BOOTH PACKAGE
Items provided in your booth, per exhibitor:
- Show drape color(s): Blue, Grey
- Aisle carpet color: Facility is carpeted
- 8' High backwall drape, 3' High sidewall drape
- 7" x 44" Cardstock Identification Sign
- Show drape color(s): Blue, Grey
- 7" x 44" Cardstock Identification Sign
- (1) 6' Skirted Table - Blue
- (2) Side Chairs
- (1) Wastebasket
- 5 AMP Electricity
- Wireless Internet
- Facility is carpeted

EXHIBIT SHOW SCHEDULE
Exhibitor Schedule for the Wood Bioenergy Conference & Expo
- General Exhibitor Move-in: Tuesday, April 10, 2018 5:00 PM - 10:00 PM
- Exhibit Hours: Wednesday, April 11, 2018 7:30 AM - 5:00 PM, 5:00 PM - 7:00 PM
- Thursday, April 12, 2018 7:30 AM - 1:00 PM
- Exhibitor Move-out: Thursday, April 12, 2018 1:00 PM - 4:00 PM
- Driver check In Time: Thursday, April 12, 2018 4:00 PM

Exhibitor Schedule for the Panel & Engineered Lumber International Conference & Expo
- General Exhibitor Move-in: Thursday, April 12, 2018 4:00 PM - 10:00 PM
- Exhibit Hours: Friday, April 13, 2018 7:30 AM - 5:00 PM, 5:00 PM - 7:00 PM
- Saturday, April 14, 2018 8:00 AM - 11:00 AM, 11:00 AM - 1:00 PM
- Exhibitor Move-out: Saturday, April 14, 2018 1:00 PM - 6:00 PM
- Driver check In Time: Saturday, April 14, 2018 5:00 PM

SHIPPING ADDRESSES
Advance Shipments Address
[Exhibiting Co. Name & Booth Number]
BIO/PELICE 2018
c/o Shepard Exposition Services
1790 Marietta Blvd
Atlanta, GA 30318

Direct Shipments Address
Omni Atlanta Hotel at CNN Center does not permit shipments to be delivered directly to the hotel. All shipments must be delivered to the Advance Warehouse.

IMPORTANT DEADLINES
- Exhibitor appointed contractor notification deadline: Tuesday, March 13, 2018
- Discount price deadline for standard Shepard orders: Tuesday, March 20, 2018
- Discount price deadline for custom Shepard rentals: Friday, March 9, 2018
- First day for warehouse deliveries without a surcharge: Tuesday, March 13, 2018
- Last day for warehouse deliveries without a surcharge: Tuesday, April 3, 2018
- Last day for warehouse deliveries*: Friday, April 6, 2018

Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.
Exhibitor Move Out
Saturday, April 14, 2018 1:30 PM - 6:00 PM

Dismantle & Move out Information
All Wood Bioenergy Conference & Expo exhibitor's materials must be removed from the facility by Thursday, April 12, 2018 4:00 PM
Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.
To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Thursday, April 12, 2018 4:00 PM
All PELICE exhibitor's materials must be removed from the facility by Saturday, April 14, 2018 5:00 PM
Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.
To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Saturday, April 14, 2018 5:00 PM

Post Show Paperwork & Labels
Our Customer Service Representatives will gladly assist you in preparing your outbound shipping labels, outbound Material Handling Authorization paperwork, and outbound shipping in advance. You may find these forms included in this exhibitor services catalog. An email with links to an online portal will also be sent to the exhibitor contact on record for the booth. Labels and paperwork will also be available onsite. Make sure your carrier knows your company name, booth number, and the carrier check in deadline.

Outbound Shipping
It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event. Our Customer Service Representatives are available pre show, during the show, and during move out to assist you in arranging shipping through our official carrier Shepard Logistics. For peace of mind and easy set up, contact Shepard Logistics before the event for transportation services to and from the event.
Shepard does not provide UPS, FED-EX, or other carrier specific labels. Exhibitors must schedule pick ups directly with all carriers.

Move Out times and procedures may change due to show site and operational conditions. Move out information will be provided on site during the event.
Online Ordering is Easy!

GO TO  www.shepardes.com/intro.asp

CLICK ON BIO/PELICE 2018

LOG IN from the Show Information page by clicking at the top right corner of the page.

ENTER your email address and password then click Login

NEW users:  User name = Your Email Address (provided by Event Management)
Password = PELICE18

Prior users:  User name = Your Email Address
Password = Your pre-existing password

Don't remember your password? Click the link and follow the prompts to have your password sent to the registered email address.

Once logged in, please confirm your profile information. If you need to update, please contact us at customerservice@shepardes.com

To order, utilize the grey category dropdown menus above the Welcome message.

After making your selections, click the Add to Cart button on the bottom right of the page.

To view your order click the Shopping Cart Icon at the top right of the page.

Confirm your order, click Checkout Booth and complete the payment process.

* Material Handling estimates will not be charged until freight is received at the warehouse or at show site.
* Labor and Hanging Sign estimates will not be charged until services are rendered at show site.

If you need assistance during your shopping experience, contact us using our feature on the right side of the screen. Representatives are available Monday through Friday 8am - 5pm est.

Need Tips and Tricks for exhibiting? Click the icon on your show page to be directed to our Exhibitor Academy!

QUESTIONS?
We love to help! Contact us!

Shepard Customer Service
(404) 720-8600
atlanta@shepardes.com
April 11- 12, 2018        April 13- 14, 2018

Omni Atlanta Hotel at CNN Center, Atlanta, GA

Please complete the information and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer, however, we require your credit card authorization to be on file before we process your order(s) for service.  **For your convenience, we will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative including material handling charges for shipments received on your company’s behalf and any unpaid balance due for Shepard services. Credits for services will be issued at show site only.**

Please complete the following information:

**EXHIBITING COMPANY INFORMATION**

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Booth #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City, St, Zip:</th>
<th>Fax:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Name:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CREDIT CARD INFORMATION**  
(Required for all forms of payment)

<table>
<thead>
<tr>
<th>Pay by Check</th>
<th>Pay by Wire</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Credit Card #: ____________________________

Expiration Date: ____________________________

Billing Address: ____________________________

City, St, Zip: ____________________________

Name on Card: ____________________________

Card: ____________________________

(Please Print)

By signing the above I acknowledge and understand that **ALL services rendered, including Material Handling, will be billed to this credit card.**

**WIRE TRANSFER**

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A $50 service charge will be added for processing checks drawn on foreign banks. A $25 service charge will be added for processing U.S. wire transfers. $50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending **BIO/PELICE 2018**

Exhibiting Company Name

Booth Number

<table>
<thead>
<tr>
<th>Account Name:</th>
<th>Bank Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shepard Exposition Services, Inc.</td>
<td>PNC Bank N.A., Pittsburgh, PA 15219 USA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Routing Number:</th>
<th>Account Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>041000124</td>
<td>42-6061-9772</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SWIFT CODE (US):</th>
<th>SWIFT CODE (INTL):</th>
</tr>
</thead>
<tbody>
<tr>
<td>PNCCUS33</td>
<td>PNCCUS33</td>
</tr>
</tbody>
</table>

Please include the show name, event code and your booth # as well as the wire fee if you are sending a wire transfer, ACH payment, or check.

**TAX EXEMPT?** Please submit tax exemption certificate to: atlanta@shepardes.com

If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.
You are entering a contract which limits your possible recovery in case of loss or damage.

The terms and conditions set forth below become a part of the contract between Shepard Exposition Services, and you, the Exhibitor. Exhibitor is deemed to have accepted these terms and conditions when any of the following conditions are met:

Exhibitor materials are delivered to the Shepard warehouse or to a show or exposition site for which Shepard is the Official Show Contractor, or an order for labor and/or rental equipment is placed by the exhibitor with Shepard.

Definitions and Shepard Responsibilities: The name “Shepard” shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "EXHIBITOR" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard’s direct supervision and control. Shepard shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard’s reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

Indemnification: The exhibitor agrees to indemnify, forever hold harmless, and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State, or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express, debit cards, or check, provided there is sufficient customer credit in EXHIBITOR’s form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Undesignated authorized and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to delivery of the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to Shepard which have not been paid after 30 days following the close of the Show, then those unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account.

Show Site Orders: Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

Third Party Orders: If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening.

Equipment Audits: EXHIBITOR should be advised that routine audits of Exhibit booths for service usage are conducted during the Convention. Should the result of such an audit indicate that equipment or services is in fact being used that has not been paid for, the Exhibitor will be charged for the equipment or service at the applicable rate.

Exchanges and Cancellations: Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee. Custom products: All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. Standard Furnishings: There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. Labor: Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Invoices: Prior to close of show, an invoice will be prepared and emailed to the booth contact on file for your review. Credits will be issued at show site only. If you have any questions or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer. Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated. If skirting and carpet colors are not selected, show colors will prevail.

International Customers: International customers must pay for all services in U.S. funds. A $50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

U.S. Wire Transfers: A $25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must be completed before your order will be processed.

Tax Exempt Status: If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

Exhibitor Information: Exhibitor permits all contact information provided to Shepard to be used by Shepard and shared with other entities assisting in the production of the event in question.

Facsimiles and email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the writing in question.

Cancelling or Postponement: In the event the exposition or event is cancelled or postponed, Shepard reserves the right to charge for services rendered in preparation of the event or exposition as well as non-refundable costs incurred by Shepard.

Insurance: It is understood that Shepard is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually 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. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of EXHIBITOR’s booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against Shepard and their respective directors, officers, employees, and agents.

Claim(s) for Loss and Payment For Services: Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when the alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the “conclusion” of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date the loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

Limits of Liability: If found liable for any loss or damage, Shepard’s sole and maximum liability for loss or damage to exhibitor’s materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed $5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

Inbound and Outbound Shipments: Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibit or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor’s materials after same have been delivered to the exhibitor’s booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor’s materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor’s materials after same have been delivered to the exhibitor’s booth. While the exhibitor’s materials are on the carrier’s truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes control to ship by the move out deadline after a show, Shepard shall have the authority to route exhibitor’s shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor’s expense.

Packaging, Crates, and Empty Containers: Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing “Empty” storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled “empty.”
Step 1: Provide the Exhibiting Company Contact Information and Signature

Exhibiting Company Name

Exhibiting Company Address

City

State

Zip

Phone

Fax

Contact Email Address

Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print

Step 2: Check Services Below to Invoice to the Third Party

☐ All Services

☐ Booth Cleaning

☐ Material Handling

☐ Carpet

☐ Rental Furniture

☐ Exhibit Display Rentals

☐ Overhead Rigging/Labor

☐ Installation/Dismantling Labor

☐ Logistics/Transportation

☐ Other (please specify):

Step 3: Provide Third Party Contact Information

3rd Party Name

3rd Party Address

City

State

Zip

Phone

Fax

Contact Email Address

Step 4: Complete Third Party Credit Card Charge Authorization with Signature

CREDIT CARD INFORMATION (Required for all forms of payment)

Credit Card #:

Expiration Date:

Month

Year

Security Code

Billing Address:

City, ST, Zip:

Name on Card: (Please Print)

Card Holder Signature

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.
An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the event organizer in a contract as an exclusive service for the "general or official: service provided or other third party.

No EAC will be allowed to work in an exhibitor's booth if this EAC form, a valid form of insurance, a third party payment authorization form and an exhibitor payment authorization is not completed by an authorized representative and received by Shepard by the due date indicated above. The Form must be completed for every third party (as well as any other ordering third party ordering or requesting services from Shepard on behalf of exhibitor) at the above event. Multiple booths are not to be listed on one form. If form is not submitted by deadline date, the EAC will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

The EAC hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of $500,000 property damage per occurrence, $1,000,000 personal injury per occurrence, workers compensation aggregate coverage of $1,000,000 per occurrence, and naming Shepard Exposition Services as the certificate holder for the time period of the event, including move-in and move-out days. Listing Shepard Exposition Services as an additionally insured only will not be accepted, and may prevent EAC from working on the premises. If EAC does not have minimum coverage and proper documentation, they will be subject to employing Shepard Exposition Services for labor services.

The EAC must abide by the rules and regulations of the show and all pertinent union regulations.

EAC employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

The EAC must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. **Show aisles and public areas are not part of the Exhibitor's booth space.**

Solicitation of business by EAC is strictly prohibited. **EAC companies discovered soliciting will be removed from the show floor and the exhibitor will not be able to use that EAC for the remainder of the event.**

The EAC must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

If required, the EAC must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. **The EAC must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.**

EAC employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

**EACs agrees to keep all No Freight Aisles clear at all times. If SES is required to rearrange any material situated in a clearly No Freight Aisle, the exhibitor or the EAC depending on billing arrangements will be charged a 1 hour minimum forklift rental and labor.**

---

This form is to be completed by the Exhibitor and returned to Shepard by deadline date noted above.

---

Exhibiting Company Name

Booth #

Contact Email Address

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---

Exhibitor

Please Sign

---

Exhibitor Signature
Event Code: G168940418
Connect With Us!
email atlanta@shepardes.com
phone (404) 720-8600
fax (404) 720-8755
mail 1531 Carroll Drive, NW
Atlanta, GA 30318

April 11-12, 2018        April 13-14, 2018
Omni Atlanta Hotel at CNN Center, Atlanta, GA

Discount Deadline: Tuesday, March 20, 2018
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Save Time and Money!
Use this grid when placing Hanging Sign, Electrical, or other Utility Orders. Make as many copies as you need!

Company Name: ________________________________ Booth #: ________________________________

Contact Name: ________________________________ Contact Email Address: ________________________________

Enter in the booth numbers above, below, and on each side of your booth to ensure proper placement!
If you are using this grid for a hanging sign, include the total height from the floor to the top of the sign.

