



EXHIBITOR SERVICE KIT

INSTRUCTIONS & ORDER FORMS

CURTIN

www.curtinconvention.com

415.883.7818



415.883.7818
www.curtinconvention.com



Welcome

Welcome Exhibitors:

Curtin Convention is pleased to serve as the General Service Contractor for this event, and we look forward to partnering with you.

We welcome the opportunity to blend our experience with your plans to develop a custom look and theme for your exhibit space. The following pages offer numerous selections for you to choose from.

For ease in ordering services, please refer to the enclosed Table of Contents to guide you through our Exhibitor Service Kit.

We are available to answer all questions and to assist you as you complete your plans for this event. Please contact Curtin directly for anything not included in this Exhibitor Service Kit.

**Curtin's Office Hours: 9:00 am to 5:00 pm PST, Monday through Friday
(415) 883-7818
info@curtinconvention.com**

Click the Curtin link to order online: [ORDER NOW](#)

The Curtin Team looks forward to collaborating with you towards a successful event!

Curtin Convention & Exposition Services, Inc.



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ADDITIONAL ORDER FORMS

Electrical, Internet, Audio Visual, Booth Cleaning and Catering Order Forms are enclosed in this Kit. Please refer to the appropriate vendors' order form to place your order.



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Show Information

LOCATION

Moscone West

EXHIBIT HALL

West Hall - Level 1

BOOTH SPACE PACKAGE:

Each 10' deep x 10' wide booth space includes:

- 8' High Backwall Drape
- 3' High Side Rail Drape
- (1) 6' Burgundy Skirted Table
- (2) Chairs
- (1) Wastebasket
- (1) ID sign

NO SUBSTITUTIONS OR CREDITS ARE ALLOWED.



*Booth spaces will be set with 8' High Burgundy Backwall and 3' High Burgundy Side Rails

ADDITIONAL SERVICES:

Electrical, Internet, Booth Cleaning, Audio Visual and Catering services are **NOT included in your booth space.*

- Electrical ordering information **to follow.**
- Internet and Booth Cleaning services are handled by the Moscone Center. Refer to the order forms located at the back of this kit.
- Audio Visual services are handled by Projection. Refer to the order forms located at the back of this kit.
- Catering is handled by Legends. Refer to the order forms located at the back of this kit.

EVENT SCHEDULE

Exhibitor Move-In	Exhibitor Hours	Dismantle/Move-Out	Carrier Check-In
Friday, 05/22/2026 2:00 pm to 5:00 pm	Saturday, 05/23/2026 11:00 am to 4:00 pm Reception in Expo Hall 8:00 pm to 10:00 pm	Tuesday, 05/26/2026 8:00 am to 10:00 am	Tuesday, 05/26/2026 8:00 am to 10:00 am
	Sunday, 05/24/2026 11:00 am to 4:00 pm		The exhibit floor must be cleared by 10:00 am.
	Monday, 05/25/2025 11:00 am to 4:00 pm		



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Important Dates & Deadlines Checklist

- | | | |
|--------------------------|------------------------------|---|
| <input type="checkbox"/> | Friday, 04/17/2026 | First day Freight can arrive to the advance warehouse |
| <input type="checkbox"/> | Friday, 04/17/2026 | Last day to order Inclusive Booth Package with branded backdrops |
| <input type="checkbox"/> | Wednesday, 04/30/2026 | Last day to receive Advance Price on furniture, accessories, labor, and signs |
| <input type="checkbox"/> | Wednesday, 04/30/2026 | Deadline to order Specialty Furnishings |
| <input type="checkbox"/> | Monday, 05/18/2026 | Advance Freight paperwork and payment due |
| <input type="checkbox"/> | Monday, 05/18/2026 | Last day to cancel Display Labor |
| <input type="checkbox"/> | Monday, 05/18/2026 | Last day Freight can arrive to the Advance Warehouse |
| <input type="checkbox"/> | Friday, 05/22/2026 | Exhibitor Move-In Hours: 2:00 pm to 5:00 pm |
| <input type="checkbox"/> | Saturday, 05/23/2026 | Exhibit Hours: 11:00 am to 4:00 pm
Reception in Expo Hall: 8:00 pm to 10:00 pm |
| <input type="checkbox"/> | Sunday, 05/24/2026 | Exhibit Hours: 11:00 am to 4:00 pm |
| <input type="checkbox"/> | Monday, 05/25/2026 | Exhibit Hours: 11:00 am to 4:00 pm |
| <input type="checkbox"/> | Tuesday, 05/26/2026 | Exhibit Tear Down: 8:00 am to 10:00 am |
| <input type="checkbox"/> | Tuesday, 05/26/2026 | Carrier Check-In Hours: 8:00 am to 10:00 am |
| <input type="checkbox"/> | Tuesday, 05/26/2026 | Exhibit Hall Floor must be cleared by 10:00 am |



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Preshow Checklist

Please review the entire Exhibitor Service Kit.

All orders must comply with Curtin's payment terms and conditions as specified in the Exhibitor Service Kit.

Arrange in-bound freight/Material Handling

1. If you are shipping materials for your booth, be sure to:
 - o Choose Advance or Direct Shipping:

Advance Shipping:

 - If you ship to the Advance Warehouse, your freight will be guaranteed to be in your booth for the first day of set up.
 - Refer to the Late to Warehouse date. Freight received after the date will incur a 25% late fee plus a transit fee.
 - The Advance Warehouse is not able to accept loose unpackaged pieces. Shipping crates, fibers, cartons, hanging signs, carpet, padding, and pallets are acceptable.

Direct Shipping:

 - If you ship direct to show site, note the dates that shipments can be received. Shipments arriving before these dates will be refused.
 - **PLEASE NOTE: Any freight arriving on a Saturday, Sunday or before 9:00 am and after 3:00 pm Monday – Friday or observed local union holidays will incur an overtime surcharge.**
2. Fill out the Material Handling form in this Kit to estimate your costs and submit the form with your payment.
3. Label your freight correctly with your company name, booth number, event/show name and address listed in the Exhibitor Service Kit. Shipping label forms are provided for Advance Warehouse shipments.
4. Bring all copies of shipping documents with tracking numbers to show site.

Order graphics/signs and submit artwork

- See the Artwork Submission Guidelines page in this Kit for format information and submission details.

Order booth furnishings/accessories

- Refer to the forms in this Kit for many options to enhance the look of your exhibit. Discount price deadlines are noted on the forms.

Order Curtin installation & dismantle labor, and/or submit EAC forms with proof of insurance

- Please review the Labor Guidelines page to determine if you need to hire labor to set-up/tear down your exhibit properties.
- If you are using a firm other than the official service contractor, you must submit the Notification of Intent to Use EAC form and proof of insurance at least 30 days prior to the first day of exhibitor move-in. Without these documents, your EAC will not be allowed to set up or dismantle your exhibit.

Order additional/ancillary services

- There may be forms in this Kit for other services such as electricity, internet, audio visual, lead retrieval, floral or catering.
- These services are provided by vendors other than Curtin. Be sure to submit forms and payments to the proper vendors. Please make note of ordering discount deadlines.

Submit your order with payment (REQUIRED)

- This will ensure all booth options, graphics, furnishings and accessories are reserved for your event. Orders received without payment cannot be processed.
- We accept Mastercard, Visa, American Express, company check or wire transfer.

Arrange out-bound freight

- Before the end of the event, be sure to visit the Curtin Service Desk to confirm your outbound carrier.
- No Material Handling form will be distributed unless your account is paid in full.
- Saia LTL is the official show carrier. If you are using your own carrier, you need to schedule them for a pickup according to the show schedule.
- Please note the carrier check-in time on the Show Information page.
- If your carrier does not check-in by the date/time listed, your freight will be re-routed to ship with Saia LTL at your expense.



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On-site Checklist

- Check all freight when you arrive**
 - Verify that all of your shipments have arrived in your booth. Check against your shipping documentation **before** unpacking any freight.
- Booth set-up**
 - Make an inventory of all the items ordered and contact Curtin's Service Desk with any needs.
 - If you are ordering Curtin's Installation Labor, please go to the Curtin Service Desk to inform Curtin you are ready for your labor.
 - Installation/Dismantle Labor start time is only guaranteed when placed by the exhibitor prior to Installation.
 - Once your booth is set up, pick up "EMPTY" stickers at the Curtin Service Desk. Tag any empty containers you need stored with the provided "EMPTY" stickers, and let the Curtin service desk know your containers are ready to be stored.
- Arrange outbound shipping**
 - T-Force Freight is the Official Show Carrier and will be on-site at the close of show to assist Exhibitors.
 - Bills of Lading and labels will be provided for those Exhibitors using T-Force Freight.
 - If you are not using T-Force Freight, you are responsible for providing Curtin with a Bill of Lading containing outbound shipping information.
 - If you are using your own carrier, you must schedule them in advance to pick up your shipment(s), and advise Curtin of timing.
 - Note the Carrier Check-in date/time on the Show Schedule form.
 - If your carrier doesn't check in by the date/time listed, your freight will be rerouted onto T-Force Freight at your expense, billed to your company by Saia LTL.
 - Please provide all drivers with Curtin's Teamster Foreman's name and cell phone for pick-up. Please visit the Curtin service desk on-site for this information.
- Booth freight packed and ready to ship out**
 - Once your freight is packed and labeled to ship out, you must turn in your Material Handling form(s) at the Curtin Service Desk.
 - **Do not leave your Bill of Lading in your booth space or on your freight.**
If your do not provide your Bill of Lading to Curtin, your shipment may be delayed and/or rerouted to a show carrier.



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Payment Terms

- All orders must be accompanied with **PAYMENT IN FULL**.
- Payment for all orders and services must be received prior to the close of the show. Please see the stated forms of payment to prepare your full payment.
- Payment must accompany all orders regardless of preferred payment method before orders will be filled or services will be rendered.

ADVANCE DISCOUNT PRICES will be applied if the order and full payment are received by Curtin 21 days prior to the show installation.

Advance discount pricing deadline: 04/30/2026

PAYMENT OPTIONS

- Company or Personal Check mailed with your order forms.
- Credit Card by completing the enclosed Payment Form or ordering online through Curtin's online portal.
VISA, Mastercard, and American Express accepted.
- Wire Transfers are accepted: Call (415)883-7818 to arrange processing.

FURTHER INSTRUCTIONS OF PAYMENT BY CREDIT CARD

- Online orders may enter the Credit Card into Curtin secure portal.
- If you completed your order forms via the provided PDF of the Exhibitor Service Kit, please email the completed forms, including the Payment form, to info@curtinconvention.com.

ADDITIONAL PAYMENT TERMS

- Orders placed at show-site must be paid in full at the time of ordering and will be charged at the **REGULAR PRICE**.
- If you order in **ADVANCE**, substantial savings will apply. We encourage you to take advantage of the **ADVANCE DISCOUNT ORDER** prices.
- **CANCELLATION POLICY FOR DISPLAY LABOR:** No refunds or credits will be issued after the date printed on the Display Labor Order Form (three days prior to show move-in date).
- Any discrepancy in items ordered and items received, or any questions or complaints concerning services, **MUST** be reported to the Curtin Service Desk at the show immediately upon noting it.



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Shipping Information

ADVANCE WAREHOUSE INFORMATION

Material Handling Fees Include:

- Labor and equipment to unload shipments
- Receiving and Storage up to 30 days prior to show installation date.
- Roundtrip delivery of shipments to and from the booth location.
- Roundtrip handling of marked empty containers.
- Reloading of shipments onto outbound carriers or private vehicles.

International shipments must be cleared through customs. Curtin's Advance Warehouse does not handle clearing U.S. customs. Exhibitors shipping to the U.S. are responsible for all customs requirements.

Advance shipments will be accepted 04/17/26 through 05/18/2026 between the hours of 9:00 am - 3:00 pm Monday-Friday only. Closed weekends and holidays. Shipments received after the advance receiving deadline will be charged a 25% late fee plus a transit charge.

ADVANCE WAREHOUSE SHIPPING ADDRESS

Label as shown below or use the provided labels.

TO: (Exhibiting Company Name/Booth #)

FOR: ABAI 2026

C/O: Palmisano / Curtin Convention
365 East Grand Avenue, Unit C
South San Francisco, CA 94080

SHOW SITE INFORMATION

The Teamsters Union has jurisdiction over the operation of the loading area/dock.

Hand Carry - If an Exhibitor can carry the full contents of his/her booth materials in one trip by one person without the use of a hand truck, dolly, or wheels, he/she is free to hand carry the items in at no charge. Exhibitors must self-park and then bring materials through the main entrance of the Exhibit Hall. Multiple trips are not permitted.

Unloading Service by Weight

Exceeding the Hand Carry option will result in the weighing in materials as described on the Material Handling form. Charges apply to third party shipments and all private vehicles.

DO NOT SHIP MATERIALS IN ADVANCE TO THE CONVENTION CENTER.

At this time we do not recommend shipping direct to show site. If you have any questions, please contact info@curtinconvention.com or (415) 883-7818.

REFER TO MATERIAL HANDLING PAGES FOR MORE INFORMATION



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Union Regulations, Safety & Tipping

UNION REGULATIONS

Stated below are the clauses pertaining to jurisdiction of the Union contracts that ALL Convention Decorating and Drayage companies are signatory to.

DISPLAY WORKERS UNION

Members of this Union have jurisdiction over all setup and dismantling of exhibits, including signs, and laying of carpet. This does not apply to the unpacking and placement of your merchandise, i.e., items produced by you for sales that are to be displayed in your booth, or literature describing same. You may setup your exhibit display if one person can do so in less than one half-hour, without the use of tools.

