SHOW INFORMATION

BOOTH PACKAGE
Items provided in your booth, per exhibitor:
- 8’ High backwall drape, 3’ High sidewall drape
- 7” x 44” Cardstock Identification Sign
- (1) 6’ x 30” Skirted Table - Grey
- (2) Side Chairs
- (1) Wastebasket
- Show drape color(s): Plum, Grey
- Aisle carpet color: Black

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:
- Saturday, November 16, 2019
  - 10:00 AM to 3:00 PM

Exhibit Hours:
- Saturday, November 16, 2019
  - 4:00 PM to 6:00 PM
  - Exhibit Hall Grand Opening & Reception
- Sunday, November 17, 2019
  - 9:15 AM to 11:00 AM
  - Exhibit Hall Open; Coffee Break/Snacks
  - 12:30 PM to 1:30 PM
  - Exhibit Hall Open; Coffee Break/Dessert
- Monday, November 18, 2019
  - 7:30 AM to 8:30 AM
  - Exhibit Hall Open; Coffee Break
  - 11:30 AM to 1:00 PM
  - Exhibit Hall Open; Lunch

Exhibitor Move-out:
- Monday, November 18, 2019
  - 1:00 PM to 4:00 PM

Freight Reroute Begins*
- Monday, November 18, 2019
  - 3:00 PM
  - *All outbound carriers must be checked in by this time

SHIPPING ADDRESSES
See Material Handling Rate Form for all related fees.

Advance Shipments Address
[Exhibiting Co. Name & Booth Number]
SIGMA Biennial Convention
c/o Shepard Exposition Services
7079 Oakland Mills Rd
Columbia, MD 21046

Direct Shipments Address
[c/o Shepard Exposition Services]
SIGMA Biennial Convention
Gaylord National Hotel & Convention Ctr (Prince George Exhibits)
701 Waterfront Street
National Harbor, MD 20745

IMPORTANT DEADLINES
Discount price deadline for custom Shepard rentals: Thursday, October 17, 2019
Exhibitor appointed contractor notification deadline: Friday, October 18, 2019
First day for warehouse deliveries without a surcharge: Friday, October 18, 2019
Discount price deadline for standard Shepard orders: Friday, October 25, 2019
Last day for warehouse deliveries without a surcharge: Friday, November 8, 2019
Last day for warehouse deliveries*: Thursday, November 14, 2019
Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.
First day freight can arrive at show facility: Saturday, November 16, 2019 at 8:00 AM
Exhibitor Move Out
Monday, November 18, 2019  1:00 PM    to    4:00 PM

Dismantle & Move out Information
Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed from the floor. All exhibitor materials must be removed from the facility by Monday, November 18, 2019  3:00 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 Monday, November 18, 2019  3:00 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 as well as provide carrier specific shipping labels.

Pick Up Address
Gaylord National Hotel & Convention Ctr (Prince George Exhibits)
701 Waterfront Street
National Harbor, MD 20745

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 SIGMA Biennial Convention

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

**NEW users:** User name = Your Email Address (provided by Event Management)
Password = SIGMA19

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

Don't remember your password? Click the link Forgot your password? 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 your information, 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 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 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.

QUESTIONS?
We love to help! Contact us!

Shepard Customer Service
(410) 737-9270
baltimore@shepardes.com
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 and logistics 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.

Once a payment is processed by credit card, any changes to the payment method will be charged a fee of 5% of the total invoice, 10010-Change Of Payment Method Transaction Fee

Please complete the following information:

EXHIBITING COMPANY INFORMATION

Company Name: ___________________________ Booth #: ___________________
Street Address: __________________________ Phone: ___________________
City, St, Zip: __________________________ Fax: ___________________
Contact Name: __________________________
Email: __________________________

CREDIT CARD INFORMATION (Required for all forms of payment) Pay by Check ☐ Pay by Wire ☐

Credit Card #: __________________________
Expiration Date: __________________________
Billing Address: __________________________
City, ST, Zip: __________________________
Name on Card: __________________________
(Please Print)

By signing the above I acknowledge and understand that ALL services rendered, including Material Handling and Logistics, 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. A $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 SIGMA Biennial Convention
Exhibiting Company Name
Booth Number
Account Name: Shepard Exposition Services, Inc. Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA
Routing Number: 041000124 Account Number: 42-6061-9772
SWIFT CODE (US): PNCCUS33 SWIFT CODE (INTL)PNCCUS33

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: baltimore@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 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. Exhibitors may not utilize powered mechanical equipment.

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, representatives, 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. Undersigned authorizer acknowledges 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 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 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 in recovering 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 Exhibitor 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. Equipment and 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 before 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.

Outbound Services: All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

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 still 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.

Tax Rates: State tax regulations and tax rates can change after the date of publication. Prevailing state tax rates will supersede any published rate.

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 EXHIBITOR in writing.

Cancellation or Event 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.