Above Booth #

Left Booth #

Below Booth #

Right Booth #
**Step 1: Complete Exhibiting company information:**

<table>
<thead>
<tr>
<th>Exhibiting Company Name</th>
<th>Booth #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Phone #</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
</tr>
</tbody>
</table>

**Step 2: Tell us the Location of items for pick up:**

- Company

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Is there a loading dock?
- Is your building in a residential area?
- Any thing else we should know about your building

**Step 3: Tell us When we are picking it up:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours of Operation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 4: Tell us Where this is going:**

- Advance Warehouse
- Direct to showsite

**Step 5: Tell us What we are shipping:**

<table>
<thead>
<tr>
<th>Qty</th>
<th>L</th>
<th>W</th>
<th>H</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Crates
- Cartons (cardboard)
- Cases/trucks
- Skids/pallets

<table>
<thead>
<tr>
<th>Qty</th>
<th>L</th>
<th>W</th>
<th>H</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Carpet (color)
- Monitors
- Other

**Step 6: Tell us what Type of Service do you need (how fast do you need it?)**

- Standard Ground
- 2nd day Air
- Next Day Air
- Other (Truckload, Specialized)

**Step 7: After the event is over, are we going to Ship Back to you?**

- YES!
- No, I will arrange another carrier

<table>
<thead>
<tr>
<th>Company</th>
<th>Booth #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Event Code:** G168940418

**Connect With Us!**

- Email: logistics@shepardes.com
- Phone: (888) 568-8858
- Fax: (404) 596-5620
- Mail: 1531 Carroll Drive, NW Atlanta, GA 30318

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A credit card must be on file to order Shipping Services. Please complete the Payment Authorization form. Shipping services do not include material handling charges at show site. Material handling fees will be charged to the credit card on file.
Advantages of Shepard Logistics

- 10% material handling discount for round trip SLS customer shipments
- Volume discounting for larger shipments
- Guaranteed price quotes online with online booking and scheduled pick-up
- Preferred and confirmed target times inbound
- Pre-printed bills and shipping labels correctly formatted inbound or outbound
- Free 30-day pre-event storage charges
- Ship direct to show site and avoid warehouse charges when facility permits
- Automated tracking and delivery status reports via email
- No driver waiting time charges inbound or outbound
- No additional trade show fees
- Priority Empty Return Labels to all inbound Logistics Customers
- Guaranteed pick-up outbound from show, with immediate loading following empty return
- Guaranteed on-time delivery to destination city, facility, or warehouse or it is free

Benefits of Shepard Logistics

- Security; immediate outbound loading reduces risk of pilferage or misloading
- Convenience; less paperwork and less tracking
- Efficiency; scheduling travel, labor reliably, and possibly avoiding weekend overtime charges inbound
- Cost Saving; discounting of material handling charge

To take full advantage of the Shepard Advantage, contact
888.568.8858
logistics@shepardes.com
SHIPPING VERSUS MATERIAL HANDLING

WHAT IS SHIPPING?
Shipping is the process of a carrier picking up your items from your office or place of origin and transporting it to the dock of either the advance warehouse or facility dock of your event. It is separate from Material Handling. Exhibitors may use any carrier they want, including Shepard Logistics.

WHAT IS MATERIAL HANDLING?
Material Handling is the process of receiving your shipment from your carrier and managing it through the event cycle. It is a standard tradeshow process and it is a chargeable fee typically based on the weight of your shipment. Don’t forget to add Material Handling to your budget!

ONE EASY WAY TO KEEP YOUR CHARGES LOWER?
Consolidate, Consolidate, Consolidate!
Skid items as much as possible so that they are sure to arrive together. Each shipment that arrives at a separate time is assessed the minimum charge. Whether you ship to the advance warehouse or show site it is in your best interest to consolidate as much as possible.

Material Handling Process:
- Unloading the trade show freight from your carrier once it arrives at the receiving dock.
- Transporting your shipment to your booth space.
- Removing empty shipping containers (boxes, crates, and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth once the event is over.
- Transferring the freight back to the loading dock.
- Loading the items into your carrier’s delivery vehicle for return shipping.
Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.
**Step 1: Complete Exhibiting Company Information:**

<table>
<thead>
<tr>
<th>Exhibiting Company Name</th>
<th>Booth #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name</td>
<td>Phone #</td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
</tbody>
</table>

**Step 2: Tell us Where your items are going:**

<table>
<thead>
<tr>
<th>Company</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address</td>
<td>City</td>
</tr>
<tr>
<td></td>
<td>State</td>
</tr>
<tr>
<td></td>
<td>Zip</td>
</tr>
</tbody>
</table>

**Step 3: How many Pieces are in your shipment?**

<table>
<thead>
<tr>
<th># of Crate</th>
<th># of Skids</th>
<th># of Cases</th>
<th># of Cartons</th>
<th>Approx Total Weight</th>
</tr>
</thead>
</table>

**Step 4: How many Labels do you need?**

| ________________ |         |

**Step 5: Who is picking up your shipment?**

**OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS**

If selecting a carrier other than Shepard Logistics, you must schedule the pickup. This includes FedEx, UPS, etc. If using FedEx or UPS you must have and apply their shipping labels.

**Step 6: What type of Service do you need?**

<table>
<thead>
<tr>
<th>Ground</th>
<th>2nd Day</th>
<th>Overnight</th>
</tr>
</thead>
</table>

**Step 7: If your carrier doesn’t show up, what do we do with your items?**

| Reroute via the show carrier (Shepard Logistics) | Return to warehouse ($400.00 minimum charge) |

In order to process your order, we require payment on file. Please complete the Payment Authorization Form and return to Shepard Exposition Services. If you have already placed an order with Shepard, we will automatically use the credit card on file for your company.
International Shipping

Agility Fairs & Events is the preferred International Freight Forwarder and Customs Broker for Shepard Exposition Services events.

Agility has a network of offices around the globe providing specialist transportation services for exhibitions and events.

Agility can provide the following services:

- Advance scheduling and shipment planning
- Complete and accurate documentation
- Transportation to the USA by air or sea freight
- US Customs clearance formalities
- Delivery to Shepard advance warehouse or direct to show site
- Collection from the show
- Return freight services

Please click on this link for a free quotation of services:

[www.agilitylogistics.com/fairseventsenquiry](http://www.agilitylogistics.com/fairseventsenquiry)

For assistance with your international shipment planning please contact:

Rick Blumberg  
International Project Manager  
Email: rblumberg@agility.com  
Agility – Fairs & Events USA  
1100 S. Tamiami Trail, Ste B.  
Venice, FL 34285 USA  
Tel: 714-617-6675  
Fax: 941-484-1017
Advance Warehouse Tips

Light Weight (Shipments 40 pounds or less) Light Weight Shipment Tips

Overtime - 30% for each overtime application based on ST rate

Double Time - 50% fee for each double time application based on ST

Com
can
Booth #

How to Calculate Material Handling Services: The following services whether used completely or in part are offered as a package. When estimating weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

What is Material Handling?

Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor, the storage of empty containers, the return to booth for packing, and the loading back onto the exhibitor's outbound carrier. This is an automatic service and is billed based on weight. This service, whether used completely or in are part, are billed as a package.

Important! All Material Handling fees will be automatically billed to the credit card on file!

Discount does not apply to shipments considered small package, local deliveries, "Light Weight" shipments, or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for discount. (35572)

What is Material Handling?

Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor, the storage of empty containers, the return to booth for packing, and the loading back onto the exhibitor's outbound carrier. This is an automatic service and is billed based on weight. This service, whether used completely or in part, are billed as a package.

How to Calculate Material Handling Services: The following services whether used completely or in part are offered as a package. When estimating weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

Standard Material Handling Rates: All rates are per 100 pounds with a 200 pound minimum charge. Certified weight tickets are required on all shipments. Blended Rates: The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule may result in additional fees.

Advance Warehouse Shipments

<table>
<thead>
<tr>
<th>Weight</th>
<th>Crated</th>
<th>Special Handling</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$125.13</td>
<td>$162.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35010</td>
<td>35036</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Light Weight (Shipments 40 pounds or less)

<table>
<thead>
<tr>
<th>Total</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$62.50</td>
<td></td>
</tr>
<tr>
<td>35400</td>
<td></td>
</tr>
</tbody>
</table>

Overtime - 30% for each overtime application based on ST rate

Early/Late Shipments to Warehouse: A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site

Reweigh of Shipments: An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or an understated weight on delivery document.

Disposal Fee: A disposal fee & minimum 1 hour labor will be charged for all booth materials (booth displays, flooring, etc.) left unclaimed after show move-out.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

I acknowledge that all Material Handling charges are billable and will be charged to the credit card on file.

Company

Please Sign

Card Holder Signature

Event Code: G168390418

Connect With Us!

email atlanta@shepards.com

phone (404) 720-8600

fax (404) 720-8755

mail 1531 Carroll Drive, NW

Atlanta, GA 30318

Important! All Material Handling fees will be automatically billed to the credit card on file!
GROUND RIGGING FORKLIFT RENTAL

Step 1: Tell us what we are moving:  
- # of pieces to be spotted: ___________  
- Heaviest piece to be spotted: ___________

Step 2: When are we moving it?  
- Install Date/Time: ___________  
- Dismantle Date/Time: ___________  
(Times are not guaranteed)

Step 3: Describe the work to be performed:
Step 4: Choose your lift size:

Forklift Rental - Up To 5,000 # Capacity

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35028</td>
<td></td>
<td>ST Hourly Rental</td>
<td>$293.75</td>
<td>$382.00</td>
<td></td>
</tr>
<tr>
<td>35039</td>
<td></td>
<td>OT Hourly Rental</td>
<td>$359.40</td>
<td>$467.25</td>
<td></td>
</tr>
<tr>
<td>35067</td>
<td></td>
<td>DT Hourly Rental</td>
<td>$425.00</td>
<td>$552.50</td>
<td></td>
</tr>
</tbody>
</table>

Forklift Rental - Up To 10,000 # Capacity

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35029</td>
<td></td>
<td>ST Hourly Rental</td>
<td>$587.50</td>
<td>$763.75</td>
<td></td>
</tr>
<tr>
<td>35049</td>
<td></td>
<td>OT Hourly Rental</td>
<td>$718.75</td>
<td>$934.50</td>
<td></td>
</tr>
<tr>
<td>35069</td>
<td></td>
<td>DT Hourly Rental</td>
<td>$850.00</td>
<td>$1,105.00</td>
<td></td>
</tr>
</tbody>
</table>

Forklift Rental - Up To 20,000 # Capacity

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35035</td>
<td></td>
<td>ST Hourly Rental</td>
<td>$881.25</td>
<td>$1,145.75</td>
<td></td>
</tr>
<tr>
<td>35066</td>
<td></td>
<td>OT Hourly Rental</td>
<td>$1,078.15</td>
<td>$1,401.50</td>
<td></td>
</tr>
<tr>
<td>35070</td>
<td></td>
<td>DT Hourly Rental</td>
<td>$1,275.00</td>
<td>$1,657.50</td>
<td></td>
</tr>
</tbody>
</table>

Rate structure includes forklift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction. Additional labor and groundmen will be billed at the hourly rate.

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

Rigging Labor Rates (per man hour)

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35085</td>
<td></td>
<td>ST Hourly Rental</td>
<td>$105.00</td>
<td>$136.50</td>
<td></td>
</tr>
<tr>
<td>35086</td>
<td></td>
<td>OT Hourly Rental</td>
<td>$157.50</td>
<td>$204.75</td>
<td></td>
</tr>
<tr>
<td>35099</td>
<td></td>
<td>DT Hourly Rental</td>
<td>$210.00</td>
<td>$273.00</td>
<td></td>
</tr>
</tbody>
</table>

Riggers and Material Handlers (per man hour)

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35087</td>
<td></td>
<td>ST Hourly Rental</td>
<td>$84.00</td>
<td>$109.20</td>
<td></td>
</tr>
<tr>
<td>35100</td>
<td></td>
<td>OT Hourly Rental</td>
<td>$126.00</td>
<td>$163.80</td>
<td></td>
</tr>
<tr>
<td>35101</td>
<td></td>
<td>DT Hourly Rental</td>
<td>$168.00</td>
<td>$218.40</td>
<td></td>
</tr>
</tbody>
</table>

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour written notice will be charged a one (1) hour cancellation fee.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Total Forklift:  

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Company Name:  
Booth #  

Contact Name:  
Contact Email Address:  

Fax: (404) 720-8755  
Mail: 1531 Carroll Drive, NW  
Atlanta, GA 30318

---

Cranes, Scissor Lifts, and 4 Stage Forklifts are available upon request.  
Contact Us for Pricing!
What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

What is the definition of “freight”? Any exhibit materials shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to it’s destination and also the process of returning your shipment back to your location after the close of the show. Material handling begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.) These are 2 different items and are billed differently.

Do I need to order a fork lift to unload or reload my freight? No, please do not order a fork lift for unloading/reloading of your materials.

What does CWT mean? CWT is an acronym for Century Weight. Your crated shipment is billed per 100 lbs.

What determines how much I’m charged? Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?

Material handling services whether used completely or in part are offered as a package. When recording weight, round up to the next 100 lbs. EXAMPLE: 285 lbs. = 300 lbs.

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

What are Light Weight shipments?

All shipments regardless of carrier that weigh 40 pounds or less. Shipments need to have certified weight tickets or other verifiable weight noted upon delivery. Shipments without certified weight tickets may be subject to special handling or reweigh fees. Packages that arrive separately at different times or days will be billed separately.

All shipments, regardless of carrier, weighing 41 lbs and up will be billed using the standard material handling rates listed in the kit and billed at a 200 lb minimum as usual.

How do I calculate my Light Weight shipment? Charges for Light Weight shipments are total shipment weight, per delivery. Any shipment above 40lbs will not qualify for this rate. Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery.

What are Crate materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

What are Uncrate materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

What is Special Handling?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck, tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials. Cannot be completed solely with one forklift and operator.

What are Advance Shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual). Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crate, cartons, skids, fiber cases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

What are Direct Shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during published exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required.

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

Outbound Shipping

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).
**Material Handling Info**

**Event Code:** G168940418  
**Connect With:** atlanta@shepardes.com  
**Us!**  
**Phone:** (404) 720-8600  
**Fax:** (404) 720-8755  
**Mail:** 1531 Carroll Drive, NW  
**Atlanta, GA 30318**

**Discount Deadline:** Tuesday, March 20, 2018

**Special Handling Definitions**

Shipment rates are as shown on Material Handling Rate Form, approx. 30%

- **Constricted Space** - Freight packed in trailer to full capacity. Shipments are not easily accessible because trailer is loaded by cubic space, or top to bottom and side to side.
- **Stacked Shipments** - Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.
- **Mixed Shipments** - Mixed shipments are shipments that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal deeming the shipment special handling but not uncrated. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as uncrated.
- **Shipment Integrity** - Shipments loaded on a载体 in a manner requiring separating or sorting to reestablish the integrity of each shipment.
- **Carpet/Pad Only** - Carpet and/or pad only shipments are time and labor intensive, and require additional manpower and tools (e.g. carpet poles, flatbed carts or scooters, dollies).
- **No Documentation** - Shipments received from small package carriers (including, among others, Fed Ex, UPS, & DHL) that are delivered without documentation or bills of lading that require additional sorting, processing, and tools for delivery.
- **Designated Piece Unloading** - Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.

