into Cincinnati, you have gone too far. Veer right off the exit. Get into the left-hand lane. Follow 5th street to Madison Avenue, this will be the 6th stoplight, turn left on Madison Avenue. Follow Madison Avenue to RiverCenter Blvd. The Center is on the left and parking is available on the right or at the hotel garages at the end of the street.

From North of Cincinnati via I-71. Take I-71 South to 471 South and take the Newport/Bellevue exit, exit #5. Turn left onto Route 8. This road will curve in front of Newport on the Levee into a round-about. Take 2nd right onto W. 3rd street. (don't cross over bridge to Ohio) Follow W 3rd Street to next round-about and continue across the bridge to 4th Street in Covington. Turn right onto Madison Avenue and follow toward RiverCenter Blvd. The Center is on the left and parking is available on the right or at the hotel garages at the end of the street.

From I-471 to the Newport/Bellevue exit, exit #5. Turn left onto Route 8 (Dave Cowens Drive). Turn left at Washington Avenue and follow till West 11th Street (turn right). Follow West 11th Street and cross the bridge into Covington, veer to the right onto Prospect Ave. Turn left onto E 9th Street. Follow East 9th Street to Madison. Turn right onto Madison Avenue and follow toward RiverCenter Blvd. The Center is on the left and parking is available on the right or at the hotel garages at the end of the street. The 4th Street bridge is closed for construction 2026-2028. For updated information, please visit <https://www.waze.com/>.

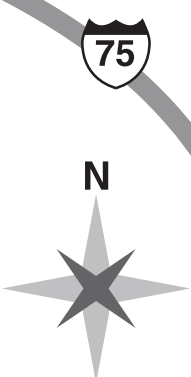
From I-275 in Ohio proceed to 75 south. Take I-75 South across the Brent Spence Bridge into KY. Take the first exit, which is the 5th street/Covington exit, exit #192. Veer left off the exit. Follow 5th Street to Madison Avenue, this will be the 6th stoplight, turn left on Madison Avenue. Follow Madison Avenue to RiverCenter Blvd. The Center is on the left and parking is available on the right or at the hotel garages at the end of the street.

From I-275 in KY proceed to I-75 North. From I-75 North take the 5th Street/Covington exit, exit # 192. Veer right off the exit. Get into the left-hand lane. Follow 5th Street to Madison Avenue, this will be the 6th stoplight, turn left on Madison Avenue. Follow Madison Avenue to RiverCenter Blvd. The Center is on the left and parking is available on the right or at the hotel garages at the end of the street.

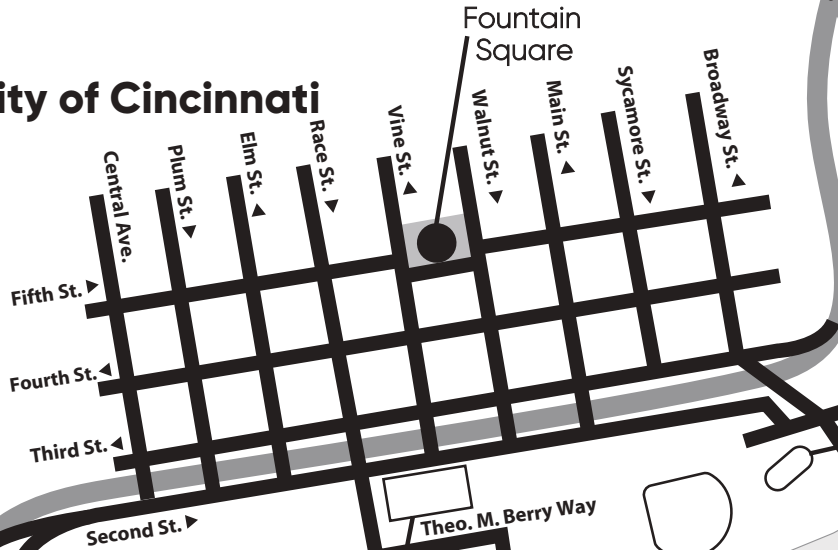
Exhibitor Map

From Indianapolis/
Dayton

From Columbus



City of Cincinnati



Paul Brown Stadium

National Underground Railroad Freedom Center

Great American Ballpark

US Bank Arena

Newport on the Levee

Newport Aquarium

Covington Landing

N. Ky. Convention Center

City of Newport

City of Covington

Satellite Lot

P H

H

Exit 192

From Airport &
Lexington/Louisville

71

75

71

75

471

Exit 5

KEY

- P** Parking
- H** Hotel
- ▶** One Way Street

Northern Kentucky
Convention Center
1 West RiverCenter Boulevard
Covington, Kentucky 41011
859-261-1500
www.nkycc.com



2026 EXHIBITOR ORDER FORM

1 West RiverCenter Blvd., Covington, KY 41011
 Phone: 859.261.1500 Email: services@nkycc.com

Discount Rates apply to orders received and paid for at least 14 days prior to event Start Date.
Standard Rates apply to orders received and paid for 13 days prior to Event Start Date up to Event Start Date.
Floor Rates apply to orders received on Event Start Date and afterwards.

BASIC INTERNET ACCESS, NOT FOR STREAMING

Supports 1 Device Only - Wired/Wireless Routers, Switches or DHCP Servers Prohibited. Device must be able to accept Terms and Conditions.					
PUBLIC WIRELESS / NKYCC Public Up to 5 Mbps - COMPLIMENTARY					
Description of Services	Quantity	Discount	Standard	Floor Rate	Total
Hard Wired Internet Access - Includes: 1 Private IP address with speeds up to 10 Mbps (1st access code). Intended for light internet usage		\$ 385.00	\$ 578.00	\$ 770.00	
Secured Wireless up to 10 Mbps - Includes: 1 Private IP address with speeds up to 10 Mbps (1st access code). Intended for light internet usage		\$ 385.00	\$ 578.00	\$ 770.00	
Additional Codes for Basic Hard Wired or Wireless Internet with speeds up to 10 Mbps. Maximum 6 codes total		\$ 135.00	\$ 203.00	\$ 270.00	

DEDICATED INTERNET ACCESS, FOR STREAMING GAMING & WEBCAST

Description of Services	Quantity	Discount	Standard	Floor Rate	Total
HARDWIRED - Minimum of 14 Business Days Notice		*Required for Streaming*			
Dedicated Internet 20 Mbps - Includes: 1 Public IP address and configuration of 2 ports (jacks).		\$ 4,700.00	NOT AVAILABLE		
Additional Bandwidth 5 Mbps up to 100 Mbps. Pricing per 5 Mbps. For more than 100 Mbps call for quote		\$ 860.00			
Dedicated Internet Additional Port (Jack) Configuration (each)		\$ 135.00			
WIRELESS - Minimum of 14 Business Days Notice		*Not for Streaming*			
Dedicated Wireless 10 Mbps w/ Private Custom SSID		\$ 2,700.00	NOT AVAILABLE		
Additional Bandwidth 5Mbps up to 100 Mbps. Pricing per 5 Mbps. For more than 100 Mbps call for quote.		\$ 860.00			
IT INTERNET TOTAL *Not subject to Sales Tax					

IT SERVICES

ADDITIONAL IT SERVICES

DESCRIPTION OF SERVICES:	Quantity	Discount	Standard	Floor Rate	Total
Voice/Credit Card Line(s)		\$ 280.00	\$ 420.00	\$ 560.00	
Conference IP Phone - Includes: Data line with up to two other parties		\$ 375.00	\$ 563.00	\$ 750.00	
Cable - Patch/Labor- Minimum 14 business days notice		\$ 100.00	NOT AVAILABLE		
Switch Rental 8-16 Port 10/100		\$ 245.00	\$ 368.00	\$ 490.00	
Technical Assistance (1 hr. minimum)		\$ 180.00	NOT AVAILABLE		
IT ADDITIONAL SERVICES TOTAL					

UTILITIES

UTILITIES

Please Call Convention Services For Information on Water Service & Compressed Air.

BANNER HANGING

BANNER/SIGN HANGING SERVICE

Banner services must be ordered minimum of 14 business days.