Insurability: 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 their existing policies. Equipment and materials may 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, Shepard’s sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor’s sole and exclusive remedy is limited to $50 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment. Shepard shall in no event be liable for incidental, 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 exhibitor 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 be responsible for loss, damage, theft, or disappearance of exhibitor’s materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations or exceptions to conditions of materials or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor’s materials after same have been delivered to exhibitor’s appointed carrier or agent for transportation after the show. Shepard loads materials onto 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 custody of materials. If exhibitor’s designated carrier fails to show 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 their 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 ___________________________ Booth # ___________________________
Exhibiting Company Address ___________________________ City ___________________________ State ___________________________ Zip ___________________________
Phone ___________________________ Fax ___________________________ Contact Email Address ___________________________

![Please Sign](Please Sign)

Exhibiting Company Authorized Signature ___________________________
Exhibiting Company Authorized Name - Please Print ___________________________

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

☐ Booth Cleaning ☐ Carpet Rental Furniture ☐ Exhibit Display Rentals
☐ Material Handling ☐ Rental Furniture ☐ Overhead Rigging/Labor
☐ Installation/Dismantling Labor ☐ Logistics/Transportation
☐ Other (please specify): _______________________________________________________________________

**Step 3:** Provide Third Party Contact Information

3rd Party Name ___________________________ 3rd Contact 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 Options](Credit Card Options)

Credit Card #: ___________________________
Expiration Date: __________/________/______

Billing Address: ___________________________
City, ST, Zip: ___________________________
Name on Card: ___________________________ (Please Print)

![Please Sign](Please Sign)

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

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

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.

Exhibitor Appointed Contractor

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Street Address</th>
<th>City</th>
<th>Phone #</th>
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</thead>
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</table>

Description of proposed service for Exhibitor

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.

Exhibitor Signature
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 #

Right Booth #

Below Booth #
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.
### Ship Roundtrip with Shepard Logistics and receive a 10% discount on Material Handling*

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)

#### 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>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Phone #</th>
<th>State</th>
<th>Zip</th>
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<table>
<thead>
<tr>
<th>Email Address</th>
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#### Step 2: Tell us the Location of items for pick up:

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

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

- [ ] Advance Warehouse
- [ ] Direct to showsite

**Saturday, November 16, 2019**

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

<table>
<thead>
<tr>
<th>Qty</th>
<th>Qty</th>
<th>Carpet (color)</th>
<th>Monitors</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Qty</th>
<th>Qty</th>
<th>Skids/pallets</th>
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</tbody>
</table>

#### 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)

Service level may be changed to meet delivery date. Order must be received within 24 hours of requested pick up date.

#### 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>

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.
Outbound Material Handling Authorization and Shipping Labels

SIGMA Biennial Convention
Gaylord National Hotel & Convention Ctr - National Harbor, Maryland
November 16 - 18, 2019

$ Saving Tip! Use Shepard Logistics for inbound and outbound and receive a discount on your Material Handling fees!

All outbound shipments require a Shepard Outbound Material Handling Authorization form and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard. Your pre-printed MHA and labels will be delivered to your booth prior to the close of the show. *Note: All third parties must pick up MHA/labels at the Shepard Service Desk.

Step 1: Complete Exhibiting Company Information:

Exhibiting Company Name

Contact Name

Email Address

Step 2: Tell us Where your items are going:

Street Address

City

State

Zip

Step 3: How many Pieces are in your shipment?

# of Crate  # of Skids  # of Cases  # of Cartons  Approx. Total Weight

Step 4: Tell us What we are shipping:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Crates</th>
<th>L</th>
<th>W</th>
<th>H</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cartons (cardboard)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cases/trunks</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Skids/pallets</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty</th>
<th>Carpet (color)</th>
<th>L</th>
<th>W</th>
<th>H</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Monitors</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Is there a loading dock? Is your building in a residential area? Do we need a lift gate on our truck? Do we need to go inside your office to pick up or deliver your items? Is there anything else we should know about your building?

Step 5: How many Labels do you need?

Step 6: 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 Fed Ex, UPS, etc. If using FedEx or UPS you must have and apply their shipping labels.

Step 7: What type of Service do you need? (how fast does it need to get there?)

<table>
<thead>
<tr>
<th></th>
<th>Ground</th>
<th>2nd Day</th>
<th>Exped. Ground (3-5 days)</th>
<th>Overnight</th>
</tr>
</thead>
</table>

Step 8: 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.
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.
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.

To: ____________________________
(Exhibiting Company Name)
Booth #: _________________________
c/o Shepard Exposition Services
National Hotel & Convention Ctr (Prince George Exhibits)
701 Waterfront Street
National Harbor, MD 20745
For: SIGMA Biennial Convention

MUST NOT BE DELIVERED PRIOR TO:
November 16, 2019 @ 8:00 AM

To: ____________________________
(Exhibiting Company Name)
Booth #: _________________________
c/o Shepard Exposition Services
Gaylord National Hotel & Convention Ctr (Prince George Exhibits)
701 Waterfront Street
National Harbor, MD 20745
For: SIGMA Biennial Convention

MUST NOT BE DELIVERED PRIOR TO:
November 16, 2019 @ 8:00 AM
Material Handling Rates

SIGMA Biennial Convention
Gaylord National Hotel & Convention Ctr - National Harbor, Maryland
November 16 - 18, 2019

**Material Handling Rates**

**Advance Warehouse Shipments**

<table>
<thead>
<tr>
<th>Weight</th>
<th>Crated</th>
<th>Special Handling</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$136.85</td>
<td>$178.00</td>
<td>$315.00</td>
<td></td>
</tr>
</tbody>
</table>

**Direct to Show Site Shipments**

<table>
<thead>
<tr>
<th>Weight</th>
<th>Crated</th>
<th>Uncrated</th>
<th>Special Handling</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$140.40</td>
<td>$210.50</td>
<td>$182.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Light Weight (Shipments 40 pounds or less)**

<table>
<thead>
<tr>
<th>Total Shipment</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$68.50</td>
<td></td>
</tr>
</tbody>
</table>

**Advance Warehouse Tips**

Shipments can arrive to the Advance warehouse up to 30 days prior to move in.