**Disposal Fee**

- Fee: $.75 Per Lb  
- Labor Rate: $84.00  
- Per Hour (OT/DT may apply)

**Overtime/Double Time**

- Surcharge: Overtime: 30%  
- Double Time: 50%

**Warehouse Overtime/Double Time**

Advanced shipments may be received during straight time hours at the warehouse location, however an overtime/double time surcharge may be applied to an advanced warehouse shipment due to required delivery schedule based on show move-in and move out hours beyond our control. This would also be true if freight was received after hours at the warehouse trapping facility.

**Early/Late Shipments to Warehouse**

- Surcharge: 25%  
- Minimum: $50.00  
- 35003

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening. Any shipment arriving to showsite after show open will be charged a surcharge.

**Uncrated Shipments**

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

**Off-Target Deliveries**

- For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

**Padded Van Deliveries**

- Surcharge: $8.00/CWT  
- 35041

This applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

**Marshaling Yard**

- Surcharge: $30 per shipment  
- 35250

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one-time fee per shipment processed inbound and/or outbound through the marshaling yard.

**Reweigh of Shipments**

- Surcharge: $25.00 per forklift load  
- 35282

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

**Empty Crate Storage**

- Surcharge: $25.00 per piece, Minimum $50.00  
- 35105

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

**Light Weight Shipments**

Shipment rates are as shown on Material Handling Rate Form, approx. 30%

**Envelope Deliveries**

- Surcharge: $10.50 per envelope  
- 35007

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

**Mobile Spotting**

- Fee: $200 round trip  
- 35106

All vehicles must be escorted in and out of building by Shepard personnel.
Step One: Tell us who you are:

Accessible Storage
Use this type when you need to pull items out of storage during the show.

<table>
<thead>
<tr>
<th>Pallets/Skids</th>
<th>$35.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2 a Trailer</td>
<td>$80.00</td>
</tr>
<tr>
<td>Full Trailer</td>
<td>$120.00</td>
</tr>
<tr>
<td>Labor ST</td>
<td>$84.00</td>
</tr>
<tr>
<td>Labor OT</td>
<td>$126.00</td>
</tr>
<tr>
<td>Labor DT</td>
<td>$210.00</td>
</tr>
</tbody>
</table>

Total Onsite Storage: $________

For both storage options, there is no charge to return items back to your booth at the end of the event.

Secured Storage
Use this type only if you do not need your items again until the end of the event.

Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. ($100.00 Minimum).

<table>
<thead>
<tr>
<th>Per Sq Ft</th>
<th>0.80</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor ST</td>
<td>$84.00</td>
</tr>
<tr>
<td>Labor OT</td>
<td>$126.00</td>
</tr>
<tr>
<td>Labor DT</td>
<td>$168.00</td>
</tr>
</tbody>
</table>

Total Onsite Storage: $________

For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.

All packages must be properly packed & labeled. Shepard Exposition Services’ limit of liability will be $5.00 per pound or $500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

Discount Deadline: Tuesday, March 20, 2018

Onsite Storage is used when you have product you need to replenish during the event, or if you have items you don’t want stored with the empty crates. Do not use this service for “Empty” storage.

Step Two: Choose the Type of storage to fit your needs

Accessible Storage
Materials in Accessible Storage will be accessible during the event, but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus a per hour labor fee each time materials are moved. ($100.00 Minimum)

<table>
<thead>
<tr>
<th>Per Day</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pallets/Skids</td>
<td>$35.00</td>
</tr>
<tr>
<td>1/2 a Trailer</td>
<td>$80.00</td>
</tr>
<tr>
<td>Full Trailer</td>
<td>$120.00</td>
</tr>
<tr>
<td>Labor ST</td>
<td>$84.00</td>
</tr>
<tr>
<td>Labor OT</td>
<td>$126.00</td>
</tr>
<tr>
<td>Labor DT</td>
<td>$210.00</td>
</tr>
</tbody>
</table>

For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.

All packages must be properly packed & labeled. Shepard Exposition Services’ limit of liability will be $5.00 per pound or $500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

Onsite Contact

Onsite Cell Phone #

For both storage options, there is no charge to return items back to your booth at the end of the event.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Rental items found and in use in your booth are subject to “Standard” pricing.
As the General Service Contractor, Shepard has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide this service on the show floor.

**Booth Vacuuming**

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47050</td>
<td>0-399 sq. ft.</td>
<td>Vacuum Once</td>
<td>$0.45</td>
<td>$0.60</td>
<td></td>
</tr>
<tr>
<td>47051</td>
<td>400-900 sq. ft.</td>
<td>Daily Vacuum</td>
<td>$0.40</td>
<td>$0.50</td>
<td></td>
</tr>
<tr>
<td>47052</td>
<td>900+ sq. ft.</td>
<td></td>
<td>$0.35</td>
<td>$0.45</td>
<td></td>
</tr>
</tbody>
</table>

**Porter Service (includes emptying wastebaskets within the booth every two hours during the show)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47030</td>
<td>One Time Porter</td>
<td></td>
<td>$0.50</td>
<td>$0.65</td>
<td></td>
</tr>
<tr>
<td>47031</td>
<td>Daily Porter</td>
<td></td>
<td>$2.50</td>
<td>$3.25</td>
<td></td>
</tr>
</tbody>
</table>

**Specialty Services**

**Mopping and Carpet Shampooing**

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47042</td>
<td>Mop One Time</td>
<td></td>
<td>$0.60</td>
<td>$0.80</td>
<td></td>
</tr>
<tr>
<td>47022</td>
<td>Mop Daily</td>
<td></td>
<td>$2.40</td>
<td>$3.10</td>
<td></td>
</tr>
<tr>
<td>47013</td>
<td>Sham/One Time</td>
<td></td>
<td>$0.60</td>
<td>$0.80</td>
<td></td>
</tr>
</tbody>
</table>

**Display Wipe Down (invoiced by man hours)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Service</th>
<th>ST</th>
<th>OT</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47043</td>
<td>One Time</td>
<td></td>
<td>$84.00</td>
<td>$126.00</td>
<td></td>
</tr>
<tr>
<td>47044</td>
<td>Daily</td>
<td></td>
<td>$84.00</td>
<td>$126.00</td>
<td></td>
</tr>
</tbody>
</table>

Did you know....

Booth carpet is the first product installed on an exhibit floor. While carpet is installed clean, it will get dirty during the move in process due to debris in the air, aisles and other exhibitors. It is always recommended to order a one time vacuuming prior to the show opening.

If you have any issues at all regarding cleaning during the show, please contact the Service Desk immediately so we can make it right. Please do not wait until the end of the event.

Vacuuming, Porter Service, Mopping, and Shampooing are based on total booth sq ft regardless of area being cleaned. Minimum order of 100 sq ft.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

No refunds once the service has been performed in your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

**Company Name:** ____________________________ **Booth #** ____________________________

**Contact Name** _______________________________ **Contact Email Address** _______________________________

Please Sign

[Signature]

Event Code: G168940418

Connect With Us!

email atlanta@shepardes.com

phone (404) 720-8600

fax (404) 720-8755

mail 1531 Carroll Drive, NW

Atlanta, GA 30318

Total Discount

Regular

Service

Sq Ft

Discount

Regular

Total

0-399 sq. ft

$2.25

$2.95

400-900 sq. ft

$2.05

$2.65

900+ sq. ft

$1.95

$2.60

Total Cleaning: $ ____________________________

NA  Tax*: $ ____________________________

Amount Due: $ ____________________________
Step One: Choose the flooring to enhance your design
Step Two: Check the box of your selected color
Step Three: Determine your booth size (length x width = square footage)
Order must be received 30 days in advance of show move-in. 100 sq ft minimum

**Premium Plush Carpet 50 oz**

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Item</th>
<th>Per Sq Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>03</td>
<td>06</td>
<td>74</td>
<td>35</td>
<td>91</td>
</tr>
</tbody>
</table>

- White
- Black
- Crimson
- Dark Grey
- Electric Blue
- Silver Dollar
- Sand
- Navy

**Premium Vinyl Flooring**

- Light Maple (83)
- Vineyard Brown (61)
- Laurel Brown (62)
- Mountain Grey (63)
- Snow (89)
- Checkerboard (82)
- Rosemary Stone (64)

**Elevated Hardwood**

Stand above the rest with an Elevated Hardwood Floor! Contact an ESS Representative for pricing!

- Light Oak
- Dark Oak

Labor not included in hardwood flooring. Please order labor for the installation of your elevated floor.

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Item</th>
<th>Per Sq Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50712</td>
<td></td>
<td>Light Oak</td>
<td>Call for Quote!</td>
<td></td>
</tr>
<tr>
<td>50711</td>
<td></td>
<td>Dark Oak</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.**

**Signature Flooring**

**Event Code: G168940418**

Connect With Us!

email atlanta@shepardes.com
phone (404) 720-8600
fax (404) 720-8755
mail 1531 Carroll Drive, NW Atlanta, GA 30318

**Quick and Easy Luxury!**

Discount Deadline Friday, March 09, 2018
Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

**Discount Deadline Friday, March 09, 2018**

Order must be received 30 days in advance of show move-in. 100 sq ft minimum

**Tax**:
Due to the custom nature of this product, no refunds or exchanges once item has been ordered.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

Company Name: ___________________________ Booth # ________

Contact Name _______________________________ Contact Email Address _______________________________

Card Holder Signature

Please Sign
Step One: Choose the carpet to fit your budget
Step Two: Check the box of your selected color
Step Three: Determine your booth size (length x width = square footage)

Premium Carpet 28 oz, 100% Ultra cut pile with action back or jute backing

<table>
<thead>
<tr>
<th>Code</th>
<th>Rental/sqft</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46001</td>
<td>$7.25</td>
<td>Rental sqft</td>
<td>$9.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>46003</td>
<td>$6.30</td>
<td>Rental 1000+ sq ft</td>
<td>$8.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>46002</td>
<td>$17.80</td>
<td>Purchase sqft</td>
<td>$23.15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.

Padding & Visqueen Entice attendees to linger in your space with soft, comfortable padding!

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50009</td>
<td>1/2&quot;</td>
<td>Padding</td>
<td>$1.30</td>
<td>$1.70</td>
<td></td>
</tr>
<tr>
<td>50008</td>
<td>1&quot;</td>
<td>Padding</td>
<td>$2.55</td>
<td>$3.30</td>
<td></td>
</tr>
<tr>
<td>50010</td>
<td></td>
<td>Visqueen</td>
<td>$0.40</td>
<td>$0.50</td>
<td></td>
</tr>
</tbody>
</table>

Minimum 100 sq. ft. is required for purchase carpet. No refunds on cancellations.

Expo Carpet 13 oz. 2 Options: Regular and Special Cut!

Regular Booth Sizes, Great for inline booths!

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50401</td>
<td>8' x 10'</td>
<td>$254.50</td>
<td>$300.85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50402</td>
<td>8' x 20'</td>
<td>$474.90</td>
<td>$517.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50403</td>
<td>8' x 30'</td>
<td>$708.30</td>
<td>$920.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50404</td>
<td>8' x 40'</td>
<td>$941.70</td>
<td>$1,224.20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut Carpet.

Special Cut, Recommended for Island and large area exhibits!

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50580</td>
<td>0 - 399 sq ft*</td>
<td>$5.80</td>
<td>$7.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50581</td>
<td>400 - 900 sq ft</td>
<td>$5.30</td>
<td>$6.90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50582</td>
<td>900+ sq ft</td>
<td>$4.80</td>
<td>$6.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Order Special Cut when it is important that dye lots match. Rental includes installation and removal of carpet and visqueen protective covering.

Prices quoted above include installation and taping of front edge only. All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Please order cleaning service at least once before show opening.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. No refunds on "Special Cut" carpet once order is placed.

Rental items found and in use in your booth are subject to "Regular" pricing.

Total Carpet and Padding: $8,000.00 Tax*: $Amount Due: $
**Regular Skirted Tables**

Choose drape color (place color code next to order):

- Red (01)
- White (03)
- Blue (05)
- Burgundy (07)
- Green (02)
- Gold (04)
- Black (06)
- Grey (10)
- Teal (13)

**Unskirted Regular Tables**

Table is delivered with plastic sheeting on top.

**Stretch Fabric Table Covers**

Modernize your look!

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50700</td>
<td></td>
<td>White - Fabric Table Cover w/ Table</td>
<td>$258.65</td>
<td></td>
</tr>
<tr>
<td>50700</td>
<td></td>
<td>Red - Fabric Table Cover w/ Table</td>
<td>$258.65</td>
<td></td>
</tr>
<tr>
<td>50700</td>
<td></td>
<td>Blue - Fabric Table Cover w/ Table</td>
<td>$258.65</td>
<td></td>
</tr>
<tr>
<td>50700</td>
<td></td>
<td>Black - Fabric Table Cover w/ Table</td>
<td>$258.65</td>
<td></td>
</tr>
</tbody>
</table>

Stretch Fabric Table Covers must be ordered 30 days in advance.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. No refunds or cancellations on Stretch Fabric once order is placed.

Rental items found and in use in your booth are subject to "Regular" pricing.

**Contact Name** ___________________________ **Booth #** ___________________________

**Event Code:** G168940418

**Connect With Us!**
- Email: atlanta@shepardes.com
- Phone: (404) 720-8600
- Fax: (404) 720-8755
- Mail: 1531 Carroll Drive, NW, Atlanta, GA 30318

**Discount Deadline** Tuesday, March 20, 2018

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.
Natural Feel Pedestal
Maple Top

Regular Pedestal
Gray fleck top

Side Tables
18” H X 24”W

Natural Feel tables also have matching chairs and accessories to complete your look!

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50707</td>
<td></td>
<td>40”H X 30”R</td>
<td>$324.90</td>
<td>$422.35</td>
<td></td>
</tr>
<tr>
<td>50706</td>
<td></td>
<td>30”H X 30” R</td>
<td>$311.65</td>
<td>$405.15</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>51089</td>
<td></td>
<td>42”H X 36”R</td>
<td>$254.75</td>
<td>$331.20</td>
<td></td>
</tr>
<tr>
<td>50032</td>
<td></td>
<td>30”H X 36” R</td>
<td>$238.20</td>
<td>$309.65</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50030</td>
<td></td>
<td>Rnd 18”H X 24”R</td>
<td>$119.90</td>
<td>$155.85</td>
<td></td>
</tr>
<tr>
<td>50031</td>
<td></td>
<td>Sq 18”H X 24” W</td>
<td>$119.90</td>
<td>$155.85</td>
<td></td>
</tr>
</tbody>
</table>

Total Sp Tables: $
8.000% Tax*: $
Amount Due: $

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: ___________________________ Booth# ____________________

Contact Name: ___________________________ Contact Email Address: ___________________________
Natural Feel chairs and stools also have matching tables and accessories to complete your look!