Description of Services	Quantity	Discount	Standard	Floor Rate	Total
From 2 Hanging Points		\$ 210.00	NOT AVAILABLE		
Each Additional Hanging Point		\$ 210.00			
BANNER/SIGN HANGING SERVICES TOTAL					

ELECTRICAL SERVICES

ELECTRICAL SERVICES

Description of Services	Quantity	Discount	Standard	Floor Rate	Total
120 Volt					
10 amps - 1,000 watts, one plug only		\$ 100.00	\$ 150.00	\$ 200.00	
20 amps - 2,000 watts, one plug only		\$ 135.00	\$ 203.00	\$ 270.00	
208 Volt Single Phase					
20 amps - 3,300 watts, one plug only. Twistlock Plug/hardwired.		\$ 190.00	\$ 285.00	\$ 380.00	
30 amps - 4,900 watts, one plug only. Twistlock Plug/Hardwired.		\$ 215.00	\$ 323.00	\$ 430.00	
40 amps - 6,600 watts, hardwired/One Connection		\$ 280.00	\$ 420.00	\$ 560.00	
50 amps - 8,300 watts, hardwired/Once Connection		\$ 310.00	\$ 465.00	\$ 620.00	
208 Volt Three Phase					
20 amps - 5,700 watts, hardwired only		\$ 330.00	\$ 495.00	\$ 660.00	
30 amps - 8,600 watts, hardwired only		\$ 340.00	\$ 510.00	\$ 680.00	
40 amps - 11,500 watts, hardwired only		\$ 350.00	\$ 525.00	\$ 700.00	
50 amps - 12,000 watts, hardwired only		\$ 370.00	\$ 555.00	\$ 740.00	
60 amps - 14,400 watts, hardwired only		\$ 390.00	\$ 585.00	\$ 780.00	
100 amps - 15,400 watts, hardwired only		\$ 610.00	\$ 915.00	\$ 1,220.00	
200 amps - 57,000 watts, hardwired only		\$ 870.00	\$ 1,305.00	\$ 1,740.00	
400 Amps - 208V Three Phase (114,000 watts), hardwired only. Feeder cable camlocks not provided.		\$ 1,500.00	\$ 2,250.00	\$ 3,000.00	
820					
30 Amps-480V Three Phase-Events Center Only		\$ 410.00	\$ 615.00	\$ 820.00	

ADDITIONAL SERVICES

Description of Services	Quantity	Discount	Standard	Floor Rate	Total
Extension Cord Rental		\$ 45.00	\$ 68.00	\$ 90.00	
Multi-Outlet Power Strip Rental		\$ 45.00	\$ 68.00	\$ 90.00	

ELECTRICAL SERVICES TOTAL

FOOD & BEVERAGE

FOOD & BEVERAGE

Sodexo Live! has exclusive food and beverage distribution rights within the Northern Kentucky Convention Center.

The Commonwealth of Kentucky Law prohibits any person and/or organization from bringing alcoholic beverages onto a licensed premise. All alcoholic beverages for display and/or distribution MUST be purchased from Sodexo Live! Organizations holding NKYCC License Agreement and/or their exhibitors MAY distribute sample food and/or beverage products ONLY upon written authorization, purchase of Health Department Permit and compliance with all Northern Kentucky Health Department regulations.

BILLING/PAYMENT INFORMATION

The Commonwealth of Kentucky charges a 6% sales tax on all sales, excluding charges related to internet services.

Subtotal Taxable Services (Add IT Additional Services, Banner Hanging, and Electrical Services Total):

KY Sales Tax (6%):

Subtotal Internet Services:

CC Processing Fee (3.5%):

GRAND TOTAL:

Method of Payment:

MasterCard , Visa or AMEX

4% Processing Fee will apply to all Credit Card transactions.

Company Check *(made payable to the Northern KY Convention Center)*

**Total Payment (with tax) must accompany all orders and arrive by discount deadline dates.*

Once order complete and submitted, you will receive an email with invoice and secure payment link for credit card payments.

Event Name: _____

Company Name: _____

Booth #: _____

Card Holder Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

*If paying by check, mail completed form to :
Northern Kentucky Convention Center
1 W. RiverCenter Blvd.
Covington, KY 41011
ATTN: Convention Services

Thank you for your business!

Kentucky Board of Health Requirements

To adhere to the guidelines, set forth by the Kentucky Board of Health for all vendors wishing to distribute food and beverage samples, the following items will need to be provided/purchased by the vendors:

Operational Requirements for Temporary Food Service Establishments

Basic requirements (requirements that must be met before a temporary food service permit can be issued):

1. Adequate supply of clean water available to allow for food preparation, hand washing and utensil washing/sanitizing.
2. Hand wash station provided consisting of a hand wash sink with running water or a container of water with a spigot type valve for dispensing water and a bucket or basin below to catch wastewater with soap and paper towels. Hands of food service workers must be thoroughly washed and rinsed between tasks especially after using the restroom, handling trash/garbage, handling raw/uncooked foods and prior to handling cooked/ready-to-eat items. Similarly, disposable gloves when used for handling food must be changed between tasks such as after handling raw/uncooked foods and prior to handling cooked/ready-to-eat items.
3. Utensil sanitizing station provided consisting of a three-compartment sink with running water or of three buckets or basins able to be set-up and used for washing, rinsing, and sanitizing utensils. Water and dish detergent is to be used in the first container for washing utensils, clean water is to be used in the second container for rinsing them and a sanitizing solution using an approved sanitizer at the proper concentration is to be used in the third container for sanitizing them. A supply of the dish detergent and the sanitizing chemical provided for set-up of the sanitizing station.
4. Animal and insect exclusion measures in place to minimize the potential for contamination of foods by these. Exclusion measures typically consist of a fully enclosed booth, a fully screened booth or a large fan or fans positioned to blow air across areas where insects are most likely to alight on food items or food service equipment. The fan(s) must be large enough to be effective in creating an air flow sufficient to deter insects from alighting. A large box fan or pedestal fan is generally acceptable.
5. Equipment provided for maintaining potentially hazardous foods (foods requiring refrigeration such as meat, dairy, egg and cooked vegetable products) at safe temperatures such as refrigerators, freezers, coolers with ice and/or warmer cabinets. Potentially hazardous foods maintained at temperatures below 45 degrees Fahrenheit or above 140 degrees Fahrenheit.
6. Conveniently located, approved restroom facilities available.

Additional Considerations:

1. Food items offered for sale must be from an approved source. Receipts and invoices may be required to verify the source of any foods offered to the public or their ingredients. Foods prepared in unapproved facilities such as a kitchen in a private residence are prohibited.
2. Wiping cloths while being used must be kept clean and sanitized using an approved sanitizing solution. Storage of wiping cloths in the sanitizing solution between uses is required.
3. Test papers will be required for testing of sanitizer concentration in the sanitizing rinse of the utensil sanitizing station and in wiping cloth storage containers.
4. Handling of ready-to-eat foods must be minimized by use of utensils, disposable gloves, deli papers, etc.
5. Foods must be heated rapidly to required cooking temperatures using equipment designed for the purpose prior to being held above 140° Fahrenheit for long term hot storage.
6. Appropriate thermometers must be provided for monitoring food and food storage equipment temperatures.
7. Bulk processing of potentially hazardous foods at temporary sites is prohibited.
8. Only menu items requiring limited on-site preparation regarding cutting, assembly and cooking will be allowed.
9. Food handlers must practice good hygiene. Clothing and aprons must be clean. Hair restraints must be provided.
10. Trash/garbage containers appropriate to the situation with tight-fitting lids must be provided. Refuse must be properly contained so as not to attract insects, rodents, birds, or other vermin.
11. Each exhibitor can purchase the items required for a sanitation station from Centerplate at the Northern Kentucky Convention Center. Pricing is as follows:

COMPLETE SANITATION STATION:	Refer to price list for prevailing rate
10 oz. Sanitizer	
10 oz. Soap	Sodexo Live will provide directions to each exhibitor. Exhibitors are responsible
10 Test Strips	for maintaining the Sanitation Station throughout the show.
5 Gallon hand washing Station	
3 Bus Tubs	To order please call (859) 392-7801



FOOD SERVICE-RELATED EXHIBITOR EQUIPMENT USE GUIDELINES (Exhibits - Demonstrations - Sampling)

The following guidelines have been established in compliance with the Commonwealth of Kentucky's fire code.

I. Guidelines

- A) The frying or deep-frying of foods is prohibited unless used in conjunction with a hooded exhaust system equipped with an internal fire suppression system. This activity can be accommodated exclusively in the 1st Floor Event Halls with approval of the Executive Director of Center. The use of propane tanks is not allowed anywhere within the building.
- B) Foods may be warmed and maintained at safe temperatures (as defined in the health codes) with the use of the following equipment. Non-stick cooking spray such as PAM or Crisco spray is permissible with the following:
- Electric Warmer
 - Electric Grill
 - Electric Skillet
 - Microwave Oven
 - Chaffing Dishes & Warmers using Sterno (wick type)
 - Toaster Oven
 - Crock Pot
 - Toaster
 - Heat Lamps
 - Portable Butane Burner Unit
 - Convection Ovens

II. Exhibitor Reminders

- Exhibitors are reminded to place electrical service requests using the Center's form 10 days prior to event's first move in date. These requirements may affect booth or table placement.
- Exhibitors are also reminded that no foods are allowed to be sold within the Center. Food products may be given away in compliance with the Center's Food Sample policy.
- Exhibitors are required to provide protection to the floor. (plastic sheeting covered with carpet is acceptable) This is also required anywhere food is being prepared.
- All food shows will be exclusively held in the Center's 1st Floor Event Halls.
- Exhibitors are required to provide a properly rated fire extinguisher for their cooking area.

