



Dear Prime Tradeshow Exhibitor,

We are pleased that The Phoenix Design Group, Inc. has been selected as the “Official Event Production Company” for the **2022 Prime Tradeshow** taking place at the Pasadena Convention Center on Thursday, October 6<sup>th</sup>. We offer a full range of products and services to assist you in enhancing your booth space.

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

The Phoenix Design Group, Inc.  
Lauren Gaspard – Convention Services Manager  
4850 Wright Road, Suite 150  
Stafford, Texas 77477  
Office: 281-499-0600  
Email: [LaurenG@ThePhoenixDG.com](mailto:LaurenG@ThePhoenixDG.com)

**Setup Date & Time:**

**October 4<sup>th</sup> 2:00 pm – 5:00 pm\***

\*Only Large Booth Display Setups/Those with forklift Needs

**October 5<sup>th</sup> 9:00 am – 5:00 pm**

\*\* No forklift service will be available during this time

**October 6<sup>th</sup> 8:00 am – 11:00 am**

\*\* No forklift service will be available during this time

**Show Hours:**

**October 6, 2022 – 11:30 am – 6:00 pm**

**Tear Down Date & Time:**

**October 6<sup>th</sup> 6:00 pm – 8:00 pm\*\*\***

\*\*\*All displays must clear the building by 8:00 pm

Please review your booth exhibit needs carefully and return your order form with full payment before **September 14, 2022**, the discount deadline, to ensure the availability of your rental items and to also save money. All rental items are not available at the event, so please place your order early! Once you have emailed or mailed your order to our office, you will receive a confirmation email that we have received your order. If you do NOT receive an email confirmation, please call our office to ensure that we have received the order forms. We hope that the event is a success for you and your company!



**THE PHOENIX DESIGN GROUP, INC.**

4850 Wright Road, Suite 150      Stafford, TX 77477  
 Phone 281-499-0600      [www.ThePhoenixDG.com](http://www.ThePhoenixDG.com)

**RENTAL EQUIPMENT ORDER FORM – PRIME TRADESHOW**

**Discount Deadline: September 14, 2022**

Please note that some items are not available at the event. Rental prices are for the duration of the show and include delivery to and removal from your booth space. Items canceled after move-in begins will be charged at 100% of the original price.

If you do NOT want the 6’ skirted table that is provided as a part of the booth package, please check this box.

**Important Note: If you need a different sized table other than the 6’ skirted table that is a part of the booth package, you will need to rent one from the list below.**

**Section I: Skirted Display Tables**

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

**Standard Height – 29” Tall**

Description	Discount	Standard	Quantity	Total
4’ Long Table x 24” Deep	\$ 65.00	\$ 71.60	_____	\$ _____
6’ Long Table x 30” Deep	\$ 75.00	\$ 81.60	_____	\$ _____
8’ Long Table x 30” Deep	\$ 85.00	\$ 91.60	_____	\$ _____
4 <sup>th</sup> Side Table Skirting	\$ 25.00	\$ 34.60	_____	\$ _____

**Counter/Bar Height – 40” Tall**

Description	Discount	Standard	Quantity	Total
4’ Long Table x 24” Deep	\$ 75.00	\$ 81.60	_____	\$ _____
6’ Long Table x 24” Deep	\$ 85.00	\$ 91.60	_____	\$ _____
8’ Long Table x 24” Deep	\$ 95.00	\$101.60	_____	\$ _____
4 <sup>th</sup> Side Table Skirting	\$ 25.00	\$ 34.60	_____	\$ _____

**4’ Raised and Skirted Table**



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

40” Tall Table Skirt Color Choices	
Please use colors as a reference only.	
	Red
	White
	Blue
	Black

Table Skirt Color Choice: \_\_\_\_\_

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

**Section II: Unskirted Display Tables**

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

**Standard Height – 29” Tall – BARE Tables**

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

**Counter/Bar Height – 40” Tall – BARE Tables**

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

**Standard Height – 29” Tall – TOPPED ONLY Tables**

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

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

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



**Round Display Tables**

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

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

\* Available in black ONLY

\*\* Available in black, navy, royal blue, white, red, kelly green, hunter green, yellow, light pink, gold, fuchsia, & purple.

Please **CIRCLE** your color choice.