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50705</td>
<td></td>
<td>Natural Feel Stool</td>
<td>$185.70</td>
<td>$241.40</td>
<td></td>
</tr>
<tr>
<td>50704</td>
<td></td>
<td>Natural Feel Chair</td>
<td>$152.50</td>
<td>$198.25</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50024</td>
<td></td>
<td>Padded Stool</td>
<td>$153.15</td>
<td>$199.10</td>
<td></td>
</tr>
<tr>
<td>50020</td>
<td></td>
<td>Side Chair</td>
<td>$92.20</td>
<td>$119.85</td>
<td></td>
</tr>
<tr>
<td>50021</td>
<td></td>
<td>Arm Chair</td>
<td>$125.70</td>
<td>$163.40</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>51090</td>
<td></td>
<td>Director Stool</td>
<td>$170.25</td>
<td>$221.35</td>
<td></td>
</tr>
<tr>
<td>51086</td>
<td></td>
<td>Director Chair</td>
<td>$95.15</td>
<td>$123.70</td>
<td></td>
</tr>
</tbody>
</table>

Total Chairs: $2,435.95
Tax*: $109.85
Amount Due: $2,545.80

Please Sign

Card Holder Signature

Company Name: ________________________________ Booth# __________

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Regular" pricing.
### Standard Display Accessories

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50245</td>
<td></td>
<td>Literature Rack</td>
<td>$188.30</td>
<td>$244.80</td>
<td></td>
</tr>
<tr>
<td>50094</td>
<td></td>
<td>Floor Easel</td>
<td>$51.00</td>
<td>$66.30</td>
<td></td>
</tr>
<tr>
<td>50095</td>
<td></td>
<td>22x28 Sign Holder</td>
<td>$116.20</td>
<td>$151.05</td>
<td></td>
</tr>
<tr>
<td>50175</td>
<td></td>
<td>Bag Rack</td>
<td>$249.40</td>
<td>$324.20</td>
<td></td>
</tr>
<tr>
<td>50092</td>
<td></td>
<td>Coat Rack</td>
<td>$88.50</td>
<td>$115.05</td>
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<tr>
<td>50093</td>
<td></td>
<td>Garment Rack</td>
<td>$249.40</td>
<td>$324.20</td>
<td></td>
</tr>
</tbody>
</table>

### Grids

### Tack/Posterboards

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Standard" pricing.

---

**Event Code:** G168940418

**Contact Name**

**Contact Email Address**

**Company Name:**

**Booth #**

---

Copy of bill included in exhibitor move in package.

---

**Discount Deadline:** Tuesday, March 20, 2018

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

---

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50236</td>
<td></td>
<td>2'x8' w/legs, each</td>
<td>$224.75</td>
<td>$292.20</td>
<td></td>
</tr>
<tr>
<td>50237</td>
<td></td>
<td>2'x8' w/o legs, each</td>
<td>$168.40</td>
<td>$218.90</td>
<td></td>
</tr>
<tr>
<td>50242</td>
<td></td>
<td>7-Ball Waterfall</td>
<td>$15.45</td>
<td>$20.10</td>
<td></td>
</tr>
<tr>
<td>50104</td>
<td></td>
<td>6&quot; Hooks (12)</td>
<td>$49.50</td>
<td>$64.35</td>
<td></td>
</tr>
</tbody>
</table>

Other accessories available, please contact customer service for more information.

---

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50060</td>
<td></td>
<td>4' x 8' Horz.</td>
<td>$304.30</td>
<td>$395.60</td>
<td></td>
</tr>
<tr>
<td>50061</td>
<td></td>
<td>4' x 8' Vert.</td>
<td>$304.30</td>
<td>$395.60</td>
<td></td>
</tr>
</tbody>
</table>

**Total Display Furnishings:** $8,000.00

**Tax:** $800.00

**Amount Due:**
Showcases & Risers

Event Code: G168940418

Connect With Us!

email atlanta@shepardes.com
phone (404) 720-8600
fax (404) 720-8755
mail 1531 Carroll Drive, NW
Atlanta, GA 30318

Showcases

Stacking Shelves

Safety First! Showcases and Risers are meant for display items only. Do not use as ladders or step stools!

Showcases

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50067</td>
<td></td>
<td>4’ Full View</td>
<td></td>
<td></td>
<td>$939.75</td>
</tr>
<tr>
<td>50068</td>
<td></td>
<td>6’ Full View</td>
<td></td>
<td></td>
<td>$1,036.50</td>
</tr>
<tr>
<td>50069</td>
<td></td>
<td>4’ Quarter View</td>
<td></td>
<td></td>
<td>$939.75</td>
</tr>
<tr>
<td>50070</td>
<td></td>
<td>6’ Quarter View</td>
<td></td>
<td></td>
<td>$1,036.50</td>
</tr>
</tbody>
</table>

Regular showcase color is white, call to inquire about other colors

Discount Deadline

Discount Deadline date to receive discounted pricing.

Discount Deadline: Tuesday, March 20, 2018

Don’t See what you are looking for?
See our “Exhibit Counters” page for custom counters and create something just for you!
Contact an ESS Representative to get started!

Stacking Shelves

Each Shelf comes with (2) black bases. They are stackable up to (4) units high. All stacking shelves will be delivered to your booth, it is up to your creativity how you want to stack them.

Order per linear foot

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50296</td>
<td></td>
<td>4’x12” Display Shelf</td>
<td></td>
<td></td>
<td>$105.30</td>
</tr>
<tr>
<td>50297</td>
<td></td>
<td>6’ x12” Display Shelf</td>
<td></td>
<td></td>
<td>$131.05</td>
</tr>
</tbody>
</table>

Stacking Shelves

Wrap your stacking shelves with color to show off your products!

Skirting of Exhibitor Equipment

<table>
<thead>
<tr>
<th>Code</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td>01</td>
</tr>
<tr>
<td>Green</td>
<td>02</td>
</tr>
<tr>
<td>Blue</td>
<td>05</td>
</tr>
<tr>
<td>White</td>
<td>03</td>
</tr>
<tr>
<td>Black</td>
<td>06</td>
</tr>
<tr>
<td>Teal</td>
<td>13</td>
</tr>
</tbody>
</table>

Don’t See what you are looking for?
See our “Exhibit Counters” page for custom counters and create something just for you!
Contact an ESS Representative to get started!

Safety First! Showcases and Risers are meant for display items only. Do not use as ladders or step stools!

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Discount Deadline: Tuesday, March 20, 2018

Contact Name

Contact Email Address

Company Name: ____________________________________________________________

Booth# ____________________________________________________________

Signatures indicate you read and accept the Payment Policy and Terms & Conditions.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to “Regular” pricing.

April 11-12, 2018 April 13-14, 2018
Omni Atlanta Hotel at CNN Center, Atlanta, GA

Total Showcase & Risers: $________________________

8.000% Tax*: $________________________

Amount Due: $________________________

Card Holder Signature
Drapes and Bars

3' High sidewall drape
8' High backwall drape

Drape is per linear foot, 10' minimum order

Skirting of Exhibitor Equipment

Red 01  Gold 04  Burgundy 07
Green 02  Blue 05  Grey 10
White 03  Black 06  Teal 13

Accessories

Natural Feel accessories also have matching chairs and tables to complete your look!

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Rental items found and in use in your booth are subject to "Regular" pricing.

Discount Deadline: Tuesday, March 20, 2018

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

---

**Drape and Accessories**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Color</th>
<th>Item</th>
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<th>Total</th>
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</thead>
<tbody>
<tr>
<td>50073</td>
<td></td>
<td></td>
<td>8' high drape</td>
<td>$23.90</td>
<td>$31.05</td>
<td></td>
</tr>
<tr>
<td>50074</td>
<td></td>
<td></td>
<td>3' high drape</td>
<td>$17.70</td>
<td>$23.00</td>
<td></td>
</tr>
<tr>
<td>50088</td>
<td>NA</td>
<td></td>
<td>8' upright with base</td>
<td>$32.95</td>
<td>$42.85</td>
<td></td>
</tr>
<tr>
<td>50349</td>
<td>NA</td>
<td>6'-10' cross bar</td>
<td>$21.95</td>
<td>$28.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50348</td>
<td>NA</td>
<td>7'-12' crossbar</td>
<td>$21.95</td>
<td>$28.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50058</td>
<td></td>
<td></td>
<td>Sateen Skirting</td>
<td>$19.50</td>
<td>$25.35</td>
<td></td>
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</table>

Order per linear foot

**Accessories**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
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<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50709</td>
<td></td>
<td>Natural Feel Fir Lamp</td>
<td>$165.75</td>
<td>$215.50</td>
<td></td>
</tr>
<tr>
<td>50710</td>
<td></td>
<td>Natural Feel Tab Lamp</td>
<td>$119.40</td>
<td>$155.20</td>
<td></td>
</tr>
<tr>
<td>50708</td>
<td></td>
<td>Natural Feel Recept</td>
<td>$72.95</td>
<td>$94.85</td>
<td></td>
</tr>
<tr>
<td>50091</td>
<td></td>
<td>Wastebasket</td>
<td>$25.15</td>
<td>$32.70</td>
<td></td>
</tr>
<tr>
<td>50185</td>
<td></td>
<td>Drawing Bowl</td>
<td>$46.80</td>
<td>$60.85</td>
<td></td>
</tr>
<tr>
<td>50427</td>
<td></td>
<td>Tensa Stanchion, each</td>
<td>$105.20</td>
<td>$136.80</td>
<td></td>
</tr>
</tbody>
</table>

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

Total Drape and Accessories: $

8.000%  Tax*: $

Amount Due: $
Power Up In Style.

Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities. Charging adapters are available to rent for all powered products.

POWERED DETAIL

ROMA

CHRPWR Chair, Powered
-white vinyl- 37"L 31"D 33"H

ROMA

SFAPWR Sofa, Powered
-white vinyl- 78"L 31"D 33"H

Powered Seating

Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities. Charging adapters are available to rent for all powered products.
Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

**Powered Seating**

A) NPLCHP
Naples Chair, Powered
(black vinyl)
36"L 30"D 33.25"H

B) NPLSOP
Naples Sofa, Powered
(black vinyl)
87"L 30"D 33.25"H

C) NPLLOP
Naples Loveseat, Powered
(black vinyl)
62"L 30"D 33.25"H

**Powered Tables**

Ventura Powered Tables
A) VNTWHT Bar
(white top)
72.25"L 26.25"D 42"H

B) VNTBLK Bar
(black top)
72.25"L 26.25"D 42"H

G30 Powered Tables
C) G30DWP Café
(white top)
72"L 26"D 30"H

Sydney Powered Cocktail Tables
D) C1WP
(white, brushed steel)
48"L 26"D 18"H

E) C1YP
(black, brushed steel)
48"L 26"D 18"H

**Charging Adapters**

F) ADAPTW (white)
G) ADAPTB (black)

Charging adapters are available to rent for all powered products.
Powered Banquettes.

MODULAR SYSTEM
Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.

BNQL7 Center Cone
w/Electrical Charging Outlet
(white vinyl)
38" RND 51" H

BNQ417 Full Banquette
w/Electrical Charging Outlet
(white vinyl)
72" RND 51" H

BNQR17 Ottoman Ring
(4 ottoman seats)
(white vinyl)
72" RND 18" H

BNQ7 Quarter Curve Ottoman
(white vinyl)
53" L 22" D 18" H

WHT12 Half Bench Ottoman
(white vinyl)
39" L 22" D 18" H

Powdered Products
Denotes Powered Products

Detail of Electrical Charging Outlet
Soft Seating
Create Engaging Booth Environments

HOPI
(gray linen)
HOPCH, Chair
21"L 25"D 34"H
HOPLV, Loveseat
48"L 25"D 34"H

PEDESTAL
PDL42W
Powered Locking
(white)
24"L 24"D 42"H

CAFÉ TABLE
30WHHC
Hydraulic Chrome Base
(Laminate white top)
30"Round 29"H

REGIS
REGOTT End Table
(brushed metal)
16"L 16.5"D 16.5"H

MARCHÉ
MAR010 Swivel Ottoman
(blue fabric)
17"RND 18"H
**NAPLES**

A) **NPLCHR Chair**  
   (black vinyl)  
   36"L 30.5"D 33.25"H
   **NPLCHP** (Powered)

B) **NPLSOF Sofa**  
   (black vinyl)  
   87"L 30.5"D 33.25"H
   **NPLSOP** (Powered)

C) **NPLLOV Loveseat**  
   (black vinyl)  
   62"L 30"D 33.25"H
   **NPLLOP** (Powered)

---

**BAJA**

A) **BCHWHT Chair**  
   (white vinyl)  
   36"L 30.5"D 28"H

B) **BLVWHT Loveseat**  
   (white vinyl)  
   61"L 30.5"D 28"H

---

**FAIRFAX**

A) **FAIRSW Sofa**  
   (white vinyl, brushed metal)  
   62"L 26"D 30"H

B) **FAIRCW Chair**  
   (white vinyl, brushed metal)  
   27"L 26"D 30"H
Munich Collection
Modular Seating to Design Custom Exhibits

MUNICH
MNCHSC Munich Sectional 3pc.
(gray fabric)
93.5" L 27" D 28.5" H

SILVERADO
C1E Cocktail Table
(glass, chrome)
36" Round 17" H

MUNCHCH Munich Armless Chair
(gray fabric)
22.5" L 27" D 28.5" H

MNCHCC Munich Corner Chair
(gray fabric)
26" L 27" D 28.5" H

MNCHLV Munich Armless Loveseat
(gray fabric)
45" L 27" D 28.5" H
Soft Seating Collections

**ALLEGRO**
A) CHR002 Chair (blue fabric)
   36”L 34.5”D 30”H
B) SFA002 Sofa (blue fabric)
   73”L 34.5”D 30”H

**TANGIERS**
A) TANSOF Sofa (beige textured)
   78”L 37”D 36”H
B) TANCHR Chair (beige textured)
   34”L 37”D 36”H
C) TANLOV Loveseat (beige textured)
   57.5”L 37”D 37”H

**KEY LARGO**
A) KEYCHR Chair (black fabric)
   35”L 35”D 34”H
B) KEYLOV Loveseat (black fabric)
   57”L 35”D 34”H
C) KEYSOF Sofa (black fabric)
   79”L 35”D 34”H

**SOUTH BEACH**
A) SO1 Sofa (platinum suede)
   69”L 29”D 33”H
B) OTS Ottoman (platinum suede)
   25”L 31”D 18”H
C) SO2 Sofa Sectional 3pc. (platinum suede)
   152”L 40”D 33”H
Accent Chairs