For questions please call (859) 261-1500 and ask for the Convention Services Department.



2026 FOOD & BEVERAGE SAMPLING AUTHORIZATION REQUEST

1 West RiverCenter Blvd., Covington KY 41011
 Phone: 859-261-1500 Email: services@nkycc.com

Services Request

Company Name: _____ Date: _____

Booth #/Room: _____

Event Name: _____

Event Dates: Start Date: _____ End Date: _____

Contact Name: _____

Phone: _____ Email: _____

With the full execution of this contract, above Customer hereby authorizes the Northern Kentucky Convention Center to provide the services as requested herein, is authorized to request these services and acknowledges full and complete understanding of the Terms, Conditions and Attachments. Terms and Conditions are attached.

Sodexo Live has exclusive food and beverage distribution rights within the Northern Kentucky Convention Center.

The Commonwealth of Kentucky Law prohibits any person and/or organization from bringing alcoholic beverages onto a licensed premise. All alcoholic beverages for display and/or distribution MUST be purchased from Sodexo Live. Organizations holding NKYCC License Agreement and/or their exhibitors MAY distribute sample food and/or beverage products ONLY upon written authorization, purchase of Health Department Permit and compliance with all Northern Kentucky Health Department regulations.

General Conditions

1.	Items dispensed are limited to products manufactured, processed and/or distributed by exhibiting firm. A subcontractor agreement and fee are required by Sodexo Live.
2.	Alcohol may not be sampled unless it has been arranged through Sodexo Live and meets all of their policies and guidelines.
3.	All beverages must be served in plastic disposable cups. No cans and/or bottles permitted.
4.	All items are limited to "sample size" and must be dispensed/distributed in accordance to Local and State Health Codes.
5.	Food items are limited to bitesize (2 X 2 inches or 2 ounces).
6.	Non-alcoholic beverages are limited to a maximum of 4 ounce sample size.
7.	Distribution of alcoholic products MUST be handled by bartender from Sodexo Live in compliance with Commonwealth of Kentucky Liquor Laws. Sample portions must be under the following limits: Beer - 7 ounces, Wine/wine coolers/spirit coolers - 2 ounces, Liquor/liqueurs - 0.5 ounces.
8.	Food and/or beverage items used as traffic promoters/attendee draws (i.e. popcorn, coffee, bar service) MUST be purchased from Sodexo Live.
9.	Approval must be granted by the Executive Director of the Northern Kentucky Convention Center and all health department permits secured prior to distribution of food and/or beverage samples. Convention Services will notify you if your request has been denied.
10.	Please contact the Northern Kentucky Health Department for regulations and required sampling permit, at 859.341.4264 or at www.nkyhealth.org . Exhibitor is responsible for all fees and compliance with regulations. Exhibit will be shut down if non-compliance is noted.

Product You Wish To Dispense:

Size Of Portion To Be Dispensed: _____

Proposed Method Of Dispensing: _____

Please Explain Purpose Of Offering Samples: _____

FOR OFFICE USE ONLY:	Approved: _____	Date: _____
	NKYCC Executive Director	



2026 EXHIBITOR'S MENU, PRICING, AND ORDER FORM
SO THAT WE MAY BEST SERVICE YOUR NEEDS, ALL ORDERS MUST BE COMPLETED 2 WEEKS PRIOR TO THE SERVICE DATE.

PHONE: 859-392-7802

EMAIL: martha.ferrante@sodexo.com

SNACKS & TREATS

ITEM	PRICE	PER
Pour Over Coffee Brewer	\$350.00	Day
<i>A pour over coffee brewer will be set up in your booth the day your show starts. You will receive (5) gallons of water, (10) bags of ground coffee, (2) bags of decaffeinated coffee, (10) tea bags, non-dairy creamers, sugar, artificial sweetener stirrers, napkins and (25) Styrofoam cups. The coffee brewer and pots are the property of Masterpiece Creations and must be returned at the conclusion of the show. Equipment not returned will be billed at replacement cost.</i>		
Freshly Brewed Coffee <i>Regular and Decaffeinated</i>	\$65.00	Gallon
Hot Water with a Selection of Teas	\$65.00	Gallon
Freshly Brewed Flavored Coffee <i>Ask about available Flavors</i>	\$85.00	Gallon
Fruit Punch, Lemonade or Iced Tea	\$55.00	Gallon
Assorted Bottled Fruit Juices	\$6.00	Each
Assorted Cold Pepsi Soft Drinks	\$5.00	Each
Bottled Spring Waters	\$5.00	Each
Sparkling Waters	\$5.75	Each
5-Gallon Watercooler <i>(w/ 20 Plastic Cups)</i>	\$125.00	Each
Replenishment 5-Gallon Watercooler	\$95.00	Each

ITEM	PRICE	PER
Bulk Assorted Candies	<i>Call for pricing</i>	
Whole Fresh Fruit	\$5.00	Each
Granola Bars	\$5.00	Each
Assorted Candy Bars	\$5.50	Each
Fancy Mixed Nuts	\$60.00	Pound
Individual Yogurts	\$5.50	Each
Apple Slices with Caramel Dip	\$8.50	Person
Corn Tortilla Chips (with Fresh Salsa)	\$44.00	Pound
Assorted Ice Cream Bars	\$8.95	Each
Blondies or Brownies	\$52.00	Dozen
Homemade Cookies	\$52.00	Dozen
Breakfast Pastries	\$52.00	Dozen

"FUN FOOD" MACHINES

Enhance your booth sales with these "fun food" machines that are a m attraction at events for both the young and the young at heart!

ITEM	PRICE	PER
Soft Pretzel Machine Rental <i>Includes set-up and a 6' Draped and Skirted Table.</i>	\$400.00	Day
Soft Pretzels with Mustard & Cheese Sauce	\$75.00	Dozen
Popcorn Machine Rental <i>Includes set-up and a 6' Draped and Skirted Table.</i>	\$400.00	Day
Popcorn Kits <i>Includes approximately (20) Bags of 8 ounce portions.</i>	\$45.00	Kit
Booth Attendant <i>This experienced Booth Attendant can pop the corn and help distribute product to your guests. The charge is \$125.00 per hour with a 4-hour minimum. A Labor fee per day will apply.</i>	\$125.00	Hour

Gratuity 24% & Service Charge 6% will be applied to all orders

SANITATION STATION @\$100.00 each, per day -

MISCELLANEOUS ITEMS

10oz. Sanitizer, Soap and Test Strips 5 Gallon Hand Washing Station and 3 Bus Tubs Directions Provided *VENDORS ARE RESPONSIBLE FOR MAINTAINING THE SANITATION STATION THROUGHOUT THE SHOW
--

(50) Hot or Cold Cups	\$45.00 Total
(10) Pounds of Ice	\$45.00 Total

We look forward to serving you!

SODEXO LIVE! POLICIES

- All Exhibit Booth Orders are designed and packaged to be placed on your counters or booth tables.
- Orders submitted less than 10 business days in advance may be subject to a 10% increase in pricing.
- All orders must be accompanied by payment in full. Sodexo Live! will accept company checks drawn on a US Bank, Visa, Mastercard and American Express.
- All exhibitor show floor services are delivered on disposable-ware with appropriate condiments.
- A Credit Card is required to be on file for each exhibitor, securing on-site re-orders during the event.
- When re-ordering please allow a minimum of 30-45 minutes for all additional replenishment requests during the show.