TEAMSTERS UNION

This Union has jurisdiction over the loading area/dock which includes the operation of all material handling equipment, all unloading and reloading, and the handling of empty containers. An Exhibitor may move material that is hand carriable by one person in one trip without the use of dollies, hand trucks, or other mechanical equipment.

ELECTRICIANS UNION

The Electricians Union has jurisdiction over the installation, placement, and connecting of all electrical lines and power outlets, including floor and spotlights.

SAFETY

Standing on chairs, tables, or other rental furniture is **PROHIBITED**. This furniture is not engineered to support your standing weight. Curtin cannot be responsible for injuries or falls caused by standing on or any other improper use of Curtin furniture or equipment. If assistance is required in assembling your booth, please order labor on the DISPLAY LABOR ORDER FORM and the necessary ladders and tools will be provided with skilled Union labor.

TIPPING

Curtin requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status and we feel that tipping is not necessary; this applies to all employees. Any request for tipping should be brought to the attention of a Curtin representative at the Service Desk.



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Petroleum Surcharge

PETROLEUM SURCHARGE INFORMATION

Curtin Convention & Exposition Services, Inc. has enacted a petroleum surcharge program.

While the industry standard petroleum surcharge is 4%, Curtin has enacted an increase of 2% on all services published in the Exhibitor Service Kit. The petroleum surcharge will be shown as a separate line item on your Curtin Convention & Exposition Services, Inc. "Computation of Charges" page.

Petroleum costs impact every facet of the trade show business, from the cost of carpeting (which is essentially processed petroleum), to plastics, visqueen, propane fuel and diesel fuel.

Curtin Convention & Exposition Services, Inc. appreciates your understanding.



CURTIN

ORDER FORMS

Please see specific order forms for your needs

All orders must comply with Curtin's payment terms and conditions as specified in the Exhibitor Service Kit.



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Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Limits of Liability & Responsibility

1. CURTIN and its contractors shall not be liable for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, mysterious failure of power or utilities, or other events of force majeure, including natural disasters, public health emergencies or other events outside of the reasonable control of Curtin.
2. CURTIN and its contractors shall not be liable to any extent whatsoever for indirect, special, incidental, or consequential damages, including, but not limited to, delay; any actual, potential or assumed loss of profits or revenues; loss of use of equipment or products; or any collateral costs that result from any loss, injury or damage to Exhibitor's materials or exhibitor personnel which make it impossible or impractical to exhibit the Exhibitor's materials.
3. It is understood that CURTIN and its contractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by CURTIN hereunder are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. It is further understood and agreed that CURTIN and its contractors do not provide for full liability should loss or damage occur. In the event that CURTIN or its contractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$3 per pound per article, with a maximum liability of \$450.00 per item or \$1000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or non-performance of obligations imposed by the offering of services to Exhibitors, or from negligence, active or otherwise by CURTIN, its contractors, or their employees. If using T-Force Freight for outbound shipping, see email from T-Force Freight.
4. CURTIN and its contractors shall not be liable for damage, loss, or delays due to uncrated freight, freight improperly packed, glass breakage or concealed damage.
5. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by CURTIN or its contractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pickup of freight from the booth for loading onto an outbound shipping company. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that CURTIN and its contractors are not liable for the loss of, disappearance of, or damage to Exhibitor's freight after the same has been delivered to Exhibitor's booth, nor are CURTIN and its contractors liable for Exhibitor's freight before it is picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to CURTIN or its contractors by Exhibitor will be checked at the time of pickup from booth and corrected where discrepancies exist.
6. CURTIN and its contractors shall not be liable for any damage incurred during the handling of equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to CURTIN in time to obtain the proper equipment.
7. CURTIN and its contractors shall not be liable for ordinary wear and tear in handling of equipment.
8. Claims for loss or damage must be submitted to CURTIN by the close of the show. No suit or action shall be brought against CURTIN or its contractors more than six months after the cause of action accrues.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that CURTIN and its contractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of CURTIN or its contractors shall sign a delivery receipt, bill of lading or other document, the parties agree that CURTIN or its contractors will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. CURTIN and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.



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Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Limits of Liability & Responsibility

- 11. Empty container labels will be available at the CURTIN Service Desk. for exhibitors using Curtin's material handling forms. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and CURTIN and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
- 12. In order to expedite removal of freight from the show site, CURTIN shall have the authority to change designated carriers if such carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight may be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. CURTIN assumes no liability as a result of such rerouting or handling.
- 13. The Exhibitor agrees, in the event of a dispute with CURTIN or its subcontractors relative to any loss or damage to any of the Exhibitors freight or equipment, that the Exhibitor will not withhold payment in any amount due to CURTIN for freight handling services or any other services provided by CURTIN against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay CURTIN prior to the close of the show for all such charges and further agrees that any claim the Exhibitor has against CURTIN or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.
- 14. No credit or refund will be issued on any orders cancelled after the advance order deadline date.
- 15. No credit or refund will be issued after the close of the event. The placing of an order for the services of trades people and the use of equipment by exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of CURTIN in its sole discretion. Upon CURTIN's written acceptance and approval, the Exhibitor and its agents shall be bound by the terms and conditions set forth in this agreement. Likewise, once CURTIN receives an exhibitors order, any shipper consigning or delivering a shipment to CURTIN or its subcontractors on behalf of the Exhibitor shall be bound by the terms and conditions set forth in this agreement. Be sure your freight is insured from the time it leaves your firm until it is returned after the show. Exhibitors must arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Be sure your liability insurance is in effect during transit & return of your freight, during storage & at show site. CURTIN is governed by the Limits of Liability & Responsibility as set forth as above.
- 16. a.LIMITATION OF LIABILITY. TO THE FULL EXTENT PERMITTED BY LAW, CURTIN'S AGGREGATE LIABILITY FOR DIRECT DAMAGES FOR ALL CLAIMS ARISING OUT OF OR RELATED TO CURTIN'S SERVICES WILL NOT EXCEED THE AMOUNT EQUAL TO THE ACTUAL FEES PAID TO CURTIN UNDER EACH STATEMENT OF WORK b.NO CONSEQUENTIAL DAMAGES. NOT WITHSTANDING ANYTHING TO THE CONTRARY IN THIS AGREEMENT AND ONLY TO THE EXTENT PERMITTED BY APPLICABLE LAW, CURTIN WILL NOT BE RESPONSIBLE FOR SPECIAL, INDIRECT, EXEMPLARY, INCIDENTAL, CONSEQUENTIAL OR OTHER SIMILAR DAMAGES (INCLUDING DAMAGES FOR LOSS OF BUSINESS, USE, REVENUE, OR PROFITS, BUSINESS INTERRUPTIONS, LOSS OF INFORMATION, HARM TO REPUTATION, OR EMOTIONAL DISTRESS) THAT MAY ARISE IN CONNECTION WITH SERVICES ORDERED OR THE SERVICES, HOWEVER CAUSED AND UNDER WHATEVER THEORY OF LIABILITY, EVEN IF CURTIN HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
- 17. Event Cancellation. The above Agreement is subject to the agreement between Curtin and the Association or other entity holding the Event (the "Service Agreement"). If the Event is cancelled for any reason, or the Service Agreement is terminated for any reason, Curtin shall have no obligation to Exhibitor in connection with the Event, and Exhibitor hereby releases Curtin from any and all damages incurred by Exhibitor as the result of such cancellation and/or termination. Curtin will refund monies paid to Curtin by Exhibitor in connection with its appearance at the Event, but not monies paid for services already rendered (e.g., shipping, special signs, etc.).
- 18. Any controversy, claim, or dispute arising out of, or relating to, this agreement or its breach, validity, construction, or performance shall be settled by arbitration in San Francisco, California, in accordance with the rules of the American Arbitration Association, and judgment upon the award may be entered in the highest court of the forum, state or federal district, having jurisdiction. The parties to this agreement acknowledge that by agreeing to submit their disputes to binding arbitration they are waiving their constitutional rights to a jury trial and an appeal of any decision rendered in the arbitration.

I have read and agree to these Limits of Liability & Responsibility.

Name, Title, and Organization _____

Signature _____ Date _____



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Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Computation of Charges Form

IMPORTANT INFORMATION

Below are the options for submitting the completed Curtin order forms and payment:

Order online by clicking the link below.

ORDER NOW

Email to
info@curtinconvention.com

Mail
Curtin Convention & Exposition
Services, Inc.
2269 Chestnut Street
Suite 628
San Francisco, California 94123

All other order forms (i.e. electrical, audio/visual, etc.) and payments should be sent directly to the appropriate company providing these services.

Contact information for these non-Curtin order forms is enclosed. Please refer to the Table of Contents to assist in viewing these forms.

RECAP OF ITEMS AND SERVICES ORDERED AND PAYMENT

Material Handling.....	= \$	_____
Display Labor	= \$	_____
Display Tables & Counters.....	= \$	_____
Furniture & Accessories	= \$	_____
Inclusive Booth Package	= \$	_____
Custom Exhibit Display & Add-ons	= \$	_____
Booth Carpet	= \$	_____
Specialty Furnishings	= \$	_____
Signs	= \$	_____
	Subtotal = \$	_____
	2% Fuel Surcharge = \$	_____
	9.25% Sales Tax = \$	_____
	Total: \$	_____
	(U.S. Dollars)	

COMPLETE THE PAYMENT FORM ON THE FOLLOWING PAGE.



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Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Payment Information Form

IMPORTANT INFORMATION

PAYMENT IN FULL is required for all orders.

Advance Discount prices are valid 21 days prior to show installation. Send forms by 04/30/26 to receive discounted pricing.

Regular prices will be charged after 21 days prior to the show installation and for all show site orders.

Payment Options:

Check payable to and mailed to:

Curtin Convention & Exposition Services, Inc.
2269 Chestnut Street, Suite 628
San Francisco, CA 94123

Credit Card: Complete this form for VISA, Mastercard, and American Express

Wire Transfer: Call (415) 883-7818 to arrange processing.

*Discrepancies between items ordered and received must be reported immediately to a Curtin representative to resolve and provide any valid adjustments to your account. If notifications of discrepancies are received after the show, Curtin will not honor adjustment and credits.

EXHIBITOR PROFILE

Exhibiting Company: _____	Booth #: _____
Contact Name: _____	
Email: _____	Cell Phone: _____

METHOD OF PAYMENT

Company Check Credit Card (select card type)

Wire Transfer VISA Mastercard American Express

CREDIT CARD INFORMATION

Cardholder Name: _____	
Email: _____	Phone: _____
Account #: _____	Expiration Date: _____
Signature: _____	Security Code: _____
Cardholder Billing Address: _____	
City/State/Zip: _____	



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Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Material Handling Information

CHOOSING YOUR CARRIER

Please carefully consider your carrier prior to shipping your materials to and from the event. Various carriers are set up to operate on a certain schedule or with limited delivery options. Some carriers will not deliver to a loading dock, some deliver without verification or signature of delivery. This may result in delays in delivery or additional fees.

POV (Privately Owned Vehicle): If you are delivering your materials to the show site loading dock/area in your own vehicle, Material Handling charges are applied. Please refer to the Union Regulations in this Exhibitor Service Kit and plan accordingly. Union Teamsters have jurisdiction over the loading dock for all shipments and deliveries.

RATE CLASSIFICATIONS

Crated: Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

Uncrated: Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The Advance Warehouse is not able to accept loose/unpackaged pieces. Shipping crates, fiber cases, cartons and pallets are acceptable.

ADDITIONAL FEES MAY BE APPLICABLE

Late to Warehouse Fee: Shipments arriving after **05/18/26** will be charged a 25% late fee.

A transit charge from the advance warehouse to show site will be applied. Transit charges will be determined at the time of the receipt of late freight.

Extra Services Fees: Forklift and extra handling labor fees may apply. Call (415)883-7818 to make arrangements and receive a quote.

MINIMUM MATERIAL HANDLING FEE

**There is a 200 pound minimum fee per shipment.
When estimating total shipment weight, round up to the next 100 pounds.**

The Teamster Union has jurisdiction over the operation of all material handling equipment, all unloading and reloading of trade show freight materials and the handling of empty containers.

All Private Owner Vehicles (POV) and Third Party Carriers will be unloaded/loaded at the facility's loading area/dock during the listed set-up and dismantle dates/times.

- Use of the Loading Dock/Area is EXCLUSIVE to Union unloading and loading of materials. -

Hand Carry - If an Exhibitor can carry the full contents of his/her booth materials in one trip by one person without the use of a hand truck, dolly, or wheels, he/she is free to hand carry the items in at no charge. Exhibitors must self-park and then bring materials through the main entrance of the Exhibit Hall. ***Multiple trips are not permitted.**

Unloading Service by Weight - If the full contents of an Exhibitor's booth materials EXCEED the above stated Hand Carry option, The Exhibitor's full contents will be weighed at the load area. The Exhibitor will be charged prior to unloading for on-site freight service according to the published rates based on a 100 lb. with a 200 lb. minimum charge for standard services. All private owner vehicles and third party shipping companies will be unloaded/loaded at the loading area and charges will be billed as stated. The price includes unloading prior to the show and reloading after the show end. Please refer to the Material Handling Order Form on the following page for rates and description.