**KEY WEST**
OCB Chair (black)
31"L 31"D 31"H

**MADDEN**
MADGRY Arm Chair (light gray vinyl)
27"L 32"D 33"H

**SWANSON**
SWAN Swivel Chair (white vinyl)
28"L 25"D 30"H
Accent Chairs

A) BCW Madrid Chair (white vinyl) 30”L 30”D 31”H
B) OCH Madrid Chair (black vinyl) 30”L 30”D 31”H
C) FAIRCW Chair (white vinyl, brushed metal) 27”L 25”D 30”H
D) LABREA La Brea Swivel Chair (charcoal gray, fabric) 35”L 27”D 40”H
E) MNCHCH Munich Armless Chair (gray fabric) 22.5”L 27”D 28.5”H
F) HOPCH, Chair (gray linen) 21”L 25”D 34”H

Meeting & Stage Chairs

Meeting Chair 25.5”L 23.5”D 34”H
A) OCMESP (espresso vinyl)
B) OCMTAU (taupe fabric)
C) OCMWHT (white vinyl)
Group Seating

ZENITH
A) ZENCHR Chair (white, chrome) 18.25"L 22"D 32"H
B) 30MAHC Madison Hydraulic Café Table (chrome base, gray acajou top) 30"RND 29"H

LAGUNA
C) LMCHR Chair (maple, chrome) 18"L 19"D 34"H
D) 30WHHC Round Café Table (white laminate top, chrome hydraulic base) 30" Round 29"H

MALBA
MALGRY Chair (gray) 20"L 20"D 32"H

MALBA
MALGRN Chair (green) 20"L 20"D 32"H
**Styles & Shapes**

- **Berlin Chair**
  - 18”L 22”D 32”H
  - A) CS8 (black, white)
  - B) CS9 (red, white)
- **Syntax Chair**
  - 23”L 19”D 32.25”H
  - C) CS4 (black, chrome)
- **Christopher Chair**
  - 17”L 19”D 35”H
  - D) XCHR (white vinyl, chrome)
- **Wendy Chair**
  - 15”L 20”D 36”H
  - E) CH002 (clear acrylic)
- **Razor Armless Chair**
  - 15.38”L 15.5”D 30.5”H
  - F) SC10 (white)
- **Brewer Chair**
  - 20”L 20”D 32”H
  - G) SC3 (onyx, black)
- **Altura Guest Chair**
  - 25”L 20”D 34”H
  - H) XC6 (black crepe)

**Mix & Match**

Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

- I) RSTDIN Rustique Chair w/arms (gunmetal) 20”L 18”D 31”H
- J) DUET Duet Chair (black, chrome) 21”L 23”D 33”H
VIBE CUBE
18”L 18”D 18”H
A) VIB09 (white vinyl)
B) VIB10 (black vinyl)
C) VIB11 (steel blue vinyl)
D) VIB13 (purple vinyl)
E) VIB12 (silver vinyl)
F) VIB07 (beige vinyl)
G) VIB04 (red vinyl)
H) VIB06 (gold/bronze vinyl)
I) VIB01 (green vinyl)
J) VIB03 (pink vinyl)
K) VIB05 (yellow vinyl)
L) VIB02 (blue vinyl)
M) VIB08 (orange vinyl)
Styles & Shapes

Marche Swivel

Marche Swivel Ottomans
17” RND 18” H
A) MAR001 (white vinyl)
B) MAR005 (red fabric)
C) MAR009 (pear yellow fabric)
D) MAR007 (plum fabric)
E) MAR010 (blue fabric)
F) MAR002 (gray fabric)
G) MAR006 (rose quartz fabric)
H) MAR003 (linen fabric)
I) MAR004 (raspberry fabric)
J) MAR008 (meadow green fabric)

Beverly Bench
60”L 20”D 18” H
A) BVLYWH (white vinyl)
B) BVLYBK (black vinyl)
C) BVLYGR (gray fabric)
D) BVLYRD (red fabric)
E) BVLYOB (ocean blue fabric)
F) BVLYLN (linen fabric)
G) BVLYBN (brown fabric)
H) WHT12 Half Bench
39”L 22”D 18” H

ENDLESS Square
34”L 34”D 15” H
I) END02B (black)
J) END02W (white)

ENDLESS Curved
60.5”L 37.5”D 15” H
K) END01B (black)
L) END01W (white)

M) BNQ7 Quarter Curve
53”L 22”D 18” H
N) BNQR17 Ring
4 ottoman seats
(white vinyl)
72” RND 18” H
O) SAL Sally Stool
(white)
12” Round 17” H
P) CUBL20 Edge
LED Cube
(white plastic)
20”L 20”D 20” H
A/C power only
Q) REGBEN
Regis Bench
(brushed metal)
47”L 15.5”D 16” H
Accent Tables

ALONDRA
Cocktail Table
47"L 24"D 16"H
A) ALC100 (glass, chrome)
B) ALC200 (wood, chrome)

ALONDRA
End Table
20"L 20"D 20"H
C) ALE100 (glass, chrome)
D) ALE200 (wood, chrome)

GEO
Cocktail Table
50"L 22"D 16"H
A) C1C (glass, chrome)
B) C1FWB (wood, black)

GEO
End Table
26"L 26"D 20"H
C) E1C (glass, chrome)
D) E1FWB (wood, black)
**SYDNEY**
(brushed steel)
Cocktail Tables
48"L 26"D 18"H
A) C1W (white)
C1WP (Powered)
B) C1Y (black)
C1YP (Powered)

End Tables
23"L 23"D 22"H
C) E1W (white)
D) E1Y (black)

**REGIS**
(brushed metal)
E) REGBEN Bench Table
47"L 15.5"D 16"H
F) REGOTT End Table
16"L 15.5"D 16.5"H

**SILVERADO**
(glass, chrome)
G) E1E End Table
24" Round 22"H
H) C1E Cocktail Table
36" Round 17"H

**OLIVER**
(walnut finish)
I) EOLI End Table
22" Round 22"H
J) COLI Cocktail Table
47"L 27"D 19"H

**RUSTIC**
(wood)
K) ETBL E-Table
21"L 15.5"D 27.5"H
L) TMBTBL Timber Table
16" Round 17"H

**M)**
Aura Round Table
(white metal)
15" Round 22"H

**N)**
CUBTBL Edge LED Cube Table
(plexi top, white plastic)
20"L 20"D 20"H
A/C power only
Conference Tables

PWRUSB
Powered Conference Table Module
(black) 5’L 2.25”D 2”H
Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.

42” Round Conference Table
42’RND 29”H
A) CONF42 (white laminate)
B) CB1 (graphite nebula)
C) CB8 (Madison/gray acajou)

MADISON
(Madison/gray acajou)
D) MADC05 5’ Table
60’L 48”D 29”H
E) MADC08 8’ Table
96’L 60”D 29”H
F) MADC10 10’ Table
120’L 48”D 29”H
**Styles & Shapes**

**Atomic Round Tables**
- (glass, chrome)
  - A) 42ATO 42"RND 30"H
  - (not shown)
  - 36ATO 36"RND 30"H

**Geo Rounded Square Tables**
- 42"L 42"D 29"H
  - C) CE1 (glass, chrome)
  - D) CF1 (glass, black)

**Geo Rectangular Tables**
- 60"L 36"D 29"H
  - E) CF2 (glass, black)
  - D) CE2 (glass, chrome)

**G) MERLIN Merlin Multi Use Table**
- (gray laminate, black)
  - 46"L 29"D 30"H

**H) WD3 Work Table**
- (white laminate, white)
  - 48"L 24"D 30"H

**Conference Tables (graphite nebula)**
- I) CB3 8'
  - 96"L 48"D 29"H
- J) CB2 6'
  - 72"L 42"D 29"H

**Conference Tables (granite)**
- K) C508GR 8'
  - 96"L 44"D 29"H
- L) CT10GR 10'
  - 120"L 46"D 29"H
- M) CT06GR 6'
  - 72"L 36"D 29"H

**Mix & Match**
- N) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.
- O) PROMID Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable.
Executive Seating

Pro Executive High Back Chair
25”L 24”D 48”H Adjustable
A) PROEXE (white classic vinyl)
B) PROEXB (black vinyl)

PROMDB Pro Executive High Back Chair
25”L 24”D 48”H Adjustable
A. PROMID Pro Executive Mid Back Chair (black vinyl)
B. PROMID Pro Executive Mid White Chair (white vinyl)

SY1 Altura Steno Chair
25”L 26”D 21”H
Café Tables

A) 30MAHC Madison Hydraulic Café Table
   (chrome base, gray acajou top)
   30" RND 29"H

B) MALGRN Malba Chair
   (green)
   20"L 20"D 32"H

30" Round Café Tables
Standard Black Base
30" Round 29" H
A) ZTH (liquid steel blue top)
B) ZTB (red top)

Hydraulic Chrome Base
30" Round 29"H
C) 30WHHC (white laminate top)
D) 30STHC (silver textured)

E) CS4 Syntax Chair
   (black, chrome)
   23"L 19"D 32.25"H
Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.

Choose from a wide variety of colorful Group Seating for the perfect style.

- **Café Tables**
  - **Standard Black Base**
    - 30" Round 29"H
      - A) ZTG (silver textured)
      - B) ZTJ (graphite nebula)
      - C) ZTK (maple)
      - D) 30WH29 (white laminate)
      - E) ZTA (Madison/gray acajou)
  - **36" Round 29"H**
    - F) ZTQ (white laminate)
    - G) ZTN (graphite nebula)
    - H) ZTP (maple)

- **Café Tables**
  - **Hydraulic Chrome Base**
    - 30" Round 29"H
      - I) 30SBHC (liquid steel blue)
      - J) 30GRHC (graphite nebula)
      - K) 30MTHC (maple)
      - L) 30BRHC (red)
    - 36" Round 29"H
      - M) 36WTHC (white laminate)
      - N) 36GRHC (graphite nebula)
      - O) 36MTHC (maple)

Mix & Match

Create the ultimate look. Choose from a wide variety of colorful Group Seating for the perfect style.

- **A) ZENCHR Zenith Chair** (white, chrome) 18.25"L 22"D 32"H
- **B) DUET Duet Chair** (black, chrome) 21"L 23"D 33"H
Communal and Powered Tables

Choose from Powered, Solid or Grommet Hole Table Tops.

Ventura Bar Tables
(silver frame)
72.25”L 26.25”D 42”H
A) VNTBLK (black top)
B) VNTWHT (white top)

Ventura Communal Bar Tables
(silver frame)
72.25”L 26.25”D 42”H
Maple Top
B) VNTMNP (solid)
C) VNTBMW (grommets)
White Top
C) VNTBWW (grommets)
D) VNTWNP (solid)
Black Top
E) VNTBNP (solid)

G30 Powered Café Tables
(silver frame, white top)
72”L 26”D 30”H
A) G30DWP

G30 Communal Café Tables
(silver frame)
72”L 26”D 30”
Maple Top
B) G30DMS (solid)
C) G30DMW (grommets)
White Top
D) G30DWS (solid)
E) G30DWW (grommets)

Colors not available in all table options. Please check options listed to the right.

Table Top Options
BLACK WHITE MAPLE

Charging adapters are available to rent for all Powered Table Products.

Denotes AC and USB charging outlets.

Charging adapters are available to rent for all Powered Table Products.
Bar Tables

A) 30WHHB
30" Round Bar Table
(white laminate top, chrome hydraulic base)
30" RND 45"H

B) APS12
Apex Barstools
(blue ultra suede)
21"L 21"D 33"H

C) 30SBHB
30" Round Bar Table
(liquid steel blue top, chrome hydraulic base)
30" RND 45"H

D) LMBAR
Laguna Barstool (maple, chrome)
18"L 20"D 47"H

E) RSTSQT
Rustique Square Metal Bar Table
(gunmetal)
23.75"L 23.75"D 41.25"H

F) RSTSTL
Rustique Barstool
(gunmetal)
13"L 13"D 30"H
Customize And Create

Choose your base, black or chrome, then pick a color that suits your design.

MAPLE  WHITE LAMINATE  SILVER TEXTURED  GRAPHITE NEBULA

LIQUID STEEL BLUE  RED  MADISON/GRAY ACAJOU

Bar Tables
Standard Black Base
30" Round 42"H
A) VTJ (graphite nebula)
B) VTK (maple)
C) VTG (silver textured)
D) VTB (red)
E) 30WH42 (white laminate)
F) VTH (liquid steel blue)
G) VTA (Madison/gray acajou)

36" Round 42"H
H) VTW (white laminate)
I) VTN (graphite nebula)
J) VTP (maple)

Bar Tables
Hydraulic Chrome Base
30" Round 45"H
K) 30GRHB (graphite nebula)
L) 30MTHB (maple)
M) 30STHB (silver textured)
N) 30BRHB (red)

36" Round 45"H
O) 36WTHB (white laminate)
P) 36GRHB (graphite nebula)
Q) 36MTHB (maple)

Style & Design

Create the right look. Choose from a wide variety of Bar Table heights and colors for the perfect look.

R) 30MAHB 30" Round Bar Table w/Hydraulic Chrome Base
   (Madison/gray acajou) 30" RND 45"H
S) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H
Barstools

LIFT BARSTOOLS
15" Round 23-33.5"H

A) ROLLWH (white vinyl)
B) ROLLRD (red vinyl)
C) ROLLBL (black vinyl)
D) ROLLLGY (gray vinyl)
Create the ultimate look. Choose from a wide variety of select Bar Seating for the perfect style.

O) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H
P) LMBAR Laguna Barstool (maple, chrome) 18"L 20"D 47"H
Office Essentials

MADISON
A) JD8 Madison Executive Desk
   (gray acajou) 60" L x 30" D x 29" H
B) CR8 Madison Credenza
   (gray acajou) 60" L x 20" D x 29" H
C) PROMDB Pro Executive Mid Back Chair
   (black vinyl)
   24" L x 22" D x 40" H Adjustable
D) PROEXE Pro Executive High Back Chair
   (white classic vinyl)
   25" L x 24" D x 48" H Adjustable
**TECH COLLECTION**

A) TECH3B Tech Desk, Powered, w/3 Drawer File Cabinet  
(black metal, laminate)  
60"L 30"D 30"H

B) TECH Tech Desk, Powered  
(black metal, laminate)  
60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors  
(black metal, laminate)  
16"L 20"D 28"H

**Charging Adapters**

D) ADAPTB (black)

Charging adapters are available to rent for all powered products.