Exhibitor AV Order Form 2026

ORDER ONLINE AT: <https://www.cognitoforms.com/PrestigeAVCreativeServices/NKYCCExhibitorAVOrderForm>

Video Equipment	Advance Show	Expo Rate < 14 days before	Floor Rate < 3 days before	Item Quantity	Subtotal
32" Flat Panel Monitor 16:9 ratio XGA	\$250	\$325	\$350		
42" Flat Panel Monitor 16:9 ratio XGA	\$350	\$400	\$425		
55" Flat Panel Monitor 16:9 ratio XGA	\$450	\$585	\$610		
65" Flat Panel Monitor 16:9 ratio XGA	\$600	\$780	\$805		
80" Flat Panel Monitor 16:9 ratio XGA	\$1450	\$1885	\$1910		
HDMI Splitter (more than one monitor)	\$50	\$75	\$100		
Media Player with USB or SD Card Reader	\$90	\$100	\$125		
Monitor Pole Stand with Shelf	\$115	\$150	\$185		
Monitor Pole Stand without Shelf	\$100	\$125	\$150		
Monitor Wall Mount	\$50	\$75	\$100		
Audio Equipment					
Two Speaker Sound System (two 8" speakers and stands)	\$200	\$260	\$285		
Two Speaker Sound System with Wired Microphone	\$225	\$290	\$315		
Two Speaker Sound System with Wireless Microphone	\$300	\$390	\$415		
Additional Wireless Mic	\$150	\$195	\$220		
Laptop/Media Player Audio Adapter	\$35	\$45	\$50		
Computer Equipment					
24" Flat Panel Monitor	\$175	\$225	\$250		
Laptop Computer	\$200	\$260	\$285		
Laser Printer (black & white)	\$175	\$225	\$250		
Presentation Equipment					
Presentation Easel	\$15	\$20	\$25		
Flipchart Easel with Markers	\$30	\$40	\$45		
34" Skirted AV Chart w/ Power Strip	\$30	\$40	\$45		
Wireless Presenter Mouse w/ built-in Laser Pointer	\$30				
				Subtotal	
				Set Up/ Delivery Labor	\$125.00
				Service Charge	23%
				Kentucky Sales Tax	6%
				TOTAL	\$

- This form is a small sample of commonly ordered exhibit AV rentals, please contact us directly for additional equipment options.
- Tax will be charged on all orders without a valid tax exempt form.
- A 23% service charge will apply to all orders.
- When this form is complete, we will email a formal quote with a secure payment link.
- Booth representative must be present in booth when equipment is delivered.
- If payment is not completed prior to delivery time, equipment will not be delivered.
- Client is required to supply all adapters for laptops or tablets without an HDMI port.
- AV mounting to booths must be contracted through decorator/booth construction company.

ORDER ONLINE AT: <https://www.cognitoforms.com/PrestigeAVCreativeServices/NKYCCExhibitorAVOrderForm>

Payment and Cancellation Notification Policy (notification must be submitted by email ONLY):

- Full payment is required prior to delivery of equipment and services.
- Cancellations without 48 hours notice will be charged 50% of total.
- Onsite cancellations will not be refunded.

For questions, contact us at:
NKYCC@prestigeav.com or 513.614.3200
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Customer Information Form

Event Name: _____

Booth or Room Number: _____

Company Name: _____

Onsite Contact Name: _____

Cell Phone: _____ Email: _____

Requested Delivery Date: _____ Time: _____

Exhibitor Move-In Date: _____ Time: _____

Requested Pick-up Date: _____ Time: _____

Exhibitor Move-out Date: _____ Time: _____

Booth Size: _____

Booth Notes:

Billing Information

Billing Company Name: _____

Billing Contact: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Billing Email: _____ Billing Phone: _____

Preferred manner to receive invoices: Email Mail Fax



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

email us @
esr@cssabq.com

SAFETY TIPS AND INFORMATION

CONVENTION SERVICES OF THE SOUTHWEST, INC.

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

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

SAFETY GUIDELINES

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

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

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

WORK ZONE

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





Welcome to the Northern Kentucky Convention Center!

We look forward to Institute of Navigation Joint Navigation Conference 2026 coming June 01, 2026 through June 04, 2026.

Below are the instructions on locating the order forms for services provided by the Convention Services Team of the Northern Kentucky Convention Center. ***To receive the discount or advanced rate, the order form and payment must be received by the deadline dates listed below.**

SERVICES PROVIDED

- Electric
- Water *Call for details (14 days' notice required)
- Compressed Air
- Communications / Internet
- Audio-Visual Rentals
- Sign & Banner Hanging
- Motorized Equipment Permit
- Food & Beverage
- Food & Beverage Samples
- Food Handling Guidelines
- Computer & Networking

Event or Show:	Joint Navigation Conference 2026
Discount Rate Deadline Date:	Sunday, May 17, 2026
Standard Rate Deadline Date:	Saturday, May 30, 2026

***RATE SCHEDULE**

- **Discount Rates** apply to orders received and paid for at least 14 days prior to the Event's Start Date.
- **Standard Rates** apply to orders received and paid for 13 days prior to Event Start Date up to Event Start Date (unless otherwise noted).
- **Floor Rates** apply to orders received on Event Start Date and afterwards.

PAYMENT

Check, money order, Visa, MasterCard or AMEX. A 3.5% convenience fee will be added to all credit card payments.

THANK YOU FOR YOUR COOPERATION, AND WE WISH YOU A SUCCESSFUL EVENT.

Please let us know how we can assist you!
Convention Services (859) 261-1500 or services@nkycc.com



1 West RiverCenter Blvd.

Covington KY 41011

Ph: 859.261.1500

Email: services@nkycc.com

EXHIBITOR SERVICE CONTRACT TERMS AND CONDITIONS

The Terms and Conditions stated below are subject to change based upon applicable Federal, State and Local laws, statutes, executive orders, rules regulations and ordinances.

FLOORING

- Carpet - Although the Center's Event Center, Ballroom, Meeting Rooms, and most Lobby Space are carpeted; should an exhibitor choose to bring their own carpeting for their booth (verses ordering carpet from the show decorator) **GAFFER TAPE IS THE ONLY CENTER APPROVED TAPE** to be used to adhere the carpet to the Center's existing flooring. **DUCT TAPE IS PROHIBITED.** Any damage occurred to the Center will be billed to the Client/Show Promoter at prevailing time and labor fees.
- Hard Surface (Tile, Hardwood or like surfaces) - Plastic must be laid under the exhibitor's constructed floor. Any damage occurred to the Center will be billed to the Client/Show Promoter at prevailing time and labor fees.

HAZARDOUS WASTE

The disposal of toxic waste or non-biodegradable waste (anything other than water) is not permitted in drains, the Center's refuse compactor or recycling open top container. Removal of such waste is the responsibility of the Client/Show Promoter/Exhibitor.

LANDSCAPING and BUILDING MATERIALS ON DISPLAY

- No bricks/stonework can be placed directly on the floor of the facility.
- A covering must be laid first on which bricks/stonework are to be set.
- The Center must have a diagram/list of the materials that you will be using.
- Live trees, shrubs, etc. for landscaping displays are permitted.
- Use ice or a spray bottle to water plants.
- Only non-acidic mulch may be used & must be laid on top of plastic/plywood.

STORAGE OF CRATES, CARTONS, AND EXTRA MATERIALS

The Center is not equipped with onsite storage space. This requires that all crates, pallets, and boxes be removed from the Center. Pallets, empty crates, cartons, and boxes may not be stored in the booth space. Storage of any material must be expedited through the Client/Show Decorator.

- **CANCELLATIONS AND REFUNDS** - Notification of service cancellation must be received 10 days prior to scheduled opening date. Credit will not be given for service or equipment installed and not used, **NO EXCEPTIONS.** Claims regarding service operations will not be considered unless filed in writing by the exhibitor **PRIOR** to the close of the show. Please allow 14 days for processing.
- **CONVENTION CENTER EQUIPMENT** - Clients/Show Promoters/Decorators/Exhibitors are prohibited from using building equipment. (E.g., ladders, tools, burgundy chairs, tables, stanchions, dollies, forklifts, vacuums, brooms, etc.) Equipment to service exhibit booths must come from the Client/Show Promoter/Decorator.

DECORATIONS

Decorations are not permitted to be attached to ceilings, painted surfaces, columns, fabric, decorative walls, fire sprinklers or to any structure or structures constituting part of the Center.

- All decorative materials must be flameproof in accordance with all existing Fire & Safety Regulations.
- **Glitter, poppers, confetti and/or confetti cannons are prohibited.**
- **Helium filled or lighter-than-air balloons are not permitted to be used or given out on the premises.**
- Table candles or alcohol-burning equipment must have the flame enclosed in glass.
- The Center will install large decorations, banners, etc., only when arrangements satisfactory to the Center are made in advance.
- The Client will be charged on a time and materials basis for this service.
- Free standing decorations and air-filled balloons may be used if they do not impede ingress and egress. Air containers to fill balloons should be equipped with safety caps and be mounted and chained to tank carts.

PEEL- OFF LABELS, DECALS, AND TAPE

- The distribution of peel off labels, stickers and decals is prohibited.
- The only Center approved tape is masking or gaffers to adhere items to the floor and wall papered walls.
- Removal of tape, tape residue and chalk marks from all contracted areas is the responsibility of the Client and their service contractor/decorator. If tape, or chalk used by the Client, exhibitors, vendors and/or service contractor/decorator leaves residue and/or damage, all cleaning and/or repair charges are the responsibilities of the Client.

DELIVERY PROCEDURES

The Center does not accept or ship freight for Clients or exhibitors. All freight must be handled through the Client or a general service contractor/decorator who will deliver it to the facility during the approved move in period. Any freight scheduled for delivery to the Center during the move-in period must be to the attention of the Client or service contractor/decorator.