**Section III: Miscellaneous Booth Items**

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



**Item 120**



**Item 121B**



**Item 121W**



**Item 122**



**Item 123**



**Item 124**



**Item 125**



**Item 126**



**Item 127**



**Item 128PS.32  
Item 128PS.42  
Item 128PS.70**



**Item 129**



**Item 130**



**Item 131**



**Item 132RB**



**Item 133**



**Item 134**



**Item 135**



**Item 136**

<b>Description</b>	<b>Item #</b>	<b>Discount</b>	<b>Standard</b>	<b>Quantity</b>	<b>Total</b>
Samsonite Folding Chair	120	\$ 7.50	\$ 12.50	_____	\$ _____
Black Resin Garden Chair	121B	\$ 12.50	\$ 15.63	_____	\$ _____
White Resin Garden Chair	121W	\$ 12.50	\$ 15.63	_____	\$ _____
Wood Bar/Counter Stool	122	\$ 28.00	\$ 46.00	_____	\$ _____
Chrome Bar/Counter Stool	123	\$ 42.00	\$ 65.00	_____	\$ _____
Director's Chair	124	\$ 40.00	\$ 52.00	_____	\$ _____
Armless Padded Chair	125	\$ 35.00	\$ 52.00	_____	\$ _____
Spectrum Gas-Lift Bar Stool	126	\$ 95.00	\$118.75	_____	\$ _____
Bucket Swivel Bar Stool	127	\$ 95.00	\$118.75	_____	\$ _____
32" Flat Screen (Tabletop Only)*	128PS.32	\$175.00	\$195.00	_____	\$ _____
42" Flat Screen (Tabletop or Floor Stand)*	128PS.42	\$295.00	\$320.00	_____	\$ _____

70" Flat Screen with Floor Stand\*      128PS.70      \$650.00      \$715.00      \_\_\_\_\_      \$ \_\_\_\_\_

**\*Please specify what type of connection you need (USB port, HDMI, etc.)** \_\_\_\_\_

**Section III: Miscellaneous Booth Items Continued**

4'x8' Velcro Board	129	\$171.00	\$213.75	_____	\$ _____
Wastebasket with Liner	130	\$ 10.50	\$ 12.75	_____	\$ _____
Zig-Zag Literature Rack	131	\$ 85.00	\$106.25	_____	\$ _____
2 Chrome Stanchions wVelvet Rope	132RB	\$ 52.00	\$ 68.00	_____	\$ _____
Bag Stand	133	\$ 42.00	\$ 56.80	_____	\$ _____
Chrome Easel	134	\$ 25.00	\$ 31.25	_____	\$ _____
Double Sign Holder	135	\$ 65.00	\$ 81.25	_____	\$ _____
Mini Refrigerator	136	\$142.00	\$153.72	_____	\$ _____

**Section IV: Carpet Order Form**

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



<b>Carpet Color Choices</b>	
Please use colors as a reference only.	
	<b>Blue</b>
	<b>Black</b>
	<b>Grey</b>

**Carpet Color Choice 1:** \_\_\_\_\_

**Carpet Color Choice 2:** \_\_\_\_\_

<b>Description</b>	<b>Discount</b>	<b>Standard</b>	<b>Quantity</b>	<b>Total</b>
9' x 10' Booth Carpet	\$ 165.00	\$ 172.50	_____	\$ _____
9' x 20' Booth Carpet	\$ 195.00	\$ 230.00	_____	\$ _____
9' x 30' Booth Carpet	\$ 250.00	\$ 310.00	_____	\$ _____
9' x 40' Booth Carpet	\$ 310.00	\$ 420.00	_____	\$ _____
Carpet Padding per sq/ft.	\$ 1.65	\$ 2.15	_____	\$ _____

**Section V: Drayage/Materials Handling**

**☞ ADVANCE WAREHOUSE SHIPMENTS:**

- Warehouse shipments may be sent to our warehouse up to **Friday, September 30, 2022**, and must arrive during the business hours of 9:00 am – 4:30 pm, Monday through Friday. No shipments will be received on weekends or holidays.
- Address all shipments consigned to the warehouse as follows:  
The Phoenix Design Group, Inc.  
To be Held for “PRIME TRADESHOW”  
Exhibitor’s Company Name and Booth Number  
4850 Wright Road, Suite 150  
Stafford, Texas 77477
- Advance warehouse shipments will be delivered to the respective booths at the convention facility on our load-in day(s). The empty container(s) will be removed from the booth, placed in storage, and then returned to your booth at the close of the show. Materials will then be shipped out on your designated carrier.



---

**☞ SHOW SITE SHIPMENTS:**

- Direct/Show-site shipments NOT requiring a forklift, must arrive on the designated exhibitor move-in day (October 5, 2022) , 9:00 am – 4:00 pm. Direct/Show-site shipments that DO required forklift service, will need to arrive on October 4<sup>th</sup> between 2:00 pm and 5:00 pm. All other shipments will be refused by the convention center.
- It is your responsibility to instruct your carrier of the allocated date and times for show-site deliveries.
- Weight tickets or Bills of Lading indicating weight must accompany freight delivery.
- Address all show-site shipments as follows:  
Pasadena Convention Center  
c/o The Phoenix Design Group, Inc.  
Exhibitor’s Company Name and Booth Number  
7902 Fairmont Parkway  
Pasadena, TX 77507
- Show-site shipments will be delivered to your booth by The Phoenix Design Group. Empty crates and containers will be removed from your booth, placed in storage for the duration of the event, and returned to your booth at the close of the show. Please ensure that you have marked your empty crates accordingly with your Company Name, Booth Number, and Crate # of # as necessary. Items will then move from the booth to the loading dock and reloaded onto designated vehicles or carriers. Charges will be based on in-bound freight only.