**LIGHTING & PRODUCT DISPLAY**

**MASON LAMPS**

A) LA15 Floor Lamp  
18" Round 55"H

B) LA14 Table Lamp  
16" Round 26"H

**ACCENT LAMPS**

C) PSHCCS  
Posh Shelving  
(Chrome, Acrylic)  
36"L 18"D 72"H

D) BC8  
Madison Bookcase  
(gray acajou)  
36"L 12"D 72"H
**Powered Pedestals**

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

<table>
<thead>
<tr>
<th>Model</th>
<th>Description</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) PDL36W (white)</td>
<td>24&quot;L 24&quot;D 36&quot;H</td>
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</tr>
<tr>
<td>B) PDL42W (white)</td>
<td>24&quot;L 24&quot;D 42&quot;H</td>
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</tr>
<tr>
<td>C) PDL36B (black)</td>
<td>24&quot;L 24&quot;D 36&quot;H</td>
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</tr>
<tr>
<td>D) PDL42B (black)</td>
<td>24&quot;L 24&quot;D 42&quot;H</td>
<td></td>
</tr>
</tbody>
</table>

Charging Adapters

E) ADAPTW (white)
F) ADAPTB (black)

Charging adapters are available to rent for all powered products.

(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

---

**Powered Tech Desk**

<table>
<thead>
<tr>
<th>Model</th>
<th>Description</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) TECH3B Tech Desk, Powered w/3 Drawer File Cabinet</td>
<td>(black metal, laminate)</td>
<td>60&quot;L 30&quot;D 30&quot;H</td>
</tr>
<tr>
<td>B) TECH Tech Desk, Powered</td>
<td>(black metal, laminate)</td>
<td>60&quot;L 30&quot;D 30&quot;H</td>
</tr>
<tr>
<td>C) TECH3 3 Drawer File Cabinet on Castors</td>
<td>(black metal, laminate)</td>
<td>16&quot;L 20&quot;D 28&quot;H</td>
</tr>
</tbody>
</table>

Charging Adapter

D) ADAPTB (black)

Charging adapters are available to rent for all powered products.
**Show Essentials**

**MARTINI BAR**

A) BRC Martini Bar Circle
Comprised of three BR1 Martini Bars
100"L 100"D 45"H

B) BR1 Martini Bar
(gray metal, frosted glass top)
67"L 22"D 45"H

C) R1R Large
(White, 14.0 cubic feet)
28"L 28"D 64"H

D) R1Q Small
(White, 4.0 cubic feet)
20"L 22"D 33"H

**REFRIGERATORS**

C) R1R Large
(White, 14.0 cubic feet)
28"L 28"D 64"H

D) R1Q Small
(White, 4.0 cubic feet)
20"L 22"D 33"H

**Suggested Uses of Martini Bar**
LIGHTED PRODUCTS

LED light available in white, red, green, blue and rolling color.

A) CUBL20 Edge LED Cube Ottoman
   (white plastic)
   20"L 20"D 20"H
   A/C power only

B) CUBTBL Edge LED Cube Table
   (plexi top, white plastic)
   20"L 20"D 20"H
   A/C power only

MOBILE TABLET STANDS & ACCESSORIES

A) TBSTND (black)
   14"L 13"D 44.5"H

B) TBSTDW (white)
   14"L 13"D 44.5"H

C) TBBCHR Brochure Holder
   (black)
   8.625"L 1.1"D 11.325"H

D) TBSHLF Charging Shelf
   (black)
   14.85"L 7.17"D 1"H

E) TBNPTR Wireless Printer Holder
   (black)
   3.3"L 1.9"D 5.28"H

Denotes AC and USB charging outlets
Cocktail Tables

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<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
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<th>Amount</th>
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<td>C1E-Silverado</td>
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<td>ALC200-Alondra, Wood/Chrome</td>
<td>$440.00</td>
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<td>C1FWB-Geo, Wood/Black</td>
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<td>COLI - Oliver Cocktail Table</td>
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<td>C1W-Sydney, White</td>
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<td>$611.00</td>
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<tr>
<td></td>
<td>C1Y-Sydney, Black</td>
<td>$370.00</td>
<td>$481.00</td>
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<td></td>
<td>C1YP-Sydney Black, Powered!</td>
<td>$470.00</td>
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<tr>
<td></td>
<td>REGBEN-Regis Bench Table</td>
<td>$377.50</td>
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Occasional End Tables

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<td>E1E-Silverado</td>
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<td>ALE100-Alondra, Glass/Chrome</td>
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<td>ALE200-Alondra, Wood/Chrome</td>
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<td>E1FWB-Geo, Wood/Black</td>
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<td>EOLI-Oliver End Table</td>
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<td>CUBTBL-Edge LED Cube</td>
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Adapters/Chargers

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<td>ADAPTB-Charging Adapter, black</td>
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<td>ADAPTW-Charging Adapter,white</td>
<td>$32.50</td>
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Don't forget device adapters/ chargers for your powered tables!
April 11-12, 2018  
April 13-14, 2018  
Omni Atlanta Hotel at CNN Center, Atlanta, GA  

Discount Deadline: Tuesday, March 20, 2018  

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

### Styles and Shapes

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### Vibes

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<td>VIB02-Vibe Cube, Blue</td>
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### Beverly Bench

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<td>BVLYBN Bev Bench Brown Fabric</td>
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<td>BVLYGR Bev Bench Grey Grey</td>
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<td>BVLYLN Bev Bench Linen Fabric</td>
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<td>BVLYOB Bev Bench Ocean Fabric</td>
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<td>BVLYRD Bev Bench Red Fabric</td>
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### Marche Swivel

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<td>MAR002-Marche Swivel, Grey</td>
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Signature indicates you read and accept the Payment Policy and Terms & Conditions.

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Company Name:  
Booth#  

Please Sign  
Card Holder Signature
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**Sofas and Sectionals**

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**Love seats**

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**Club Chairs**

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**Powered Seating**

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**Modular System**

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**Accent Chairs**

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**Meeting Chairs**

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<td>$1,134.25</td>
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<td>KEYSOF-Key Largo Sofa</td>
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<td>FAIRSW-Fairfax Sofa</td>
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<td>$815.75</td>
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**Powered Seating**

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Contact Name  Contact Email Address

**Get some extra time with your customers as they sit, relax, and charge their mobile devices in your booth!**
**Conference Tables**

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**Executive Seating**

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Event Code: G168940418

Connect With Us!

email atlanta@shepardes.com

phone (404) 720-8600
fax (404) 720-8755
mail 1531 Carroll Drive, NW Atlanta, GA 30318

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Conference Tables & Group Seating

Discount Deadline: Tuesday, March 20, 2018

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.
Café and Communal Tables

April 11- 12, 2018     April 13-14, 2018

Omni Atlanta Hotel at CNN Center, Atlanta, GA

Discount Deadline  Tuesday, March 20, 2018
Order with complete Payment Authorization must be received before
Discount Deadline date to receive discounted pricing.

Café Tables
Café Tables - Chrome Base 30", Hydraulic

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ZTK-30&quot; Maple Top/Black Base</td>
<td>$295.00</td>
<td>$383.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTP-36&quot; Maple Top/Black Base</td>
<td>$322.50</td>
<td>$419.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTJ-30&quot; Graphite Top/Black Base</td>
<td>$295.00</td>
<td>$383.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTN-36&quot; Graphite Top/Black Base</td>
<td>$322.50</td>
<td>$419.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTG-30&quot; Silver Textured Top</td>
<td>$295.00</td>
<td>$383.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTQ-36&quot; White Laminate Top</td>
<td>$322.50</td>
<td>$419.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTB-30&quot; Red Top/Black Base</td>
<td>$295.00</td>
<td>$383.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTH-30&quot; Steel Blue Top/Black Base</td>
<td>$305.00</td>
<td>$396.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTA-30&quot; Grey Top/Black Base</td>
<td>$305.00</td>
<td>$396.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WH29 -30&quot; White Laminate</td>
<td>$312.50</td>
<td>$406.25</td>
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</tbody>
</table>

Café Tables - Chrome Base 36", Hydraulic

<table>
<thead>
<tr>
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<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30MTHC-Maple Top, Chrome</td>
<td>$395.00</td>
<td>$513.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30GRHC-Graphite Nebula, Chrome</td>
<td>$395.00</td>
<td>$513.50</td>
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</tr>
<tr>
<td></td>
<td>30STHC-Silver Textured, Chrome</td>
<td>$395.00</td>
<td>$513.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BRHC-Brushed Red Top, Chrome</td>
<td>$395.00</td>
<td>$513.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30SBHC-Steel Blue Top, Chrome</td>
<td>$435.00</td>
<td>$565.50</td>
<td></td>
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<tr>
<td></td>
<td>30MAHC-Grey Top, Chrome</td>
<td>$395.00</td>
<td>$513.50</td>
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<tr>
<td></td>
<td>30WHHC-White Laminate</td>
<td>$427.50</td>
<td>$555.75</td>
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G30 and Ventura Communal Tables
30" High Tables

<table>
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<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>G30DMS-Café, Maple Top</td>
<td>$697.50</td>
<td>$906.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>G30DMW-Café w/ Grmt, Maple</td>
<td>$697.50</td>
<td>$906.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>G30DWS-Café, White Top</td>
<td>$697.50</td>
<td>$906.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>G30DWW-Café w/ Grmt, White</td>
<td>$697.50</td>
<td>$906.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>G30DWP-Café Table-Powered!</td>
<td>$802.50</td>
<td>$1,043.25</td>
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</tbody>
</table>

42" High Tables

<table>
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<tr>
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<tbody>
<tr>
<td>VNTBNP Communal Table Black Top</td>
<td>$872.50</td>
<td>$1,134.25</td>
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</tr>
<tr>
<td>VNTMNP Communal Table Maple Top</td>
<td>$872.50</td>
<td>$1,134.25</td>
<td></td>
</tr>
<tr>
<td>VNTWNP Communal Table White Top</td>
<td>$872.50</td>
<td>$1,134.25</td>
<td></td>
</tr>
<tr>
<td>VNTBMW Comm Table Maple Top w/ Grmt</td>
<td>$872.50</td>
<td>$1,134.25</td>
<td></td>
</tr>
<tr>
<td>VNTBWW Comm Table White w/ Grom</td>
<td>$872.50</td>
<td>$1,134.25</td>
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</table>

Adapters/Chargers

<table>
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</thead>
<tbody>
<tr>
<td></td>
<td>ADAPTB-Charging Adapter, black</td>
<td>$32.50</td>
<td>$42.25</td>
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<tr>
<td></td>
<td>ADAPTW-Charging Adapter, white</td>
<td>$32.50</td>
<td>$42.25</td>
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</tbody>
</table>

Powered! 42" High Tables

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>VNTBLK Communal Table Black Top</td>
<td>$1,030.00</td>
<td>$1,339.00</td>
<td></td>
</tr>
<tr>
<td>VNTWHT Communal Table White Top</td>
<td>$1,030.00</td>
<td>$1,339.00</td>
<td></td>
</tr>
</tbody>
</table>

Don’t forget device adapters/chargers for your powered tables!

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: ___________________________ Booth# __________________

Contact Name ___________________________ Contact Email Address __________________

Please Sign

Card Holder Signature

Event Code: G168940418
Connect With Us!
email atlanta@shepardes.com
phone (404) 720-8600
fax (404) 720-8755
mail 1531 Carroll Drive, NW Atlanta, GA 30318

8.000% Tax*
Total Cafe: $
Amount Due: $
### Bar Tables - All Black Base

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>VTK-30&quot; Maple Top/Black Base</td>
<td>$325.00</td>
<td>$422.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTP-36&quot; Maple Top/Black Base</td>
<td>$347.50</td>
<td>$451.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTJ-30&quot; Graphite Top/Black Base</td>
<td>$325.00</td>
<td>$422.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTN-36&quot; Graphite Top/Black Base</td>
<td>$347.50</td>
<td>$451.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTG-30&quot; Silver Textured Top</td>
<td>$325.00</td>
<td>$422.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTW-36&quot; White Laminate Top</td>
<td>$347.50</td>
<td>$451.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTB-30&quot; Red Top/Black Base</td>
<td>$325.00</td>
<td>$422.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTH-30&quot; Steel Blue/Black Base</td>
<td>$335.00</td>
<td>$435.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WH42 30&quot; White Laminate,</td>
<td>$342.50</td>
<td>$445.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTA-30&quot; Grey Top/Black Base</td>
<td>$325.00</td>
<td>$422.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RSTSTL Rustique Square Metal Bar Table</td>
<td>$360.00</td>
<td>$468.00</td>
<td></td>
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### Bar Tables - Chrome Base 30", Hydraulic

<table>
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<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>30SRHB-Graphite Nebula, Chrome</td>
<td>$395.00</td>
<td>$513.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30MTHB-Maple Top, Chrome</td>
<td>$395.00</td>
<td>$513.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30STHB-Silver Texture, Chrome</td>
<td>$395.00</td>
<td>$513.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BRHB-Brushed Red, Chrome</td>
<td>$395.00</td>
<td>$513.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30SBHB-Steel Blue Top, Chrome</td>
<td>$395.00</td>
<td>$513.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WHHB White Laminate, Chrome</td>
<td>$427.50</td>
<td>$555.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30MAHB-Grey Top, Chrome</td>
<td>$395.00</td>
<td>$513.50</td>
<td></td>
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</table>

### Bar Tables - Chrome Base 36", Hydraulic

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>36SRHB-Graphite Nebula, Chrome</td>
<td>$430.00</td>
<td>$559.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>36MTHB, Maple Top, Chrome</td>
<td>$430.00</td>
<td>$559.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>36WTHB-White Top, Chrome</td>
<td>$430.00</td>
<td>$559.00</td>
<td></td>
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</table>

### Barstools

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
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<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BST-Banana, White/Chrome</td>
<td>$327.50</td>
<td>$425.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BSS-Banana, Black/Chrome</td>
<td>$327.50</td>
<td>$425.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BS01-Shark, Swivel White</td>
<td>$417.50</td>
<td>$542.75</td>
<td></td>
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<tr>
<td></td>
<td>BS02-Zoey, Swivel White</td>
<td>$382.50</td>
<td>$497.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BS03-Zoey, Swivel Black</td>
<td>$382.50</td>
<td>$497.25</td>
<td></td>
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<tr>
<td></td>
<td>RSTSL-Rustique Barstool, Gunmetal</td>
<td>$190.00</td>
<td>$247.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>APS08-Apex Black Vinyl</td>
<td>$295.00</td>
<td>$383.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>APS59-Apex Red Vinyl</td>
<td>$295.00</td>
<td>$383.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>APS75-Apex White Vinyl</td>
<td>$295.00</td>
<td>$383.50</td>
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</tr>
<tr>
<td></td>
<td>APS12-Apex Blue Ultra Suede</td>
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<td>$383.50</td>
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<tr>
<td></td>
<td>XBAR-Christopher White Vinyl</td>
<td>$237.50</td>
<td>$308.75</td>
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<td></td>
<td>LMBAR-Laguna, Maple/Chrome</td>
<td>$245.00</td>
<td>$318.50</td>
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<tr>
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<td>BSR-Syntax, Black/Chrome</td>
<td>$297.50</td>
<td>$386.75</td>
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<tr>
<td></td>
<td>ZENBAR-Zenith, White/Chrome</td>
<td>$220.00</td>
<td>$286.00</td>
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<tr>
<td></td>
<td>BSD-Oslo, Blue</td>
<td>$345.00</td>
<td>$448.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BSC-Oslo, White</td>
<td>$345.00</td>
<td>$448.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ROLLBL-Lift Barstool, Black Vinyl</td>
<td>$277.50</td>
<td>$360.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ROLLLY-Lift Barstool, Grey Vinyl</td>
<td>$277.50</td>
<td>$360.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ROLLRD-Lift Barstool, Red Vinyl</td>
<td>$277.50</td>
<td>$360.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ROLLWH-Lift Barstool, White Vinyl</td>
<td>$277.50</td>
<td>$360.75</td>
<td></td>
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### Bars

