

SUITES AT MARKET SQUARE

EXHIBITOR MANUAL
OCTOBER 2025

SUITES AT MARKET SQUARE
200 WEST COMMERCE
HIGH POINT, NC 27260

MARKET SQUARE GROUND (MSG)
305 WEST HIGH STREET
High Point, NC 27262-0828

ANDMORE
(336) 888-3700 | Fax (336) 882-6322
andmorehighpointmarket.com

ANDM(AT HIGH POINT MARKET **)RE**



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WELCOME

It is my pleasure to personally thank you for choosing ANDMORE in High Point. As the largest building owner at the High Point Market, we strive to provide the most effective and efficient venue for you to conduct business in High Point.



In this Exhibitor Manual are all of the tools and information you need to make your participation in High Point Market as easy and productive as possible. Beyond all of the logistical information you need, you will also find a list of key contacts should you have any questions that were not answered by this manual, a preferred vendor list, and order forms to contract needed services.

Our world-class staff is here to ensure that your experience with us is unmatched. ANDMORE does more marketing than any other building owner in High Point, so I encourage you to review the marketing and press tools offered exclusively for ANDMORE

customers by visiting <https://www.highpointmarketandmore.com/marketing-and-press-tools/>. In addition to our exclusive marketing support, I recommend you review the Exhibitor Services page on the High Point Market Authority site for other opportunities <http://exhibitor.highpointmarket.org/>.

Your success is largely driven by a combination of our efforts and your own, so working to secure market appointments with your current and prospective customers is essential as is ensuring you stand out among the 2000+ exhibitors by participating in advertising and sponsorship opportunities to capture the attention of buyers before, during and after market.

Should you require any assistance or have any specific requests, please feel free to contact your Tradeshow Operations Manager or myself. We are dedicated to partnering with you to provide the most efficient, effective and compelling market for you and your customers.

We look forward to our shared success.

A stylized, handwritten signature in black ink. It starts with a large, looping 'J' and ends with a long, sweeping horizontal stroke that tapers off.

Jon Pertchik
Chief Executive Officer
ANDMORE

2. GENERAL INFORMATION & POLICIES

2.1 WELCOME TO MARKET

Suites, a division of ANDMORE extends our sincere appreciation to you for exhibiting with us during the High Point Furniture Market. This manual serves as a reference guide for your 2025 Fall High Point Market experience. Reading this material, and following the steps provided, will ensure an efficient move-in, set-up, break-down and move-out for all exhibitors. Our goal is to provide outstanding customer service to you and your buyers, and we are always available to discuss your questions, comments, or concerns. Please contact Kyle Utley, Tradeshow & Event Operations Manager at Kutley@andmore.com or 336-858-2663 or come by the Exhibitor Services located on the Top Floor of Suites at Market Square during the show. We appreciate your cooperation and look forward to working together during the High Point Market.

2.2 ANDMORE MISSION

ANDMORE is a Leasing business that serves as the center of commerce for the furniture, gift and home decor industries, bringing buyers and sellers from the global marketplace together in the most effective, efficient and compelling venues. Our company provides Exhibitors with unrivaled access to Buyers and Buyers with unparalleled access to resources. Through experience and exceptional service, the ANDMORE Team delivers Markets that create value and growth opportunities for our partners.

Suites operates for the wholesale distribution of home furnishings. Direct sales to consumers is not permitted from the showrooms nor should the showroom be promoted directly to consumers.

2.3 OUTSIDE SERVICE FIRMS & CONTRACTORS



Market Square, under its leases with its exhibitors, retains the absolute right to approve all contractors performing work on its property. All service firms, including contractors, caterers, designers, florists, janitorial firms, and photographers performing work at Market Square must first obtain approval and be placed on its approved vendor list.

Among other things, all service firms to be placed (and to remain) on the approved list must:

- Carry insurance satisfactory to Market Square, including comprehensive general liability with limits of not less than \$3,000,000 and statutory worker's compensation insurance on all employees, including part time, casual, and day laborers.
- Execute line waivers and indemnity agreements satisfactory to Market Square.
- Comply at all times with Market Square's Guidelines and policies.
- Market Square maintains a list of service firms who have the proper insurance. Firms who do not have proper insurance will not be allowed to perform work on its property.

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2.4 EXHIBITOR INSURANCE REQUIREMENTS

A certificate of insurance (**COI**) verifying that you have both the property/casualty and the comprehensive general liability coverage must be on file with Market Square AC IV, LLC in accordance with Lease Paragraph 7.1, which states:

7.1 . Insurance. *Tenant agrees to insure its property located in the Building against a loss or damage by fire or other casualty, under an "all risks" policy in an amount equal to the full replacement value thereof. Tenant agrees to maintain in force Commercial General liability insurance coverage on the Premises, with a minimum combined single limit of \$2,000,000.00 for death, personal injury or property damage, naming Landlord as an additional insured. This general liability coverage must be on an "occurrence" basis. All policies shall provide that unless Landlord is given thirty (30) days written notice of any cancellation or material change, the insurance shall remain in full force and effect without change. If Tenant will be serving alcoholic beverages, as a condition to the granting of this Agreement, Landlord or its authorized management agent must receive from Tenant or its caterer, evidence that insurance, satisfactory to Landlord, providing appropriate liability insurance or Dram Shop coverage indemnifying the Landlord, its authorized management agent and the owners of the Building as additional insured parties has been procured. Prior to installing its exhibits in the Premises, Tenant agrees to provide Landlord with satisfactory evidence that all required insurance is in force. Tenant may provide any insurance required under this article through its corporate or blanket policies covering multiple locations, provided that (i) such policy or a certificate of such policy must specify the amount(s) of the total insurance allocated to the Premises, which amount(s) must equal or exceed the amount(s) required by this Agreement, and shall not be reduced for claims made for other properties; and (ii) in all other respects, each such policy shall comply with the requirements of this Lease.*

Certificate Holder:

**Market Square AC IV, LLC
200 West Commerce Ave
High Point, NC 27260**

2.5 MARKET STAFFING

Showrooms must be staffed during official hours of the Market.

Suites Official Hours:

Friday, October 24 - Tuesday, October 28, 2025 (9am to 6pm)

Wednesday, October 29, 2025 (9am to 2pm)

2.6 SMOKING POLICY

Market Square is a non-smoking facility. Thank you!

2.7 ABC PERMITS FOR SERVING ALCOHOL

If you are planning to serve liquor in your showroom during the upcoming Fall 2025 High Point Market, you are required by the State of NC to purchase a "Limited Special Occasion Permit" This applies only to liquor, not beer and wine. No permit is required for serving beer and wine.

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However if you are planning to purchase beer or wine through a distributor, you will need this permit. The cost of the permit is \$50. No permit is necessary if the host is serving or offering only beer or unfortified wine or if you are using a catering company.

To obtain a permit to serve liquor in your showroom during Market, email the request to Kyle Utley, Manager, Tradeshow & Event Operations at Kutley@andmore.com.

3. YEAR ROUND OPERATING HOURS

3.1 OPERATING HOURS	BUILDING	LOADING DOCK
Monday-Friday	8:00 a.m. – 5:00 p.m.	8:00 a.m.– 4:30 p.m, closed 12 p.m.-1p.m.
Market Preparation: Saturday & Sunday weekend prior to Market	8:00 a.m. – 8:00 p.m.	8:00 a.m. – 12:00 p.m.
Emergency Service Contact Reception at 336-888-3719	5:00 p.m. – 11:00 p.m.	N/A
Monday - Thursday prior to Market	8:00 a.m. - 8:00 a.m. 24 hours per day	8:00 a.m. – 3:00 p.m.
Market - October 24-28, 2025 Wednesday, October 29, 2025	9:00 a.m. - 6:00 p.m. 9:00 a.m. - 2:00 p.m.	8:00 a.m. – 7:00 p.m. (Appointment only)
Thursday, October 30, 2025	7:00 a.m. - 5:00 p.m.	8:00 a.m. – 5:00 p.m. (Appointment only)
Friday, October 31, 2025	7:00a.m. - 5:00 p.m.	8:00 a.m.-12:00 p.m.(Appointment only)



4. YEAR ROUND OPERATING CALENDAR

4.1 IMPORTANT DATES

January ~ Closed New Year's Day & Martin Luther King Jr. Day
February ~ Closed President's Day
March ~
April ~ Outbound Trucks must be logged in by 3:00 p.m. on Friday, April 18, 2025. Inbound trucks must be logged in by Tuesday, April 22, 2025. After that will incur a \$300.00 late fee per occurrence. Spring Market, April 25-30, 2025.
May - Closed Memorial Day
June
July ~ Closed Independence Day
August
September ~ Closed Labor Day
October ~ Outbound trucks must be logged in by 3:00 pm on Friday, October 17, 2025. Inbound trucks must be logged in by 3:00 pm on Tuesday, October 21, 2025. After that will incur a \$300.00 after deadline fee per occurrence. Fall Market, October 24-29, 2025.
November ~ Closed Thanksgiving Day, Thursday, November 27, 2025 and Friday, November 28, 2025
December ~ Closed Christmas Day

5. GENERAL SHOW INFORMATION

5.1 EXHIBIT DATES & HOURS

October 24-28, 2025	Friday- Tuesday	9:00 a.m. - 6:00 p.m.
October 29, 2025	Wednesday	9:00 a.m. - 2:00 p.m.