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

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

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



### ☞ OUTBOUND SHIPMENTS:

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

---

### ☞ TERMS OF LIABILITY:

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

**☞ MATERIAL HANDLING/DRAYAGE RATES:**

Rates include labor and equipment required to unload shipment, store in advance at the warehouse address (if applicable), deliver to the exhibitor's booth, handle empty containers to and from storage (including the usage of forklift services with a 5,000 lb capacity forklift) and removal from booth for reloading onto outbound carriers.

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

**Carrier** \_\_\_\_\_ **Number of Pieces** \_\_\_\_\_ **Expected Arrival Date** \_\_\_\_\_

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

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

**A. Crated or Skidded Floor Load Shipment:**

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

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

Show Site Rate: \$58.50 per CWT.

**B. Fed-EX and UPS Packages Handling (Packages under 35 lbs. each):**

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

1<sup>st</sup> Package Received Rate: \$45.00

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



If you will be shipping your package(s) back out after the event is over, please select one of the following

- My outbound freight company will be picking up my items from the Pasadena Convention Center by 8:00 pm on October 6, 2022. I will have my package(s) sealed up with pre-paid, outbound shipping labels affixed to them, and will contact my freight company for the pick-up.
- I will have my outbound freight company pick my items up from the Phoenix Design Group Warehouse on Friday, October 7, 2022. I understand that my outbound packages need to be sealed up with pre-paid, outbound shipping labels affixed to them. I understand that Phoenix Design Group will collect my outbound shipment from my booth space at the end of the show and will take the shipment back to their warehouse for pickup from there.
- I do NOT have any outbound shipping needs.

**Important Note for Outbound Shipments** – Whichever way you have your freight picked up for outbound shipping, the exhibitor is fully responsible for contacting said freight company (YRC, UPS, Fedex, etc.) to notify them of where to pick up items, along with the correct date and time.

**Section VI: Forklift Services**

Request for forklift services will be considered only as a reservation and must be followed up at the service desk. Forklift service will be available on a first come, first served basis, however we will try to accommodate specific times as you list below. A minimum charge of one half hour will apply and time will commence upon assignment in accordance with the exhibitor's request. **The charge for the forklift and operator will be \$75.00 per half hour.** It is important that exhibitors check in at the service desk. All work must be done under the supervision of the exhibitor's representative. Exhibitors are not authorized to operate the forklifts.

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

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

<b>Set-up/Forklift Service Date Requested</b>	<b>Forklift Start Time</b>	<b>Time Frame Needed (Round up to the next 1/2 hour per load in/break down)</b>
<b>Break-down/Forklift Service Date Requested</b>	<b>Forklift Start Time</b>	<b>Time Frame Needed (Round up to the next 1/2 hour per load in/break down)</b>

--	--	--

Please describe the type of materials to be handled via forklift service:

---



---



---



---



---



---



---

**Section X: Order Totals**

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

(\* Important Note: If you are tax-exempt, you must submit a tax exempt certificate at the time of your order.)

**Grand Total for Payment** \$ \_\_\_\_\_

---

**Attention:**

Please mail or email only the pages that pertain to your individual order that you have filled out. If you email the pages, you can leave the credit card number portion BLANK, but the rest of the credit card payment portion MUST be completed AND signed. Once your forms are received via email, you will receive a phone call to obtain the credit card number. If there are pages that you did not need to fill out, you DO NOT need to email or mail them to our office. If you are paying via company check, please send in your order pages with payment – do not send via email. Thank you!

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

**PAYMENT**

Payment to accompany your order. Exhibitor understands that they are responsible for any missing or damaged equipment that is utilized in their booth space as a rental. Exhibitor will be responsible for the full replacement value of any damaged or missing items.

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

Name of Event \_\_\_\_\_

Your Company/Booth Name \_\_\_\_\_

Booth Number \_\_\_\_\_ Booth Contact/Representative's Name: \_\_\_\_\_

Contact's Email \_\_\_\_\_ Contact's Phone \_\_\_\_\_

***COMPANY CHECK***

Please make checks payable to: The Phoenix Design Group, Inc.  
\*A \$75.00 service fee will be assessed on all returned checks.

***CREDIT CARD***

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

Please check one:  **VISA**       **MASTERCARD**       **AMERICAN EXPRESS**       **DISCOVER**

Account Number 

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

3 or 4 Digit Credit Card Security Code 

--	--	--	--

      Expiration Date (xx/xx) 

--	--

Total Being Charged: \$ \_\_\_\_\_ Phone Number \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Signature \_\_\_\_\_

Cardholder's Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Email Address of where receipt can be sent to: \_\_\_\_\_