- Single pieces over 5000 pounds or uncrated machines cannot be accepted at warehouse.
- Advance freight is typically delivered to your booth before direct shipments.

**Direct to Show Site Tips**

- Freight must arrive only during published move in dates and times.
- Great for last minute shipments.
- Large pieces of machinery can be accepted.

**Light Weight Shipments**

Consolidate! Shipments that weigh 40 pounds or less total will receive this special pricing.

- If you have multiple lightweight shipments, bundle them together so that you are charged for (1) one 40 pound shipment as opposed to multiple charges for shipments that arrive separately and at different days or times.
- All shipments must have certified weight noted on the package or bill of lading.

**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 nearest 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 or if when your carrier delivers your freight may result in additional fees.

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

**Blended Rates:**

- The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule or if when your carrier delivers your freight may result in additional fees.

**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.**

**How to Calculate Material Handling Services:**

- 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.

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- Great for last minute shipments.
- Large pieces of machinery can be accepted.

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

**Blended Rates:**

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- 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 or if when your carrier delivers your freight may result in additional fees.

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

**Ship Roundtrip with Shepard Logistics and receive a 10% discount on Material Handling**

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 nearest 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 or if when your carrier delivers your freight may result in additional fees.

**Important! All Material Handling fees will be automatically billed to the credit card on file!**
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 show hours at the show facility.

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 incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

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.

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.

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.

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.

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.

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 understated weight on a delivery document.

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.

Shipments weighing 40lbs or less will qualify for the light weight shipment rate. Shipments exceeding 40lbs will be billed standard Material Handling fees at the prevailing show rates. All shipments must have certified weight tickets.

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

All vehicles must be escorted in and out of building by Shepard personnel.
Shepard Exposition Services is the sole provider of Material Handling Services. Exhibitors or their hired EAC/Carriers may not deliver freight to exhibit spaces or operate any type of mechanical or powered equipment.

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, P.O.V., or delivery truck.

What is the difference between material handling and shipping?

Shipping is the process of transporting your shipment from its origin to its final destination. 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 forklift to unload or reload my freight? No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean? CWT is an acronym for Century Weight.

What determines how much I’m charged? Charges are based on certified inbound weight ticket included with your shipment as well as the type of service required.

How do I calculate material handling charges?

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

How do I calculate my Light Weight shipment? Charges for Light Weight shipments are total shipment weight, per delivery. Any shipment above 40 lbs 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 Crated materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded without proper lifting bars and/or hooks.

What are Uncrated materials?

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

What is Special Handling?

Shipments received that are packed in a manner as to require additional handling/labor are deemed special handling. Examples of shipments falling into this category would be, constricted space unloading, ground unloading, stacked shipments, designated piece unloading, shipment integrity, mixed shipments, no bill of lading or documentation, carpet/pad only shipments.

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 (MHA) with all required information, and return to the customer service desk. If you have questions on how to complete your bill of lading (MHA), please ask a Shepard customer service representative located at the customer service desk. If you are NOT using the designated show carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard Logistics will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).

Equipment: Exhibitors or their EACs may not utilize or operate any type of material handling mechanical or powered equipment. If you need assistance, please contact us to order labor and equipment.
Forklift and Ground Rigging

**Step 1:** Describe the work:
- Uncrating Materials
- Spotting Equipment
- Booth work/ground rigging

Weight of Heaviest Piece: ____________
Will you need:  
- Straps
- Extended Blades

**Step 2:** When are we moving it?
Install Date/Time: ____________
Dismantle Date/Time: ____________

(times are not guaranteed)

**Step 3:** Choose your lift size:
- Forklift Rental - Up To 5,000 # Capacity
  - Code 35028: ST Hourly Rental, $353.85, $460.00
  - Code 35039: OT Hourly Rental, $446.25, $580.25
  - Code 35067: DT Hourly Rental, $538.70, $700.25

- Forklift Rental - Up To 10,000 # Capacity
  - Code 35029: ST Hourly Rental, $707.70, $920.00
  - Code 35049: OT Hourly Rental, $892.55, $1,160.25
  - Code 35069: DT Hourly Rental, $1,077.40, $1,400.50

- Forklift Rental - Up To 15,000 # Capacity
  - Code 35455: ST Hourly Rental, $884.60, $1,150.00
  - Code 35456: OT Hourly Rental, $1,115.65, $1,450.25
  - Code 35457: DT Hourly Rental, $1,346.70, $1,750.75

- Forklift Rental - Up To 20,000 # Capacity
  - Code 35035: ST Hourly Rental, $1,061.55, $1,380.00
  - Code 35066: OT Hourly Rental, $1,338.80, $1,740.50
  - Code 35070: DT Hourly Rental, $1,616.05, $2,100.75

- Forklift Rental - Up To 30,000 # Capacity
  - Code 35255: ST Hourly Rental, $1,415.40, $1,840.00
  - Code 35256: OT Hourly Rental, $1,785.05, $2,320.50
  - Code 35257: DT Hourly Rental, $2,154.75, $2,801.25

- 4 Stage Forklift Rental
  - Code 35593: ST Hourly Rental, $530.75, $690.00
  - Code 35594: OT Hourly Rental, $669.40, $870.25
  - Code 35595: DT Hourly Rental, $808.05, $1,050.50

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.