5.2 CONTACT INFORMATION

ANDMORE - Main Office: (336) 821-1500

Kyle Utley, Tradeshow & Event Operations Manager

Office: (336)-858-2663

Kutley@andmore.com

Suites at Market Square (SAMS):

Brad Bullock – Market Logistics

Associate Office: (336) 821-1533

bbullock@andmore.com

Market Square – Ground (MS-G) and Plaza Suites:

Felicia Cranford – Market Logistics

Coordinator Office: (336) 821-1535

fcranford@andmore.com

HPShippingWest@andmore.com

5.3 RULES & REGULATIONS OF EXHIBITION

Please review the official Lease Rules and Regulations located at the back of this manual.

- Exhibitor badges are required at all times.
- All ANDMORE buildings are non-smoking properties.
- At least one representative of the exhibiting company must be in the booth during show hours.
- Public address or microphone systems may not be used in a booth smaller than 400 square feet arranged in a square. Exhibitors using TV monitors or demonstrating mechanical or electrical equipment should ensure that noise levels do not cause an annoyance to their neighbors. Show management reserves the right to determine acceptable levels of noise.
- Absolutely NO Product allowed in the aisles. Anything in the aisles will be disposed of. This is in accordance of the City Fire Code.

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- Adhere to all Fire Department exhibit construction rules. This includes, but is not limited to: refraining from hanging any items from the **wall grids or lighting tracks**.
- Adhere to all regulations set forth by this manual.
- No lit candles are permitted.
- No fabric can be hung overhead below lights and sprinklers.
- No painting of columns on Top Floor, Ground and Mezzanine. There will be a \$500 fine for painting your own space.

5.4 REGISTRATION/EXHIBITOR BADGES

Registration must be completed online. To pre-register, please visit:

www.highpointmarket.org/register. Select "Exhibitor" and then enter the login ID and Password that have been assigned to you. If you do not have an ID and Password, please email registration@andmore.com so that one can be assigned to you.

- Follow the prompts to completely fill out the form.
- Only when you have completed the roster, click "Register Selected Attendees".
- Last day for U.S. exhibitors to register and have passes mailed on October 10, 2025
- Last day for international exhibitors to register and have passes mailed on Sept. 26, 2025
*No badges will be printed after mailing dates until on-site registration opens.
- On-site registration opening on October 23, 2025
- Online registration will remain open throughout Market week for all badge types - bring your bar-code confirmation (printed or on your smartphone) and photo ID to have your passes printed at a registration desk in your building.
- Online New Buyer registration closes: October 17 at 5pm ET
- Online Returning Buyers and Industry closes: October 22 at 5pm ET



5.5 TEMPORARY LABOR & CONTRACTOR WRISTBANDS

All exhibitor-appointed contractors and temporary labor must be issued temporary wristbands to wear while working in ANDMORE properties. Wristbands should be picked up at the registration desk at the main entrance upon arrival. Temporary wristbands are issued daily for use only during set-up and dismantling hours and are color coded by day.

All temporary day labor must be signed in by the tenant and the tenant is responsible for the actions of this laborer. For security reasons, hiring of street labor for work in the building is strongly discouraged. Commencing Friday, October 24, 2025, only Market Square exhibitors with a proper badge will be allowed in the buildings. Prior arrangements must be made in advance to accommodate temporary help.

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5.6 SECURITY

Security will be on duty 24 hours a day from move-in to move-out. Security cannot, and should not be counted on to provide more than a presence to inhibit theft. ANDMORE hereby gives formal notice that the show and its management, its agents and its official vendors neither offer nor accept responsibility of any kind for exhibitors' property. We advise you to always staff your booth during show hours and **never leave any valuables unattended.**

Report any incidents to ANDMORE Security immediately at 336-888-3719. For assistance, exhibitors can also hire the services of a security guard by contacting ANDMORE Security at 336-888-3719.

ANDMORE strongly encourages you to shrink wrap product left behind; ANDMORE is not responsible for product left between shows.

5.7 EXHIBITOR SERVICES

We welcome our exhibitors to the Suites at Market Square's Exhibitor Services located on the Top Floor of the Suites. Packaging labels, Empty Container Labels and Bills of Lading are available for product removal at the Exhibitor Services. Exhibitor coffee and refreshments served daily starting Thursday, October 23rd. The service will remain open until 12:00 p.m. on Friday, October 31, 2025.

5.8 WIRELESS ACCESS

Limited free wireless Internet access is available in Suites at Market Square. This is an unsecured connection. Please stop by the Exhibitor Services on the Top Floor of the Suites at Market Square if you have questions.

If you are uploading or downloading large files, streaming audio or video, or placing orders on line, we recommend you order a secure line from Lumos Networks/North State Communications by reaching out to Todd Messner by phone at 336-821-4696, or by e-mail at todd.messner@lumosnet.com.

5.9 PHONE & INTERNET SERVICES

Lumos Networks/North State Communications handles all new phone installations and relocations for exhibitors. Todd Messner can be reached by phone 336-821-4696 or email todd.messner@lumosnet.com. All other inquiries, repair needs, etc., should be handled by calling 336-886-3600. Todd will be offering both services that are in place just for High Point Market, as well as services that can be used in a full-time capacity all year long. DSL services offered through Lumos/North State please reach out to Todd Messner and all other inquiries same as above.

6. TRANSPORTATION & ACCOMMODATIONS

6.1 AIRPORTS

Piedmont Triad International Airport (GSO)

www.flyfrompti.com

(High Point, Greensboro and Winston-Salem)

Charlotte/Douglas International Airport (CLT)

www.charlotteairport.com

Raleigh-Durham International Airport (RDU)

www.rdu.com



6.2 AIRLINE INFORMATION

Book your flight early to receive maximum savings.

United Airlines

1-800-426-1122

www.united.com

Delta Airlines

1-800-328-1111

www.delta.com

For reference codes:

www.highpointmarket.org/plan-your-trip/airline-discounts

American Airlines

1-800-433-7300

www.aa.com

Air Canada

1-800-689-2247

www.aircanada.com

6.3 RENTAL CAR INFORMATION

Budget (GSO & CLT only)

1-800-842-5628

www.budget.com

Enterprise Rent-A-Car

1-800-736-8222

www.enterprise.com

For discount codes:

www.highpointmarket.org/plan-your-trip

National Car Rental

1-877-222-9058

www.nationalcar.com

Priceless Car Rental

336-856-9504

(No Code, local Company offering regular rates throughout the year)

6.4 FREE PARK & RIDE SHUTTLE SERVICE

Free parking & continuous shuttle service between the downtown transportation terminal and Park & Ride lot in High Point. For updated Shuttle Service Schedules, visit:

<http://www.highpointmarket.org/plan-your-trip/park-ride-shuttles>

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Park & Ride Lot: Oak Hollow Mall – Located at 921 Eastchester Dr. (Hwy.68), in the Oak Hollow Mall parking lot.

Thursday, October 23 - Tuesday, October 28, 2025
Wednesday, October 29, 2025

6:30 a.m. – 10:00 p.m.
6:30 a.m. – 6:00 p.m.



6.5 FREE DOWNTOWN SHOWROOM SHUTTLE SERVICE

Friday - Tuesday
Wednesday

7:30 a.m. – 8:00 p.m.
7:30 a.m. – 6:00 p.m.

FREE shuttles operating in a continuous loop in the downtown showroom district take you to and from every Market building, showroom and event in climate-controlled comfort.

6.6 FREE GO-ANYWHERE SHUTTLES

Friday - Tuesday
Wednesday

7:30 a.m. – 8:30 p.m.
7:30 a.m. – 6:00 p.m.

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To reach any destination within a 3-mile radius of the High Point city limits that is not served by a scheduled shuttle, including outlying showrooms, use our FREE Go-Anywhere service. Go to the downtown Transportation Terminal or simply flag one down from any location in the Market area. You may also call 336-887-RIDE (7433) to have a shuttle dispatched to you.

For more information, please call: 336-887-7433 or www.highpointmarket.org.

6.7 ACCOMMODATIONS

Many exhibitors/sales representatives find it advantageous to rent a private home, condominium, or an apartment. For more information call:

Holtzman Market Rentals: 336-454-5892

High Point Furniture Market Services: 336-259-7944

Visit <https://www.highpointmarket.org/planyourtrip#section-hotels> for listings. Hotels may be booked by calling Market Housing (800-874-6492/336-869-1000) or using website. NOTE: Accommodations should be arranged directly by exhibiting company

7. BOOTH DESCRIPTION & SERVICES

7.1 TYPICAL BOOTH INCLUDES

- 120 volt, 960-watt duplex electrical outlet
- All tracks come with (2) 14-watt LED lights
- Customers cannot provide their own lights, additional lights can be rented on pages 31 and 32
- (1) Chair (upon request)
- (1) Wastebasket
- Floor sticker with company name
- External dividing hard walls

Tables are not included with your booth. If you would like to rent tables, extra chairs, LED, etc., please refer to the Equipment and Services Order Form at the back of this manual.

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7.2 CUSTOMIZING YOUR BOOTH

Customizing your booth is the best way to attract buyers as they shop the trade show floor, and should be a common practice followed by market exhibitors. If customizing your booth requires the use of a private contractor, certain rules and regulations apply. Please see the complete list of rules regarding **Exhibitor Appointed Contractors** (Section 7.3). We encourage you to take this opportunity to create a unique and distinctive presentation.