EQUIPMENT & SERVICE PROCEDURES

- Equipment responsibility: Exhibitor fully understands and accepts complete responsibility for all equipment leased to Exhibitor. Such responsibility shall include, but not limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage.
- Lost, stolen, or damaged equipment will be charged to the exhibitor's authorized credit card at prevailing rates.
- Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner and do not include connecting equipment or special wiring.
- Requests for special services such as placing cords or relocating service(s) will include a labor charge at the prevailing rate.
- All material and equipment furnished by the Center for this service contract shall remain the Center's property and shall be removed ONLY by the Center at the close of the show.
- Exhibitor is required to turn equipment off at the end of each day or anticipate being billed for 24-hour service. If not, a 50% surge charge will be applied for 24- hour service.



DIRECTIONS TO THE NORTHERN KENTUCKY CONVENTION CENTER

The Northern Kentucky Convention Center developed the following procedures to assist exhibitors with the load-in and load-out of this facility. The Center has limited dock space, so it is most important that these guidelines be followed.

COMMON CARRIER SHIPMENTS

The Center does not accept shipments from individual exhibitors due to limited storage and dock space. Please direct all materials to the official show drayage company, this will ensure your shipment is not turned away and will arrive on time.

MOVE-IN

All Move-Ins take place at the rear of the building (on the west side) on the Center's 3 loading docks. Large shows will require that exhibitors cue up along RiverCenter Blvd. facing west to east. (Refer to map). We ask if you have large displays, plan with the show manager to arrive early. (Forklift may be hired and/or arranged in advance through the Center). Once you have unloaded and taken your items to your booth, you are required to move your vehicle to area parking.

From Ohio and the Cincinnati area. Take I-75 South across the Brent Spence Bridge into KY. Take the first exit, which is the 5th Street/Covington exit, exit #192. Veer left off the exit. Follow 5th Street to Madison Avenue, this will be the 6th stoplight, turn left on Madison Avenue. Follow Madison Avenue to RiverCenter Blvd. The Center is on the left and parking is available on the right or at the hotel garages at the end of the street.

From Kentucky in the Northern KY area. Take I-75 North take the 5th Street/Covington exit, exit #192. If you have crossed the bridge into Cincinnati, you have gone too far. Veer right off the exit. Get into the left-hand lane. Follow 5th street to Madison Avenue, this will be the 6th stoplight, turn left on Madison Avenue. Follow Madison Avenue to RiverCenter Blvd. The Center is on the left and parking is available on the right or at the hotel garages at the end of the street.

From North of Cincinnati via I-71. Take I-71 South to 471 South and take the Newport/Bellevue exit, exit #5. Turn left onto Route 8. This road will curve in front of Newport on the Levee into a round-about. Take 2nd right onto W. 3rd street. (don't cross over bridge to Ohio) Follow W 3rd Street to next round-about and continue across the bridge to 4th Street in Covington. Turn right onto Madison Avenue and follow toward RiverCenter Blvd. The Center is on the left and parking is available on the right or at the hotel garages at the end of the street.

From I-471 to the Newport/Bellevue exit, exit #5. Turn left onto Route 8 (Dave Cowens Drive). Turn left at Washington Avenue and follow till West 11th Street (turn right). Follow West 11th Street and cross the bridge into Covington, veer to the right onto Prospect Ave. Turn left onto E 9th Street. Follow East 9th Street to Madison. Turn right onto Madison Avenue and follow toward RiverCenter Blvd. The Center is on the left and parking is available on the right or at the hotel garages at the end of the street. The 4th Street bridge is closed for construction 2026-2028. For updated information, please visit <https://www.waze.com/>.

From I-275 in Ohio proceed to 75 south. Take I-75 South across the Brent Spence Bridge into KY. Take the first exit, which is the 5th street/Covington exit, exit #192. Veer left off the exit. Follow 5th Street to Madison Avenue, this will be the 6th stoplight, turn left on Madison Avenue. Follow Madison Avenue to RiverCenter Blvd. The Center is on the left and parking is available on the right or at the hotel garages at the end of the street.

From I-275 in KY proceed to I-75 North. From I-75 North take the 5th Street/Covington exit, exit # 192. Veer right off the exit. Get into the left-hand lane. Follow 5th Street to Madison Avenue, this will be the 6th stoplight, turn left on Madison Avenue. Follow Madison Avenue to RiverCenter Blvd. The Center is on the left and parking is available on the right or at the hotel garages at the end of the street.

Exhibitor Map

From Indianapolis/
Dayton

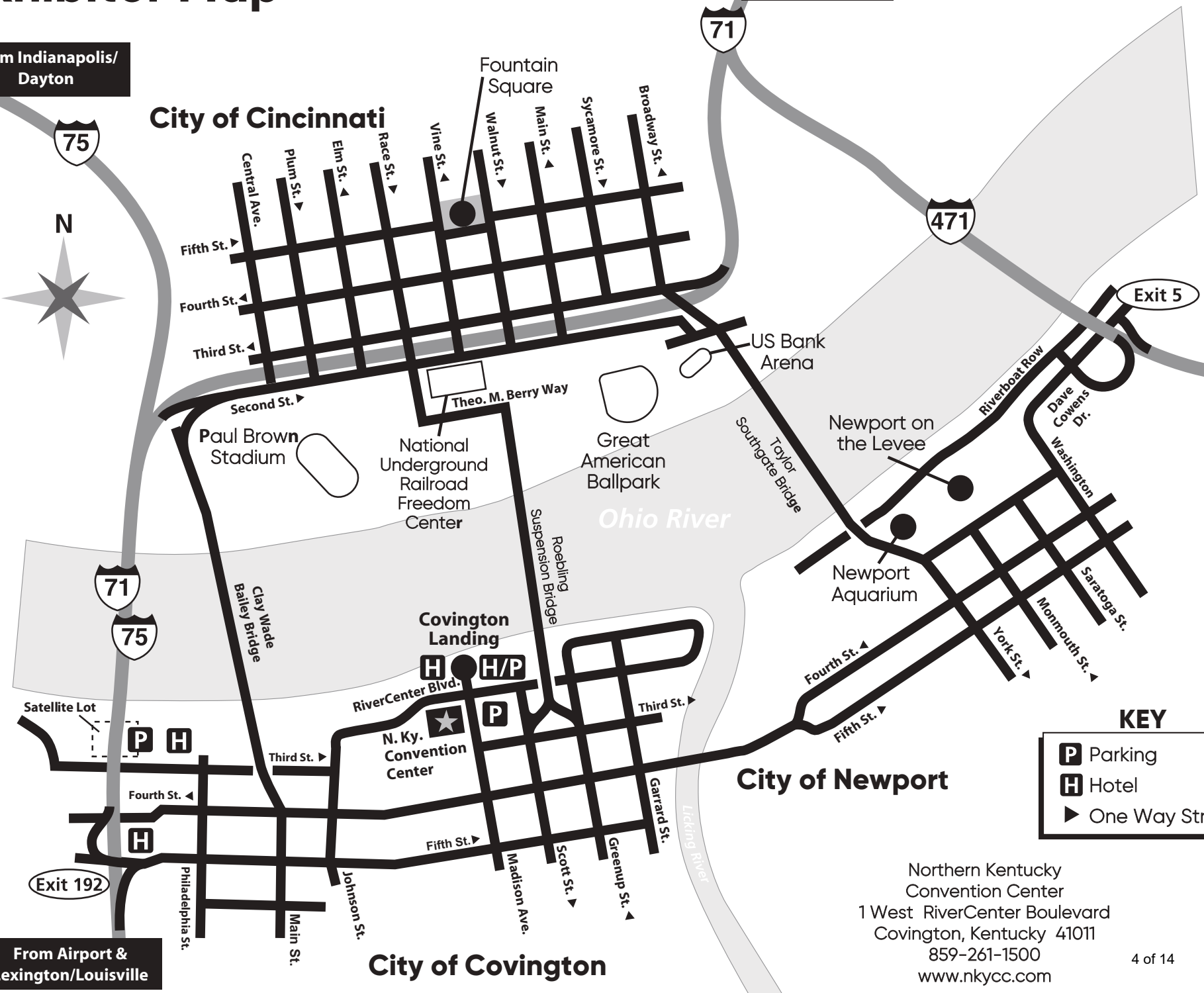
From Columbus

From Airport &
Lexington/Louisville

City of Cincinnati

City of Covington

City of Newport



KEY

- P** Parking
- H** Hotel
- ▶** One Way Street

Northern Kentucky
Convention Center
1 West RiverCenter Boulevard
Covington, Kentucky 41011
859-261-1500
www.nkycc.com



2026 EXHIBITOR ORDER FORM

1 West RiverCenter Blvd., Covington, KY 41011
 Phone: 859.261.1500 Email: services@nkycc.com

Discount Rates apply to orders received and paid for at least 14 days prior to event Start Date.
Standard Rates apply to orders received and paid for 13 days prior to Event Start Date up to Event Start Date.
Floor Rates apply to orders received on Event Start Date and afterwards.