<table>
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<tr>
<th>Qty.</th>
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<th>Discount</th>
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<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>BRC-Circle Martini Bar</td>
<td>$5,095.00</td>
<td>$6,623.50</td>
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<tr>
<td></td>
<td>BR1-Martini Bar</td>
<td>$1,770.00</td>
<td>$2,301.00</td>
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</tbody>
</table>

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---

**Company Name:** _______________________________ **Booth#** __________________

**Contact Name** _______________________________ **Contact Email Address** __________________

---

**Event Code:** G168940418

**Contact With Us!**

- **email** atlanta@shepardes.com
- **phone** (404) 720-8600
- **fax** (404) 720-8755
- **mail** 1531 Carroll Drive, NW Atlanta, GA 30318

---

**Total Bar:** $8,000.00

**Tax:** 8.00%

**Amount Due:** $
**Desks, Credenzas, Files, Bookcases**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CR8-Madison Credenza, Grey</td>
<td>$675.00</td>
<td>$877.50</td>
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<tr>
<td></td>
<td>JD8-Madison Executive Desk, Grey</td>
<td>$797.50</td>
<td>$1,036.75</td>
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<tr>
<td></td>
<td>BC8-Madison Bookcase, Grey</td>
<td>$577.50</td>
<td>$750.75</td>
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<tr>
<td></td>
<td>TECH3B-Tech Desk w/drawers-Powered!</td>
<td>$732.50</td>
<td>$952.25</td>
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<tr>
<td></td>
<td>TECH-Tech Desk-Powered</td>
<td>$592.50</td>
<td>$770.25</td>
<td></td>
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<tr>
<td></td>
<td>TECH3-3-drawer File Cbnt w/Casto</td>
<td>$195.00</td>
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**Product Display- Pedestals**

<table>
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<th>Amount</th>
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<tbody>
<tr>
<td></td>
<td>PDL36B-Ped, Locking-Powered!</td>
<td>$662.50</td>
<td>$861.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL42B-Ped, Locking-Powered!</td>
<td>$785.00</td>
<td>$1,020.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL36W-Ped, Locking-Powered!</td>
<td>$662.50</td>
<td>$861.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL42W-Ped, Locking-Powered!</td>
<td>$785.00</td>
<td>$1,020.50</td>
<td></td>
</tr>
</tbody>
</table>

**Product Display- Shelving**

<table>
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<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PSHCCS-Posh Shelving</td>
<td>$677.50</td>
<td>$880.75</td>
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</table>

**Refrigerators**

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<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>R1R-White 14 Cubic Feet</td>
<td>$1,140.00</td>
<td>$1,482.00</td>
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</tr>
<tr>
<td></td>
<td>R1Q-White 4 Cubic Feet</td>
<td>$400.00</td>
<td>$520.00</td>
<td></td>
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</tbody>
</table>

**Lamps**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LA15-Mason Silver Floor Lamp</td>
<td>$290.00</td>
<td>$377.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LA14-Mason Silver Table Lamp</td>
<td>$190.00</td>
<td>$247.00</td>
<td></td>
</tr>
</tbody>
</table>

**Mobile Tablet Stands**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TBSTDW-Mobile Tablet Stand, Black</td>
<td>$185.00</td>
<td>$240.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TBSTND-Mobile Tablet Stand, White</td>
<td>$185.00</td>
<td>$240.50</td>
<td></td>
</tr>
</tbody>
</table>

**Mobile Tablet Accessories**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TBBCHR-Tablet, brochure holder</td>
<td>$85.00</td>
<td>$110.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TBSHLF-Tablet, charging shelf</td>
<td>$85.00</td>
<td>$110.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TBPNTR-Tablet, print stand</td>
<td>$85.00</td>
<td>$110.50</td>
<td></td>
</tr>
</tbody>
</table>

**Chargers and Adapters**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ADAPTB-Charging Adapter, black</td>
<td>$32.50</td>
<td>$42.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ADAPTW-Charging Adapter, white</td>
<td>$32.50</td>
<td>$42.25</td>
<td></td>
</tr>
</tbody>
</table>

**Work & Multi-Use Tables**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MERLIN-Multi Use Table</td>
<td>$452.50</td>
<td>$588.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WD3-Work Table</td>
<td>$435.00</td>
<td>$565.50</td>
<td></td>
</tr>
</tbody>
</table>

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Regular" pricing.

---

**Company Name:**

**Contact Name:**

**Booth #:**

**Contact Email Address:**

---

**Event Code:** G168940418

**Discount Deadline:** Tuesday, March 20, 2018

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

---

**Discount Deadline:** Tuesday, March 20, 2018

---

**Total Exec Accessories:** $_____

**Tax:** 8.000%

**Amount Due:** $_____

---

Have a Powered product? Order the Adapter to make charging easy!

Ordering Tablet Accessories? Don't forget to also order the Tablet Stand!
Sign prices are based on customer supplying print-ready graphics in the requested format.

### Foam Core Signs, Single sided

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>70009</td>
<td>Vertical, 22&quot; x 28&quot;</td>
<td>$190.30</td>
<td>$247.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70010</td>
<td>Horz., 22&quot; x 28&quot;</td>
<td>$190.30</td>
<td>$247.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70011</td>
<td>Vertical, 28&quot; x 44&quot;</td>
<td>$289.95</td>
<td>$376.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70012</td>
<td>Horz., 28&quot; x 44&quot;</td>
<td>$289.95</td>
<td>$376.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70025</td>
<td>Meterboard, 39&quot; x 90.75&quot;</td>
<td>$586.80</td>
<td>$762.85</td>
<td></td>
</tr>
</tbody>
</table>

### Vinyl Banners with Digital Printing

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>70065</td>
<td>Grommets, per sq. ft. - Vertical</td>
<td>$24.15</td>
<td>$31.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70071</td>
<td>Grommets, per sq. ft. - Horizontal</td>
<td>$24.15</td>
<td>$31.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70066</td>
<td>Pockets, per sq. ft. - Vertical</td>
<td>$25.95</td>
<td>$33.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70072</td>
<td>Pockets, per sq. ft. - Horizontal</td>
<td>$25.95</td>
<td>$33.75</td>
<td></td>
</tr>
</tbody>
</table>

### Accessories

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>70017</td>
<td>Blank Foamcore, 4' x 8'</td>
<td>$51.70</td>
<td>$66.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70021</td>
<td>Velcro, per ft. min. 5 ft.</td>
<td>$3.40</td>
<td>$4.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70004</td>
<td>7&quot; x 44&quot; ID Sign</td>
<td>$56.95</td>
<td>$74.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50094</td>
<td>Floor Easel</td>
<td>$56.95</td>
<td>$74.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50095</td>
<td>22x28 Sign Holder</td>
<td>$56.95</td>
<td>$74.05</td>
<td></td>
</tr>
</tbody>
</table>

### Table Clings

- **Table clings are made to fit our Pedestal table tops!**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>70034</td>
<td>36&quot;x36&quot; Rnd Table Cling</td>
<td>$202.50</td>
<td>$263.25</td>
<td></td>
</tr>
</tbody>
</table>

Signature indicates you read and accept the Payment Policy and Terms & Conditions. Due to the custom nature of this product, no refunds or cancellations are available.

Total Graphics: $  
8.000% Tax*: $  
Amount Due: $  

Company Name:  

Contact Name  Contact Email Address  

Please Sign  
Card Holder Signature

Event Code: G168940418

Connect With Us!
email atlanta@shepardes.com
phone (404) 720-8600
fax (404) 720-8755
mail 1531 Carroll Drive, NW  
Atlanta, GA 30318

Graphics and Signs
All graphic files for ordered products should be uploaded to our FTP site.

**Address:**  

**Username:**  
sesftp

**Password:**  
ftpftp

1. Name your files in this format: Company Name_Booth#_Panel Letter  
   example: Shepard_1905_A

2. When you are in your show folder, you can either drop and drop your files into the folder to initiate upload  
   or  
   You may click the Upload Files button and select the files you need to upload.

3. When upload is complete, email the name of your files to: atlanta@shepardes.com  
   As the subject line use: "Show Name" FTP Upload

   Failure to follow these steps could result in delayed graphics.

   Please see Graphic Guidelines page for file specifications.
ACCEPTABLE FILE FORMATS
Shepard uses the most current version of Adobe Creative Cloud. If providing native files from another version, please provide an .idml file.

<table>
<thead>
<tr>
<th>Program</th>
<th>File Extension</th>
<th>Special Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobe Acrobat</td>
<td>.pdf</td>
<td>Create using a high-quality output.*</td>
</tr>
<tr>
<td>Adobe Illustrator</td>
<td>.ai, .eps</td>
<td>Vector artwork. Images embedded and fonts changed to outlines** or a packaged file.</td>
</tr>
<tr>
<td>Adobe InDesign</td>
<td>.indd, .idml</td>
<td>Fonts changed to outlines** or a packaged file.</td>
</tr>
<tr>
<td>Adobe Photoshop</td>
<td>.tiff, .psd, .eps</td>
<td>Raster artwork. File should be in CMYK color space.</td>
</tr>
</tbody>
</table>

WE DO NOT ACCEPT: Microsoft® Word®, Excel®, or PowerPoint® files for artwork/graphics.

ARTWORK GUIDELINES

Document Size & Specs
All artwork should be created at 100% size at 150 dpi or in a proportionally scaled down format (ex. 50% at 300 dpi or 25% at 600dpi). NOTE: Mark artwork to the dimensions it is sized to if not 100%. All content should be kept within the live area, leave approximately 2” all the way around artwork to ensure sign holder or structure metal does not cut off content.

COLOR
All artwork should be created/supplied in the CMYK color space. Please provide Pantone® colors/HEX code if we need to match a specific color during the printing process. All PMS colors should be converted to CMYK Process Color in the artwork. NOTE: Converting color from RGB to CMYK will change the vibrancy and the look of some effects, DO NOT design artwork in RGB. Colors may vary due to output devices.

ARTWORK FILE TYPES & RESOLUTION
Artwork can be created in several ways. Here are some things to consider.

Vector
Vector-based artwork is resolution independent and can be enlarged or reduced without loss of quality. This is the preferred file type and is most often created in Adobe Illustrator and used for creation of logos and clip art.

Raster
This type of file is resolution dependent and will reproduce poorly if the appropriate file resolution is not supplied. If you supply raster art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 150dpi or higher. Lower resolutions (1MB or smaller) will result in reduced image quality. File size should not exceed 200MB (if possible). Raster images are most often created in Adobe Photoshop® and is most often used for photographic images.

Resolution
Artwork should be 150dpi at 100% scale or 300dpi at half size. This will ensure the artwork remains high resolution when printed at full size. See samples below.
LABOR
Georgia is a “right-to-work” state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION
Exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by Shepard personnel. They may be employed by completion of labor forms enclosed in this manual.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance or repairs on your products.

MATERIAL/FREIGHT HANDLING JURISDICTION
Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates that comes in via over the road carriers. It is Shepard’s responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner’s expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Shepard Exposition Services to store empty crates. Please refer to the Material Handling Information sheet in this service manual for the handling of empties, disposal of skids, etc.

GRATUITIES /BREAKS
Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Shepard Exposition Services.

IN GENERAL
Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to Shepard management personnel immediately.

SAFETY
Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.
Shepard Blue
Supervised Labor

**Supervisory fee is 30% of total cost or $60, whichever is greater.

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM
DT - Double-time: All other hours and holidays

**Shepard Blue Supervised Labor**

---

**Step One:** Choose Your Service

**Step Two:** How Many People?

**Step Three:** How Many Hours?

**Step Four:** When Should the Build be Complete?

**Step Five:** Tell Us About Your Exhibit!

---

**Outbound Shipping:**

*Method:* [ ] Common [ ] Air [ ] Van [ ] Other

**Ship To:** [ ] Phone #

**Date Carrier is Scheduled to Pick Up Freight:** Name of Carrier

*If Your Carrier doesn’t show:* [ ] Reroute with SLS [ ] Send to warehouse for pick up ($400 minimum charge)

**Hours are based on estimates, you will be invoiced for actual time incurred. Minimum one hour per person ordered. Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

**Company Name:**

---

**Discount Deadline:** Tuesday, March 20, 2018

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

**Labor Hours**

<table>
<thead>
<tr>
<th>Code</th>
<th>ST</th>
<th>OT</th>
<th>DT</th>
<th><strong>Supervisory fee is 30% of total cost or $60, whichever is greater.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>68066</td>
<td>$84.00</td>
<td>$126.00</td>
<td>$168.00</td>
<td><strong>30%</strong></td>
</tr>
<tr>
<td>68067</td>
<td>$109.20</td>
<td>$163.80</td>
<td>$218.40</td>
<td><strong>30%</strong></td>
</tr>
<tr>
<td>68068</td>
<td><strong>$168.00</strong></td>
<td><strong>$218.40</strong></td>
<td><strong>30%</strong></td>
<td><strong>$168.00</strong></td>
</tr>
</tbody>
</table>

---

**Spend a Little, Save a Lot**

Shepard will supervise the labor, set up your exhibit according to your instructions, dismantle it, pack it, and ship it out per your information!

---

**Company Name:**

---

**Discount Deadline**

**Event Code:** G168940418

**Connect With Us!**

**email:** atlanta@shepardes.com

**phone:** (404) 720-8600

**fax:** (404) 720-8755

**mail:** 1531 Carroll Drive, NW Atlanta, GA 30318

---

**Choose Shepard Blue for your labor needs and leave your worries behind!**

---

**Spend a Little, Save a Lot**

Shepard will supervise the labor, set up your exhibit according to your instructions, dismantle it, pack it, and ship it out per your information!