NOTE: All Exhibitors in Suites at Market Square—Ground, Mezzanine: No other trades shows will be held in your show space. This advantage enables you to extensively customize your booth without having to entirely dismantle after each market, as long as you are under contract. Any exhibitor under a signed multi-market contract is allowed to store their showroom props and product to be used during the next Market at no charge stored at their responsibility.

All booths must be returned to original condition (patched and painted white by approved contractor) within 2 weeks of termination of lease. Exhibitor is responsible for the cost, which is billed at a later date.

7.3 EXHIBITOR APPOINTED CONTRACTORS (EAC)



EACs must also abide by the “Rules and Regulations of Exhibition”. See Pages 9 &10.

- The EAC shall be given the right to provide services requested of them by an exhibitor in setup and dismantling on the show floor and shall have the right to utilize qualified employees registered in advance by Show Management.
- Any customizations that involve altering the standard booth walls must be reviewed with ANDMORE Tenant Improvement Management by calling 336-821-1505. EACs shall cooperate fully with ANDMORE.
- The EAC shall adhere to the rules and regulations in this manual.
- The EAC shall possess a valid public liability and property damage insurance policy for at least \$2,000,000. The Certificate of Insurance must name ANDMORE as an additional insured.
- The EAC shall have a true and valid work order from an exhibitor in advance of the show move-in date and shall not solicit business on the show floor or during move-in or move-out dates.
- EACs must check-in and pick up a day/work pass at the main entrance each day.

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For a quote for additional walls, please contact Kyle Utley at

kutley@andmore.com (336) 858-2663 ***Section 12 includes more details***

- All painting must be performed by an ANDMORE approved painter, and requires an ANDMORE Building Authorization Pass. To secure a BAP, please contact Sherrie Kruse with Tenant Improvements at skruse@andmore.com.
- Nothing may be attached to or hung from the headers or columns. No product may be in the aisle areas.
- Booth walls, columns or floors that have been soiled, marked, taped, Velcroed, stapled, painted, papered or otherwise damaged must be repaired or replaced by approved contractor.
- Repair charges will be assessed on a time/materials basis and invoiced to your company.
- Booth walls can typically hold items of a lightweight nature, such as pictures and small decorative items hung with 1 inch wood screws.
- If you intend to mount or affix materials of a load-bearing nature, please contact Kyle Utley at 336-858-2663.
- For additional walls, please reference Equipment & Services Order Form (Section 11.2)

7.5 ELECTRICAL SERVICES

All electrical services will be installed by Market Square, but you, the tenant, are responsible for adjusting your own lights inside display booths. All electrical modifications are subject to approval by Facilities, and the Fire Marshal. See Equipment and Services Order Form at the back of this manual.

- Electrical should be done by licensed contractor.
- All electrical equipment/fixtures must be UL listed, City of High Point approved and pass the High Point Electrical Code.
- Nothing may be attached to or hung from lighting tracks.
- No zip cords, taps or extension cords over 6 feet.
- All wiring or flexible cords shall be 3-wire, "hard usage approved", 14-gauge, grounded, unless cord is a component part of an assembly approved under the High Point Electrical Code.
- Spring clamp light fixtures are not permitted.
- Christmas tree lights are permitted, but must be unplugged nightly.
- No zip cords, extension cords, or power bars attached to the wall or grid.

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- Only Market Square fixtures are permitted on light tracks.
- The maximum wattage per 10' x 10' is 960.

7.6 ORDERING SERVICES

Reference the Equipment and Services Order Form located in the back of the manual for a listing of rental items available. For any questions regarding services, contact Kyle Utley at Kutley@andmore.com or (336) 858-2663.



7.7 TIPPING POLICY

Tipping of building labor is **NOT** permitted. We are constantly striving to improve our services and our employees are instructed **NOT** to accept tips. Thank you for cooperation!

8. SHIPPING & MATERIAL HANDLING

8.1 MARKET LOGISTICS RATES & SERVICES

- Outbound Deadline Date from previous show is Friday, October 17, 2025. All outgoing shipments after this date will incur an additional \$300.00 after deadline fee.
- Inbound Deadline Date: Truck Login by 3:00 p.m. Tuesday, October 21, 2025. All inbound shipments received after this date will incur an additional \$300.00 after deadline fee.

FREIGHT RECEIVING/SHIPPING

- All dock usage (inbound/outbound) requires a confirmed schedule through HPShippingWest@andmore.com prior to arrival.
- ANDMORE Logistics receiving rates listed on the next page include receiving services of unloading, delivery to booth and debris removal for **inbound shipments before Wednesday, Sept. 17, 2025 or outbound shipments after Friday, October 17, 2025.**
- A **\$300.00** deadline fees will apply for all inbound and outbound shipments received after the posted deadline dates.
- Updated Surcharges:
 - Unscheduled shipments will incur a fee of \$300.00 and normal market Logistic rates apply per incident. It is important to schedule your dock appointment(s) at least 24 hours, in advance, to avoid fees.

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INBOUND/MOVE-IN

STANDARD FLAT RATES

Inbound Freight rates below are for shipments received between markets and during the year at all properties with the exception of Suites @ Market Square/1st Floor of Plaza Suites. Free drayage timeframe starts (with confirmed dock appointment)

- Outbound: Sept. 17 - October 17, 2025
- Inbound: Sept. 17 - October 21, 2025

Size of Shipment	Loose Rate	Palletized Rate
Full	\$ 750.00	\$ 675.00
Half	\$ 420.00	\$ 375.00
Quarter	\$ 220.00	\$ 195.00
Minimum	\$ 105.00	\$ 95.00
Under Minimum	\$ 45.00	\$ 38.00

TRUCK UNLOADING TERMS DEFINED

All truck loads are based on the floor loading space of a 53-foot sized truck and

include debris removal. Tenant self load and unload \$199 flat-rate.



TLUM-Truckload Unload/
Placement UNDER
minimum (up to 2 pallets)

Includes debris removal

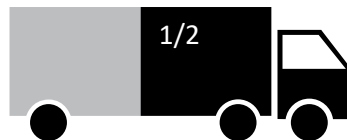


TLM-Truckload
Unload/Placement -
Minimum (up to 4
pallets)

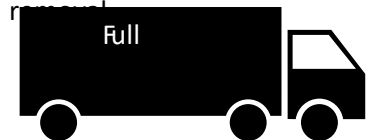
Includes debris



TLQ-Truckload Unload/
Placement-Quarter (up
to 6 pallets). Includes
debris removal.



TLH-Truckload
Unload/ Placement-
Half (up to 12 pallets).
Includes debris
removal.



TLF-Truckload Unload
Placement-Full (up to
24 pallets). Includes
debris removal.

All loose loads will be charged the equivalent of the palletized space use.

- Loose loads do not qualify for free ANDMORE drayage at Suites at Market Square.
- To qualify for Free drayage during the stated time frame, your shipment must be crated or palletized and must have a confirmed scheduled appointment prior to arrival through HPShippingWest@andmore.com.
- Poorly packaged shipments may incur additional labor charges.

SUITES
AT MARKET SQUARE

MARKET LOGISTICS RATES & SERVICES

Our goal is to ensure your success. The information provided is designed to be helpful for your planning process. Please feel free to contact us via email at hpshippingwest@andmore.com or 336-821-1533 with any additional questions.

- A confirmed appointment through hpshippingwest@andmore.com will need to be made prior to any dock activity.

TENANT SELF UNLOAD

- Tenants are not required to use Market Logistics services, and may use any carrier or crew of their choice.
- We do ask that tenants provide their own equipment; however, borrowed equipment (if available) will be billed to the tenant if not returned after 5 hours at \$400.00 per flat cart and wooden trash bin, \$125.00 per four-wheel dolly.
- ANDMORE Logistics requires a debris fee of \$199.00 per truck to dispose of the Tenants packing materials of truck loads greater than a quarter load of a 53 foot truck.

POV's

- POVs are defined as cars, pickup trucks, vans, and other trucks primarily designed for passenger use, not cargo or freight.
- Two people must be with the vehicle, one to accompany the product to the space, and one to remove the vehicle from the area.
- Be prepared to have your own equipment, as dock equipment may not be available.

VEHICLES THAT QUALIFY



Pickup



Sedan



SUV



Van

VEHICLES THAT DO NOT QUALIFY



Trailer



Rentals



Bobtail



Stakebed

ALL SHIPMENTS REQUIRE A CONFIRMED DOCK APPOINTMENT

SUITES
AT MARKET SQUARE

OUTBOUND / LABOR RATES

Monday - Friday 8:00 a.m. – 4:30 p.m.	\$27.00 per hour/per person
Before 8:00 a.m., After 5:00 p.m. & Weekends	\$40.00 per hour/per person (Pre-arranged only)

PRE-MARKET

- Move out product from the previous market must be completed by **Friday, October 17, 2025**. All outbound shipments after October 17, 2025, will incur an additional **\$300.00** after deadline fee.
- Beginning 3 weeks prior to Market, outbound shipments will be scheduled after inbound freight to ensure all inbound product has priority.