**Rigging Supervisor 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 per man</td>
<td>$142.19</td>
<td>$184.95</td>
<td></td>
</tr>
<tr>
<td>35086</td>
<td></td>
<td>OT per man</td>
<td>$213.28</td>
<td>$277.25</td>
<td></td>
</tr>
<tr>
<td>35099</td>
<td></td>
<td>DT per man</td>
<td>$284.38</td>
<td>$369.70</td>
<td></td>
</tr>
</tbody>
</table>

**Riggers and Material Handlers** (per man hour)

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
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</tr>
</thead>
<tbody>
<tr>
<td>35087</td>
<td></td>
<td>ST per man</td>
<td>$113.75</td>
<td>$147.90</td>
<td></td>
</tr>
<tr>
<td>35100</td>
<td></td>
<td>OT per man</td>
<td>$170.63</td>
<td>$221.80</td>
<td></td>
</tr>
<tr>
<td>35101</td>
<td></td>
<td>DT per man</td>
<td>$227.50</td>
<td>$295.75</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.

Only Shepard personnel are allowed to operate mechanical equipment.

Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

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

Forklift Estimate: ____________
Tax*: ____________
Amount Due: ____________

Company Name: ____________
Booth #: ____________

Contact Name: ____________
Contact Email Address: ____________

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**SIGMA Biennial Convention**
Gaylord National Hotel & Convention Ctr - National Harbor, Maryland
November 16 - 18, 2019

**Discount Deadline**  Friday, October 25, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Labor Hours
- ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm
- OT - Overtime: Monday - Friday: after 4:30 pm; All day Saturday
- DT - Double-time: All other hours and Holidays, All Day Sunday

**Ground Rigging and Forklift Rental**

**Rigging Supervisor Rates (per man hour)**

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<tbody>
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<td></td>
<td>ST per man</td>
<td>$113.75</td>
<td>$147.90</td>
<td></td>
</tr>
<tr>
<td>35100</td>
<td></td>
<td>OT per man</td>
<td>$170.63</td>
<td>$221.80</td>
<td></td>
</tr>
<tr>
<td>35101</td>
<td></td>
<td>DT per man</td>
<td>$227.50</td>
<td>$295.75</td>
<td></td>
</tr>
</tbody>
</table>

**Forklift Estimate**

NA

**Tax:**

Amount Due:

---

Tax rate subject to change. Tax rate at the time of event will be utilized.
On Site 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 One:** Tell us who you are:

Exhibiting Company

Name: ________________________________

Booth #: ________________________________

Onsite Contact: ________________________________

Onsite Cell Phone #: ________________________________

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.

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

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

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

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) (35166)

<table>
<thead>
<tr>
<th></th>
<th>Per Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>35166 Pallets/Skids</td>
<td>$35.00</td>
</tr>
<tr>
<td>35348 1/2 a Trailer</td>
<td>$80.00</td>
</tr>
<tr>
<td>35349 Full Trailer</td>
<td>$120.00</td>
</tr>
<tr>
<td>35087 Labor ST</td>
<td>$113.75</td>
</tr>
<tr>
<td>35100 OT</td>
<td>$170.63</td>
</tr>
<tr>
<td>35101 DT</td>
<td>$227.50</td>
</tr>
</tbody>
</table>

**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) (35068)

<table>
<thead>
<tr>
<th></th>
<th>Sq Ft</th>
<th># of Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Sq Ft</td>
<td>0.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor ST</td>
<td></td>
<td>35087</td>
<td>$113.75</td>
</tr>
<tr>
<td></td>
<td>OT</td>
<td>35100</td>
<td>$170.63</td>
</tr>
<tr>
<td></td>
<td>DT</td>
<td>35101</td>
<td>$227.50</td>
</tr>
</tbody>
</table>

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.

Only Shepard personnel are allowed to operate mechanical equipment.

Company Name: ________________________________

Booth #: ________________________________

Total Onsite Storage: $ ________________________________

NA  Tax*: $ ________________________________

Amount Due: $ ________________________________

Contact Name

Contact Email Address
**Warehouse Storage** is used when you need a place to store your exhibit or product for days, weeks, or even until your next event.

**Pricing:**
Warehouse storage rates are billed **$10.00 per cwt per month** ($100.00 a month minimum charge) 35006
Each shipment returned to the warehouse for storage will be billed **$20.00 per cwt** ($400.00 minimum) 35005
Onsite Material Handling fees do not include transportation or handling to and from the warehouse.

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.

**Step One:** Tell Us Who You Are:
Exhibiting Company
Name
Onsite Contact
Email Address

**Step Two:** Tell Us What You Are Storing:
How many pieces? __________
What are the dimensions of each piece?

<table>
<thead>
<tr>
<th>Piece</th>
<th>Length</th>
<th>Width</th>
<th>Height</th>
<th>Weight</th>
<th>Crate or Skid?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Piece 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step Three:** How Long Are We Storing Your Items?
From Date __________________ To __________________ Fees will continue until storage is picked up.

**Step Four:** What Do We Do With Your Items At The End Of The Storage Period?
☐ Ship to another destination via Shepard Logistics*
☐ Transport to another Shepard event*:
☐ Pick-up is arranged with another carrier:
*Additional fees will apply

It is the exhibitor’s responsibility to make all arrangements for shipping, including utilizing Shepard Logistics. Items will not automatically be taken to the next event. Exhibitor should contact Shepard approximately 2 weeks prior to any storage movement.