BASIC INTERNET ACCESS, NOT FOR STREAMING

Supports 1 Device Only - Wired/Wireless Routers, Switches or DHCP Servers Prohibited. Device must be able to accept Terms and Conditions.					
PUBLIC WIRELESS / NKYCC Public Up to 5 Mbps - COMPLIMENTARY					
Description of Services	Quantity	Discount	Standard	Floor Rate	Total
Hard Wired Internet Access - Includes: 1 Private IP address with speeds up to 10 Mbps (1st access code). Intended for light internet usage		\$ 385.00	\$ 578.00	\$ 770.00	
Secured Wireless up to 10 Mbps - Includes: 1 Private IP address with speeds up to 10 Mbps (1st access code). Intended for light internet usage		\$ 385.00	\$ 578.00	\$ 770.00	
Additional Codes for Basic Hard Wired or Wireless Internet with speeds up to 10 Mbps. Maximum 6 codes total		\$ 135.00	\$ 203.00	\$ 270.00	

DEDICATED INTERNET ACCESS, FOR STREAMING GAMING & WEBCAST

Description of Services	Quantity	Discount	Standard	Floor Rate	Total
HARDWIRED - Minimum of 14 Business Days Notice		*Required for Streaming*			
Dedicated Internet 20 Mbps - Includes: 1 Public IP address and configuration of 2 ports (jacks).		\$ 4,700.00	NOT AVAILABLE		
Additional Bandwidth 5 Mbps up to 100 Mbps. Pricing per 5 Mbps. For more than 100 Mbps call for quote		\$ 860.00			
Dedicated Internet Additional Port (Jack) Configuration (each)		\$ 135.00			
WIRELESS - Minimum of 14 Business Days Notice		*Not for Streaming*			
Dedicated Wireless 10 Mbps w/ Private Custom SSID		\$ 2,700.00	NOT AVAILABLE		
Additional Bandwidth 5Mbps up to 100 Mbps. Pricing per 5 Mbps. For more than 100 Mbps call for quote.		\$ 860.00			

IT SERVICES

IT INTERNET TOTAL **Not subject to Sales Tax*

ADDITIONAL IT SERVICES

DESCRIPTION OF SERVICES:	Quantity	Discount	Standard	Floor Rate	Total
Voice/Credit Card Line(s)		\$ 280.00	\$ 420.00	\$ 560.00	
Conference IP Phone - Includes: Data line with up to two other parties		\$ 375.00	\$ 563.00	\$ 750.00	
Cable - Patch/Labor- Minimum 14 business days notice		\$ 100.00	NOT AVAILABLE		
Switch Rental 8-16 Port 10/100		\$ 245.00	\$ 368.00	\$ 490.00	
Technical Assistance (1 hr. minimum)		\$ 180.00	NOT AVAILABLE		

IT ADDITIONAL SERVICES TOTAL

UTILITIES

UTILITIES

Please Call Convention Services For Information on Water Service & Compressed Air.

BANNER HANGING

BANNER/SIGN HANGING SERVICE

Banner services must be ordered minimum of 14 business days.

Description of Services	Quantity	Discount	Standard	Floor Rate	Total
From 2 Hanging Points		\$ 210.00	NOT AVAILABLE		
Each Additional Hanging Point		\$ 210.00			
BANNER/SIGN HANGING SERVICES TOTAL					

ELECTRICAL SERVICES

ELECTRICAL SERVICES

Description of Services	Quantity	Discount	Standard	Floor Rate	Total
120 Volt					
10 amps - 1,000 watts, one plug only		\$ 100.00	\$ 150.00	\$ 200.00	
20 amps - 2,000 watts, one plug only		\$ 135.00	\$ 203.00	\$ 270.00	
208 Volt Single Phase					
20 amps - 3,300 watts, one plug only. Twistlock Plug/hardwired.		\$ 190.00	\$ 285.00	\$ 380.00	
30 amps - 4,900 watts, one plug only. Twistlock Plug/Hardwired.		\$ 215.00	\$ 323.00	\$ 430.00	
40 amps - 6,600 watts, hardwired/One Connection		\$ 280.00	\$ 420.00	\$ 560.00	
50 amps - 8,300 watts, hardwired/Once Connection		\$ 310.00	\$ 465.00	\$ 620.00	
208 Volt Three Phase					
20 amps - 5,700 watts, hardwired only		\$ 330.00	\$ 495.00	\$ 660.00	
30 amps - 8,600 watts, hardwired only		\$ 340.00	\$ 510.00	\$ 680.00	
40 amps - 11,500 watts, hardwired only		\$ 350.00	\$ 525.00	\$ 700.00	
50 amps - 12,000 watts, hardwired only		\$ 370.00	\$ 555.00	\$ 740.00	
60 amps - 14,400 watts, hardwired only		\$ 390.00	\$ 585.00	\$ 780.00	
100 amps - 15,400 watts, hardwired only		\$ 610.00	\$ 915.00	\$ 1,220.00	
200 amps - 57,000 watts, hardwired only		\$ 870.00	\$ 1,305.00	\$ 1,740.00	
400 Amps - 208V Three Phase (114,000 watts), hardwired only. Feeder cable camlocks not provided.		\$ 1,500.00	\$ 2,250.00	\$ 3,000.00	
820					
30 Amps-480V Three Phase-Events Center Only		\$ 410.00	\$ 615.00	\$ 820.00	
ADDITIONAL SERVICES					
Description of Services	Quantity	Discount	Standard	Floor Rate	Total
Extension Cord Rental		\$ 45.00	\$ 68.00	\$ 90.00	
Multi-Outlet Power Strip Rental		\$ 45.00	\$ 68.00	\$ 90.00	
ELECTRICAL SERVICES TOTAL					

FOOD & BEVERAGE

FOOD & BEVERAGE

Sodexo Live! has exclusive food and beverage distribution rights within the Northern Kentucky Convention Center.

The Commonwealth of Kentucky Law prohibits any person and/or organization from bringing alcoholic beverages onto a licensed premise. All alcoholic beverages for display and/or distribution MUST be purchased from Sodexo Live! Organizations holding NKYCC License Agreement and/or their exhibitors MAY distribute sample food and/or beverage products ONLY upon written authorization, purchase of Health Department Permit and compliance with all Northern Kentucky Health Department regulations.

BILLING/PAYMENT INFORMATION

The Commonwealth of Kentucky charges a 6% sales tax on all sales, excluding charges related to internet services.

Subtotal Taxable Services (Add IT Additional Services, Banner Hanging, and Electrical Services Total):

KY Sales Tax (6%):

Subtotal Internet Services:

CC Processing Fee (3.5%):

GRAND TOTAL:

Method of Payment:

MasterCard , Visa or AMEX

4% Processing Fee will apply to all Credit Card transactions.

Company Check *(made payable to the Northern KY Convention Center)*

**Total Payment (with tax) must accompany all orders and arrive by discount deadline dates.*

Once order complete and submitted, you will receive an email with invoice and secure payment link for credit card payments.

Event Name: _____

Company Name: _____

Booth #: _____

Card Holder Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

*If paying by check, mail completed form to :
Northern Kentucky Convention Center
1 W. RiverCenter Blvd.
Covington, KY 41011
ATTN: Convention Services

Thank you for your business!

Kentucky Board of Health Requirements

To adhere to the guidelines, set forth by the Kentucky Board of Health for all vendors wishing to distribute food and beverage samples, the following items will need to be provided/purchased by the vendors:

Operational Requirements for Temporary Food Service Establishments

Basic requirements (requirements that must be met before a temporary food service permit can be issued):

1. Adequate supply of clean water available to allow for food preparation, hand washing and utensil washing/sanitizing.
2. Hand wash station provided consisting of a hand wash sink with running water or a container of water with a spigot type valve for dispensing water and a bucket or basin below to catch wastewater with soap and paper towels. Hands of food service workers must be thoroughly washed and rinsed between tasks especially after using the restroom, handling trash/garbage, handling raw/uncooked foods and prior to handling cooked/ready-to-eat items. Similarly, disposable gloves when used for handling food must be changed between tasks such as after handling raw/uncooked foods and prior to handling cooked/ready-to-eat items.
3. Utensil sanitizing station provided consisting of a three-compartment sink with running water or of three buckets or basins able to be set-up and used for washing, rinsing, and sanitizing utensils. Water and dish detergent is to be used in the first container for washing utensils, clean water is to be used in the second container for rinsing them and a sanitizing solution using an approved sanitizer at the proper concentration is to be used in the third container for sanitizing them. A supply of the dish detergent and the sanitizing chemical provided for set-up of the sanitizing station.
4. Animal and insect exclusion measures in place to minimize the potential for contamination of foods by these. Exclusion measures typically consist of a fully enclosed booth, a fully screened booth or a large fan or fans positioned to blow air across areas where insects are most likely to alight on food items or food service equipment. The fan(s) must be large enough to be effective in creating an air flow sufficient to deter insects from alighting. A large box fan or pedestal fan is generally acceptable.
5. Equipment provided for maintaining potentially hazardous foods (foods requiring refrigeration such as meat, dairy, egg and cooked vegetable products) at safe temperatures such as refrigerators, freezers, coolers with ice and/or warmer cabinets. Potentially hazardous foods maintained at temperatures below 45 degrees Fahrenheit or above 140 degrees Fahrenheit.
6. Conveniently located, approved restroom facilities available.