AFTER MARKET

- Please note that packing may not begin until 2:00 p.m. on Wednesday, Oct. 29, 2025.
- Tenant may stay and pack Thursday and Friday, Oct. 30-31, 2025, following the show.
- Freight outbound for Exhibitors only will start 8:00 a.m., Thursday, October 30, 2025.
- Buyers can begin to pick up starting Thursday, November 6, 2025.
- Reference Section 3.1 for building operating hours.

It is the responsibility of the owner of the product to ensure it is packed in a manner that will keep it safe while being loaded, transported, unloaded, reloaded and transported again. All items must be palletized with shrink wrap. ANDMORE assumes no responsibility for damages. We will handle all product with care.

PRODUCT STORAGE

- **STORAGE:** No storage is available on-site for excess product or props. You may arrange storage of your excess items at your expense:

Ampac Forwarding	336-889-6617
Packaging Center	336-885-2747
City Transfer and Storage	336-889-6155
Camco	336-475-4355

SUITES
AT MARKET SQUARE

SCHEDULING & COORDINATION

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C3 RESERVATIONS - SCHEDULING

C3 Reservations is our new dock scheduling application which will provide you with real- time access details about your appointments. Here are some benefits you can look forward to:

- C3 Solutions is a web-based platform that is enhancing our current logistics playbook for dock appointments.
- This solution will help all loading docks operation with consistency and provide best-in-service to you, our customers.
- You will have real-time access to loading dock appointment with the ability to schedule electronically.
- ANDMORE will be able to better manage the fill life cycle of the appointment and provide tenants with automated updates.
- For further details on our new system, check out our [customer user guide](#).
- To go directly to the C3 Reservation application, click this link <https://www.c3reservations.com/andmore/app/>



Scan QR
code for
Dock
Request
Form

DOCK REQUEST FORM for HPSHIPPINGWEST@ANDMORE.COM

When emailing a request for a shipment to HPSHIPPINGWEST@Andmore.com you will need to submit a Dock Request form. This will help to streamline the scheduling process when you email. At times it may take up to 24-36 hours for a response. We appreciate your business, and we are committed to creating updates to improve our service for you. We welcome your input as we strive to enhance your Market experience.

8.2 GENERAL GUIDELINES

Shipping and Materials Handling involves receiving freight during move-in, delivering freight to your booth, removing/storing empty containers, returning empty containers after the show, loading materials for outbound shipping, and delivering freight to the loading dock. You may ship your materials to or from the show via any carrier. To ensure a timely and cost-efficient move-in/move-out:

- A confirmed appointment through HPShippingWest@andmore.com will need to be made prior to any dock activity.
- Consolidate all items for the show/booth into one shipment.
- Clearly label all packages with show name, company name, building and booth number and remove all old labels. See Sec. 8.3 for shipping address
- Create a detailed inventory sheet of every item you are shipping or bringing to the show. Be able to provide the number of units, item descriptions (i.e. cartons, cases, crates and/or individual items) for all shipments being delivered to the show.
- All shipments should include a packing slip to ensure proper tracking, manifesting and delivery of freight.
- Insure merchandise against theft, damage and loss from the time it leaves your facility until it returns.
- ANDMORE free drayage is for all shipments that are crated or palletized and has a confirmed dock appointment through HPShippingWest@andmore.com.
- Collect shipments or uncartoned shipments cannot be accepted.

Any unit larger than 5'8" wide x 7' high or 7' long will incur additional charges, or any units weighing over 2,000 pounds will be assessed \$300.00 special handling fee, per unit and will delay your booth set-up. Anything Larger than 7' high or 6' wide will not make it down the hallways to your booth.

8.3 LABELING YOUR SHIPMENT - Shipments to your booth/showroom should be labeled according to which building you are exhibiting in. Refer to page 9 for building contact information.

Suites at Market Square Dock

DBA/Sign Name
Floor Number/Booth Number
124 South Elm Street
High Point, NC 27260

Plaza Suites Dock

DBA/Sign Name
Floor Number/Booth
Number 233 Elm Street
High Point, NC 27260

The Loft/Lindsay St. Dock DBA/

Sign Name
Floor Number/Booth Number
305 West High Avenue
High Point, NC 27260

SUITES
AT MARKET SQUARE

8.4 UPS/Amazon/FED EX/OTHER PACKAGE SERVICES

Federal Express, UPS, Amazon and courier personnel will deliver small packages to your space. ANDMORE does not assume responsibility for delivery of packages from these services. Each package should be insured and have its own individual tracking number. Packages should be labeled according to the guidelines; **Labeling Your Shipment**. The Logistics staff will sign to allow delivery drivers access to the building but does not assume responsibility for delivery of packages from these services.

During show days small courier shipments through FedEx Ground or UPS can be dropped off at the dock either before the start of the show or after close of show each day. If you are going to do so, please send your request and information to HPShippingWest@andmore.com. ANDMORE is not responsible for any packages left at the dock.



8.5 INTERNATIONAL SHIPPING

If you need assistance with international freight and customs arrangements, contact Phoenix International - Sherri Pelc at 702-575-4617 or spelc@phoenixlogistics.com.

Customs and Border Protection at 202-354-1000 or www.cbp.gov: If you are an international exhibitor with product arriving through Customs, please note that we are not responsible for any customs clearance. ANDMORE is not responsible for duties charged. As the product arrives, your paperwork should reflect that you, the shipper, are also the importer and consignee responsible for all duties and clearance.

8.6 RESPONSIBILITY & LIABILITY

- ANDMORE assumes **NO** responsibility for improperly loaded shipments (P.O.V.'s or common carriers).
- ANDMORE is not responsible for any damages to product that is uncartoned or improperly shrink-wrapped to a skid.
- ANDMORE assumes no responsibility for shipments until they are collected from the exhibitor's booth.
- ANDMORE responsibility ends upon delivery to contracted freight carrier.
- ANDMORE is not responsible for loss or theft of materials after they have been delivered to your booth or after they have been picked up for loading out of the dock.
- You are required to contact your carrier, pack, and label your materials appropriately.
- A Bill of Lading may be picked up at the Exhibitor Services (attach a copy of Bill of Lading to your packages and return copy of the bill of lading to the exhibitors service desk as well) to ensure an accurate and complete pick-up.
- Tenants are responsible for all dock appointments including those made by their carriers. All shipment requests must be confirmed through hpshippingwest@andmore.com or C3 prior to arrival.

SUITES
AT MARKET SQUARE

8.7 ADVANCE SHIPMENT: DIRECT-TO-DOCK

September 17 - October 19, 2025

8:00 am – 3:00 pm

To avoid waiting in the Pre-Show Shipment Staging Lot, we strongly recommend Advance Shipment directly to our dock. Appointments for direct delivery must be scheduled through hpshippingwest@andmore.com prior to arrival. **The docks are closed Saturdays and Sundays** (except the weekend immediately prior to Market opening, Saturday and Sunday). Saturday and Sunday dock hours are only from 8am to 12pm(noon) each day. **Advance shipment Direct-to-Dock deliveries will not be accepted after at 3:00 p.m. There are no exceptions.**

8.8 PRE-SHOW SHIPMENT: STAGING LOT TO DOCK

October 20 - October 21, 2025

8:00 a.m. – 3:00 p.m.

- All deliveries must have a confirmed appointment through hpshippingwest@andmore.com prior to arrival to the staging lot.
- All vehicles including POV's must report directly to the staging lot for check-in.
- **Please see page 28 for directions.** This is the only way to gain access to the docks at this time.
- **Any delivery arriving to the staging lot after 3:00 p.m. on October 21, 2025 is considered late.** A **\$300.00** after deadline fee will be assessed for late product deliveries plus standard flat rates.

8.9 AFTER DEADLINE SHIPMENTS

October 22 - October 23, 2025

8:00 a.m. – 3:00 p.m.

Large trailers transported by a truck are considered dock trucks and will be charged as such with a \$300.00 late fee plus a standard flat rate, please see page 18 of the exhibitor manual for rates. Standard POVs without a trailer will incur a \$50.00 late fee and flat rate fee.

- Updated Surcharges
 - Scheduled shipments will still incur late charges if received after the deadline.
 - Unscheduled shipments will incur late charges plus normal rates.
 - Reference Section 8.1 for more details.

SUITES
AT MARKET SQUARE

8.10 SET-UP PROCEDURES

Exhibitor set-up ends Thursday, October 23, 2025 at 6:00 p.m. Exhibitors are allowed to set-up their own displays. The use of power tools is strictly limited to assembly of the exhibitor's product. All electrical work must be performed by ANDMORE.

IMPORTANT NOTICE for Suites At Market Square Exhibitors: The removal of any product from the Suites at Market Square between the deadline of October 17 - October 23, 2025, will result in a \$300.00 after deadline removal charge plus standard flat rates.