Estimated Warehouse Storage: $ __________
NA Tax*: $ __________
Amount Due: $ __________

Signature indicates you read and accept the Payment Policy and Terms & Conditions.
Storage Items will not be stored or released without a valid credit card on file.
Agility Fairs & Events is the preferred International Freight Forwarder and Customs Broker for Shepard Exposition Services events.

Our complete services include:

- Shipment planning—packaging, documentation, scheduling
- Door pick-up at the overseas origin
- International shipping and Customs clearance at US air/port
- Final delivery to the Shepard advance warehouse or show dock
- Pick-up at the show site dock or Shepard warehouse
- Preparation of export documents
- International shipping and Customs clearance overseas
- Final delivery to the overseas return destination

Get a free quote for international shipping at: www.agility.com/en/contact-fairs-events

Single point of contact for international shipping from door to door:

Agility Fairs and Events
1100 Tamiami Trail S.
Suite B
Venice, FL 34285
Tel: 714-617-6675
Contact: Kelly O’Neill-Exley
koneill@agility.com

www.agility.com/fairsevents
expousa@agility.com

www.aglfairslogistics.com/usaebrochure/
FURNISHINGS AND DECOR
## Tables

### Unskirted

<table>
<thead>
<tr>
<th>Display Table</th>
<th>#50045</th>
<th>4’ x 24” x 30”</th>
<th>Unskirted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Table</td>
<td>#50041</td>
<td>4’ x 24” x 42”</td>
<td>Unskirted</td>
</tr>
<tr>
<td>Display Table</td>
<td>#50044</td>
<td>6’ x 24” x 30”</td>
<td>Unskirted</td>
</tr>
<tr>
<td>Display Table</td>
<td>#50045</td>
<td>6’ x 24” x 42”</td>
<td>Unskirted</td>
</tr>
<tr>
<td>Display Table</td>
<td>#50046</td>
<td>8’ x 24” x 30”</td>
<td>Unskirted</td>
</tr>
<tr>
<td>Display Table</td>
<td>#50049</td>
<td>8’ x 24” x 42”</td>
<td>Unskirted</td>
</tr>
</tbody>
</table>

### skirted - 6’ & 8’ Long Tables are Skirted on 3 Sides. For Skirting on 4 Sides, Please Order 4th Side Skirt.

<table>
<thead>
<tr>
<th>Display Table</th>
<th>#50042</th>
<th>4’ x 24” x30”</th>
<th>Skirted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Table</td>
<td>#50043</td>
<td>4’ x 24” x 42”</td>
<td>Skirted</td>
</tr>
<tr>
<td>Display Table</td>
<td>#50046</td>
<td>6’ x 24” x 30”</td>
<td>Skirted</td>
</tr>
<tr>
<td>Display Table</td>
<td>#50047</td>
<td>6’ x 24” x 42”</td>
<td>Skirted</td>
</tr>
<tr>
<td>Display Table</td>
<td>#50045</td>
<td>8’ x 24” x 30”</td>
<td>Skirted</td>
</tr>
<tr>
<td>Display Table</td>
<td>#50051</td>
<td>8’ x 24” x 42”</td>
<td>Skirted</td>
</tr>
</tbody>
</table>

### Pedestal & Side

<table>
<thead>
<tr>
<th>30&quot; Natural Pedestal Table</th>
<th>#50706</th>
<th>30” x 36”</th>
<th>Natural Feel Pedestal Table, Maple Top, Black Base</th>
</tr>
</thead>
<tbody>
<tr>
<td>42&quot; Natural Pedestal Table</td>
<td>#50707</td>
<td>42” x 36”</td>
<td>Natural Feel Pedestal Table, Maple Top, Black Base</td>
</tr>
<tr>
<td>30&quot; Pedestal Table</td>
<td>#50032</td>
<td>30” x 36”</td>
<td>Pedestal Table, Grey Fleck Top, Chrome Base</td>
</tr>
<tr>
<td>42” Pedestal Table</td>
<td>#51089</td>
<td>42” x 36”</td>
<td>Round High Pedestal Table, Grey Fleck Top, Chrome Base</td>
</tr>
<tr>
<td>Round Side Table</td>
<td>#50030</td>
<td>18” x 24”</td>
<td></td>
</tr>
<tr>
<td>Square Side Table</td>
<td>#50031</td>
<td>18” x 18” x 24”</td>
<td></td>
</tr>
</tbody>
</table>

*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.*
Chairs

STOOLS

- Director's Stool
  - #51090
  - Black Fabric, Maple Wood

- Natural Feel Stool
  - #50705
  - Light Maple Back, Black Fabric Seat

- Padded Stool
  - #5024
  - Padded Stool with Back, Grey Fabric

CHAIRS WITH ARMS

- Director's Stool
  - #51086
  - Black Fabric, Maple Wood

- Upholstered Arm Chair
  - #50021
  - Upholstered Arm Chair, Grey Fabric

CHAIRS WITHOUT ARMS

- Natural Feel Chair
  - #50704
  - Light Maple Back, Black Fabric Seat

- Upholstered Side Chair
  - #50020
  - Upholstered Side Chair, Grey Fabric

Display

FOR HANGING

- Bag Rack
  - #50175
  - 9" x 12" x 71"
  - Adjustable Heights

- Coat Rack
  - #50092
  - 2" x 22" x 69"
  - Silver

- Spiral Garment Rack
  - #50093
  - 30" x 70"
  - Silver

- 2' x 8' Grid with Legs
  - #50236
  - 2' x 8'
  - Chrome
  - Also Available Without Legs (#50237)