415.883.7818
www.curtinconvention.com

Event Name: _____
 Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Advance Warehouse, Drayage & Material Handling Order Form

Originating City/State of Shipment:	
Carrier:	
Local Representative:	
Phone # of Local Representative:	
Shipping Date:	Approximate Arrival Date(s):
# of Shipments:	# of Total Pieces:

DEADLINE TO SHIP TO ADVANCE WAREHOUSE: 05/18/26

<p>ADVANCE WAREHOUSE SHIPMENTS</p> <p>Crated or Uncrated Regular Service Shipment Weight x \$295.00/CWT = \$ _____</p> <p>Crated or Uncrated Special Service (Shipped via UPS, FedEx, DHL) Shipment Weight x \$325.00/CWT = \$ _____</p> <p>Late Shipments - 25% Fee Shipments received at the warehouse after 05/18/26 are charged a 25% late fee. A transit charge from the advance warehouse to show site will be applied. Transit charges will be determined at the time of the receipt of freight.</p> <p style="text-align: right;">TOTAL FEE \$ _____</p>	<p>DIRECT SHIPMENTS TO SHOW SITE</p> <p style="text-align: center;">DO NOT SHIP MATERIALS IN ADVANCE TO THE CONVENTION CENTER.</p> <p>At this time we do not recommend shipping direct to show site. If you have any questions, please contact info@curtinconvention.com or (415) 883-7818.</p>
--	--

***When estimating and recording total weight per shipment, please round to next 100 lbs.**

***There is a 200 pound minimum charge. Shipments under 200 pounds will be charged at 200 pounds.**

IMPORTANT: It is understood that your calculation as stated above is only an estimated weight. Final charges will be calculated and billed based on actual weight of the shipment.

THIS FORM MUST BE SIGNED AND RETURNED PRIOR TO SHIPMENT OF MATERIALS. ALL TERMS AND CONDITIONS HEREIN STATED ARE UNDERSTOOD AND ACCEPTED.

Material Handling Labor *Please refer to Display Labor Order form to determine straight time and over time hours.

Material Handling Labor	Straight Time	Over Time
Material Handler	\$178/hr.	\$288/hr.
Forklift with Operator up to 4,000 lbs	\$222/hr.	\$354/hr.
Forklift with Operator up to 10,000 lbs	\$264/hr.	\$390/hr.

Authorized By: _____ Signature: _____

First date freight can arrive to Advance Warehouse: 04/17/2026
Last date freight can arrive to Advance Warehouse: 05/18/2026

SHIPPING LABEL INSTRUCTIONS AND INFORMATION

- The provided labels are for your convenience. Feel free to use your own labels and include all the information shown below.
- Make copies of the completed labels.
- Cut the completed shipping label(s) along the line and securely affix the label(s) to each piece in your shipment.

ADVANCE WAREHOUSE SHIPMENT

To: _____
Exhibitor Name Booth #

C/O: Palmisano / Curtin Convention
365 East Grand Avenue, Unit C
South San Francisco, CA 94080



Event: ABAI 2026

Booth #: _____

Piece #: _____ **of:** _____ **pieces**

**Must Arrive by 05/18/26 by 3:00 pm!*

ADVANCE WAREHOUSE SHIPMENT

To: _____
Exhibitor Name Booth #

C/O: Palmisano / Curtin Convention
365 East Grand Avenue, Unit C
South San Francisco, CA 94080



Event: ABAI 2026

Booth #: _____

Piece #: _____ **of:** _____ **pieces**

**Must Arrive by 05/18/26 by 3:00 pm!*



415.883.7818
www.curtinconvention.com

Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Reforwarding Instructions & Outbound Shipping

--OUTBOUND SHIPPING IS NOT AUTOMATIC--

PLEASE READ THE INSTUCTIONS BELOW TO PROPERLY PREPARE YOUR OUTBOUND SHIPMENTS:

- Curtin is not responsible for shipments left on the show floor by Exhibitors.
- At the time of removal from an Exhibitor's booth, Curtin will count and ship pieces as found in the booth.
- Curtin is not responsible for damage to improperly packed uncrated materials, any concealed damage, loss, theft of materials after they have been delivered to the booth, or before materials are picked up and loaded out of the exhibit area.

Exhibitors using the T-Force Freight, the Official Show Carrier

- T-Force Freight is the official show carrier and will be on-site at the close of the show to assist Exhibitors with outbound shipments.
- Bills of Lading and Labels are provided by T-Force Freight to Exhibitors using T-Force Freight for outbound shipments.
- Exhibitors must fill out and turn in a T-Force Freight Bill of Lading to the Curtin Service Desk.

Exhibitors not using T-Force Freight

- Exhibitors are responsible for providing Curtin with the Bill of Lading containing outbound shipping information prior to leaving the show floor.
- At the close of the show is a carrier fails or refuses to pick-up or refuses to accept shipments, Curtin reserves the right to reroute such shipments where no disposition is provided, or materials will be hauled to a warehouse pending advice from the Exhibitor. The Exhibitor will be charged accordingly for this service. No liability will be assumed by Curtin as a result of such rerouting of handling. The liability of Curtin is hereby limited to \$.30 per pound per article, and values exceeding this limitation should be insured by the shipper.

Important Dates/Times for Exhibitors not using T-Force Freight

- Carrier Pick-Up at the Convention Center's Loading Dock - 8:00 am to 10:00 am, Tuesday, 05/26/26.
- Deadline for Show to be clear of all shipments - 10:00 am.
- Any materials/shipments left on the show floor will be shipped out via T-Force Freight at the Exhibitor's expense after 10:00 am.

METHOD OF OUTBOUND SHIPPING

(Check One)

- | | |
|--|--|
| <input type="checkbox"/> T-Force Freight | <input type="checkbox"/> Private Vehicle |
| <input type="checkbox"/> Air Van Line | <input type="checkbox"/> Other _____ |
| | _____ |

RETURN SHIPPING ADDRESS

Contact Person: _____

Phone: _____

Carrier: _____	# of Pieces: _____
----------------	--------------------

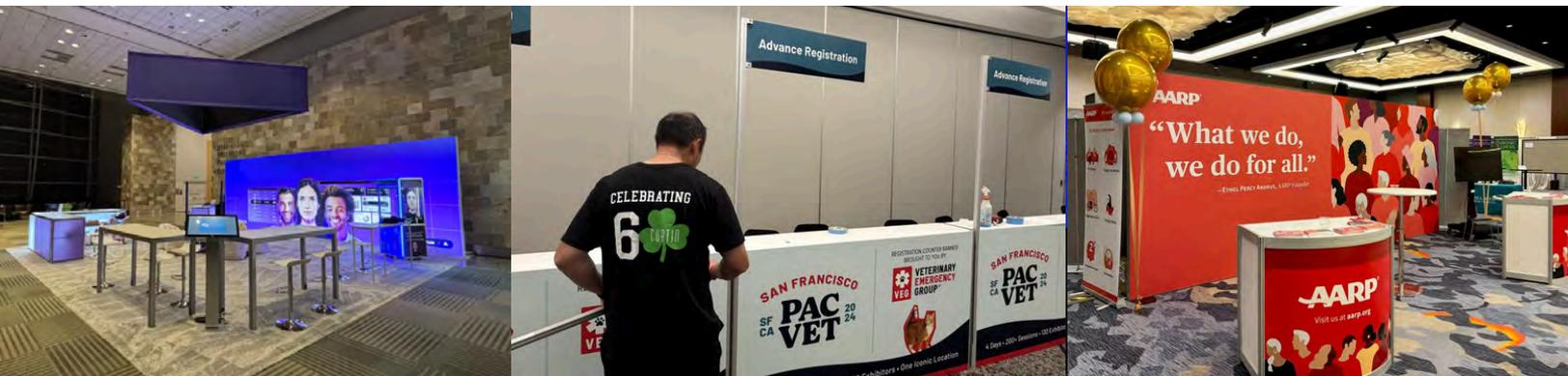
Curtin Installation & Dismantle Services



Take advantage of experience, convenience and cost-effectiveness and order Curtin labor for your booth installation and dismantling needs.

Your Curtin Installation and Dismantle Team provides:

- Knowledgeable and dedicated talent
- Coordination of all event services
- Relationships with venues and local unions
- Standby support for all booth related needs





415.883.7818
www.curtinconvention.com

Event Name: _____
 Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Display Labor Order Form

IMPORTANT INFORMATION

Advance Price Discount Deadline:
04/30/26

Please use this form to order
Display Labor.

Cancellation Policy:
No Refunds or Credits after:
05/18/26

WHEN DO YOU NEED TO ORDER DISPLAY LABOR?

The Display Workers Union has jurisdiction over all set-up and dismantling of exhibits, including signs, and laying carpet. This does not apply to unpacking and placement of your merchandise (i.e. items for sale in your booth or literature). You may set-up your exhibit display if one person can do so in less than one half-hour, without the use of tools or ladders. If your booth requires more time or assistance, please use this form to order Display Labor.

Rates: 1-hour minimum per worker.

Straight Time:
8:00 AM to 4:30 PM, weekdays

Overtime:
6:00 AM to 8:00 AM and 4:30 PM to 10:00 PM, weekdays and all day Saturdays, Sundays, and Holidays

Display Labor	Straight Time	Over Time
Advance Price	\$205.00/hr.	\$332.00/hr.
Regular Price	\$265.00/hr.	\$363.00/hr.

SELECT YOUR INSTALLATION AND DISMANTLE NEEDS BELOW

	Requested Date/Time	# of Laborers	# Hours	Hourly Rate	Total Cost
Installation	_____		X	X	= \$ _____
	_____		X	X	= \$ _____
Dismantle	_____		X	X	= \$ _____
	_____		X	X	= \$ _____

of shipping cases and/or crates for exhibit (not including cartons for literature, product, other items not required for this labor. Total # of Cartons/Crates: _____

() Drawings, blueprints, and photos enclosed in case # _____

() Drawings, blueprints, and photos enclosed with this order.

For Display Labor - Supervision of all labor is required (check one)

- Exhibitor Supervision** On-site/after hours contact cell phone: _____
 On-site/after hours contact name: _____
- Curtin Supervision** Please install and dismantle without an Exhibitor supervising.

Display Labor ordered as supervised by Curtin will be charged an additional 30% of the total installation and dismantle labor bill, with a minimum of \$45.00.

Special Instructions: _____

Estimated Total Labor \$ _____



415.883.7818
www.curtinconvention.com

Event Name: _____
 Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Display Tables & Counters

Skirted Tables

Tables- 30"H x 24"D
 Counters - 40"H x 24"D
 Lengths - 4'L, 6'L and 8'L



Round Tables

30" Diameter x 30"H
 30" Diameter x 40"H



Display Tables & Counters Order Form

Please Select Skirting Color: (check one) Black Blue White Grey Red Burgundy Unskirted tables (\$10.00 less)

30" High Tables

	Quantity	Advance Price	Regular Price	
4'W x 2'D	x	\$227.00	or \$265.00	\$ _____
6'W x 2'D	x	\$248.00	or \$311.00	\$ _____
8'W x 2'D	x	\$288.00	or \$343.00	\$ _____
4th side draped (add)	x	\$65.00	or \$76.00	\$ _____

40" High Counters

	Quantity	Advance Price	Regular Price	
4'W x 2'D	x	\$248.00	or \$311.00	\$ _____
6'W x 2'D	x	\$265.00	or \$357.00	\$ _____
8'W x 2'D	x	\$297.00	or \$397.00	\$ _____
4th side draped (add)	x	\$ 76.00	or \$88.00	\$ _____

Round Tables

	Quantity	Advance Price	Regular Price	
30"D x 30"H, black cloth	x	\$276.00	or \$276.00	\$ _____
30"D x 40"H, black spandex cover	x	\$276.00	or \$276.00	\$ _____

*Round tables not available for order on-site

Advance Price Discount Deadline: 04/30/26 Total Display Tables & Counters \$ _____



415.883.7818
www.curtinconvention.com

Event Name:	_____
Company Name:	_____
Contact Name:	_____
Email Address:	_____
Cell Phone:	_____
Booth #:	_____

Furniture & Accessories Order Form

Please view the following page for photos of the available items listed on this page. For special requests, please contact info@curtinconvention.com.

Furniture	Quantity	Advance Price	Regular Price	
A. Side Chair - Black or Grey		x \$155.00	or \$186.00	\$ _____
B. Arm Chair, padded Grey		x \$175.00	or \$233.00	\$ _____
C. Stool, Black or Grey		x \$184.00	or \$271.00	\$ _____
D. Swivel Chair - Black		x \$175.00	or \$233.00	\$ _____

Accessories	Quantity	Advance Price	Regular Price	
E. Wastebasket		x \$35.00	or \$42.00	\$ _____
F. Easel		x \$96.00	or \$119.00	\$ _____
G. Bag Rack		x \$174.00	or \$259.00	\$ _____
H. Literature Rack		x \$248.00	or \$324.00	\$ _____
I. Raffle Drum		x \$115.00	or \$172.00	\$ _____
J. Posterboards		x \$220.00	or \$286.00	\$ _____
K. Chrome Sign Holder		x \$190.00	or \$283.00	\$ _____

**Items not available for order on-site: Bag Racks, Literature Racks, Raffle Drum, Posterboards, and Chrome Sign Holders.*

Advance Discount Price Deadline: 04/30/26

Total Furniture & Accessories \$ _____



415.883.7818
www.curtinconvention.com

Event Name: _____
 Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Furniture & Accessories Options

OPTIONS:

- A. Side Chair
- B. Padded Arm Chair
- C. Stool, Black or Grey
- D. Swivel Chair, Black
- E. Wastebasket
- F. Easel
- G. Bag Rack
- H. Literature Rack
- I. Raffle Drum
- J. Poster Board (8'w x 4'h)
- K. Chrome Sign Holder (22"W x 28"H)

PAYMENT POLICY:

To obtain advance pricing, full payment must be included with your order and all orders must be received by CURTIN no later than 10 days prior to show installation.

Advance Discount Price
Deadline: 04/30/26

All invoices must be settled at the on-site service desk prior to the close of the show.

No credits will be issued after the closing date of the show.

CANCELLATION POLICY:

Items cancelled after Curtin move-in begins will be charged at 50% of **original** prices.

Items cancelled after delivery will be charged at 100% of original price.