Additional Considerations:

1. Food items offered for sale must be from an approved source. Receipts and invoices may be required to verify the source of any foods offered to the public or their ingredients. Foods prepared in unapproved facilities such as a kitchen in a private residence are prohibited.
2. Wiping cloths while being used must be kept clean and sanitized using an approved sanitizing solution. Storage of wiping cloths in the sanitizing solution between uses is required.
3. Test papers will be required for testing of sanitizer concentration in the sanitizing rinse of the utensil sanitizing station and in wiping cloth storage containers.
4. Handling of ready-to-eat foods must be minimized by use of utensils, disposable gloves, deli papers, etc.
5. Foods must be heated rapidly to required cooking temperatures using equipment designed for the purpose prior to being held above 140° Fahrenheit for long term hot storage.
6. Appropriate thermometers must be provided for monitoring food and food storage equipment temperatures.
7. Bulk processing of potentially hazardous foods at temporary sites is prohibited.
8. Only menu items requiring limited on-site preparation regarding cutting, assembly and cooking will be allowed.
9. Food handlers must practice good hygiene. Clothing and aprons must be clean. Hair restraints must be provided.
10. Trash/garbage containers appropriate to the situation with tight-fitting lids must be provided. Refuse must be properly contained so as not to attract insects, rodents, birds, or other vermin.
11. Each exhibitor can purchase the items required for a sanitation station from Centerplate at the Northern Kentucky Convention Center. Pricing is as follows:

COMPLETE SANITATION STATION:	Refer to price list for prevailing rate
10 oz. Sanitizer	
10 oz. Soap	Sodexo Live will provide directions to each exhibitor. Exhibitors are responsible
10 Test Strips	for maintaining the Sanitation Station throughout the show.
5 Gallon hand washing Station	
3 Bus Tubs	To order please call (859) 392-7801



FOOD SERVICE-RELATED EXHIBITOR EQUIPMENT USE GUIDELINES (Exhibits - Demonstrations - Sampling)

The following guidelines have been established in compliance with the Commonwealth of Kentucky's fire code.

I. Guidelines

- A) The frying or deep-frying of foods is prohibited unless used in conjunction with a hooded exhaust system equipped with an internal fire suppression system. This activity can be accommodated exclusively in the 1st Floor Event Halls with approval of the Executive Director of Center. The use of propane tanks is not allowed anywhere within the building.
- B) Foods may be warmed and maintained at safe temperatures (as defined in the health codes) with the use of the following equipment. Non-stick cooking spray such as PAM or Crisco spray is permissible with the following:
- Electric Warmer
 - Electric Grill
 - Electric Skillet
 - Microwave Oven
 - Chaffing Dishes & Warmers using Sterno (wick type)
 - Toaster Oven
 - Crock Pot
 - Toaster
 - Heat Lamps
 - Portable Butane Burner Unit
 - Convection Ovens

II. Exhibitor Reminders

- Exhibitors are reminded to place electrical service requests using the Center's form 10 days prior to event's first move in date. These requirements may affect booth or table placement.
- Exhibitors are also reminded that no foods are allowed to be sold within the Center. Food products may be given away in compliance with the Center's Food Sample policy.
- Exhibitors are required to provide protection to the floor. (plastic sheeting covered with carpet is acceptable) This is also required anywhere food is being prepared.
- All food shows will be exclusively held in the Center's 1st Floor Event Halls.
- Exhibitors are required to provide a properly rated fire extinguisher for their cooking area.

For questions please call (859) 261-1500 and ask for the Convention Services Department.



2026 FOOD & BEVERAGE SAMPLING AUTHORIZATION REQUEST

1 West RiverCenter Blvd., Covington KY 41011
 Phone: 859-261-1500 Email: services@nkycc.com

Services Request

Company Name: _____ Date: _____

Booth #/Room: _____

Event Name: _____

Event Dates: Start Date: _____ End Date: _____

Contact Name: _____

Phone: _____ Email: _____

With the full execution of this contract, above Customer hereby authorizes the Northern Kentucky Convention Center to provide the services as requested herein, is authorized to request these services and acknowledges full and complete understanding of the Terms, Conditions and Attachments. Terms and Conditions are attached.

Sodexo Live has exclusive food and beverage distribution rights within the Northern Kentucky Convention Center.

The Commonwealth of Kentucky Law prohibits any person and/or organization from bringing alcoholic beverages onto a licensed premise. All alcoholic beverages for display and/or distribution MUST be purchased from Sodexo Live. Organizations holding NKYCC License Agreement and/or their exhibitors MAY distribute sample food and/or beverage products ONLY upon written authorization, purchase of Health Department Permit and compliance with all Northern Kentucky Health Department regulations.

General Conditions

1.	Items dispensed are limited to products manufactured, processed and/or distributed by exhibiting firm. A subcontractor agreement and fee are required by Sodexo Live.
2.	Alcohol may not be sampled unless it has been arranged through Sodexo Live and meets all of their policies and guidelines.
3.	All beverages must be served in plastic disposable cups. No cans and/or bottles permitted.
4.	All items are limited to "sample size" and must be dispensed/distributed in accordance to Local and State Health Codes.
5.	Food items are limited to bitesize (2 X 2 inches or 2 ounces).
6.	Non-alcoholic beverages are limited to a maximum of 4 ounce sample size.
7.	Distribution of alcoholic products MUST be handled by bartender from Sodexo Live in compliance with Commonwealth of Kentucky Liquor Laws. Sample portions must be under the following limits: Beer - 7 ounces, Wine/wine coolers/spirit coolers - 2 ounces, Liquor/liqueurs - 0.5 ounces.
8.	Food and/or beverage items used as traffic promoters/attendee draws (i.e. popcorn, coffee, bar service) MUST be purchased from Sodexo Live.
9.	Approval must be granted by the Executive Director of the Northern Kentucky Convention Center and all health department permits secured prior to distribution of food and/or beverage samples. Convention Services will notify you if your request has been denied.
10.	Please contact the Northern Kentucky Health Department for regulations and required sampling permit, at 859.341.4264 or at www.nkyhealth.org. Exhibitor is responsible for all fees and compliance with regulations. Exhibit will be shut down if non-compliance is noted.

Product You Wish To Dispense:

Size Of Portion To Be Dispensed: _____

Proposed Method Of Dispensing: _____

Please Explain Purpose Of Offering Samples: _____

FOR OFFICE USE ONLY:	Approved: _____	Date: _____
	NKYCC Executive Director	



2026 EXHIBITOR'S MENU, PRICING, AND ORDER FORM
SO THAT WE MAY BEST SERVICE YOUR NEEDS, ALL ORDERS MUST BE COMPLETED 2 WEEKS PRIOR TO THE SERVICE DATE.

PHONE: 859-392-7802

EMAIL: martha.ferrante@sodexo.com

SNACKS & TREATS

ITEM	PRICE	PER
Pour Over Coffee Brewer	\$350.00	Day
<i>A pour over coffee brewer will be set up in your booth the day your show starts. You will receive (5) gallons of water, (10) bags of ground coffee, (2) bags of decaffeinated coffee, (10) tea bags, non-dairy creamers, sugar, artificial sweetener stirrers, napkins and (25) Styrofoam cups. The coffee brewer and pots are the property of Masterpiece Creations and must be returned at the conclusion of the show. Equipment not returned will be billed at replacement cost.</i>		
Freshly Brewed Coffee <i>Regular and Decaffeinated</i>	\$65.00	Gallon
Hot Water with a Selection of Teas	\$65.00	Gallon
Freshly Brewed Flavored Coffee <i>Ask about available Flavors</i>	\$85.00	Gallon
Fruit Punch, Lemonade or Iced Tea	\$55.00	Gallon
Assorted Bottled Fruit Juices	\$6.00	Each
Assorted Cold Pepsi Soft Drinks	\$5.00	Each
Bottled Spring Waters	\$5.00	Each
Sparkling Waters	\$5.75	Each
5-Gallon Watercooler <i>(w/ 20 Plastic Cups)</i>	\$125.00	Each
Replenishment 5-Gallon Watercooler	\$95.00	Each

ITEM	PRICE	PER
Bulk Assorted Candies	<i>Call for pricing</i>	
Whole Fresh Fruit	\$5.00	Each
Granola Bars	\$5.00	Each
Assorted Candy Bars	\$5.50	Each
Fancy Mixed Nuts	\$60.00	Pound
Individual Yogurts	\$5.50	Each
Apple Slices with Caramel Dip	\$8.50	Person
Corn Tortilla Chips (with Fresh Salsa)	\$44.00	Pound
Assorted Ice Cream Bars	\$8.95	Each
Blondies or Brownies	\$52.00	Dozen
Homemade Cookies	\$52.00	Dozen
Breakfast Pastries	\$52.00	Dozen

"FUN FOOD" MACHINES

Enhance your booth sales with these "fun food" machines that are a m attraction at events for both the young and the young at heart!