- 3.5' x 8' Slatwall
  - #50249
  - 3.5' x 8'
  - Grey

- 4' x 8' Peg Board
  - #50594
  - 4' x 8'
  - White

- 6' Hooks for Peg Board
  - #50104
  - Silver

- 7-Ball Waterfall Grid Attachment
  - #50242
  - Silver
  - Also Available for Slat Wall #50243

*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.
UPRIGHT, CROSSBAR, & DRAPERY

- 8' High Upright with Base
  #50068
  Crossbar rented separately

- 6' - 10' Crossbar
  #50349
  1 1/2" D

- 7' - 12' Crossbar
  #50348
  1 1/2" D

- 3' High Drape
  #50074

- 8' High Drape
  #50074

FOR SIGNS & LITERATURE

- Horizontal Tackboard
  #50060
  4' x 8'
  Black Legs, Grey Fabric

- Vertical Tackboard
  #50061
  8' x 4'
  Black Legs, Grey Fabric

- Literature Rack
  #50245
  16" x 10" x 59"

- Chrome Sign Holder
  #50095
  Holds 22" x 28" Sign

- Floor Easel
  #50094
  31" x 31" x 64"

SHELVING

- 4' x 12" Display Shelf
  #50296
  4' x 12"
  White Shelf with Black Bases

BARRIER

- 6' x 12" Display Shelf
  #50297
  6' x 12"
  White Shelf with Black Bases

- Tensa Barrier Stanchion
  #50427
  Barrier with Black Belt
  Barrier 13" x 41"
  Black Belt 17"
  Rented individually, not a set

OTHER

- Natural Feel Wastebasket
  #50708
  Slate Wastebasket

- Wastebasket
  #50091

- Mini Refrigerator
  #50098

- Drawing Bowl
  #51085

- Sand Bag
  #51087

*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.
**Showcase**

4' Full View Showcase #50067  
6' Full View Showcase #50068

4' Quarterview Showcase #50069  
6' Quarterview Showcase #50070

---

**Flooring**

**EXPO - 13oz**
- Black  
- Tuxedo  
- Grey  
- Blue  
- Eclipse  
- Peacock  
- Red  
- Cayenne  
- Burgundy

**PREMIUM - 28oz**
- Deep Navy  
- Black  
- Silver Cloud  
- Charcoal  
- Beige  
- Red  
- Cayenne  
- Burgundy

**PLUSH - 50oz**
- Silver Dollar  
- Dark Grey  
- Black  
- Navy  
- White  
- Sand  
- Crimson  
- Electric Blue

**VINYL - Custom Order Only**
- Whitewash  
- Mountain Grey  
- Rosmary Stone  
- Snow  
- Vineyard Brown  
- Lauren Brown  
- Maple

*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.*
## Skirt Color Options

<table>
<thead>
<tr>
<th>SKIRT</th>
<th>SPANDEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold</td>
<td>Blue</td>
</tr>
<tr>
<td>Green</td>
<td>Teal</td>
</tr>
<tr>
<td>Black</td>
<td>Grey</td>
</tr>
<tr>
<td></td>
<td>White</td>
</tr>
</tbody>
</table>

## Drape Color Options

<table>
<thead>
<tr>
<th>SKIRT</th>
<th>SPANDEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold</td>
<td>Blue</td>
</tr>
<tr>
<td>Green</td>
<td>Teal</td>
</tr>
<tr>
<td>Black</td>
<td>Grey</td>
</tr>
<tr>
<td></td>
<td>White</td>
</tr>
</tbody>
</table>

*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.*
Booth and Carpet Cleaning

SIGMA Biennial Convention
Gaylord National Hotel & Convention Ctr - National Harbor, Maryland
November 16 - 18, 2019

Discount Deadline  
Friday, October 25, 2019
Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted 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.

Minimum 100 square foot order for all cleaning services.

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.

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.

Booth Vacuuming

Vacuum Once

<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></td>
<td>$0.52</td>
<td>$0.70</td>
<td></td>
</tr>
<tr>
<td>47051</td>
<td>400-900 sq. ft</td>
<td></td>
<td>$0.45</td>
<td>$0.60</td>
<td></td>
</tr>
<tr>
<td>47052</td>
<td>900+ sq. ft</td>
<td></td>
<td>$0.45</td>
<td>$0.60</td>
<td></td>
</tr>
</tbody>
</table>

Daily Vacuum

<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>47055</td>
<td>0-399 sq. ft</td>
<td></td>
<td>$1.56</td>
<td>$2.05</td>
<td></td>
</tr>
<tr>
<td>47056</td>
<td>400-900 sq. ft</td>
<td></td>
<td>$1.40</td>
<td>$1.80</td>
<td></td>
</tr>
<tr>
<td>47057</td>
<td>900+ sq. ft</td>
<td></td>
<td>$1.30</td>
<td>$1.70</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></td>
<td>One Time Porter</td>
<td>$0.50</td>
<td>$0.65</td>
<td></td>
</tr>
<tr>
<td>47031</td>
<td></td>
<td>Daily Porter</td>
<td>$1.55</td>
<td>$2.00</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></td>
<td>Mop One Time</td>
<td>$0.65</td>
<td>$0.85</td>
<td></td>
</tr>
<tr>
<td>47022</td>
<td></td>
<td>Mop Daily</td>
<td>$1.70</td>
<td>$2.20</td>
<td></td>
</tr>
<tr>
<td>47013</td>
<td></td>
<td>Sham/One Time</td>
<td>$0.65</td>
<td>$0.85</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>1</td>
<td>One Time</td>
<td>$147.88</td>
<td>$221.81</td>
<td></td>
</tr>
<tr>
<td>47044</td>
<td>1</td>
<td>Daily</td>
<td>$147.88</td>
<td>$221.81</td>
<td></td>
</tr>
</tbody>
</table>