 <p>A</p>	 <p>B</p>	 <p>C</p>
 <p>D</p>	 <p>E</p>	 <p>F</p>
 <p>G</p>	 <p>H</p>	 <p>I</p>
 <p>J</p>	 <p>K</p>	<p>Contact Curtin for special requests.</p>

CURTIN

Convention & Exposition Services, Inc.

Inclusive Booth Packages

What's included:

Each Booth Package includes a thoughtful selection of frequently rented items such as:

- Fabric backwall
- Seating options
- Display counters
- Necessary items

Each Fabric Backwall includes:

- Fabric
- Custom printed backwall
- Frame
- Installation & Dismantle services

CURTIN

The Meeting Package:

10' Booth Space

20' Booth Space **includes double the furniture*



The Meeting Package is designed for exhibitors seeking to strike a balance between personal engagement and honoring the customer's time.



Stretch Fabric
10' or 20' wide x 8' tall



(2) Banana Barstool



Wastebasket



Booth Carpet
**additional colors available*



Powered Ventura Bar Table

Lights and Electrical are **NOT** included
Print ready artwork deadline is **04/17/2026**
Please contact Dianna Curtin for a quote, dianna@curtinconvention.com
****NO SUBSTITUTIONS OR CREDITS**

CURTIN

The Interaction Package:

10' Booth Space

20' Booth Space **includes double the furniture*



The Interaction Package is ideal for exhibitors with interactive products to showcase, ensuring they are well-prepared for increased booth traffic.



Stretch Fabric
10' or 20' wide x 8' tall



2x Banana Barstool



(2) 42" Powered Locking Pedestal



Booth Carpet
**additional colors available*



Wastebasket

Lights and Electrical are **NOT** included
Print ready artwork deadline is **04/17/2026**
Please contact Dianna Curtin for a quote, dianna@curtinconvention.com
****NO SUBSTITUTIONS OR CREDITS**

CURTIN

The Fundamental Package:

10' Booth Space

20' Booth Space **includes double the furniture*



The Fundamental Package is designed for exhibitors who want a clean, modern space that highlights their brand. With bold graphics, sleek furniture, and a custom counter, it delivers a sharp, professional look.



Stretch Fabric
10' or 20' wide x 8' tall



Booth Carpet
**additional colors available*



(2) Shark Barstool



30" Bar Table
**additional colors available*



Counter
2M long x .5M deep



Wastebasket

Lights and Electrical are **NOT** included
Print ready artwork deadline is **04/17/2026**
Please contact Dianna Curtin for a quote, dianna@curtinconvention.com
****NO SUBSTITUTIONS OR CREDITS**



The Exhibition Package:

10' Booth Space

20' Booth Space **includes double the furniture*



The Exhibition Package is tailored for exhibitors featuring smaller or high-value items. The multiple cabinets effectively highlight products, ensuring they capture the attention of attendees with ease.



Stretch Fabric
10' or 20' wide x 8' tall



Booth Carpet
**additional colors available*



(2) Zoey Barstool



Counter
1M long x .5M deep



Counter
2M long x .5M deep



Wastebasket

Lights and Electrical are **NOT** included
Print ready artwork deadline is **04/17/2026**
Please contact Dianna Curtin for a quote, dianna@curtinconvention.com
****NO SUBSTITUTIONS OR CREDITS**

CURTIN



Custom Exhibit Displays & Add-ons

Elevate Your Booth Space with a Customized Design!
Featuring SEG Frames, Backlit Backwalls, Pop-Up
Booth Displays and more!

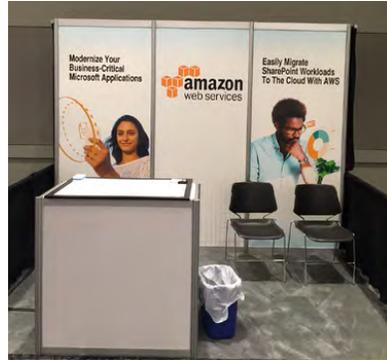
Save on Rentals, Design and Shipping!

Contact Dianna Curtin, dianna@curtinconvention.com for a quote.

Pop-ups and SEG frame pricing may vary based on timing of order placement.

Option 1 - Rental OR Purchase: SEG frame with stretch fabric

- Sizes available: 10' wide x 8' tall, 20' wide x 8' tall and custom sizes available upon request
- Includes labor to install/dismantle
 - **material handling charges will apply to **purchased** display units only*
- Customized graphics for the SEG



Option 2 - Rental: GEM metal with overlay OR insert panels

- Sizes available: 10' wide x 8' tall, 20' wide x 8' tall and custom sizes available upon request
- Includes labor to install/dismantle
- Customized graphics for the backwall



Option 3 - Rental OR Purchase: Pop-up booth display

- Sizes available: 10' wide x 8' tall, 20' wide x 8' tall and custom sizes available upon request
- Includes labor to install/dismantle
 - **material handling charges will apply to **purchased** display units only*
- Customized graphics for the display



Option 4 - Rental: Backlit pillowcase frame and counter

- 10' wide x 8' tall lit backwall with counter
 - Electricity not included
- Includes labor to install/dismantle
- Customized graphics for the display and counter

Add-Ons - Rental: straight OR curved counter

- Dimensions: 1-meter wide x 1- meter tall
- Includes labor to install/dismantle
- Customized graphics for the counters



Contact Dianna Curtin for pricing, branding specifications and ordering deadlines at dianna@curtinconvention.com. Please review the artwork submission guidelines on page 36 to make sure your artwork is formatted correctly.



415.883.7818
www.curtinconvention.com

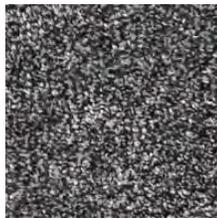
Event Name: _____
 Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Booth Carpet

Standard Carpet Colors - check selection



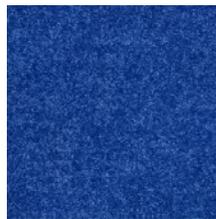
Black



Salt/Pepper



Grey



Blue



Green



Red

Booth Carpet Options

Standard Carpet

	Advance Price	Regular Price
10' x 10' <input type="checkbox"/>	\$363.00	\$431.00
10' x 20' <input type="checkbox"/>	\$556.00	\$773.00
10' x 30' <input type="checkbox"/>	\$772.00	\$1,072.00

Carpet Padding

	Advance Price	Regular Price
10' x 10' <input type="checkbox"/>	\$141.00	\$213.00
10' x 20' <input type="checkbox"/>	\$280.00	\$424.00
10' x 30' <input type="checkbox"/>	\$387.00	\$639.00

NOTE: For larger sizes, please contact Curtin at info@curtinconvention.com

Booth Dimensions	Total Area	Advance Price	Regular Price
Size _____ = _____ sq. ft x _____ \$6.00 or _____ \$9.00 = \$ _____			

Custom colors and sizes are available. To inquire, please contact Curtin at info@curtinconvention.com.

Advance Price Discount Deadline: 04/30/26

Total Carpet Order \$ _____



415.883.7818
www.curtinconvention.com

Event Name: _____
 Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Specialty Furnishings Order Form

IMPORTANT INFORMATION

After reviewing the selections and pricing on the following pages, please complete this order form.

A complete catalog of the Special Furnishings Selections may be viewed by clicking the link: [SPECIALTY FURNISHINGS CATALOG](#)

Deadline to place Specialty Furnishings order: 04/30/26

PAYMENT POLICY:

All invoices must be settled at the on-site service desk prior to the close of the show.

CANCELLATION POLICY: Specialty Furniture orders must be cancelled 72 hours prior to show installation. No refunds or exchanged permitted after this date.



IMPORTANT:

- To access the catalog, cut and paste this link in your preferred browser: <https://www.curtinconvention.com/resources>

Quantity	Item #	Description	Price	Total Price

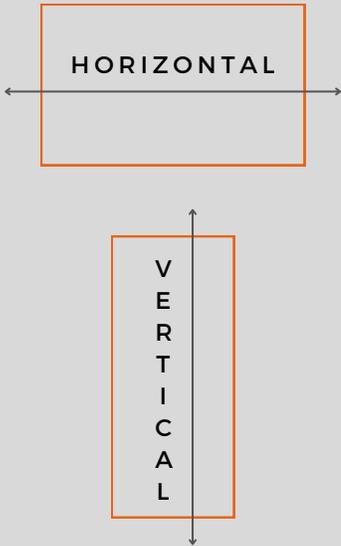
Total Specialty Furnishings \$ _____



415.883.7818
www.curtinconvention.com

Event Name: _____
 Company Name: _____
 Contact Name: _____
 Email Address: _____
 Cell Phone: _____
 Booth #: _____

Sign Order Form



HORIZONTAL SIGNS

Standard Size Signs	Quantity	Advanced Price	Regular Price	Total
11" x 14"		x \$59.30	or \$88.95	= \$
22" x 28"		x \$153.50	or \$229.90	= \$
24" x 26"		x \$173.25	or \$235.50	= \$
28" x 44"		x \$224.65	or \$337.00	= \$

VERTICAL SIGNS

Standard Size Signs	Quantity	Advanced Price	Regular Price	Total
11" x 14"		x \$59.30	or \$88.95	= \$
22" x 28"		x \$153.50	or \$229.90	= \$
24" x 26"		x \$173.25	or \$235.50	= \$
28" x 44"		x \$224.65	or \$337.00	= \$

Advance Price Discount Deadline:
04/30/26

Deadline for Print Ready
Art: 04/30/26

Signs: White Foam Core
 Vinyl Banners: Indoor 16 oz. with
 top grommets, unless customized.

Double square footage for double
 sided graphics.

Round square feet to next whole
 increment.

File conversion, retouching or color
 correction may incur additional
 charges.

Contact Curtin for custom graphic
 design for an additional fee of
 \$100 per hour (Two hour minimum).

[Click to View Artwork Guidelines](#)

No cancellations or refunds after
 signs have been produced.

Late order may incur rush fees.

CUSTOM SIZE BANNER (IN SQUARE FEET)

Single Sided	Advanced Price	Regular Price	Total
_____ x _____ = area	x _____	or _____	= \$ _____
width height			

Double Sided	Advanced Price	Regular Price	Total
_____ x _____ = area	x _____	or _____	= \$ _____
width height			

- Top & Bottom Pole Pocket Top Only Pole Pocket Include Pole(s)

*Standard pole pocket size - 4"

**SEE ARTWORK
 SUBMISSION GUIDELINES
 DETAILED ON THE
 FOLLOWING PAGE.**

Subtotal	\$ _____
Sales Tax 9.25%	\$ _____
Total Services	\$ _____



415.883.7818
www.curtinconvention.com



Artwork Submission Guidelines

Curtin provides the highest quality print production available. To ensure your enlarged graphic images meet your expectations of clarity, it is important to follow these guidelines when creating artwork:

- **Vector format (ai or vector eps)** with a final image resolution of 150 dpi at 100% scale which translates to a printed output of 600 dpi. Vector files can be formatted to any size without losing image quality.
- This is not the case with bitmap images files such as JPG, GIF, TIF, etc.
- **Logos** clipped from websites are not at the optimal dpi and should not be embedded in final artwork.
- **PMS color numbers** for color print matching. If you have samples of hard copy printouts or brochures, please provide these to assist with color matching for logos.
- **Fonts** should be converted to outlines or paths prior to uploading the file. A listing of the fonts is also recommended.
- Please provide a brand style guides, if available.

Images

Rasterized pixel-based images such as PSD, TIF or JPGs should be high resolution (150-300 dpi) at full size, 1:1 ratio. This includes images linked or embedded in InDesign or Illustrator files. Based on viewing distance, below are some basic guidelines for resolution when working with formats such as PSD, TIF and JPG files.

48" x 96" Graphics and larger

Recommended resolution for graphic at full size dimensions:

- Viewing distance of 1-4 feet 200 dpi at full size
- Viewing distance of 5-9 feet 150 dpi at full size

Minimum resolution for graphic at full size dimensions:

- Viewing distance of 1-4 feet 150 dpi at full size
- Viewing distance of 5-9 feet 100 dpi at full size

Graphics smaller than 48" x 96"

- Viewing distance of 1-4 feet 100 dpi at full size

Preferred File Formats:

- Adobe Illustrator (AI or EPS): Outline fonts and embed all links
- Adobe InDesign: Package all fonts and links
- Adobe Photoshop (PSD, TIF or JPG): For image files
- High Resolution PDFs

Checklist:

- SET DOCUMENT MODE TO CMYK
- USE APPROPRIATE DIMENSIONS AND SCALE
- SET APPROPRIATE BLEEDS ON ALL SIDES
- LEAVE 1" PERIMETER ON ALL SIDES FREE OF GRAPHICS AND TEXT.
- CHECK IMAGE RESOLUTION
- CONVERT FONTS TO OUTLINES
- EMBED IMAGES / SAVE & PACKAGE YOUR FILE
- INCLUDE PDF PROOF

Submitting Artwork:

Once your graphics are complete, please [CLICK HERE](#) to upload your graphic files or download templates. Curtin will be in touch regarding proofs and expected turnaround times.

Questions

Questions regarding artwork may be emailed to: info@curtinconvention.com

Please include, in all inquiries:

- Event name
- Company name
- Booth number
- Contact information



415.883.7818
www.curtinconvention.com

Event Name: _____
Company Name: _____
Contact Name: _____
Email Address: _____
Cell Phone: _____
Booth #: _____

Notification of Intent to Use Exhibitor-Appointed Contractor

IMPORTANT INFORMATION

Exhibitor-appointed contractors cannot perform any of the following services:

- Furniture placement
- Electrical, Plumbing Telephone installation
- Handling of freight
- Rigging
- Booth cleaning

All EACs must comply with Union Regulations and hire Union personnel from the appointed Union with jurisdiction over the exhibit area.

It is the responsibility of the exhibiting company to see that each representative of the exhibitor-appointed contractors abides by the official rules and regulations of this event.