ITEM	PRICE	PER
Soft Pretzel Machine Rental <i>Includes set-up and a 6' Draped and Skirted Table.</i>	\$400.00	Day
Soft Pretzels with Mustard & Cheese Sauce	\$75.00	Dozen
Popcorn Machine Rental <i>Includes set-up and a 6' Draped and Skirted Table.</i>	\$400.00	Day
Popcorn Kits	\$45.00	Kit
Booth Attendant <i>This experienced Booth Attendant can pop the corn and help distribute product to your guests. The charge is \$125.00 per hour with a 4-hour minimum. A Labor fee per day will apply.</i>	\$125.00	Hour

Gratuity 24% & Service Charge 6% will be applied to all orders

SANITATION STATION @\$100.00 each, per day -

10oz. Sanitizer, Soap and Test Strips
5 Gallon Hand Washing Station and 3 Bus Tubs Directions Provided
*VENDORS ARE RESPONSIBLE FOR MAINTAINING THE SANITATION STATION THROUGHOUT THE SHOW

MISCELLANEOUS ITEMS

(50) Hot or Cold Cups	\$45.00 Total
(10) Pounds of Ice	\$45.00 Total

We look forward to serving you!

SODEXO LIVE! POLICIES

- All Exhibit Booth Orders are designed and packaged to be placed on your counters or booth tables.
- Orders submitted less than 10 business days in advance may be subject to a 10% increase in pricing.
- All orders must be accompanied by payment in full. Sodexo Live! will accept company checks drawn on a US Bank, Visa, Mastercard and American Express.
- All exhibitor show floor services are delivered on disposable-ware with appropriate condiments.
- A Credit Card is required to be on file for each exhibitor, securing on-site re-orders during the event.
- When re-ordering please allow a minimum of 30-45 minutes for all additional replenishment requests during the show.

Exhibitor AV Order Form 2026

ORDER ONLINE AT: <https://www.cognitoforms.com/PrestigeAVCreativeServices/NKYCCExhibitorAVOrderForm>

Video Equipment	Advance Show	Expo Rate < 14 days before	Floor Rate < 3 days before	Item Quantity	Subtotal
32" Flat Panel Monitor 16:9 ratio XGA	\$250	\$325	\$350		
42" Flat Panel Monitor 16:9 ratio XGA	\$350	\$400	\$425		
55" Flat Panel Monitor 16:9 ratio XGA	\$450	\$585	\$610		
65" Flat Panel Monitor 16:9 ratio XGA	\$600	\$780	\$805		
80" Flat Panel Monitor 16:9 ratio XGA	\$1450	\$1885	\$1910		
HDMI Splitter (more than one monitor)	\$50	\$75	\$100		
Media Player with USB or SD Card Reader	\$90	\$100	\$125		
Monitor Pole Stand with Shelf	\$115	\$150	\$185		
Monitor Pole Stand without Shelf	\$100	\$125	\$150		
Monitor Wall Mount	\$50	\$75	\$100		
Audio Equipment					
Two Speaker Sound System (two 8" speakers and stands)	\$200	\$260	\$285		
Two Speaker Sound System with Wired Microphone	\$225	\$290	\$315		
Two Speaker Sound System with Wireless Microphone	\$300	\$390	\$415		
Additional Wireless Mic	\$150	\$195	\$220		
Laptop/Media Player Audio Adapter	\$35	\$45	\$50		
Computer Equipment					
24" Flat Panel Monitor	\$175	\$225	\$250		
Laptop Computer	\$200	\$260	\$285		
Laser Printer (black & white)	\$175	\$225	\$250		
Presentation Equipment					
Presentation Easel	\$15	\$20	\$25		
Flipchart Easel with Markers	\$30	\$40	\$45		
34" Skirted AV Chart w/ Power Strip	\$30	\$40	\$45		
Wireless Presenter Mouse w/ built-in Laser Pointer	\$30				
				Subtotal	
				Set Up/ Delivery Labor	\$125.00
				Service Charge	23%
				Kentucky Sales Tax	6%
				TOTAL	\$

- This form is a small sample of commonly ordered exhibit AV rentals, please contact us directly for additional equipment options.
- Tax will be charged on all orders without a valid tax exempt form.
- A 23% service charge will apply to all orders.
- When this form is complete, we will email a formal quote with a secure payment link.
- Booth representative must be present in booth when equipment is delivered.
- If payment is not completed prior to delivery time, equipment will not be delivered.
- Client is required to supply all adapters for laptops or tablets without an HDMI port.
- AV mounting to booths must be contracted through decorator/booth construction company.

ORDER ONLINE AT: <https://www.cognitoforms.com/PrestigeAVCreativeServices/NKYCCExhibitorAVOrderForm>

Payment and Cancellation Notification Policy (notification must be submitted by email ONLY):

- Full payment is required prior to delivery of equipment and services.
- Cancellations without 48 hours notice will be charged 50% of total.
- Onsite cancellations will not be refunded.

For questions, contact us at:
NKYCC@prestigeav.com or 513.614.3200
13 of 14

Customer Information Form

Event Name: _____

Booth or Room Number: _____

Company Name: _____

Onsite Contact Name: _____

Cell Phone: _____ Email: _____

Requested Delivery Date: _____ Time: _____

Exhibitor Move-In Date: _____ Time: _____

Requested Pick-up Date: _____ Time: _____

Exhibitor Move-out Date: _____ Time: _____

Booth Size: _____

Booth Notes:

Billing Information

Billing Company Name: _____

Billing Contact: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Billing Email: _____ Billing Phone: _____

Preferred manner to receive invoices: Email Mail Fax

Please complete and submit to NKYCC@prestigeav.com



One West RiverCenter Blvd.
Covington, KY 41011

Exhibitor AV Order Form

ORDER ONLINE AT: <https://www.cognitofirms.com/PrestigeAVCreativeServices/NKYCCExhibitorAVOrderForm>

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65" Flat Panel Monitor 16:9 ratio XGA	\$600	\$780	\$805		
80" Flat Panel Monitor 16:9 ratio XGA	\$1450	\$1885	\$1910		
Media Player with USB or SD Card Reader	\$60	\$80	\$90		
Monitor Pole Stand with Shelf	\$115	\$150	\$185		
Monitor Pole Stand without Shelf	\$100	\$125	\$150		
Monitor Wall Mount	\$50	\$75	\$100		
Audio Equipment					
Two Speaker Sound System (two 8" speakers and stands)	\$200	\$260	\$285		
Two Speaker Sound System with Wired Microphone	\$225	\$290	\$315		
Two Speaker Sound System with Wireless Microphone	\$300	\$390	\$415		
Additional Wireless Mic	\$150	\$195	\$220		
Laptop/Media Player Audio Adapter	\$35	\$45	\$50		
Computer Equipment					
24" Flat Panel Monitor	\$175	\$225	\$250		
Laptop Computer	\$200	\$260	\$285		
Laser Printer (black & white)	\$175	\$225	\$250		
Presentation Equipment					
Presentation Easel	\$15	\$20	\$25		
Flipchart Easel with Markers	\$30	\$40	\$45		
34" Skirted AV Chart w/ Power Strip	\$30	\$40	\$45		
Wireless Presenter Mouse w/ built-in Laser Pointer	\$30	\$40	\$45		
				Subtotal	
				Set Up/ Delivery Labor	\$75.00
				Service Charge	23%
				Kentucky Sales Tax	6%
				TOTAL	\$

- This form is a small sample of commonly ordered exhibit AV rentals, please contact us directly for additional equipment options.
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For questions, contact us at:
NKYCC@prestigeav.com or 513.614.3200



One West RiverCenter Blvd.
Covington, KY 41011

Customer Information Form

Event Name: _____

Booth or Room Number: _____

Company Name: _____

Onsite Contact Name: _____

Cell Phone: _____ Email: _____

Requested Delivery Date: _____ Time: _____

Exhibitor Move-In Date: _____ Time: _____

Requested Pick-up Date: _____ Time: _____

Exhibitor Move-out Date: _____ Time: _____

Booth Size: _____

Booth Notes:

Billing Information

Billing Company Name: _____

Billing Contact: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Billing Email: _____ Billing Phone: _____

Preferred manner to receive invoices: Email Mail Fax

Please complete and submit to NKYCC@prestigeav.com



SMARTSOURCE

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