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

Cardholder Signature

Total Cleaning: $  
6.000% Tax*: $  
Amount Due: $  

Tax rate subject to change. Tax rate at the time of event will be utilized.
SIGMA Biennial Convention
Gaylord National Hotel & Convention Ctr - National Harbor, MD
November 16 - 18, 2019

Discount Deadline  Friday, October 25, 2019
Order with complete Payment Authorization and graphics must be received before
Discount Deadline date to receive discounted pricing.

Abandoned Carpet / Floor coverings and Display Materials
Exhibitors are required to remove all floor coverings and display materials from their exhibit space prior to leaving the facility during move out.
Exhibitors who abandon floor coverings and/or displays, leave large or heavy amounts of trash will be charged labor plus disposal fees for Shepard to remove the materials. The rates for this service are shown below. If you need to dispose of your exhibit, carpet, padding, or other large/heavy materials, please pre-arrange the removal with us!

Labor and Forklifts will be billed per man hour. Dumpster fees will be billed per amount of space used. All related disposal fees will be added to the payment method on file.

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>68066</td>
<td>ST Labor</td>
<td></td>
<td>$147.88</td>
<td>$192.25</td>
</tr>
<tr>
<td>68067</td>
<td>OT Labor</td>
<td></td>
<td>$221.81</td>
<td>$288.35</td>
</tr>
<tr>
<td>68068</td>
<td>DT Labor</td>
<td></td>
<td>$295.75</td>
<td>$384.50</td>
</tr>
</tbody>
</table>

<table>
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<td>ST 5k Forklift</td>
<td></td>
<td>$353.85</td>
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<td>35039</td>
<td>OT 5k Forklift</td>
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<td>$446.25</td>
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<td>35067</td>
<td>DT 5k Forklift</td>
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<td>$538.70</td>
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<tr>
<td>35330</td>
<td>Per Full Dumpster</td>
<td></td>
<td>$650.00</td>
<td>$845.00</td>
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</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 “Standard” pricing.

Company Name: ___________________________ Booth #: ___________________

Contact Name: ___________________________ Contact Email Address: ___________________

Waste Removal

Please Sign

M192561119
email  baltimore@shepardes.com
phone  (410) 737-9270
fax    (410) 737-9274

Total Disposal Fee: $ __________________
6.000% Tax*: $ __________________
Amount Due: $ __________________

Tax rate subject to change. Tax rate at the time of event will be utilized.
### Tables

<table>
<thead>
<tr>
<th>Code</th>
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<tr>
<td>50042</td>
<td></td>
<td></td>
<td>4'L X 30&quot;H X 24&quot;W Skirted Table</td>
<td>$162.30</td>
<td>$211.00</td>
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<td>50046</td>
<td></td>
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<td>6'L X 30&quot;H 24&quot;W Skirted Table</td>
<td>$199.50</td>
<td>$259.35</td>
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<tr>
<td>50050</td>
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<td>8'L X 30&quot;H 24&quot;W Skirted Table</td>
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<td>$328.75</td>
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<td>4'L X 42&quot;H 24&quot;W Skirted Table</td>
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<td>$256.50</td>
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<td>6'L x 42&quot;H 24&quot;W Skirted Table</td>
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<td>$328.45</td>
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<td>50051</td>
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<td></td>
<td>8'L x 42&quot;H 24&quot;W Skirted Table</td>
<td>$297.20</td>
<td>$386.35</td>
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<tr>
<td>50052</td>
<td></td>
<td></td>
<td>4th Side Skirt for 30&quot;H High Table</td>
<td>$98.65</td>
<td>$128.25</td>
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<td>50171</td>
<td></td>
<td></td>
<td>4th Side 42&quot; Skirt for 42&quot; High Table</td>
<td>$98.65</td>
<td>$128.25</td>
<td></td>
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<tr>
<td>50700</td>
<td></td>
<td></td>
<td>6'L X 30&quot;H 24&quot;W Spandex Table Cover</td>
<td>$296.90</td>
<td>$384.65</td>
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<tr>
<td>50040</td>
<td>na</td>
<td></td>
<td>4'L X 30&quot;H X 24&quot;W UnSkirted Table</td>
<td>$115.65</td>
<td>$150.35</td>
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<tr>
<td>50044</td>
<td>na</td>
<td></td>
<td>6'L X 30&quot;H X 24&quot;W UnSkirted Table</td>
<td>$138.00</td>
<td>$179.40</td>
<td></td>
</tr>
<tr>
<td>50048</td>
<td>na</td>
<td></td>
<td>8'L X 30&quot;H X 24&quot;W UnSkirted Table</td>
<td>$162.70</td>
<td>$211.50</td>
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<td>50041</td>
<td>na</td>
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<td>4'L X 42&quot;H X 24&quot;W UnSkirted Table</td>
<td>$130.25</td>
<td>$169.35</td>
<td></td>
</tr>
<tr>
<td>50045</td>
<td>na</td>
<td></td>
<td>6'L x 42&quot;H X 24&quot;W UnSkirted Table</td>
<td>$162.70</td>
<td>$211.50</td>
<td></td>
</tr>
<tr>
<td>50049</td>
<td>na</td>
<td></td>
<td>8'L x 42&quot;H X 24&quot;W UnSkirted Table</td>
<td>$181.55</td>
<td>$236.00</td>
<td></td>
</tr>
<tr>
<td>51089</td>
<td>na</td>
<td></td>
<td>Pedestal Table, 42&quot;H 36&quot;R Grey Fleck Top</td>
<td>$291.45</td>
<td>$378.90</td>
<td></td>
</tr>
<tr>
<td>50032</td>
<td>na</td>
<td></td>
<td>Pedestal. Table, 30&quot;H 36&quot;R Grey Fleck Top</td>
<td>$272.50</td>
<td>$354.25</td>
<td></td>
</tr>
<tr>
<td>50030</td>
<td>na</td>
<td></td>
<td>Round Side Table 24&quot;W X 18&quot;H</td>
<td>$137.15</td>
<td>$178.30</td>
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</tr>
<tr>
<td>50031</td>
<td>na</td>
<td></td>
<td>Square Side Table 24&quot;W X 18&quot;H</td>
<td>$137.15</td>
<td>$178.30</td>
<td></td>
</tr>
<tr>
<td>50706</td>
<td>na</td>
<td></td>
<td>Natural Pedestal Table 30&quot;H X 36&quot;R Maple Top</td>
<td>$356.55</td>
<td>$463.50</td>
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<tr>
<td>50707</td>
<td>na</td>
<td></td>
<td>Natural Pedestal Table 42&quot;H X 36&quot;R Maple Top</td>
<td>$371.65</td>
<td>$483.15</td>
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</table>

