Dear V.G. Young School for County Tax Assessors-Collectors Exhibitor,

We are pleased that The Phoenix Design Group, Inc. has been selected as the Official Event Production Company for the 2026 V.G. Young School for County Tax Assessors-Collectors Event taking place at the Galveston Island Convention Center in Galveston, Texas. 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 6ft black skirted table, two folding chairs, one waste basket with 3 liners, and an exhibitor identification sign. Should you need anything extra, such as additional tables, chairs, wastebaskets, 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
Email: TradeShows@ThePhoenixDG.com

EXHIBITOR MOVE IN:
Tuesday, November, 17th 10:00 am – 12:30pm

SHOW DATES & TIMES:
Tuesday, November, 17th 2:00 pm – 5:30 pm
Wednesday, November, 18th 9:00 am – 4:30 pm

EXHIBITOR MOVE OUT:
Wednesday, November, 18th 4:30 pm – 6:00 pm

THIS VENUE IS NOT CARPETED

Please review your booth exhibit needs carefully and return your order form before **Tuesday, November 3, 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 V.G YOUNG SCHOOL FOR COUNTY TAX ASSESSORS
Discount Deadline: November 3, 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.

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	_____	$_____
4th 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	_____	$_____
4th Side Table Skirting	$ 26.00	$ 36.00	_____	$_____

4' Raised and Skirted Table



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

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

Table Skirt Color Choice: _____
* Show colors will be chosen for you on orders with no preference indicated.

Section II: Unskirted Display Tables

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

Standard Height – 29" Tall – BARE Tables

Description	Discount	Standard	Quantity	Total
4' Long Table x 24" Deep	$ 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.43
Item 128PS.65
Item 128PS.70
Item 128PS.75



Item 129



Item 130



Item 131



Item 132



Item 133

Description	Item #	Discount	Standard	Quantity	Total
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	_____	$ _____

Section III: Miscellaneous Booth Items Continued

Spectrum Gas-Lift Bar Stool	126	$ 98.80	$123.50	_____	$ _____
Bucket Swivel Bar Stool	127	$ 98.80	$123.50	_____	$ _____
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	_____	$ _____

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Section IV: Drayage/Materials Handling

ADVANCE WAREHOUSE SHIPMENTS:

- Warehouse shipments may be sent to our warehouse up until **Thursday, November 12, 2026**, 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 VG Young County Tax Assessor-Collectors
  Exhibitor's Company Name and Booth Number
  4850 Wright Road, Suite 150
  Stafford, Texas 77477

- Advance warehouse shipments will be delivered to the respective booths at the convention facility on our load-in day(s). The empty container(s) will be removed from the booth, placed in storage, and then returned to your booth at the close of the show. Materials will then be shipped out on your designated carrier.

SHOW SITE SHIPMENTS:

- Direct/Show-site shipments to the Galveston Convention Center are **HIGHLY DISCOURAGED** for the security of your items. **The Convention Center is not a regularly staffed location.** It is only open when events are scheduled. Therefore, if packages are shipped and no one is there to receive them, they could be returned to sender.

- If you do choose to ship to the Galveston Convention Center, shipments can arrive no sooner than 3 days prior to the event and they could possibly remain at the loading dock for pick up. Sometimes they are delivered inside, but again, that is only when the building is staffed, therefore there is no guarantee.

- It is your responsibility to instruct your carrier of the allocated dates for show-site deliveries.

- Weight tickets or Bills of Lading indicating weight must accompany freight delivery.

- Address all show-site shipments as follows:
  Galveston Convention Center
  To be Held for :
  2026 VG Young County Tax Assessor-Collectors – Hall A
  Exhibitor's Company Name and Booth Number
  5600 Seawall Blvd
  Galveston, TX 77551
  Box ___ of ____



- The Convention Center does not accept any liability for equipment, goods, displays or other materials, which arrive or fail to arrive at the venue.

- You are responsible for picking up your items at the Loading Dock and returning items to the loading dock if necessary for outbound shipping.

- There is no fee to ship directly into and out of the Convention Center and handle your items yourself.

- If you choose to handle your own shipping The Phoenix Design Group is not responsible for delivery to your booth space, storage of empty crates or containers, or assisting with outbound shipping

Advance warehouse shipments
handled by The Phoenix Design Group 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.

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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 unless prior arrangements have been made. We will however, ensure that your shipment going out is put on the appropriate carrier's truck once you have notified us that you have pre-arranged for a pick-up. Exhibitor's material handling charges will be assessed according to the rates on the enclosed drayage rate form.

TERMS OF LIABILITY:

1. The Phoenix Design Group, Inc. shall not be responsible for damage to uncrated materials, materials improperly packaged, or concealed damage, and will not be responsible for loss, theft, or the disappearance of exhibitor's materials after they have been delivered to the exhibitor's booth.

2. The Phoenix Design Group, Inc. shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event The Phoenix Design Group, Inc. maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per Item, or $1,000 per shipment, whichever is less.

3. The Phoenix Design Group, Inc. shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to exhibitor's materials which may make it impossible or impractical to exhibit.

4. Claims for loss or damage must be submitted to The Phoenix Design Group, Inc. prior to the close of the show. No suit or action shall be brought against The Phoenix Design Group, Inc. more than one year after the accrual of the cause of action.

5. INSURANCE- It is understood that The Phoenix Design Group, Inc. is not an insurer. Insurance, if any is needed, should be obtained by the exhibitor. It is suggested that exhibitors arrange all risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.

6. The consignment or delivery of a shipment to The Phoenix Design Group, Inc. by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of terms and conditions set forth.

ᘓ MATERIAL HANDLING/DRAYAGE RATES: **There is NO forklift service available for this event.**

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 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.

Advance Warehouse Rate: $95.00 per 100 lbs. (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

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.

Advance Warehouse Rate: $185.00 per 100 lbs. (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

C. **Fed-EX and UPS Packages Handling (Packages under 35 lbs.):**
This includes packages, letters, and small boxes under 35 pounds.

1st Package Received Rate: $45.00
Additional Packages Received Rate: $10.00 per package

Carrier _____ **Number of Pieces** _____ **Expected Arrival Date** _____

__$45.00__ + _$_____ = $ _____
1st Package Additional Packages ($10 each) Total

Please select one of the following:

☐ I will have my outbound freight company pick my items up from the Phoenix Design Group Warehouse on Thursday, November 19, 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 (ABF, UPS, Fedex, etc.) to notify them of where to pick up items, along with the correct date and time.

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Section VI: Order Totals

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

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

Grand Total for Payment **$ _____**

Attention:

Please mail or email only the pages that pertain to your individual order that you have filled out. 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:

_____