8.11 STORAGE OF SHIPPING CONTAINERS, CRATES, BOXES

- No storage facilities are available on-site for **excess product or props**, ship only product you plan to use in your booth. You may arrange storage of your excess product at your expense:

o City Transfer & Storage	336-334-2648
o The Packaging Center	336-885-2747
o AMPAC	336-431-4355
o Camco	336-475-4539
- Packing materials may not remain on the show floor while the show is open.
- Flammable containers must be removed from the hall.
- "EMPTY" labeled containers, boxes, crates etc. will be picked-up, stored and returned to you at the end of the show.
- Obtain "EMPTY" labels from Exhibitor Services located on the Top Floor of Suites at Market Square.
- Use empty labels to mark crates, boxes and containers with your company name and booth number.
- Once your shipping containers are empty, place completed "Empty" labels on your containers and place in aisle to be picked-up, stored and returned to you at the end of the show.
- Do not place the "EMPTY" sticker on the boxes, crates, etc., until you are ready for empties to be picked up and stored.
- Do not store anything in these empty containers. Empty containers will not be available and are in the care and custody of the Show or any vendor until after the show is over.
- "EMPTY" labels are for empty containers only! **No product or props.** Any excess product or props that will not fit in your booth must be sent to City Transfer and Storage or The Packaging Center where it will be stored during Market and returned to you after the show at your expense.
- Those who violate and store product in empty storage are subject to additional fees. Standard rate \$160.00 per pallet.

SUITES
AT MARKET SQUARE

8.12 SAMPLE SALES

It is imperative we continue to provide a professional selling environment for exhibitors and buyers through the completion of our dates.

- Between the hours of 9:00 a.m. and 5:00 p.m. **Wednesday, October 29, 2025**, hand carried samples **ONLY** (those not requiring the use of carts, dollies or flat trucks) will be allowed out of the building through the High St. dock located at the rear of the Top floor of Suites at Market Square. All items must have a sales receipt/merchandise release form completed by the exhibitor.
- **No materials may exit through the main doors of the Suites at Market Square (corner of Elm and Commerce Streets). The High Point Police Department strictly prohibits stopping and loading of vehicles on Elm Street. This is an emergency vehicle route.**
- Any buyer who is picking up product beginning **Thursday, November 6, 2025 at 8:00 a.m.** will need a Bill of Lading completed by the Exhibitor so your product can be released to the Buyer.
- Please make certain you advise all of your clients regarding these rules and regulations when they purchase product from you to minimize disruption to them and your fellow exhibitors.

8.13 MOVE-OUT PROCEDURES/Buyer Pick Up

ANDMORE does not assume responsibility for improperly loaded shipments (POV's or Common Carriers).

- **No exhibitor move out on Wednesday, October 29, 2025.**
- **Exhibitor Move Out Only:**
 - Thursday, October 30, 2025, 8:00 a.m. – 5:00 p.m.
 - Friday, October 31, 2025, 8:00 a.m. – 12:00p.m.
- **The property is closed on all weekends after the show.**
- **Move out for all common carriers and non-exhibitor freight haulers** begins on Monday, Nov. 3, 2025, at 8:00 a.m.
 - All shipments must be crated or palletized to qualify for free drayage up to November 14, 2025.
- Buyers can begin picking up starting Thursday, Nov. 6, 2025. All buyers must have a Bill of Lading and confirmed schedule through hpshippingwest@andmore.com prior to arrival on Thursday, Nov. 6, 2025.
- Bills of Lading can be filled out at the Exhibitor Services to release items to Buyers.
- Suites at Market Square, Top Floor, Mezzanine and Ground Floor exhibitor's product must be packed, labeled and ready for move-out with a completed Bill of Lading for shipment **no later than Friday, Nov. 14, 2025 at 12:00 p.m.** Non-compliance may also mean freight could be re-routed at the exhibitor's expense via ANDMORE appointed freight carrier. Any shipment post November 14 will incur standard logistics rates.

SUITES
AT MARKET SQUARE

8.14 RETURN OF EMPTIES

NOTE: All packing must be done inside your booth. The aisles must remain open for the movement of freight. Top Floor empties will start at 2:00 p.m. on Wednesday, Oct. 29, 2025. There is no way to determine when the lower floors will be serviced ahead of time. **Tenants can stay in their booth and wait to receive empties all night starting at the close of market.**

* It is advised that you do not plan an early flight if you have to stay and pack your booth.

* Tenants cannot disturb the workers or they will be escorted from the property by security and will not be allowed back into the building until the next morning.

8.15 BREAK DOWN/MOVE OUT:

EXHIBITOR MOVE-OUT ONLY (NO 3RD PARTY)

- No common carriers, or buyers allowed on these dates:
 Thursday, Oct. 30, 2025 8am-5pm
 Friday, Oct. 31, 2025 8am-12pm
- Send request to hpshippingWest@andmore.com no later than Tuesday, Oct. 28, 2025, if you plan on moving your items out on Thursday, Oct. 30 or Friday, Oct. 31, 2025.
- There are 35 open appointments each day, so please register early.
- All unpaid balances due must be settled at the Exhibitors Services Desk located on the Top Floor before dock access is allowed.
- Once your account is settled then a reply email will be sent back with move-out instructions for the day you requested containing a link to a website to register once you are "READY". **Thursday, Oct. 30 and Friday, Oct. 31, 2025.**
- The day you arrive please find a place to park your vehicle within walking distance from the building.
- Enter through the front entrance and show security your "Exhibitor" badge as the building is open to exhibitors only. **BUYERS CAN PICK UP STARTING THURSDAY, November 6, 2025.**
- Breakdown your booth and pack up the items you plan to extract from your space. **Do not use any ANDMORE equipment during this time.** All packing must be done inside your booth. The aisles must remain open for the movement of freight.
- Once you are done packing your booth then you are ready to fill out the form accessing the link sent from hpshippingwest@andmore.com after you registered, *if you did not get a reply, please follow up as you may have an outstanding balance that needs settled prior.*
- After you have submitted your "READY" form please wait in your booth until show management arrives to assist.
- Once complete with loading your items you will then be issued a "Window" placard. You will not be allowed into a loading area for pick-up without the "Window" placard.

Suites at Market Square Exhibitors:

Any product removal after November 14, 2025, will incur standard logistics rates. Please see page 18.

9. FUTURE MARKET DATES

Year	Spring	Fall
2025	April 25-30	October 24-29
2026	April 24-29	October 16-21
2027	April 9-14	October 22-27

10. MARKETING/PROMOTION

10.1 MARKETING ASSISTANCE

Per your lease, ANDMORE, Market Square, offers a total marketing plan for exhibitors. It is a comprehensive promotional program reaching all buyers before, during, and after market, and is key to driving traffic to your booth.

10.2 MARKET PUBLICATIONS

- **Previews** - Furniture and Accessory editions mailed 45 days before market to every buying organization attending the High Point Market. Information and photographs on new products, market information, articles about retailing, merchandising and advertising. The total premarket planning guide for buyers.
- **Resource Guide** - The only complete Guide to the High Point Market. Picked up by every registered buyer as they enter the market and used throughout the year, this publication has become the established guide to Market. It contains the only comprehensive exhibitor, product and showroom directories available for the High Point Market.
- **Pocket Directory** - Pocket-size directory listing all market exhibitors, important phone listings, and market events. Handy format! (Limited advertising space - contact the Publication Sales team for details.)
- Please contact Karen Wood for more details: kwood@andmore.com or 336-821-1504.

- **Website:** www.andmorehighpointmarket.com

Market Square's website provides information where buyers & exhibitors can:

- o Link to Registration;
- o Hyper-link to Market Square's exhibitor's web sites and e-mail addresses;
- o Access comprehensive market planning information – events, seminars and suppliers;
- o Access a product locator that identifies product by major category;
- o Access information concerning our market publications, the Previews and Resource Guide

10.3 HIGH POINT MARKET AUTHORITY BUYER REGISTRATION SOFTWARE

Fall 2025 exhibitors interested in lead retrieval, please follow reference information below:

- Eventkrowd will begin taking orders in early August.
- <https://www.highpointmarket.org/register/forms/LeadRetrievalForm>
- Questions regarding lead retrieval? Contact: leads@eventkrowd.com or 1.888.581.3340

11. FORMS

Please complete the following forms, if required, and e-mail a scanned copy to:

Kutley@andmore.com

11.1 EQUIPMENT AND SERVICES ORDER FORM (EARLY BIRD DISCOUNT) - Page 31

11.2 EQUIPMENT AND SERVICES ORDER FORM (PAST DEADLINE) - Page 32

11.3 EXHIBITOR APPOINTED CONTRACTOR (EAC) FORM - Page 33

SUITES
AT MARKET SQUARE

EQUIPMENT AND SERVICES ORDER FORM
Suites at Market Square
High Point Market October 24-29, 2025

DEADLINE: September 26, 2025

Refer to Section 7.1 of the Exhibitor Manual for equipment and services included in your booth package. If you need additional equipment or services, complete and return this form to the address below.

RENTAL EQUIPMENT	RATE	QUANTITY	TOTAL
TABLE 2'x4' laminate top	\$40.00		
CHAIR (1 included)	\$25.00		
WASTEBASKET (1 included)	\$15.00		
WALL PANELS	\$50.00		
POWER ADAPTERS	\$20.00		

NOTE: Each space receives one chair and one wastebasket

(A) TOTAL EQUIPMENT	\$	
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LIGHTING (2 lights per track are included)	RATE	QUANTITY	TOTAL
14 Watt LED Flood/Spot	\$30.00		

(B) TOTAL LIGHTING	\$	
--------------------	----	--

(A & B) TOTAL	\$	
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SUITE INFORMATION

Booth #: _____ Email: _____

Company _____ Telephone #: _____

Ordered by _____ Fax #: _____

RETURN TO:

Suites at Market Square

Attn: Kyle Utley

305 West High Avenue

High Point, NC 27260

Phone: 336-858-2663

Email: Kutley@andmore.com

SUITES
AT MARKET SQUARE

EQUIPMENT AND SERVICES ORDER FORM

Suites at Market Square

High Point Market October 24-29, 2025

ORDER RECEIVED POST DEADLINE: September 26, 2025

Refer to Section 7.1 of the Exhibitor Manual for equipment and services included in your booth package. If you need additional equipment or services, complete and return this form to the address below.