A Certificate of Insurance must be provided to Curtin by your EAC showing general liability coverage and worker's compensation insurance, with coverage of \$1,000,000 valid in the city where the show will be held. Curtin Convention & Exposition Services, Inc. must receive these certificates with this form or your EAC will not be allowed on the show floor.

All requirements are strictly enforced.

If your company plans to use an Exhibitor-Appointed Contractor (EAC), which is an installation and dismantle company other than Curtin Convention & Exposition Services, Inc. to erect and/or dismantle your exhibit, this form must be fully completed and returned to Curtin no later than 05/09/26 Failure to do so will result in the inability of this EAC to erect and/or dismantle your exhibit.

Please return to: **Exhibitor Services**
Curtin Convention & Exposition Services, Inc.
info@curtinconvention.com

EXHIBITING COMPANY INFORMATION

Exhibiting Company Name: _____	Booth #: _____
Exhibitor Contact (printed): _____	
Signature: _____	Phone #: _____

EXHIBITOR APPOINTED CONTRACTOR INFORMATION

EAC Company Name: _____	
EAC Contact Name: _____	
EAC Address: _____	
City/State/Zip: _____	
Contact Email Address: _____	
Phone: _____	24-hour Emergency Phone: _____
Type of Service to be Performed: _____	
Estimated # of Workers: _____	Estimated Arrival Date: _____



Get the Show on the Road

TForce Freight Trade Show

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

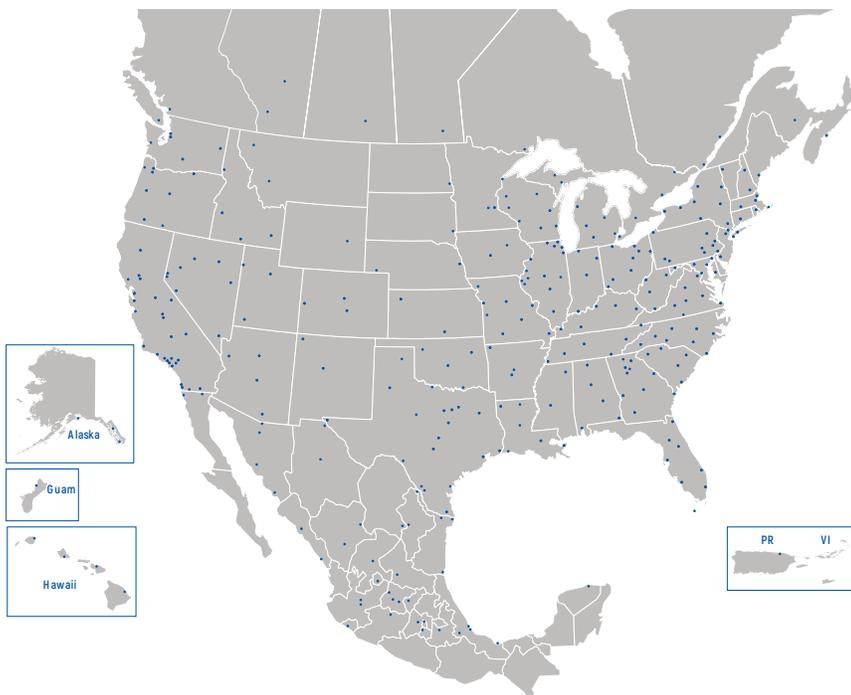
At TForce Freight, we understand your trade show needs, and we're here to ensure your trade show shipping experience is easier than ever.

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



Vast Network Coverage

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





TForce Freight Trade Show Features & Benefits



Guaranteed On-time

We are so confident in our ground freight shipping that we guarantee it's delivered on-time, or your money back.*



Professional Assistance

TForce Freight has trade show specialists available 24/7 to assist you with pre-planning your show. As well as, on-site Regional Managers to assist you with any questions or concerns during the show.



Real-Time Tracking

Experience advanced real-time tracking with TForce Freight technology. You can monitor packages, documents, and high valued goods and assets as they make their way from the loading dock to your exhibit.



Expedited Shipping

When you have a time-sensitive shipment that needs to be there, choose TForce Freight Expedited, and we'll put our seamless, multi-modal transportation network to work for you.



Faster Unloading

TForce Freight has developed strong relationships with several of the largest general service contractors, granting TForce Freight Trade Show with "Official Show Carrier" status at select venues. This allows TForce Freight to use a dedicated delivery door at the event, speeding up the delivery process.



Caravan Service

TForce Freight Trade Show has established a caravan service between select show locations. By joining the caravan you'll streamline your shipments and have your booth delivered to our advanced warehouse days before the show starts.

For more information or to schedule a pickup, please contact TForce Freight Trade Show at: 800-988-9889 or tforcefreight.com

*Applies for trade show deliveries only. No-fee guarantee applies for shipments rated on current 560/525 tariff only. Shipments rated on customized rates are eligible for a "fee-based" guaranteed service. Certain restrictions apply. See rules tariff for more information.



MOSCONE CENTER

747 Howard Street ~ San Francisco, CA 94103 ~ Phone: 415-974-4080 ~ FAX: 415-974-4065

TELECOMMUNICATIONS ORDER FORM 2026

CONTACT INFORMATION		
Event Name:	Event Date(s):	
Company:	Booth Number:	
E-Mail:	Phone:	
SEND INVOICE TO:		
Company:	Attn:	
Address:		
City:	State:	Zip Code:
E-Mail:	Phone:	

Terms and Conditions

- Moscone Facility Services (MFS) is the exclusive internet/networking services provider for the Moscone Center.
- This order form gives MFS authorization to:
 - Provide services (rearrangement and/or disconnection of service and equipment) and to handle negotiations of telecommunications services and equipment
 - Make appropriate charges on the credit card provided

3. Service cancellations and refunds:

Order Changes/Cancellations	Fee
Returned check service charge	\$25.00
Move an installed line	\$100.00
Lost/damaged telephone instruments	\$100.00
Internet/Phone Line cancellation before installation	\$50.00
Phone order cancellation after installation	50%
Internet order cancellation after installation	50%

**THERE WILL BE NO CANCELLATION OF ANY SERVICES AFTER EVENT BEGINS
SERVICE REFUNDS WILL BE MADE WITHIN 30 DAYS OF THE EVENT CLOSE DATE**

3. Equipment procedures:

- Customer provided Wi-Fi access points are **prohibited**. Violation of this term is cause for service disconnection without refund.
- Exhibitors are responsible for maintaining and returning equipment to the Service Desk after the show
- Rental equipment provided remains the property of MFS
- Only MFS personnel are authorized to modify system wiring and cabling
- All exhibitors bringing equipment must comply with F.C.C. regulations

METHOD OF PAYMENT	
Services will not be provided until completed order form and payment is received REMAINING BALANCES WILL BE APPLIED TO CREDIT CARD ON FILE	
Payment by Check:	_____ Check (must ALSO enclose CC number)
Payment by Credit Card:	_____ American Express _____ MasterCard _____ Visa
Credit Card Number:	_____
Billing Address:	_____
City:	_____ State: _____ Zip Code: _____
Print Name on Card:	_____ Expiration Date: _____
Card Holder Signature:	_____ Security Code: _____

Please fax/email/mail order form along with payment to:

Moscone Facility Services
 Attn: Telecommunications Department
 747 Howard Street
 San Francisco, CA 94103-3118

TELECOMMUNICATIONS ORDER FORM 2026

Moscone Center ~ 747 Howard Street ~ San Francisco, CA 94103 ~ Phone: 415-974-4080 ~ FAX: 415-974-4065

Event Name:	Service Dates:
Company :	Booth Number:
On-Site Contact:	Phone:

	Advance Rate <small>10 business days before event</small>	Standard Rate	TOTAL	Includes:
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INTERNET SERVICES

Economy Plus (wired only)	_____ x \$800.00	_____ x \$900.00	= _____	1 Access code for 1 device up to 1Mbps shared
Standard Internet (wired only)	_____ x \$1,295.00	_____ x \$1,495.00	= _____	1 Access code for 1 device up to 10Mbps shared
Standard Wireless (wireless only)	_____ x \$1,000.00	_____ x \$1,050.00	= _____	1 Access code for 1 device up to 10Mbps shared

Show Connect (Dedicated Internet Access)

ShowConnect 3	_____ x \$4,195.00	_____ x \$4,695.00	= _____	1 internet drop with 3Mbps dedicated network
ShowConnect 6	_____ x \$6,495.00	_____ x \$7,095.00	= _____	1 internet drop with 6Mbps dedicated network
ShowConnect 10	_____ x \$10,995.00	_____ x \$11,995.00	= _____	1 internet drop with 10Mbps dedicated network
ShowConnect 15	_____ x \$12,995.00	_____ x \$14,495.00	= _____	1 internet drop with 15Mbps dedicated network
ShowConnect 20	_____ x \$15,995.00	_____ x \$17,995.00	= _____	1 internet drop with 20Mbps dedicated network

*All ShowConnect Services include 250 RFC1918 private IP addresses. DHCP is enabled by default. Routers and/or firewalls are permitted. **Wi-Fi access available.** NO customer provided wireless AP or routers are permitted.

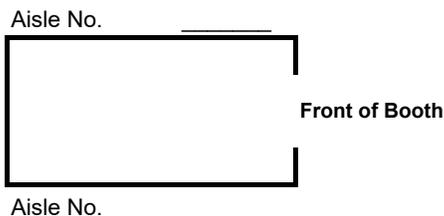
Additional Services

Additional Bandwidth (per Meg)	_____ x \$1,000.00	_____ x \$1,250.00	= _____	* Can be added to ShowConnect only
Additional Access Code	_____ x \$195.00	_____ x \$220.00	= _____	* Can be added to Standard Internet and Standard Wireless only
Additional Location	_____ x \$800.00	_____ x \$900.00	= _____	* Can be added to ShowConnect only
Each additional Ethernet Cable	_____ x \$80.00	_____ x \$110.00	= _____	* under 50 feet
Each additional Ethernet Cable	_____ x \$110.00	_____ x \$150.00	= _____	
Ethernet Switch Rental	_____ x \$195.00	_____ x \$250.00	= _____	8, 16, or 24 port unmanaged switch

TOTAL DUE FOR ALL SERVICES = _____

Please Note: Customer/exhibitor provided wireless AP/router are not permitted on site.
 All 802.11 wireless/RF will be provided by Moscone Facility Services.
 Please email your order form or inquiry to customer service, internet@moscone.com, and we will be happy to assist you.

Please specify Internet drop location in booth drawing below or attach floorplan



MFS USE ONLY
Last 4-digits: _____
Process Date: _____
Amount: _____
Add'l Charge: _____
Extension No: _____

Event Name:	Service Dates:
Company :	Booth Number:
Contact On-Site:	Phone:

	Advance Rate <small>10 business days before event</small>	Standard Rate	TOTAL	Includes:
--	--	---------------	-------	-----------

TELEPHONE SERVICES

Single Line Telephone	_____ x \$250.00	_____ x \$295.00	= _____	* Dial '9' to access outside line
Multi Line Telephone	_____ x \$305.00	_____ x \$355.00	= _____	* Touch-Tone telephone instrument, telephone line and dial tone
Speaker Telephone	_____ x \$305.00	_____ x \$355.00	= _____	
Conference Telephone	_____ x \$500.00	_____ x \$550.00	= _____	* Voice/Fax/Data analog unrestricted telephone service
Deposit for Usage Charge		_____ x \$10.00	= _____	

Additional Services

Restricted Calls		_____ x \$15.00	= _____	* All calls including local and long distance are charged on a per minute basis. This includes telephones used for dial-up service
Call Waiting		_____ x \$15.00	= _____	
Remove Dial '9' Feature		_____ x \$15.00	= _____	
Voicemail		_____ x \$25.00	= _____	

TOTAL DUE FOR ALL SERVICES	= _____	
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* Unused deposit balances are refundable

Please email customer service, internet@moscone.com, with any questions and we will be happy to assist you.

Please specify phone and/or Internet location in booth-drawing below or attach floorplan

Aisle No. _____

Front of Booth

Aisle No. _____

MFS USE ONLY

Last 4-digits: _____

Process Date: _____

Amount: _____

Add'l Charge: _____

Extension No: _____



CLEANING ORDER FORM

EVENT NAME: _____ EVENT DATE: _____

COMPANY NAME: _____ BOOTH: _____ SIZE: _____ X _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE NO: _____ EXT: _____ FAX: _____

PRINT NAME OF PERSON ORDERING: _____

BOOTH VACUMMING

Our basic price includes vacuuming and emptying of wastebaskets in your exhibit area before opening of the show (100-sq.ft. minimum)

Daily price per square foot: \$0.65/sq.ft

Vacuum one time only: \$0.75/sq.ft.

Booth Size _____ X _____ = _____ /sq.ft. Number of day's service: _____

SHAMPOOING & TILE CLEANING

Shampooing to be performed before installs opening of show (100-sq.ft. minimum)

Shampooing price per square foot: \$0.75/sq.ft.

Tile cleaning price per square foot: \$0.85/sq.ft.

Booth Size _____ X _____ = _____ /sq.ft. Number of day's service: _____

PORTER SERVICE DURING SHOW

Our price includes emptying of wastebaskets and policing of your exhibit area at two hours intervals during two hours.

Porter Service price per day: \$150 up to 1500-sq.ft.

\$180 Over 1500-sq.ft.

Number of days _____ X Price _____ = _____

Please specify dates: _____

TOTAL PAYMENT DUE: \$ _____

METHOD OF PAYMENT:

Service will be provided only upon receipt of a complete form, checks, and valid credit card information.

Remaining balance will be applied to credit card on file.

