



Dear Houston Coating Society Exhibitor,

We are pleased that The Phoenix Design Group, Inc. has been selected as the “Official Event Production Company” for the 2026 Houston Coating Society Expo taking place at Campbell Hall in Pasadena, Texas on April 9, 2026. We offer a full range of products and services to assist you in enhancing your booth space so that you can have a successful event.

Your booth space for this event is equipped with the pipe and drape dividers, one 6’ topped and skirted table (in show colors), two folding chairs, and an exhibitor identification sign displaying your company name, booth number, and sponsorship level (if applicable.) Should you need anything extra, such as tables, chairs, drayage services, etc, please reference this Exhibitor Rental Kit. Please direct any questions you may have to:

The Phoenix Design Group, Inc.  
4850 Wright Road, Suite 150  
Stafford, Texas 77477  
Office: 281-499-0600  
Web: [www.ThePhoenixDG.com](http://www.ThePhoenixDG.com)  
Email: [TradeShows@ThePhoenixDG.com](mailto:TradeShows@ThePhoenixDG.com)

**EXHIBITOR MOVE IN:**

Thursday, April 9, 2026  
7:00 am – 10:30 am

**EXHIBITOR MOVE OUT:**

Thursday, April 9, 2026  
at the conclusion of the event

**This facility IS NOT carpeted.**

Please review your booth exhibit needs carefully and return your order form with full payment before **March 26, 2026**, 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 actually received the order forms. We hope that the event is a success for you and your company!



**THE PHOENIX DESIGN GROUP, INC.**

4850 Wright Road, Suite 150      Stafford, TX 77477  
 Phone 281-499-0600      www.ThePhoenixDG.com

**RENTAL EQUIPMENT ORDER FORM**  
**2026 HOUSTON COATING SOCIETY EXPO - April 9, 2026**  
**Discount Deadline: March 26, 2026**

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 less than 48 hours prior to show load-in will be charged at 100% of the original price.

Please use the images and color swatches below as reference only. Styles may vary by availability.

**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            | \$ 78.00 | \$ 85.00 | _____    | \$ _____ |
| 6' Long Table x 29" Deep            | \$ 88.40 | \$ 95.25 | _____    | \$ _____ |
| 8' Long Table x 29" Deep            | \$ 95.80 | \$130.60 | _____    | \$ _____ |
| 4 <sup>th</sup> Side Table Skirting | \$ 26.00 | \$ 36.00 | _____    | \$ _____ |

**Counter/Bar Height – 40” Tall**

| Description                         | Discount | Standard | Quantity | Total    |
|-------------------------------------|----------|----------|----------|----------|
| 4' Long Table x 24" Deep            | \$ 88.40 | \$ 95.25 | _____    | \$ _____ |
| 6' Long Table x 24" Deep            | \$101.90 | \$115.00 | _____    | \$ _____ |
| 8' Long Table x 24" Deep            | \$109.20 | \$130.60 | _____    | \$ _____ |
| 4 <sup>th</sup> Side Table Skirting | \$ 26.00 | \$ 36.00 | _____    | \$ _____ |

**4' Raised and Skirted Table**



8' Standard 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 | \$ 30.70 | \$ 34.00 | _____    | \$ _____ |
| 6’ Long Table x 29” Deep | \$ 37.00 | \$ 40.75 | _____    | \$ _____ |
| 8’ Long Table x 29” Deep | \$ 41.00 | \$ 48.00 | _____    | \$ _____ |

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

| Description              | Discount | Standard | Quantity | Total    |
|--------------------------|----------|----------|----------|----------|
| 4’ Long Table x 24” Deep | \$ 41.50 | \$ 48.10 | _____    | \$ _____ |
| 6’ Long Table x 24” Deep | \$ 43.50 | \$ 49.50 | _____    | \$ _____ |
| 8’ Long Table x 24” Deep | \$ 47.75 | \$ 53.50 | _____    | \$ _____ |

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

| Description              | Discount | Standard | Quantity | Total    |
|--------------------------|----------|----------|----------|----------|
| 4’ Long Table x 24” Deep | \$ 36.40 | \$ 44.20 | _____    | \$ _____ |
| 6’ Long Table x 29” Deep | \$ 42.65 | \$ 52.30 | _____    | \$ _____ |
| 8’ Long Table x 29” Deep | \$ 47.85 | \$ 59.00 | _____    | \$ _____ |