RENTAL EQUIPMENT	RATE	QUANTITY	TOTAL
TABLE 2'x4' laminate top	\$50.00		
CHAIR (1 included)	\$35.00		
WASTEBASKET (1 included)	\$20.00		
WALL PANELS	\$65.00		
POWER ADAPTERS	\$25.00		

NOTE: Each space receives one chair and one wastebasket

(A) TOTAL EQUIPMENT	\$	
---------------------	----	--

LIGHTING (2 lights per track are included)	RATE	QUANTITY	TOTAL
14 Watt LED Flood/Spot	\$35.00		

(B) TOTAL LIGHTING	\$	
--------------------	----	--

(A & B) TOTAL	\$	
---------------	----	--

SUITE INFORMATION

Booth #: _____ Email: _____

Company _____ Telephone #: _____

Ordered by _____ Fax #: _____

RETURN TO:

Suites at Market Square

Attn: Kyle Utley

305 West High Avenue

High Point, NC 27260

Phone: 336-858-2663

Email: Kutley@andmore.com

SUITES
 AT MARKET SQUARE

 EXHIBITOR APPOINTED CONTRACTOR (EAC) FORM
 High Point Market October 24-29, 2025

DEADLINE: September 24, 2025

TO THE EXHIBITOR: Forward this form to the contractor after completing the top portion.

If you use the services of an independent set-up contractor or display house, ANDMORE **must be notified in advance** by completing and submitting this form by the deadline date.

Exhibitor Responsible at Show Site:

Home Office Phone Number:

Any customizations that

involve altering the standard booth walls must be reviewed by Show Management.

Please review ANDMORE showroom modification guidelines that are sent with the important dates and deadlines.

TO THE CONTRACTOR: Return this form with required Certificate of Insurance **September 24, 2025.**

Provide below the names of full-time employees who will be working in the booth listed above, and the dates for which work is contracted. Services provided must not conflict with existing labor regulations or contracts, and the independent contractor shall adhere to the regulations established by Show Management regarding entrance.

This form, accompanied by a Certificate of Insurance showing possession of a public liability and property damage insurance policy of not less than \$3,000,000 and Workmen's Compensation Insurance to cover employees, must be submitted by the contractor and approved by Show Management or access will be denied. By submitting this form, the independent contractor named below hereby agrees to conform to guidelines contained in the Exhibitor kit. If your client has not supplied to you a copy of the Exhibitor Guidelines, you may request a copy from Show Management.

Name of Contractor: _____ Dates for Contracted Work _____

Phone Number: _____ Fax Number: _____

Name of Authorizes Personnel

Name of Authorized Personnel

Name of Authorized Personnel

Name of Authorized Personnel

RETURN TO:

Suites at Market Square Attn: Kyle Utley
 305 West High Avenue High Point, NC 27260 Phone: 336-858-2663
 Email: Kutley@andmore.com

SUITES
AT MARKET SQUARE**12. WALLS, PANELS & FLOORS**

ANDMORE has started the replacement of the existing temporary showroom walls as required by the Authorities having Jurisdiction from the City of High Point. This requirement involved extensive research, development and manufacturing of new walls that now meet specific code related standards. As an Exhibitor you will appreciate the new look, feel and the strength of the new walls as we continue to replace the existing walls. To protect this investment, ANDMORE has formulated new requirements for the walls used in the Suites at Market Square. Contact ANDMORE's Facilities and Maintenance at (336) 888-3745 for additional information on the care of the walls or any modifications not covered herein.

- No wallpaper to be applied directly to the wall panels. If Tenant wishes to have a papered look inside the booth then the following shall be followed:
 - o Each panel is to have two ¾" hat channels vertically installed with machine screws @ 2' o.c.
 - o ¼" Masonite (or similar) material attached to hat channels (4' x 8' sheets are available)
 - o Wall paper applied to Masonite (or similar) material
- Booth walls, columns or floors that have been soiled, marked, taped, Velcroed, stapled, painted, papered or otherwise damaged must be repaired by the Exhibitor
- Booth walls can typically hold items of a lightweight nature such as pictures and small decorative items hung with machine screws. Nailing of walls is no longer permitted due to the nature of the face material of the walls. Machine or Wood screws are recommended for use in hanging items from the face of the wall. No screw longer than 1" is permitted. Use only Phillips or Robertson (square head) style screws and drill pilot holes when possible to achieve a tighter joint.
- Booth walls that are drilled or have screws applied must be repaired at end of Market. Exhibitors or Contractors making repairs to booth walls shall use a latex caulk to fill holes of ½" diameter or less. Holes or damage to booth walls greater than ½" must use a non-shrink joint compound as approved by ANDMORE.
- No adhesives of any type shall be applied to wall panels
- Removable adhesive tape such as Hillman Group ½" x 42" double faced tape is acceptable
- Crown Molding: crown moldings shall be attached in the following manner
 - o Install 1" vertical wood strip with wood/machine screws as backer to molding at a location below metal header full width of panel, or Nail crown molding to wood strip
- Base Molding: base molding shall be screwed into wall panels with approved screw types
- Surface mounted light fixtures:
 - o Tenant is responsible for any additional lights they wish to install on the outside face of their booths and must be installed directly to wall panel in the following manner
 - o Tenant shall use "Project Source 3 – light White Gimbal Linear Track Lighting Kit" model #EC1576WH which can be purchased locally
 - o Tenant shall use 14 gauge white 3 wire electrical wire with yellow 120v 3 wire male plug
 - o Rental of electrical adapters for existing tracks to tie into existing electrical service are available from ANDMORE Maintenance

SUITES
AT MARKET SQUARE

ANDMORE TRADESHOW LEASE AGREEMENT TERMS AND CONDITIONS

1. LEASE AGREEMENT.

(a) *For Markets in Atlanta:* Upon receipt by the applying individual or entity ("Tenant") of written notice that Landlord (as defined below) has accepted Tenant's application in A2Z (the "Application") and has assigned one or more booths to Tenant for the market(s) indicated in the Application (each a "Market"), the Application, along with these Terms and Conditions, will constitute a binding lease agreement (the "Lease") between Tenant and AmericasMart Real Estate, LLC ("Landlord").

(b) *For Las Vegas Market and Las Vegas Apparel Markets:* Upon Tenant's (as defined in the Basic Terms) acceptance of these Terms and Conditions in A2Z for the market(s) indicated in the Basic Terms (each a "Market"), the Basic Terms, along with these Terms and Conditions, will constitute a binding lease agreement (the "Lease") between Tenant and one of the following entities ("Landlord"), as determined by the location of the Premises: WMCV Phase 1 SPE, LLC (World Market Center Building A); WMCV Phase 2 SPE, LLC (World Market Center Building B); or WMCV Phase 3 SPE, LLC (World Market Center Building 3 and the Expo Center).

(c) *For High Point Market:* Upon either (i) Tenant's (as defined in the Basic Terms) and Landlord's (as defined in the Basic Terms) execution of the Basic Terms and these Terms and Conditions for the market(s) indicated in the Basic Terms (each a "Market"), the Basic Terms, along with these Terms and Conditions, will constitute a binding lease agreement (the "Lease") between Tenant and Landlord.

This Lease, as defined in subsections (a), (b), and (c) above shall be subject and subordinate at all times to any mortgage or deed of trust affecting the Building (as defined below).

2. PREMISES. Landlord does hereby lease and rent to Tenant and Tenant does hereby lease, take, and rent from Landlord, under and according to the provisions of this Lease, the booth(s) identified in the Application or Basic Terms, as applicable, or if one or more booths is not identified therein, then such booth(s) assigned by Landlord to Tenant in writing following submission of the Application (the "Premises"). Tenant shall have exclusive use and possession of the Premises during the Lease Term (defined below). Tenant may not change, transfer or cancel its Premises location except upon the written approval of Landlord. Landlord reserves the right to alter the floor plan and/or to reassign or relocate Tenant's Premises at any time as it deems necessary or appropriate, in its sole discretion. Tenant accepts the Premises "as-is", in its then current condition, and Tenant hereby releases Landlord for any liability or loss caused by any latent or patent defects therein. Subject to Landlord's Market and Building rules and regulations (collectively, the "Building Manual"), Tenant's rights under the Lease include the right of access to the Premises through the common areas of the building in which the Premises is located (the "Building"). For markets held in Atlanta, requests for the Premises to be in a specific location must be made in writing to the Landlord as provided in the Application. Landlord will accommodate such requests, in its sole discretion, as space permits but cannot guarantee requested location. In the event Tenant elects to reduce the number of booths comprising the Premises following execution of the Lease or, for Atlanta, following Landlord's confirmation of booth assignment, Landlord shall retain the deposit amount and other Rent already paid by Tenant for each booth released, and Tenant shall remain responsible for the total amount of Rent set forth in the Application or Basic Terms.