_____ Check enclosed with credit card number _____ Credit Card: Master Card/ Visa/American Express

Credit Card Number: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Print Name on Card: _____

Expiration Date: _____

Card Holder Signature: _____

Security Code: _____

SEND FROM ALONG WITH PAYMENT MADE PAYABLE TO:

SMG Facility Services

747 Howard Street, San Francisco, CA 94103-3181

Phone: 415-974-4080 Fax: 415-974-4065

www.moscone.com



EXHIBITOR AUDIO VISUAL ORDER

The Moscone Center



Email: mosadmin@projection.com

Phone: 415-974-4077

ORDER ONLINE:

PROJECTIONEXHIBITS.BOOMERECOMMERCE.COM

Projection is the official in-house audio visual, computer, and video display supplier. Projection will be on-site from set up through dismantle.
Rates published are for the entire duration of the event. Advance Rate applies to orders received 15 days before the move-in date.

Computers & Accessories				
Equipment	Qty	Advance Rate	Standard Rate	Total
PC Laptop: 14" Display, Current Windows, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock		\$500	\$600	\$
Macbook Laptop: 14" Display, Current OS, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock		\$1000	\$1200	\$
iMac: 27" Display, Current OS, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock		\$1000	\$1200	\$
Wireless Keyboard & Mouse Set		\$100	\$125	\$
Wireless Slide Advance Remote		\$100	\$125	\$

LED / Touchscreen Monitors				
Equipment	Qty	Advance Rate	Standard Rate	Total
24" HD LCD: 1920 x 1080 Resolution - Table Stand Only		\$500	\$600	\$
32" HD LED: 1920 x 1080 Resolution - Table Stand Only		\$700	\$850	\$
43" 4K LED: 3240 x 2160 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand		\$900	\$1025	\$
48" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand		\$1050	\$1275	\$
55" 4K LED: 3240 x 2160 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand		\$1300	\$1575	\$
65" 4K LED: 3240 x 2160 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand		\$1700	\$2050	\$
70" 4K LED: 3240 x 2160 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 84" Floor Stand		\$1900	\$2275	\$
86" 4K LED: 3240 x 2160 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 84" Floor Stand		\$2500	\$3000	\$
40" 4K LED Touchscreen Monitor: 3240 x 2160 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand		\$1250	\$1500	\$
48" 4K LED Touchscreen Monitor: 3240 x 2160 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand		\$1575	\$1900	\$
55" 4K LED Touchscreen Monitor: 3240 x 2160 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand		\$2125	\$2550	\$
65" 4K LED Touchscreen Monitor: 3240 x 2160 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand		\$2750	\$3300	\$
84" 4K LED Touchscreen Monitor: 3240 x 2160 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand		\$4250	\$5100	\$
LED Digital Signage: LED iPoster Screen 1.9mm Includes (2) Panels - Built-in media player		\$3250	\$3900	\$
Floor Monitor Stand - Shelf		\$125	\$150	\$
Touchscreen Monitor Kiosk Stand		\$325	\$400	\$
USB Media Player		\$200	\$250	\$

Audio Equipment				
Equipment	Qty	Advance Rate	Standard Rate	Total
Digital Wireless Microphone Kit Please check / circle option <input type="checkbox"/> Hand Held <input type="checkbox"/> Lapel		\$350	\$425	\$
Digital Wireless Headset Microphone		\$500	\$600	\$
Small Booth Sound System Includes (1) Speaker, Floor Stand, 8-Channel Mixer, D.I. Box, (1) Wired Hand Held Microphone with Stand		\$575	\$700	\$
Large Booth Sound System Includes (2) Speakers, Floor Stands, 8-Channel Mixer, D.I. Box, (1) Wired Hand Held Microphone with Stand		\$800	\$950	\$

* Audio Operator labor is available and may be required for some rental uses - call for pricing.

Projection offers a complete turnkey solutions for all exhibit AV needs

LED Walls / Projectors / Screens / Audio

Email us your RFP: mosadmin@projection.com



EXHIBITOR AUDIO VISUAL ORDER

The Moscone Center



Email: mosadmin@projection.com
Phone: 415-974-4077

ORDER ONLINE:

PROJECTIONEXHIBITS.BOOMERECOMMERCE.COM

*Projection is the official in-house audio visual, computer, and video display supplier. Projection will be on-site from set up through dismantle.
Rates published are for the entire duration of the event. Advance Rate applies to orders received 15 days before the move-in date.*

Totals	
1) Equipment Rental Sub Total: from page 1	\$
2) California State Sales Tax: 8.625%	\$
3) Equipment Set / Strike Labor: 60% of Equipment Total or \$625 flat fee - whichever is greater. <i>** Equipment Set / Strike Labor includes Preparation, Delivery, Set-Up, On-Site Assistance, Strike, and Return.</i>	
4) Equipment Order Total:	\$

Order Instructions

Customer / Exhibitor Information	
Company Name:	Ordered By:
Show / Event Name:	Phone:
Delivery Date:	Email:
Delivery Time: <input type="checkbox"/> 9AM-12PM <input type="checkbox"/> 1PM-4PM	On-Site Contact Name:
Booth Number:	On-Site Contact Cell Phone:

***A representative of your company MUST BE PRESENT at the time of delivery for set up instructions and delivery verification.
Please note that equipment will not be left / set up in an unattended booth.***

Payment Information

**Complete this form and email it to mosadmin@projection.com.
A Projection representative will share an order summary and secure credit card payment link to confirm.
Let us know if you prefer an ACH payment option when you place your order.
Purchase Orders are not considered a form of payment.**

Orders are not confirmed until full payment is received.

**Questions?
Call: 415-974-4077
Email: mosadmin@projection.com**



EXHIBITOR AUDIO VISUAL ORDER The Moscone Center



Email: mosadmin@projection.com
Phone: 415-974-4077

ORDER ONLINE:

PROJECTIONEXHIBITS.BOOMERECOMMERCE.COM

*Projection is the official in-house audio visual, computer, and video display supplier. Projection will be on-site from set up through dismantle.
Rates published are for the entire duration of the event. Advance Rate applies to orders received 15 days before the move-in date.*

Rental Agreement

All equipment rentals are based on event rates and apply to event days only. Equipment rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that EXHIBITOR is renting PROJECTION equipment for a specified period of time and is responsible for its safe return. EXHIBITOR hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and / or damage to said property. All rental equipment must be returned to PROJECTION in the same condition as it was in at the time of delivery to EXHIBITOR, reasonable wear and tear excluded. EXHIBITOR will immediately notify PROJECTION of any damage to the rental equipment, and EXHIBITOR hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in EXHIBITOR's care, custody and / or control. In no event shall EXHIBITOR permit any equipment to be used and/or possessed by other exhibiting parties other than the named EXHIBITOR without prior consent of PROJECTION in each instance.

Cancellation

Cancellation of equipment rental and services must be received 72 hours prior to delivery date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and a minimum one-day charge on equipment will apply.

PLEASE NOTE:

ALL PAYMENT, INCLUDING APPLICABLE TAX, IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

Payment Terms

Full payment, including any applicable tax, is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date will incur additional charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of PROJECTION except where specifically identified as a sale. It is the EXHIBITOR'S responsibility to advise our Exhibit Service Personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If you are exempt from payment of sales tax, PROJECTION requires you to forward an exemption certificate for the state in which the services are to be used. Resale certificate are not valid unless EXHIBITOR is rebilling these charges to its customers. For International exhibitors, PROJECTION requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show.

These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF VA. In the event of any dispute between the EXHIBITOR and PROJECTION relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to PROJECTION for its services, as an offset against the amount of any alleged loss or damage. Any claims against PROJECTION shall be considered a separate transaction, and shall be resolved on its own merits. PROJECTION reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that PROJECTION may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

Unpaid Balances

Should there be any pre-approved unpaid balance after the close of the event, terms will be net, due and payable in Springfield, VA upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by PROJECTION shall be either applied to reduce the principal unpaid balance or refunded to the payer.

Agreement

I HAVE READ THE FOLLOWING TERMS AND CONDITIONS

Authorized Signature:

Date:

Company Name:

Booth #:



CATERING ORDER FORM

COMPANY INFORMATION

Contracting Company:			Exhibiting Company (if different):				
Contract Signer:			Tel No.:				
Billing Address:			Cell No.:				
City:		State:		Zip Code:		Country:	
Email Address:							

INFORMATION AND POLICIES

Legends Global.../FMIC holds the exclusive rights to all food and beverage within the San Francisco Convention Facilities (SFCF). No one is allowed to bring food or beverage into the facility without the express written approval of Legends Global/FMIC. The Customer is required to pay for any electrical outlets that may be needed to support their food and beverage service and any decorator items such as pipe and drape, draped tables, etc. All food and beverage is not charged on consumption.

Legends Global, will use compostable serviceware on all food and beverage functions held in the SFCF. China service is available at an additional charge. Final guarantees are due 10 business days prior to your event. A 100% non refundable advance payment is required for any function. Mastercard, Discover, Visa, and American Express are accepted up to \$10,000. Balances over \$25,000 must be paid by check or wire transfer. On-site re-orders require advance notice; 45 minutes for beverages; 90 minutes for food.

EVENT INFORMATION

Event Name							
Booth/Room No:		Building:	<i>North</i>	<i>South</i>	<i>West</i>	<i>Authorized for Additions?</i>	
On-Site Contacts:	Full Name:			On-Site Cell Number:		Yes	No

ORDER INFORMATION

<u>Delivery Date:</u>	<u>Service START TIME</u>	<u>Service END TIME</u>	<u>Qty:</u>	<u>Item Description:</u>	<u>Unit Price:</u>	<u>Total Price:</u>

****All orders should be received 5 weeks prior to event date****

Contacts:		Make Checks Payable To:		A. Food and Beverage Total:	\$	
Sauvanna Chatman		<i>SMG Food and Beverage, LLC</i>		B. 22% Administrative Fee (A)	\$	
415-267-6437		<i>747 Howard Street</i>		C. Subtotal of (A) and (B)	\$	
schatman@moscone.com		<i>San Francisco, CA 94103</i>		D. Labor/Server Charge (if applicable)	\$	
and				E. Subtotal of (C) and (D)	\$	
Taylor Boren				F. 8.625% Tax of (E)	\$	
415-850-8244				TOTAL ESTIMATED CHARGES (E & F)	\$	
tboren@moscone.com						



Exhibitor Catering Menu

2026

Order Deadline:

Thursday, April 23, 2026

Signatures and Payment Due:

Thursday, May 7, 2026



WELCOME 2026 EXHIBITORS TO SAN FRANCISCO AND MOSCONE CENTER!

PLEASE TAKE THE TIME TO FAMILIARIZE YOURSELF WITH OUR POLICIES.

BILLING AND PAYMENTS

All prices are subject to change. Including menu prices, administrative charge, and sales tax.

All food and beverage orders require full payment by [May 7, 2026](#).

A credit card must be provided by the Customer as a guarantee of payment for any additional on-site services rendered. We accept American Express, MasterCard, VISA and Discover.

If total amount exceeds \$25,000, a 3% processing fee will apply if paying with a credit card.

To avoid this fee, Customers may pay with ACH wire transfer or a company check payable to SMG Food & Beverage, LLC.

ADMIN FEE AND SALES TAX

A 22% Administrative Fee will apply to all food and beverage charges. 75% of the administrative charge/fee is distributed to the employees providing the service as a gratuity. 25% is retained to defray administrative costs, it is not intended to be a tip, gratuity or service charge and will not be distributed to employees. Fee is subject to change. California state tax (currently 8.625%) will apply to all food, beverage, labor charges, equipment rentals and administrative fees. Fee is subject to change.





Staffing and Labor Charges

Catering personnel are covered by Union Local2's collective bargaining agreement.

Catering personnel will deliver food and beverage and clean related F&B areas.

Requests for dedicated staff will be charged \$300+ tax/server (up to 4 hours) or \$600+ tax/server (up to 8 hours). Overtime rates may apply for extended services above the agreed upon service schedules.

Additional labor charge may apply to functions with guest counts below the listed minimum guarantees.

Guaranteed Attendance

Final F&B guarantees must be received no later than [May 7, 2026](#).

Additions made after [May 7, 2026](#) are based on availability and may be subject to additional on-site fees.

Cancellation

Cancellation of an entire function received prior to [May 7, 2026](#) to the event will be entitled to liquidated damages equivalent up to 100% of the total estimated charges for the cancelled function.

Full charges will be applied to the cancellation of any function, menu items, and/or labor received after [May 7, 2026](#).

Misc. Reminders

Compostable service ware is provided with all F&B orders except seated meal functions.

Legends Global does not supply tables or electrical for your booths and/or build-out meeting rooms. Please reach out to your general service contractor for applicable fees.

All food and beverage is not charged on consumption.

All food and beverage must fit inside your booth and/or meeting room footprint.

A company/organization may only distribute samples of F&B products that the company/organization produces or sells in its normal day-to-day operations. Food Samples are limited to "bite size" portions (1 oz. or less) and non-alcoholic beverage samples are limited to a maximum of 2 oz. containers. Subject to approval in writing.

EXCLUSIVITY

As the **exclusive** caterer at the Moscone Center, Legends Global reserves the right to approve or deny all corkage requests.

No outside alcohol is permitted under any circumstance, per our CA liquor license.

Please let your exhibitor sales manager know in advance what special request you are looking for. Our talented director of culinary and his team have the ability to surprise and delight you, your guests, and the attendees!

Subcontractors or outside vendors **should not** be contracted with until Legends Global has approved a request in *writing*. Corkage fees are based on a loss of revenue for the center as the exclusive caterer. Being a union house, Legends Global servers and bartenders must provide all serving tasks.

By ordering from Legends Global, you are supporting local diverse-owned and women-owned businesses as part of our commitment to the community.