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

| Description              | Discount | Standard | Quantity | Total    |
|--------------------------|----------|----------|----------|----------|
| 4’ Long Table x 24” Deep | \$ 44.75 | \$ 55.00 | _____    | \$ _____ |
| 6’ Long Table x 24” Deep | \$ 53.00 | \$ 65.80 | _____    | \$ _____ |
| 8’ Long Table x 24” Deep | \$ 61.35 | \$ 76.65 | _____    | \$ _____ |



**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            | \$ 39.50 | \$ 49.40 | _____    | \$ _____ |
| Cocktail Table, 42” Tall        | \$ 43.75 | \$ 60.00 | _____    | \$ _____ |
| Fitted Spandex Cafe Linen*      | \$ 29.10 | \$ 36.40 | _____    | \$ _____ |
| Fitted Spandex Cocktail Linen** | \$ 33.25 | \$ 46.80 | _____    | \$ _____ |

\* 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.43  
Item 128PS.65**



**Item 129**



**Item 130**



**Item 131**



**Item 132**



**Item 133**

| <b>Description</b>          | <b>Item #</b> | <b>Discount</b> | <b>Standard</b> | <b>Quantity</b> | <b>Total</b> |
|-----------------------------|---------------|-----------------|-----------------|-----------------|--------------|
| Samsonite Folding Chair     | 120           | \$ 7.80         | \$ 13.00        | _____           | \$ _____     |
| Black Resin Garden Chair    | 121B          | \$ 13.00        | \$ 16.25        | _____           | \$ _____     |
| White Resin Garden Chair    | 121W          | \$ 13.00        | \$ 16.25        | _____           | \$ _____     |
| Wood Bar/Counter Stool      | 122           | \$ 29.00        | \$ 47.85        | _____           | \$ _____     |
| Chrome Bar/Counter Stool    | 123           | \$ 44.00        | \$ 67.60        | _____           | \$ _____     |
| Director's Chair            | 124           | \$ 45.60        | \$ 54.00        | _____           | \$ _____     |
| Armless Padded Chair        | 125           | \$ 35.00        | \$ 54.00        | _____           | \$ _____     |
| Spectrum Gas-Lift Bar Stool | 126           | \$ 98.80        | \$123.50        | _____           | \$ _____     |
| Bucket Swivel Bar Stool     | 127           | \$ 98.80        | \$123.50        | _____           | \$ _____     |

**Section III: Miscellaneous Booth Items Continued**

|                                  |          |          |            |       |          |
|----------------------------------|----------|----------|------------|-------|----------|
| 32" Flat Screen with Floor Stand | 128PS.32 | \$197.60 | \$234.00   | _____ | \$ _____ |
| 43" Flat Screen with Floor Stand | 128PS.43 | \$364.00 | \$468.00   | _____ | \$ _____ |
| 65" Flat Screen with Floor Stand | 128PS.65 | \$676.00 | \$764.40   | _____ | \$ _____ |
| 70" Flat Screen with Floor Stand | 128PS.70 | \$858.00 | \$1,008.80 | _____ | \$ _____ |
| 75" Flat Screen with Floor Stand | 128PS.75 | \$941.20 | \$1,092.00 | _____ | \$ _____ |

***All TV's include Remote, HDMI and are USB Compatible.***

|   |     |          |          |       |          |
|---|-----|----------|----------|-------|----------|
| Wastebasket with 3 Liners                       | 129 | \$ 10.90 | \$ 12.25 | _____ | \$ _____ |
| Zig-Zag Literature Rack                         | 130 | \$ 88.40 | \$110.50 | _____ | \$ _____ |
| Chrome Easel                                    | 131 | \$ 26.00 | \$ 32.50 | _____ | \$ _____ |
| 2 Chrome Stanchions wVelvet Rope*               | 132 | \$ 54.00 | \$ 70.75 | _____ | \$ _____ |
| *Velvet Ropes available in red, blue, and black |     |          |          |       |          |
| Bag Stand                                       | 133 | \$ 44.00 | \$ 59.00 | _____ | \$ _____ |

**Section IV: Carpet Order Form**

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



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

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

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

| Description           | Discount  | Standard  | Quantity | Total    |
|-----------------------|-----------|-----------|----------|----------|
| 8' x 10' Booth Carpet | \$ 192.50 | \$ 210.60 | _____    | \$ _____ |
| 8' x 20' Booth Carpet | \$ 254.80 | \$ 296.40 | _____    | \$ _____ |

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## Section V: Drayage/Materials Handling