3. TERM. The term of this Lease (the "Lease Term") is set forth in the Application or Basic Terms.

4. RENT. The rent for use of the Premises set forth in the Application or Basic Terms (the "Rent") must be paid in full in accordance with payment deadlines specified in the Application or Basic Terms. Notwithstanding the foregoing, if Tenant has submitted an Application as described in Section 1(a) above, Tenant acknowledges and agrees that the Rent set forth in the Application is an estimate and is subject to change depending on the booth(s) actually assigned to Tenant. If Tenant has submitted an Application as described in Section 1(a) above, the final Rent amount may be set forth in one or more invoices sent to Tenant, and Tenant hereby agrees to full payment of all Rent as set forth in said invoice(s). Said invoice(s) are incorporated herein and made a part of this Lease. All payments, including any deposits, made pursuant to this Lease are final and nonrefundable. No payments of Rent shall be transferred or applied to a market other than the Market(s) set forth in the Application or Basic Terms. Notwithstanding the foregoing, in the event Tenant fails to pay any amount hereunder as and when the same is due and payable, Landlord shall be entitled to, and Tenant agrees to pay, interest on such unpaid amount at the rate of eighteen percent (18%) per annum, together with a late fee of ten percent (10%) of the total amount past due. Tenant also agrees to pay all costs incurred by Landlord in collecting such amounts, including, without limitation, Landlord's administrative costs (not to exceed five percent (5%) of the amount collected), and Landlord's reasonable attorneys' fees.

5. HOLDOVER. Tenant shall immediately vacate the Premises upon the expiration or earlier termination of this Lease and shall reimburse Landlord for and indemnify and hold Landlord harmless against all damages, claims, losses and expenses (including reasonable attorney's fees and costs) incurred by Landlord resulting from any delay by Tenant in vacating the Premises. If Tenant does not immediately vacate the Premises upon the expiration or earlier termination of this Lease, Tenant's occupancy of the Premises shall be a tenancy at will, subject to all of the terms of this Lease, except that the Rent for each holdover period shall be equal to 200% of the total Rent set forth in the Application (or subsequent invoice) or Basic Terms. Nothing contained in this section shall be construed as consent by Landlord to any holding over of the Premises by Tenant. If after the end of the Lease Term, or earlier termination of the Lease or Tenant's possession of the Premises, Tenant fails to claim any personal property remaining in the Premises within twenty-four (24) hours following notice to Tenant to remove same, all such personal property shall, at the option of Landlord, conclusively be deemed abandoned, and of no value, and Landlord may dispose of such personal property in any manner as determined by Landlord in its sole discretion, without incurring any civil or criminal liability, at Tenant's sole cost. Tenant shall indemnify Landlord from any claims of third parties following such disposal.

6. USE.

(a) **Booth Display and Personnel.** All booth displays shall conform in all respects to Landlord's Building Manual, including the dimensional and height requirements specified therein. Booth displays may not obstruct the general view or access to surrounding booths, displays, aisles or public space within the Building. Neither Tenant nor anyone acting on Tenant's behalf shall injure or deface the walls, floors, ceilings, fixtures, furnishings or equipment of the buildings within which the Market takes place. Tenant assumes full liability for any damage that may be caused by Tenant or any party acting on its behalf, and Tenant shall immediately reimburse Landlord upon demand for the costs of effecting any repairs necessitated by damage caused by Tenant or its agents, employees, or contractors, including a reasonable administrative charge equal to five percent (5%) of the amount due. Landlord may remove any person during the Market, including from the Premises, whom Landlord believes is disrupting or obstructing proper operation and management of the Market. No demonstration or solicitation by or on behalf of Tenant shall be permitted outside of Tenant's assigned Premises, and no signs may be displayed on persons or otherwise outside the Premises. Distribution by Tenant of any printed materials, samples, or other articles shall be restricted to the confines of the Premises, and Tenant further agrees that it will not endorse, promote, or otherwise advertise any tradeshows other than those operated by Landlord and its affiliates in, from, or about the Premises. Tenant shall not have or operate any display or exhibit which, in the sole discretion of Landlord, is the source of objectionable noises or odors or has materials (including, without limitation, signs, lights, drawings and the costuming of personnel) that are considered by Landlord to be objectionable or to interfere with the safe and efficient operation of the Market.

(b) **Product.** Tenant represents and warrants that it is the manufacturer of (or is duly authorized by the manufacturer of) all product displayed in the Premises, and is duly authorized to represent and offer for sale such product at the Market. Tenant shall not display or sell any merchandise that is counterfeit or which in any way infringes the trademarks, copyrights, or other intellectual property rights of a third party. Breach of this covenant may result in immediate termination of this Lease and the removal of Tenant from the Premises and the Market. Tenant shall not display or sell any merchandise that tends to injure the reputation or operations of Landlord or any of its affiliates.

(c) **Removal of Property.** Tenant shall care for and keep the Premises in good order and shall surrender the Premises to Landlord at the close of the Market in broom clean condition and in the same condition it was in when tendered to Tenant. All exhibits must remain intact until the scheduled hour of conclusion of the Market, as such time is established by Landlord (or by High Point Market Authority ("HPMA"), if applicable). Tenant shall be responsible for the removal of its entire display, including, without limitation, walls, floors and furniture. Landlord will not be liable for unauthorized removal of articles, merchandise, equipment, displays or property. Any personal property remaining in or about the Premises following the conclusion of the designated move-out dates will be deemed abandoned, and Landlord may dispose of same in any manner it deems appropriate pursuant to the terms of Section 5 herein above, without civil or criminal liability of any kind to Tenant.

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(d) **Compliance.** *Market and Building Rules and Regs:* Tenant shall observe and abide by this Lease, the Building Manual, and such other rules and regulations that Landlord may adopt from time to time for the conduct of the Market and the Building. *Laws:* Tenant assumes full responsibility for compliance with all pertinent ordinances, regulations, and codes of duly authorized local, state and federal governing bodies, including without limitation those concerning fire, safety, and health. It is further agreed that Tenant will abide by and comply with rules and regulations concerning local unions having agreements with Landlord or with authorized contractors retained by Landlord, or owners of the property wherein the Market is held. *Licenses:* Tenant is responsible for obtaining applicable permits or licenses required by law for operation of its business within the Premises. *Taxes:* Tenant is responsible for the payment of all taxes, fees, and charges required by any legal authority associated with use of the Premises and/or the Building that are not the responsibility of Landlord. Without limiting the generality of the preceding sentence, Tenant is solely responsible for ascertaining the existence of any exemption from state or local sales or use taxes for sales made from the premises, and for timely returning and remitting all required sales and use taxes to the appropriate taxing authorities. *Accessibility:* Tenant shall be responsible for non-permanent accessibility requirements, including, but not limited to, auxiliary aids for the visually impaired, hearing impaired and mobility impaired, meeting room arrangements and exhibition accessibility. *Music:* It is understood and agreed that Tenant is solely responsible for compliance with all copyright laws respecting the performance or broadcast of live or recorded music during or in connection with the Market. The performance or broadcast of live or recorded music during or in connection with the Market is expressly prohibited unless Tenant shall have provided Landlord with evidence satisfactory to Landlord that Tenant has entered into appropriate licensing agreements with all relevant licensing agencies, including The American Society of Composers, Authors and Publishers (ASCAP) and Broadcast Music, Inc. (BMI), prior to any such performance or broadcast.

(e) **Hazardous Property.** Tenant is expressly prohibited from bringing into the Premises or the Building any exhibit(s), equipment, vehicle(s) or material(s) that Landlord determines in its sole discretion to be dangerous to persons and/or property. Without limiting the generality of the preceding sentence, neither Tenant nor anyone acting on behalf of Tenant shall use, generate, store, or dispose of any hazardous or toxic substances (including, without limitation, asbestos and polychlorinated biphenyl) in or about the Premises or the buildings in which the Market is held.

(f) **Inspection by Landlord.** Landlord and its representatives shall be entitled to enter the Premises at any time for the purpose of inspecting the Premises for compliance with the Tenant's obligations set forth in this Section 6, or performing any work required or permitted to be performed by Landlord under this Lease.

7. ASSIGNMENT/SUBLETTING. Assignment, subletting, sublicensing or transfer of the Premises by Tenant, or use of the Premises by a third party without the prior express written consent of Landlord is prohibited. Tenant shall not exhibit or permit to be exhibited in the Premises any merchandise other than that specified in the Application or Basic Terms, or if not specified in the Application or Basic Terms, that merchandise identified by Landlord as applicable for the contracted Market.

8. EVENTS OF DEFAULT. The occurrence of any of the following shall constitute an "Event of Default" hereunder: (i) notification by Tenant to Landlord that Tenant intends to downsize and will not exhibit in the entire Premises demised hereunder; (ii) failure by Tenant to claim its assigned Premises prior to the opening of the Market; (iii) Tenant's failure to exhibit in the Premises during the entirety of the Market, or Tenant's notification to Landlord that Tenant will not exhibit in the Premises during the entirety of the Market; (iv) failure of Tenant to pay in full when due any installment of Rent or other payment as required hereunder; (v) failure of Tenant to abide by these Terms and Conditions, the Building Manual, and any other Market and Building rules and regulations. The occurrence of any of the foregoing Events of Default shall not result in any refund, credit, or transfer of the Rent or of the Premises to a future Market.