We look forward to providing you with an amazing experience.



BEVERAGES

Priced Per Item:

Assorted Pepsi Soft Drinks, 12 oz	\$8.25
Proud Source Bottled Water , 16 oz	\$8.25
Pepsi Bubly Flavored Sparkling Water, 12 oz	\$8.25
Perrier Plain Sparkling Water, 11 oz	\$9.50
Assorted Bottled Juices, 10 oz	\$10.00
Rockstar or AMP Energy Drink, 16 oz	\$11.50
Gatorade, 20 oz	\$11.00
Iced Coffee, 8 oz	\$13.75

Priced Per Gallon:

Peet's Regular Coffee	\$145.00
Peet's Decaffeinated Coffee	\$145.00
Mighty Leaf Assorted Teas	\$145.00
Infused Spa Water (5-gallon minimum)	\$45.00
Apple, Cranberry, Grape or Tomato Juice	\$120.00
Fresh Squeezed Orange or Grapefruit Juice	\$140.00
Iced Tea or Lemonade	\$92.00

Refrigerated Spring Water Kit **\$220.00**

Includes water dispenser, 5-gallon spring water and compostable cups

5-gallon replenishment **\$78.00**

Electrical Needs: Power requirements: 110V/20 amp

Measurements: 41.5"H x 14"W x 13.5"D



All orders are subject to a 22% service charge and sales tax. All prices are subject to change without notice.

BREAKFAST

Priced Per Item - Minimum 25

Oatmeal with Brown Sugar, Raisins and Low-Fat Milk	\$13.25
Seasonal Fruit Parfait layered with Granola and Low-Fat Yogurt	\$15.50
Chia Pudding Chia Seed Pudding, Almond Milk, Maple Syrup and Blueberries	\$18.00
Bacon & Onion Crustless Quiche Applewood Smoked Bacon, Caramelized Onion, and Swiss Cheese	\$20.00
Breakfast Burrito: Scrambled Eggs, Chorizo Sausage, Peppers, Onions and Jack Cheese	\$18.00
Vegetarian Breakfast Burrito: Scrambled Eggs, Peppers, Black Beans, Onions, and Jack Cheese	\$18.00
Croissant Sandwich: Eggs, Bacon, and Cheddar Cheese	\$18.50
Breakfast Torta: Chorizo, Eggs, Beans, Queso Fresco, Pickled Jalapeno, on a Bolilo Roll	\$18.00
Hard Boiled Eggs (Priced per Dozen): Everything Spiced, Furikake, Red Hawaiian, Salt and Green Onion	\$68.00
Lox and Bagels (25 Guest Minimum): Sliced Smoked Salmon, Whipped Cream Cheese, Chopped Eggs, Capers, Sliced Red Onions, Mini Assorted Bagels	\$39.00



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BREAK SNACKS

Priced Per Dozen

AM Break

Assorted Pastries	\$98.00
Gluten-Free Pastries	\$120.00
Assorted Scones	\$98.00
Assorted Muffins	\$98.00
Chocolate, Almond, or Butter Croissants	\$98.00
Assorted Donuts	\$90.00
Assorted Vegan Donuts	\$102.00
Assorted Bagels with Cream Cheese	\$110.00
Assorted Biscottis	\$120.00
Assorted Granola Bars	\$72.00
Assorted Energy Bars	\$112.00
Assorted Yogurts	\$100.00
Vegan Yogurts	\$120.00
Seasonal Whole Fresh Fruit	\$76.00
Breakfast Bread (Serves 10)	\$90.00 per loaf
Coffee Cake (Serves 10)	\$90.00 per cake



PM Break

Bags of Pretzels	\$76.00
Assorted Sun Chips	\$76.00
Assorted Lays Potato Chips	\$76.00
Assorted Kettle Chips	\$76.00
Fruit and Nut Trail Mix	\$110.00
Assorted Candy Bars	\$106.00
Fresh Baked Assorted Cookies	\$110.00
Chocolate Brownies	\$96.00
Toffee Blondies	\$108.00
Chocolate Truffles	\$106.00
Rice Krispy Treats	\$96.00

Frozen Treats

Haagen Dazs Ice Cream	\$126.00
Bars	\$144.00
Nala Gelato	\$144.00
Sorbet Fruit Bars	

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ELEVATED SNACKS

Specialty Platters (Serves 50)

California Artisanal Cheese Platter	\$900
NorCal Seasonal Crudités	\$900
Antipasto Platter	\$900
Med Meze	\$900
Charcuterie Board	\$1000
Fresh Fruit Tray	\$850

Bulk Dry Snacks

Priced per pound. 5 pound minimum:

Goldfish Crackers	\$36.00
Pretzels	\$36.00
Honey Roasted Peanuts	\$48.00
Trail Mix	\$46.00
Party Snack Mix	\$46.00
Deluxe Mixed Nuts	\$90.00

Light Bites

Priced per serving, 25 Guest Minimum:

Crispy Pita Bread with Roasted Pepper Hummus, Traditional Hummus, and Babaganoush	\$21.00
Potato Chips with French Onion Dip	\$18.50
Tortilla Chips with Salsa	\$18.50
Tortilla Chips with Guacamole and Salsa	\$28.25
Crudité Cups with Ranch Dressing, White Bean Puree or Red Pepper Hummus	\$18.50



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EXECUTIVE BOX LUNCH

Priced per person, 25 Guest Minimum

4-Compartment Box - \$62.00

Sandwich, Wrap or Entrée Salad (up to 4 total selections) includes choice of side salad, dessert and fruit.

Sandwich

Chipotle Turkey: Smoked Turkey, Gouda Cheese, Roasted Red Pepper, Mizuna and Chipotle Mayo on Soft Hoagie

Pastrami and Gruyere: Pastrami, Gruyere Cheese, Whole Grain Mustard and Pickled Onions on Marble Rye

Caprese and Pesto: Thick Sliced Tomato, Fresh Mozzarella, Basil Pesto and Balsamic Glaze on Focaccia

Rosemary Roast Beef: Roasted Top Round of Beef, Shaved Parmesan, Onions, Sundried Tomato, Baby Kale and Black Pepper Rosemary Aioli on Rosemary Focaccette

Grilled Chicken Bahn Mi: Grilled Lemongrass Chicken, Pickled Carrot, and Daikon, Cilantro, Sliced Cucumber, Siracha Mayo on Soft French Roll

Roasted Chicken and Fig Jam: Roasted Chicken, Arugula, Fig Jam, Brie Spread on Potato Onion Hoagie

Wrap

Steak and Chimichurri: Roasted Beef Striploin, Arugula, Roasted Red Pepper, Manchego Cheese and Chimichurri Aioli in Spinach Tortilla

Greek Chicken and Tzatziki: Lemon Oregano Chicken, Cucumber, Tomato, Kalamata Olives and Bibb Lettuce with Tzatziki in Lavash Wrap

Thai Red Curry Chicken Wrap: Shredded Red Curry Chicken, Thai Basil, Cilantro, Shredded Cabbage and Red Peppers in Tomato Tortilla

Truffled Mushroom and Goat Cheese Wrap: Roasted Wild Mushrooms and Herbed Goat Cheese, Radish, Spring Greens and Truffle Aioli in Whole Wheat Tortilla

Salad

Chilled Blackened Salmon Salad: Chilled Blackened Salmon & Farro, Shaved Cabbage, Carrots, Edamame, Cilantro and Cajun Whole Grain Mustard Vinaigrette

Thai Ginger Beef Salad: Grilled Skirt Steak with Daikon Sprouts, Carrots, Cucumber, Red Pepper, Crispy Shallots, Arugula, Arugula, Mint, Basil and Sesame-Ginger Glass Noodles

Sesame Roasted Cauliflower Salad: Sesame Roasted Cauliflower, Curried Lentils, Spinach, Toasted Almond and Cumin Lime Dressing

Roasted Chicken and Quinoa Salad: Za'atar Rubbed Roasted Chicken with Petite Greens, Heirloom Roasted Pearl Onions, Cherry Tomatoes and Citrus Thyme Vinaigrette

Sides

All box lunches will include the same salad, dessert, & fruit. Please choose one (1) of each:

Side Salads: Vegan German Style Potato Tortellini Pesto, Orzo Rice Salad, Sesame Noodle, Roasted Sweet Potato, Red Quinoa Tabbouleh

Desserts: Dark Chocolate Brownie, Lemon Bar, Oreo Blondie Bar

Fruit: Fresh Fruit Salad or Whole Fruit

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VALUE EXPRESS BOX LUNCH

Priced per person, 25 Guest Minimum

3-Compartment Box

\$49.50

Entree

Roasted Turkey Sandwich: Roasted Turkey with Sun-Dried Tomato Aioli, Monterey Jack Cheese, Green Leaf Lettuce and Tomato on a Baguette

Ham and Cheese Sandwich: Thinly Sliced Honey Baked Ham, Swiss Cheese, Dijon Mustard, Lettuce and Tomato on a Baguette

Roast Beef Sandwich: Slow Roasted Beef with Cheddar, Horseradish Aioli, Mixed Greens and Tomato on a Baguette

Vegetarian Wrap: Hummus, Cucumbers, Roasted Peppers and Mixed Greens wrapped in a Spinach Tortilla

Sides

All box lunches will include the same salad and dessert.

Please choose one (1) of each:

Side Salads: Red Bliss Potato Salad, Penne Pasta Salad, or Orzo Pasta Salad

Desserts: Chocolate Chip Cookie, Oatmeal Cookie, Snickerdoodle Cookie, or Whole Apple

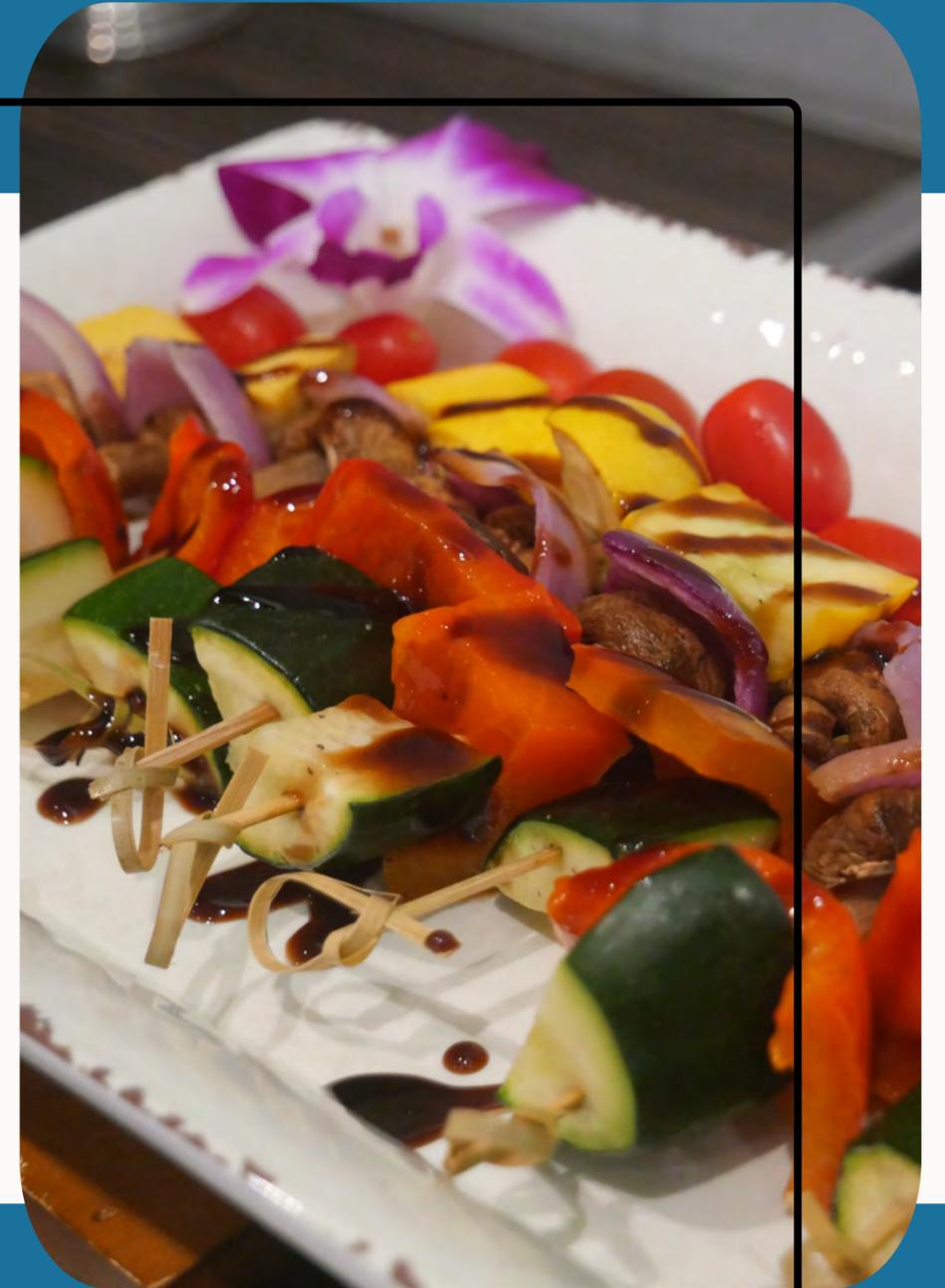


COLD HORS D'OEUVRES

Priced Per Item

50 Piece Minimum per Flavor/Selection

Organic Deviled Egg Black Truffle, Chives	\$11.00
Turkish Deviled Egg Yogurt, Sumac, Aleppo Pepper	\$11.00
Charred Skirt Steak, Edamame, Sweet Soy Spoon	\$13.50
Chorizo & Manchego Tartlet, Smoked Paprika Aioli	\$11.00
Crostini Duck Prosciutto, Camembert, & Fig Jam	\$14.50
Wagyu Beef Tartare	
Roasted Chicken and Cilantro Walnut Pesto	\$11.00
Fresh Vietnamese Shrimp Spring Rolls with Sweet Chili Sauce	\$12.50
Togarashi Beef Tataki, Lotus Chip, Yuzu Kosho	\$13.50
Yellowfin Tuna Tartare Spoon Salted Cucumber, Coconut Wasabi	\$12.50
Smoked Salmon Fresh Chow Fun Pinwheel Roasted Garlic Caper Mayo	\$13.50
Mini Dungeness Crab Salad Slider on Brioche	\$14.50
Petite Marble Potato, Crème Fraiche, Caviar	\$15.75