### ☞ ADVANCE WAREHOUSE SHIPMENTS:

- Warehouse shipments may be sent to our warehouse up to thirty days prior to the move-in date for the show, and must arrive during the business hours of 9:00 am – 4:30 pm, Monday through Friday. No shipments will be received on weekends or holidays.
- Address all shipments consigned to the warehouse as follows:  
The Phoenix Design Group, Inc.  
To be Held for 2026 Houston Coating Society Expo  
Exhibitor's Company Name and Booth Number  
4850 Wright Road, Suite 150  
Stafford, Texas 77477
- Advance warehouse shipments will be delivered to the respective booths at the convention facility on our load-in day(s). The empty container(s) will be removed from the booth, placed in storage, and then returned to your booth at the close of the show. Materials will then be shipped out on your designated carrier or on our preferred carrier if you did not previously arrange for a different carrier.



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### ☞ SHOW SITE SHIPMENTS:

- Direct/Show-site shipments must arrive on the designated exhibitor move-in day(s), 8:00 am – 3:00 pm. All other shipments will be refused by the convention center. For your exact date, please contact your show promoter or our office.
- It is your responsibility to instruct your carrier of the allocated date and times for show-site deliveries.
- Weight tickets or Bills of Lading indicating weight must accompany freight delivery.
- Address all show-site shipments as follows:  
Campbell Hall  
c/o The Phoenix Design Group, Inc.  
Exhibitor's Company Name and Booth Number  
7601 Red Bluff Road, Pasadena, TX 77507
- Show-site shipments will be delivered to your booth by The Phoenix Design Group. Empty crates and containers will be removed from your booth, placed in storage for the duration of the event, and returned to your booth at the close of the show. Please ensure that you have marked your empty crates accordingly with your Company Name, Booth Number, and Crate # of # as necessary. Items will then move from the booth to the loading dock and reloaded onto designated vehicles or carriers. Charges will be based on in-bound freight only.



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

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

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

## OUTBOUND SHIPMENTS:

Packing, labeling, and completing the outbound bill of lading for exhibit materials is the exclusive responsibility of the exhibitor. The 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.

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## 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) and removal from booth for reloading onto outbound carriers.

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

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

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

- 1. Advance Warehouse Rate: \$95.00 per 100 lbs. (CWT)
- 2. Show Site Rate: \$65.50 per CWT.

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

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

\_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
CWT Rate for your Type of Shipment Total

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**B. Crated or Cased Floor Load Shipment – needing TWO pallet jacks to move:**

This includes shipments that can be unloaded at the dock utilizing two pallet jacks or dollies.

- 1. Advance Warehouse Rate: \$185.00 per 100 lbs. (CWT)
- 2. Show Site Rate: \$115.00 per CWT.

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

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

\_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
CWT Rate for your Type of Shipment Total

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**C. Package Handling (Packages under 35 lbs.):**

This includes packages, letters, and small boxes under 35 pounds.

- 1<sup>st</sup> Package Received Rate: \$55.00
- Additional Packages Received Rate: \$10.00 per package

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

Shipping inbound to the Advanced Warehouse       Shipping directly to the Show-Site

\_\_\_\_\_ + \$ \_\_\_\_\_ = \$ \_\_\_\_\_  
1<sup>st</sup> Package Additional Packages (\$10 each) Total

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For those Exhibitors who will be shipping, please select one of the following

My outbound freight company will be picking up my items from the Campbell Hall by 10:00 am, Friday, April 10, 2026. 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 Monday, April 13, 2026. 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 will NOT have any outbound shipping.

**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 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 with a signed work order at the service desk. Forklift service will be available on a first come, first served basis. A minimum charge of one half hour will apply and time will commence upon assignment in accordance with the exhibitor's request. The charge for the forklift and operator will be \$85.00 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 ½ 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 ½ hour per load in/break down)</b> |
|   |                            |   |

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**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** \$ \_\_\_\_\_

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**Attention:**

**Please mail or email only the pages that pertain to your individual order that you have filled out. Once received, we will send you the invoice with a payment link. 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 too. 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**

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 include with your order form.

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

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

**CREDIT CARD** - The Phoenix Design Group offers an online payment option for credit/debit cards. Once we have received your order form, an invoice will be sent to the email address provided below along with the payment link. Please note, full payment is due prior to services/rentals being provided.

**We impose a surcharge of 3% when paying with a credit card, which is not greater than our cost of acceptance. The adjustment will appear on your receipt. Any purchase made with a debit card will not include a surcharge.**

Email Address to send invoice: \_\_\_\_\_

Name and phone number of recipient if different from above:

\_\_\_\_\_