9. LANDLORD'S REMEDIES. If an Event of Default occurs, Landlord shall have no duty to mitigate damages, by reletting the Premises or otherwise, and Landlord, to the extent permitted by applicable law, at its option and without further notice to Tenant, may (i) terminate this Lease and/or Tenant's right to possession of the Premises; (ii) reenter the Premises by force, summary proceedings or otherwise, including via self-help, changing the locks and/or expelling Tenant and removing all property from the Premises, all without any criminal or civil liability to Tenant or anyone else; (iii) recover any amount due from Tenant under this Lease, (iv) cure any default of Tenant, in which case all costs reasonably incurred by Landlord in curing such default shall be deemed Rent, payable immediately upon demand by Landlord, and (v) pursue any remedy now or hereafter available to Landlord under the laws or judicial decisions of the State in which the Premises are located. Landlord's termination of this Lease and/or Tenant's possession of the Premises, pursuant to this section shall be without refund to Tenant, and Tenant remains responsible for full payment of all Rent due hereunder, including any remainder on the original Term. Upon termination, Landlord may reassign the Premises, or any portion thereof. As security for performance and payment of the Rent and other obligations required to be paid or performed by Tenant under the terms of this Lease, and for any other amounts owed Landlord by Tenant, Tenant hereby grants unto Landlord a security interest in all installations, samples, goods, merchandise, furniture, fixtures, and other property of or in possession of Tenant, whether now owned or hereafter acquired, located in the Premises or the buildings in which the Market is held. In the event of a breach of this Lease, Landlord at any time thereafter may exercise, in addition to its other remedies, the rights of a secured party.

10. INTELLECTUAL PROPERTY. Tenant acknowledges that it has no right, title or interest in any logos, trademarks, service marks, trade names, trade secrets, trade dress or other intellectual property which currently or may hereafter exist belonging to Landlord or to any affiliate of Landlord (collectively, the "Intellectual Property"). Tenant covenants and agrees that it will not use the Intellectual Property, or any part thereof, without Landlord's express consent, and in such approved uses, will comply with Landlord's Intellectual Property Guidelines, a copy of which will be made available to Tenant upon request. If Tenant is using any intellectual property of third parties Tenant represents and warrants that Tenant owns or has the lawful right to use such intellectual property and shall indemnify Landlord for any breach of the foregoing representation and warranty.

11. DIRECTORY. Unless Tenant executes this Lease following the applicable publication deadline, Landlord will list Tenant's name and Premises assignment in its official directory. Additional information pertaining to Tenant's merchandise may be included at the sole discretion of Landlord. Landlord will not be responsible for errors or omissions occurring in the printed directory, or for unintentional failure to include any Tenant in the printed directory.

12. PASSES AND ADMISSION. Tenant and its officers, agents, employees, and other representatives shall obtain passes from Landlord's (or HPMA's, if applicable) registration desk and wear the pass at all times while at Market. Landlord shall have the sole right to prescribe the qualifications, conditions, and times of admission to the Building, may restrict admission to accredited buyers, and may condition admission upon the presentation of credentials prescribed or provided by Landlord. Without limiting the generality of the foregoing, if Tenant is participating in High Point Market, Tenant agrees not to admit any buyers to the Premises during the seven-day period prior to High Point Market.

13. WAIVER AND INDEMNIFICATION. Tenant's use of the Premises and Tenant's participation in the Market are undertaken at Tenant's sole risk, Tenant hereby waiving any and all claims it may now have or hereafter acquire against Landlord, its owners, affiliates, employees, officers, or directors, or against the producers, promoters, organizers, or sponsors of the Market, for any rescheduling or cancellation of Market, relocation of the Market or Premises, property damage (including without limitation lost or stolen property), or injury to or death of persons, unless any of the foregoing results solely from the intentional misconduct of Landlord, its agents or employees. Without limiting the generality of the preceding sentence, under no circumstances shall Landlord be liable to Tenant for indirect, special, punitive or consequential damages, including, but not limited to loss of use, loss of profits, and loss of market. Tenant expressly acknowledges that HPMA, and not Landlord, schedules and controls the High Point Market dates and that Landlord has no responsibility or liability in the event the High Point Market dates are changed or High Point Market is canceled. To the fullest extent permitted by law, Tenant hereby agrees to indemnify, defend, protect and hold harmless Landlord and its owners, affiliates, members, agents, employees, contractors and other representatives from and against any and all claims, suits, liabilities, damages, losses, costs, attorneys' fees, and expenses of whatever kind or nature which might result from or arise out of (i) any action or failure to act of Tenant or any of its officers, directors, agents, employees, invitees, contractors or other representatives, (ii) Tenant's use or occupancy of the Premises, or (iii) the breach by Tenant of this Lease. Notwithstanding the above, Tenant shall not be required to indemnify or hold any party harmless hereunder from or against any claims, suits, liabilities, damages, losses, costs, attorneys' fees, and expenses which result solely from the intentional misconduct of said party.

14. INSURANCE. Tenant and its contractors, if any, shall maintain Comprehensive General Liability Insurance, at its sole cost and expense, for all of its activities at the Market and within the Premises, and shall have Landlord and any party designated by Landlord named as additional insureds on all such policies. Policy limits shall be at least \$2,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury and property damage combined. Tenant and its contractors, if any, shall also maintain, at their sole cost and expense, workers compensation insurance for employees participating in the Market, as required by law. Evidence of insurance coverage in the form of a valid Certificate of Insurance confirming the above coverages must be provided prior to Tenant accessing the Premises, and must also be provided to Landlord immediately upon request.

15. CONFIDENTIALITY AND NON-DISPARAGEMENT. Tenant shall not disclose the substance of this Lease and hereby agrees, as a material inducement for Landlord to enter into this Lease, to treat the contents of this Lease as confidential. This obligation of confidentiality shall not apply to disclosures compelled by law, any

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order of a court of competent jurisdiction, or by a lawful proper subpoena, in which event Tenant shall immediately notify the Landlord of the circumstances purporting to require such disclosure and shall refrain from such disclosure for the maximum period of time allowed by law so that Landlord may take such actions as it may deem appropriate to protect the confidential information being sought. Notwithstanding the foregoing, Tenant shall be permitted to disclose, to the extent necessary, the substance of this Lease to its legal representatives and accountants. Tenant agrees that it will not publicly and negatively portray or disparage Landlord or its owners, affiliates, officers, employees, or agents.

16. OFAC REPRESENTATION. Tenant represents and warrants that it is not listed, nor is it owned or controlled by, or acting for or on behalf of any person or entity, on the list of Specially Designated Nationals and Blocked Persons maintained by the Office of Foreign Assets Control of the United States Department of the Treasury, or any other list of persons or entities with whom Landlord is restricted from doing business with ("OFAC List"). Notwithstanding anything to the contrary herein contained, Tenant shall not permit the Premises or any portion thereof to be used, occupied or operated by or for the benefit of any person or entity that is on the OFAC List. Tenant shall provide documentary and other evidence of Tenant's identity and ownership as may be reasonably requested by Landlord at anytime to enable Landlord to verify Tenant's identity or to comply with any legal requirement.

17. CHOICE OF LAW AND VENUE. This Lease shall be construed and enforced only under the laws of the state in which the Premises is located. Any action by either party against another arising out of this Lease or out of conduct or activities of the parties hereunder shall be maintained in a state court located in the city and county in which the Premises is located, and Tenant hereby consents to same as the sole venue for such actions, and waives any defense of lack of personal jurisdiction and any defense of improper venue in any action filed in the State in which the Premises are located. Tenant irrevocably appoints the Secretary of State of the state in which the Premises is located as Tenant's non-exclusive agent for service of process or notice in any action by Landlord arising out of this Lease or of the conduct or activities of the parties hereunder. Service of process or notice may be made (i) as provided by law; or (ii) by serving the agent personally, by mailing to Tenant a duplicate of the process or notice in an envelope with postage sufficient for certified mail, return receipt requested, addressed to Tenant, and by furnishing the agent with a duplicate of the process or notice in an envelope similarly addressed and stamped which the agent shall be required to mail.

18. NOTICE. All notices required or permitted by the terms of this Lease shall be deemed given when deposited in the United States Registered or Certified Mail, Postage Prepaid, or with verification of delivery by commercial courier, or upon delivery by email (without notification of failure to deliver) to either party, at the physical/email address set forth for such party in the Application or Basic Terms. Either party may change the address to which notices may be sent by giving written notice to the other party in accordance with this section. By executing this Lease, Tenant consents to receiving communications from or on behalf of Landlord and its affiliates via telephone, email and/or facsimile at the telephone number(s) email address(es), and facsimile number(s) indicated in the Application or Basic Terms.

19. SEVERABILITY. If any term, covenant, or condition of this Lease, or the application thereof to any person or circumstance, shall to any extent be invalid or unenforceable, neither the remainder of this Lease nor the application of such term, covenant, or condition to any other person or circumstance shall be affected thereby, and each term, covenant, or condition of this Lease shall be valid and enforceable to the fullest extent permitted by law.

20. ENTIRE AGREEMENT. This Lease constitutes the entire agreement between the parties hereto and supersedes any and all prior written or oral contracts, correspondence, agreements, and understandings. In executing this Lease, neither party has relied on any agreement or understanding not expressly set forth herein. Any amendment to the terms hereof shall not be valid unless in writing, signed by the parties hereto.