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HOT HORS D'OEUVRES

Priced Per Item

50 Piece Minimum Per Flavor/Selection

Wagyu Beef Sliders Aged Cheddar, Pickle, Roasted Tomato Aioli	\$13.50
Empanada Beef, Jack Cheese and Jalapeno	\$12.50
Vegetarian Black Bean	
Korean Steak Taquitos Cabbage, Cilantro, Jalapeno	\$13.00
Seared Heirloom Corn Arepa Dry Chorizo, Cilantro Oil	\$13.50
Peking Duck Roll , Hoisin, Green Onion	\$14.50
Roasted Pear & Camembert Phyllo	\$11.00
Italian Polpetta Meatball , Arrabbiatta, Basil	\$11.00
Crispy Wrapped Shrimp with Plum Chili Sauce	\$12.50
Vegetable Spring Roll with Sweet Chili Sauce	\$12.50
Wild Mushroom, Thyme and Goat Cheese Arancini	\$11.00
Chicken Taquitos	\$13.50
Dungeness Crab Cakes	\$16.50
Chicken, Garlic, Ginger, Lime Kabob	\$14.50
Lamb Lollipop Miso Mint Chimichurri	\$18.75
Artichoke Parmesan Fritters	\$11.00
Chicken Potstickers	\$12.50
Vegetable Potstickers	\$12.50



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BOOTH TRAFFIC BUILDERS

1 Legends Global Server is included in all Booth Traffic Builder services up to 8 Hours.

4 hour service minimum recommended.

Booth Traffic Builders are sold as a package; no credits are issued for servings that are not served. Please note that if client-provided serving vessels differ in size from our standard vessels, the total number of servings may be reduced accordingly.

Espresso Cart

Enhance your booth with the aroma and taste of freshly brewed coffee, ensuring every guest enjoys a moment of indulgence.

300 cups per day	\$3,600
Per Additional Cup	\$12
600 cups per day	\$5,850
Per Additional Cup	\$9.75

Sensational Smoothies

From tropical mango to pina colada, elevate your booth with refreshing beverage, ensuring smiles and satisfaction. Please select (1) of the following flavors: Banana, Piña Colada, Strawberry, Mango, or Peach.

300 Servings	\$3,600
No On-Site Additions Available	

Ice Cream Cart

A variety of premium Häagen Dazs ice cream bars to hand out to special guests and potential clients. Flavors to include vanilla, chocolate, vanilla almond crunch.

200 Ice Cream Bar Package	\$2,400
Additional Dozen Ice Cream Bars	\$144

Popcorn Station

Enjoy the aroma of fresh popcorn from our tabletop or antique cart, complete with kernels, butter, and seasoning for ~300 bags.

Tabletop Popcorn Machine	\$1,500
Antique Popcorn Cart	\$1,800
Additional Popcorn Snack Pack	\$800

Baked in Booth Cookies

The smell of fresh Chocolate Chip, Peanut Butter, Oatmeal Raisin, and Sugar Cookies are a surefire way to excite guests.

500 Cookie Package	\$3,900
50 Additional Cookies	\$380

Soft Gourmet Pretzels

Delicious Bavarian, Asiago Cheese and Cinnamon-Sugar soft pretzels come in a tabletop warmer to keep your pretzels fresh for attendees.

48 Pretzel Package	\$1,000
Additional Dozen Gourmet Pretzels	\$120

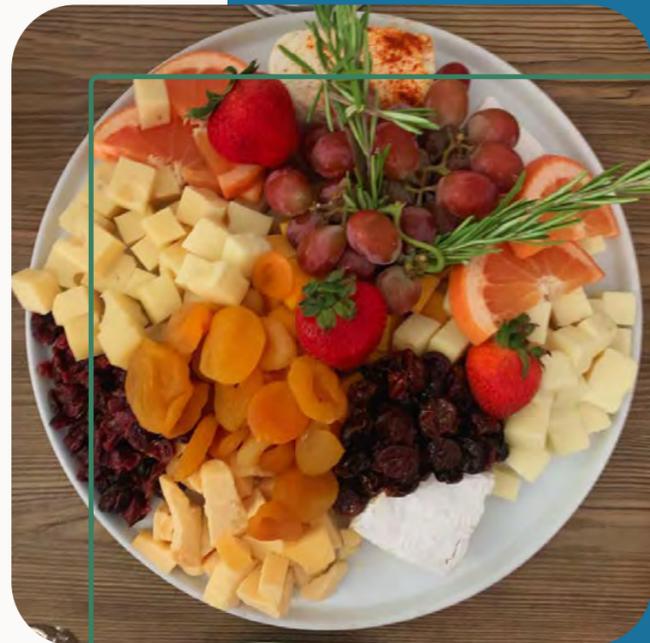
Hot Chocolate Bar

Attract attendees with irresistible, rich hot chocolate that warms them up for a great conversation.

200 Servings of Hot Chocolate	\$2,600
Additional Servings	\$12.50



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BOOTH BUZZ BUILDERS

Legends Global Server or Bartender required at \$300 plus tax for up to four hour service per server. Includes compostable service.

California Wine Harvest

Bring your guests on a taste of some of the best wines California has to offer paired with a curated variety of Northern California cheese and crackers.

- 36 Bottles of Wine **\$3,800**
- 2 Cheese Platters (100 Servings)

Mimosas

Pop, fizz, and mingle — give your guests the ultimate mimosa experience at your booth! Service includes Champagne, Orange Juice, Martinelli’s Sparkling Cider, plastic champagne flutes and orange slices for garnish.

- 200 Mimosa **\$3,600**
- Each Additional Mimosa **\$18**

Margarita Madness

Excite your guests with a shaken margarita, adding that extra touch to your booth. Our Margarita Madness package makes 300 servings and includes 9 oz. compostable cups

- 300 Servings **\$4,800**
- Each Additional Cocktail **\$20**

Martini Lounge

Guests won’t want to leave as they sip on Dirty Martinis, Appletinis and Cosmopolitans. Service includes premium liquors, plastic martini glasses, napkins, and bar accoutrements.

- 100 Cocktails **\$2,400**
- Each Additional Cocktail **\$24**

BAR SERVICES

Legends Global Server or Bartender required at \$300 plus tax for up to four hour service per server. Includes compostable service.

Beer/Wine Cart

Requires a minimum guarantee of \$2,000.00

Assorted Beers: See a la carte pricing.

House Select Wines

Pepsi Soft Drinks, Bubly, Bottled Water

\$58 per bottle

\$8.25 each

Value Brands Package

Requires a minimum guarantee of \$2,200.00

Includes: SVEDKA Vodka, Beefeaters Gin, Bacardi Rum, Dewer's Scotch, Jim Beam Whiskey, Cuervo Gold Tequila

House Select Wine

Assorted Beers: See a la carte pricing.

Pepsi Soft Drinks, Bubly, Bottled Water

\$410 per bottle

\$58 per bottle

\$8.25 each

Premium Brands Package

Requires a minimum guarantee of \$2,500.00

Please select 1 of each variety:

Vodka: Ketel One, Grey Goose

Gin: Bombay Sapphire, Hendricks

Whiskey: Crown Royal

Bourbon: Bulleit

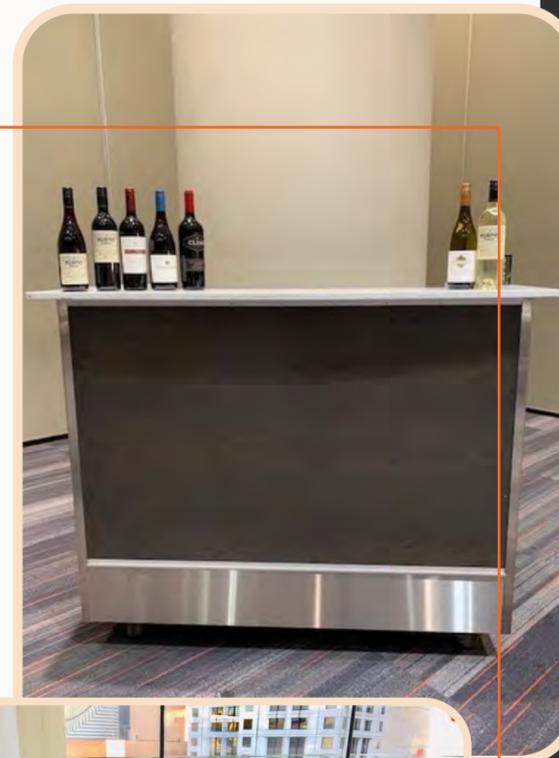
Scotch: Johnnie Walker Black

Rum: Mount Gay

Tequila: Casamigos

Beer, Wine, Pepsi Soft Drinks, Bubly, Bottled Water

\$510 per bottle



A La Carte

Not on Consumption

House Wine

White: Chardonnay, Pinot Grigio, or Sauvignon Blanc

Red: Cabernet Sauvignon, Pinot Noir, or Merlot

\$58.00 Per Bottle

Domestic Beer

May include Coors, Coors Light, Miller High Life, Miller Lite, and Pabst Blue Ribbon

\$12.00 each

\$900.00 per keg

Imported Beer

May include Heineken, Corona Extra, Corona Premier, Modelo Especial, Sapporo, and/or Pilsner Urquell

\$12.75 each

\$1,100.00 per keg

Microbrew Craft Beer

May include beers from Sierra Nevada and Drakes Breweries

\$12.75 each

\$1,220.00 per keg

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Wine Selection

Legends Global Server or Bartender required at \$300 plus tax for up to four hour service per server. Includes compostable service.

Red Wine

Pinot Noir

- Hartford Court, Russian River Valley \$67
- J Vineyards, Russian River Valley \$74

Cabernet Sauvignon

- Oberon, Napa Valley \$75
- Luigi Bosca, Mendoza, Argentina \$65

Merlot

- Whitehall Lane, Napa Valley \$68
- HALL, Napa Valley \$84

Zinfandel

- Cline, Lodi \$58
- Edmeades, Mendocino County \$58

White Wine

Chardonnay

- Sonoma Cutrer, Russian River Valley \$69
- Daou, Paso Robles, California \$68

Sauvignon Blanc

- Sancerre Patient Cottat, Loire, France \$68
- Kim Crawford, Marlborough, New Zealand \$71

Other

- Benvolio, Pinot Grigio, Italy \$58
- Kendall Jackson, Riesling, Monterey \$58
- Weingut Frank Gruner Veltliner, Austria \$62
- Cambria, Viognier, Santa Maria Valley \$72

Bubbles

Sparkling Wine

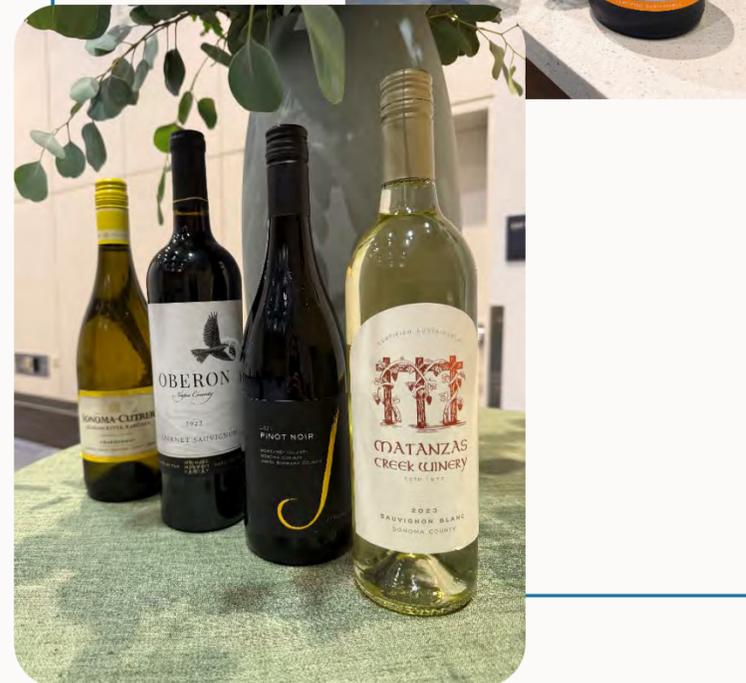
- Charles De Fere, Blanc de Blanc \$58
- Benvolio, Prosecco N.V, Italy \$58
- Chandon, Btu N.V, California \$65
- JCB No 21. Brut, Burgundy, France \$65
- JCB No 69. Rose, Burgundy, France \$65
- Iron Horse Classic Vintage Brut, Sonoma \$88
- Schramsberg, Blanc de Blanc, Napa Valley \$99

Champagne

- Henriot, Brut Souverain NV, France \$118
- Taittinger Brut La Francaise, France \$140
- Henriot, Brut Rose NV, France \$165
- Veuve Clicquot, Ponsardin N.V. France \$165
- Bruno Paillard, Rose N.V France \$170
- Ruinart, Rose, N.V. France \$235

Rose

- Banshee, Mendocino County \$58
- Murphy Goode, California \$58
- La Crema, Monterey \$58



THANK YOU



San Francisco