---

**Spend a Little, Save a Lot**

Shepard will supervise the labor, set up your exhibit according to your instructions, dismantle it, pack it, and ship it out per your information!

---

**Contact Name:**

---

**Contact Email Address:**
Exhibitor Supervised Labor

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM
DT - Double-time: All other hours and holidays

Step One: Choose your service
- Installation
- Dismantling
- Both

Step Two: How many people?
- #

Step Three: How many hours?
- #

Step Four: Any other details?
- Any special tools needed? Ladders? Lifts?
- Details:
- #

Step Five: Schedule
- Date
- Start Time
- End Time

Step Six: Onsite Contact Info
- Name
- Cell
- Email:

Requested times are not guaranteed and are based on availability.

Exhibitor Owned Carpet Installation/Removal
Use if you are shipping carpet to the event and require Shepard to install it for you.

To determine square footage amount, multiply the width of your booth space by the length of your booth space.

Carpet and flooring must be shipped to the advance warehouse.

Code | SQ FT | Description | Discount | Regular | Amount |
--- | --- | --- | --- | --- | --- |
68080 | | Flooring Only | 1.00 | 1.30 | |
68083 | | Padding + Flooring | 1.50 | 1.95 | |
68079 | | MINIMUM | | 168.00 | 218.40 |

Helpful Hints!
Send your booth to the Advance Warehouse so it will be onsite when you arrive.
Send a detailed drawing and instructions to us prior to the event.
When ordering dismantle labor, factor in the time it takes to remove aisle carpet and return empty containers.

In a Hurry or Have a Plane to Catch?
Choose Shepard Blue for your labor needs and leave the work to us!

Hours are based on estimates, you will be invoiced for actual time incurred. Minimum one hour per person ordered.
Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Company Name: Booth #

Labor Estimate: $ Amount Due: $
General Liability Insurance for $1,000,000 per Occurrence / $2,000,000 Aggregate

COMPANY INFORMATION
Address: __________________________________________ City: ___________________ State: ____________________________
Email: ____________________________________________ Country: ______________ Telephone: _______________

Description of Business/Exhibit: ____________________________________________________________________________

Does your exhibit or business involve any of the excluded activities below? ______YES ______NO

- Alcohol Serving
- Amusement Devices
- Animals
- Athletic Participation
- Mazes
- Bands
- Health Supplements
- Entertainment & Film Industry
- Equipment Rental
- Tobacco
- Disc-Jockeys
- Mechanical/Amusement Devices
- Inflatables
- Fireworks, Firearms, Weapons
- Water Activities
- Medical Testing
- Oxygen / Aromatherapy
- Inflatables
- Massage
- Vehicles in Motion
- Mechanical/Amusement Devices
- Tattoos
- Sport Activities
- Watercraft Exhibits on Water

If yes, describe (we can still get you insurance) _____________________________________________________________________

EXHIBITOR INFORMATION – REGISTER AT www.insurance4exhibitors.com

METHOD OF PAYMENT - BY SIGNING BELOW YOU AUTHORIZE US TO CHARGE YOUR CREDIT CARD

Payment Form: __ American Express __ MasterCard __ Visa __ Discover __ Check (Payable to “Insurance for Exhibitors”)  
Cardholder Name: ____________________________ Cardholder Address: ________________
Card Number: ______________ Expiration Date: __________ Security Code: ____________

Has any prior coverage been cancelled or non-renewed? ______ Yes ______ No

TERMS and CONDITIONS
Coverage is only provided for law suits brought in the U.S. and events held in the United States. I understand that the insurance company, in determining whether to provide insurance coverage, will rely on the information contained in this form and all other information being submitted. I hereby warrant, represent, and confirm that to the best of my knowledge all information provided is complete, true and correct. Signing this application does not bind the Applicant or the Company to complete the insurance, but it is understood and agreed that the information contained herein shall be the basis of the contract should a policy be issued. If any of the above questions have been answered fraudulently or in such a way as to conceal or misrepresent any material fact or circumstance concerning this insurance or the subject thereof, the entire policy shall be void. I understand that this policy includes an Agency fee which is not charge by the insurance company. The exact amount of the fee has been disclosed. I also understand all agency fees are not refundable once they are incurred. I also understand that this general liability policy does not provide any property coverage. By typing my name below, I am signing and agreeing.

I accept and understand the terms and conditions, Cardholder Name (Print) ____________________________

I understand that no property is covered on this policy: ______ I want a quote for property coverage: ______

Register at www.insurance4exhibitors.com! It’s easy and you get an immediate certificate!
**Shepard Glossary**

**Advanced Freight** – Refers to freight that has been sent to Shepard’s warehouse prior to the Event move in.

**Advance Order** – An order for services sent to service contractor prior to installation date.

**Aisle Carpet** – The carpet that is placed on the Event floor in the aisles to separate the booths.

**Back Wall** – Refers to the drape used at the rear of a standard booth.

**Bill of Lading** – A legal document that establishes the terms between the shipper (exhibitor) and transportation company (carrier) for the transport of goods between specified points for a specified charge. A bill of lading is required to be filled out and turned in at the Shepard Service Desk at the close of the show, after the exhibitor is all packed up, in order to Shepard to release the freight to the transportation company (carrier).

**Booth Package** – This term describes the equipment supplied to exhibitors from show management.

**Certified Weight Ticket** – Certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a Shepard marshaling yard are required to present a certified weight ticket to check in.

**Common Carrier** – A transportation company moving exhibitor freight, which usually only accepts crated materials that it can consolidate with the properties of other customers into one shipment bound for the same destination. Only Shepard can accept freight from a common carrier.

**Corner Booth** – An exhibit space with exposure on at least two aisles, usually found at the end of a row of inline booths.

**CWT** – “Century Weight” or “hundredweight”. The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt

**Drayage** – The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area.

**DT Labor** – Double-time labor, or work performed on double time and charged at twice the published rate.

**Empty Sticker** – A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.

**Exclusive Contractor** – One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event.

**Exhibitor-Approved Contractor (EAC)** – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.

**Exhibitor Kit** – Also known as a Service Manual, this is package of information that contains all rules, regulations and ordering forms relating to an exhibit, provided to exhibitors by Event management.

**Facility Carpeted** – Indicates the exhibit hall and/or ballroom in which the Event is taking place is already carpeted.

**Floor Order** – An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.

**Floor Port** – A utility box recessed in the floor containing electrical, telephone or plumbing connections.

**Freight** – Exhibit properties and other materials shipped for an exhibit.

**Freight Desk** – The area where inbound and outbound exhibit materials are handled at a trade event.

**Forklift / Ground Rigging** – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of Exhibit material, machinery and equipment.

**Hard wall** – A type of exhibit construction in which walls are made of a solid material, rather than fabric.

**I&D** – Installation and dismantling of an exhibit by a labor source. Exhibitors may order this service from the general contractor.

**ID Signs** – Typically a 7” x 44” cardstock sign that contains exhibitor name and booth number.

**In-line** – An exhibit that is constructed in a continuous line with other exhibits.

**Island Exhibit** – An exhibit with aisles on four sides. There is no pipe and drape construction provided to Island booths.

**Labor** – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred. Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments.

**Rates are based on when labor was performed:**
- ST, OT, DT

**Logistics** – Point to point transportation services for freight by an appointed carrier.

**Marshaling Yard** – A lot where trucks gather for orderly dispatch to Event site. When Shepard provides a marshaling yard, all carriers must check in, present a weight ticket, and will be guided to the docks to unload when a space is available. The same is true for the out of the show. Applicable fee applies.

**Move In** – Refers to the date and time that exhibitors gain access to a facility and are able to begin the construction and/or set up of their booth.

**Mobile Spotting Fee** – The charge for Shepard personnel to safely guide vehicles operated by exhibitors on the exhibit hall floor when approved by show management and if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. All local fire marshal rules and regulations apply. Please call customer service for details.

**Move-out** – The date/time specified by Event management for dismantling exhibits and clearing the exhibition floor. Also referred to as Tear Down.

**Padded Van Shipment** – Uncrated goods covered with blankets or other protective padding and shipped via van line.

**Perimeter Booth** – A booth space on an outside wall.

**Pipe and Drape** – Tubing covered with draped fabric to make up rails and back wall of a trade show.

**Porter Service** – A service that includes the emptying of wastebaskets within the booth at specific intervals during the show.

**Quad Box** – Four electrical outlets in one box provided by the electrical contractor.

**Registration** – This refers to an area that Event management uses to register and check in Event exhibitors, buyers and attendees. This is the place in which show badges can be obtained.

**Rigger** – A skilled worker responsible for handling and assembly of machinery.

**Right-to-Work state** – A state where no person can be denied the right to work because of membership or non-membership in a labor union. See the Union Rules and Regulations within your manual for specific guidelines.

**Service Desk** – The location at which exhibitors order services.

**Side Rails** – The wall between two booths used to divide exhibits, typically 3’ high.

**Skirting** – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirtling is ordered.

**Special Handling** – An additional charge that applies to exhibits shipments requiring extra labor, equipment, or time for delivery to exhibit space.

**ST labor** – Straight time labor, or work performed during normal hours at the standard rate.

**Targets** – Exhibitor move in date/time prior to general move-in available by appointment only.

**Visqueen** – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.
CLIENT / EXHIBITOR INFORMATION

Event Name: 

Contact Name: 

Company Name: **PELICE**

Email: Phone Number: 

Room Number: Booth Number: 

Event start date: **APRIL 13, 2018** Event end date: **APRIL 14, 2018**

Please confirm the following at no cost:

- [ ] 1Mbps Wireless Internet
- [ ] 10amp Electrical
## ELECTRICAL SUPPORT

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Daily Rate</th>
<th>ADV. Rate**</th>
<th>QTY.</th>
<th>DAYS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>120/208 VOLT SINGLE PHASE SERVICE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Amp 120v (includes one extension cord &amp; power strip)</td>
<td>$95</td>
<td>$85.50</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20 Amp 120v (includes one extension cord &amp; power strip)</td>
<td>$190</td>
<td>$171</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30 Amp 208v</td>
<td>$285</td>
<td>$256</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>208 VOLT THREE PHASE SERVICE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60 Amp circuit</td>
<td>$675</td>
<td>$607</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power Strips</td>
<td>$25</td>
<td>$22</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25’ Extension Cord</td>
<td>$25</td>
<td>$22</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>50’ Extension Cord</td>
<td>$25</td>
<td>$22</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*IMPORTANT Electrical services include setup labor. Additional extension cords and power strips are extra. Five or more power strips or extension cords will require additional labor.** ADVANCED RATE - Complete order received ten business days prior to event.

** ADVANCED RATE - Complete order received ten business days prior to event.

---

## PRINTERS, COMPUTERS & ACCESSORIES

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Daily Rate</th>
<th>ADV. Rate**</th>
<th>QTY.</th>
<th>DAYS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black &amp; White Printer</td>
<td>$350</td>
<td>$315</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Color Printer</td>
<td>$700</td>
<td>$630</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laptop Computer</td>
<td>$250</td>
<td>$225</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24” LCD Monitor</td>
<td>$150</td>
<td>$135</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60” LED Monitor w/ stand</td>
<td>$650</td>
<td>$450</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70” LED Monitor w/ stand</td>
<td>$750</td>
<td>$540</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flipchart Package</td>
<td>$55</td>
<td>$49</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

** ADVANCED RATE - Complete order received ten business days prior to event.

---

## A/V EQUIPMENT

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Daily Rate</th>
<th>ADV. Rate**</th>
<th>QTY.</th>
<th>DAYS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>12” Powered Speaker w/ stand</td>
<td>$100</td>
<td>$90</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Channel Mixer</td>
<td>$60</td>
<td>$54</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wired Handheld Microphone</td>
<td>$50</td>
<td>$45</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Handheld or Lavalier Microphone</td>
<td>$165</td>
<td>$148</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*IMPORTANT Additional Equipment available. Please call for details.** ADVANCED RATE - Complete order received ten business days prior to event.

---

## COMBINED SUBTOTAL

24% Service Charge
8.9% GA State Tax
Add 15% for On-site Orders

**GRAND TOTAL**
# CREDIT CARD AUTHORIZATION FORM

**Cardholder’s Name**  

<table>
<thead>
<tr>
<th>Card Number</th>
<th>CCID</th>
<th>Exp</th>
<th>Type</th>
</tr>
</thead>
</table>

**Billing Address**

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

**Cardholder’s Phone Number**  

<table>
<thead>
<tr>
<th>Order Number</th>
<th>Amount</th>
</tr>
</thead>
</table>

I, , hereby authorize Encore Event Technologies to charge my credit card the amount listed above.

**Authorized Signature**  

Date

## PAYMENT INFORMATION

IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER. Please indicate method of payment. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization should be on file. Any balances outstanding as of move-out will be charged to your account. Please do not ask us to bill you.

## TERMS AND CONDITIONS

RENTAL CONTRACT MUST BE COMPLETE FOR ORDER TO BE PROCESSED. ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW. By executing this order form, Lessee agrees as follows:

1. Cancellation In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.

2. Risk of Loss Equipment rental is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be.

3. Rentals in the City of Atlanta are subject to city tax of 7%.

4. Insurance for the subject equipment is Lessee's responsibility.

5. On location set-up and take-down by required union labor is not included in the equipment rental price. This fee will be charged by Encore Exhibitor Services. If there are any questions with regards to this charge contact Freeman Exhibitor Services at 904-277-5982.

6. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.

7. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site. Absolutely no credits will be issued after show closing.

8. Encore Event Technologies must supply all Switches and Hubs for the high-speed Internet service.

PLEASE COMPLETE FORM AND RETURN VIA FAX TO 404-818-4491
CLIENT / EXHIBITOR INFORMATION

Event Name:

Contact Name:

Company Name: BIOENERGY

Email: Phone Number:

Room Number: Booth Number:

Event start date: APRIL 11, 2018  Event end date: APRIL 12, 2018

Please confirm the following at no cost:

☐ 1Mbps Wireless Internet  ☐ 10amp Electrical
## Electrical Support

<table>
<thead>
<tr>
<th>Item</th>
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**Subtotal**

## Printers, Computers & Accessories

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**Subtotal**

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**Subtotal**

## Combined Subtotal

- 24% Service Charge
- 8.9% GA State Tax
- Add 15% for On-site Orders

**Grand Total**
CREDIT CARD AUTHORIZATION FORM

Cardholder’s Name

Card Number CCID Exp Type

Billing Address

City State Zip

Cardholder’s Phone Number

Order Number Amount

I, , hereby authorize Encore Event Technologies to charge my credit card the amount listed above.

Authorized Signature Date

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