**Skirt Colors** (6' and 8' Skirted Tables have skirts on 3 sides, to have drape on all 4 sides you must order 4th side drape)
- Red (01)
- Green (02)
- White (03)
- Gold (04)
- Blue (05)
- Black (06)
- Burgundy (07)
- Grey (10)
- Teal (13)
- Spandex

### Seating

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Color</th>
<th>Item</th>
<th>Discount</th>
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<th>Total</th>
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<tr>
<td>50020</td>
<td>na</td>
<td></td>
<td>Side Chair Grey Fabric</td>
<td>$105.50</td>
<td>$137.15</td>
<td></td>
</tr>
<tr>
<td>50021</td>
<td>na</td>
<td></td>
<td>Arm Chair Grey Fabric</td>
<td>$143.80</td>
<td>$186.95</td>
<td></td>
</tr>
<tr>
<td>50024</td>
<td>na</td>
<td></td>
<td>Stool w/back Grey Fabric</td>
<td>$175.20</td>
<td>$227.75</td>
<td></td>
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<tr>
<td>51086</td>
<td>na</td>
<td></td>
<td>Director's Chair Black Fabric</td>
<td>$108.80</td>
<td>$138.00</td>
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<tr>
<td>51090</td>
<td>na</td>
<td></td>
<td>Director's Stool Black Fabric</td>
<td>$194.75</td>
<td>$246.20</td>
<td></td>
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<tr>
<td>50705</td>
<td>na</td>
<td></td>
<td>Natural Feel Stool Maple Back, Black Fabric Seat</td>
<td>$194.75</td>
<td>$246.20</td>
<td></td>
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<tr>
<td>50704</td>
<td>na</td>
<td></td>
<td>Natural Feel Chair, Maple Back, Black Fabric Seat</td>
<td>$174.45</td>
<td>$226.80</td>
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</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.

**Total Furnishings:** $________________

**6.00% Tax:** $________________

**Amount Due:** $________________

**Company Name:** ____________________________

**Booth #** ____________________________

**Contact Name** __________________________________________

**Contact Email Address** __________________________________

---

**Gaylord National Hotel & Convention Ctr - National Harbor, M**

**November 16 - 18, 2019**

**Discount Deadline**  **Friday, October 25, 2019**

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

---

**Please Sign**

**Card Holder Signature**

---

Tax rate subject to change. Tax rate at the time of event will be utilized.
Specialty, Display, Drapes

SIGMA Biennial Convention
Gaylord National Hotel & Convention Ctr - National Harbor, MD
November 16 - 18, 2019
Discount Deadline  Friday, October 25, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Specialty & Display

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<tr>
<td>50091</td>
<td>na</td>
<td></td>
<td>Wastebasket</td>
<td>$19.00</td>
<td>$19.00</td>
<td></td>
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<tr>
<td>50094</td>
<td>na</td>
<td></td>
<td>Floor Easel, Chrome</td>
<td>$58.35</td>
<td>$75.85</td>
<td></td>
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<tr>
<td>50245</td>
<td>na</td>
<td></td>
<td>Bag Rack Silver, Glass</td>
<td>$215.40</td>
<td>$280.00</td>
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<tr>
<td>50175</td>
<td>na</td>
<td></td>
<td>Coat Rack, Chrome</td>
<td>$285.30</td>
<td>$370.90</td>
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<tr>
<td>50092</td>
<td>na</td>
<td></td>
<td>Garment Rack, Chrome</td>
<td>$285.30</td>
<td>$370.90</td>
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<tr>
<td>50093</td>
<td>na</td>
<td></td>
<td>Tensabarrier, Per Stem, Black</td>
<td>$120.30</td>
<td>$156.40</td>
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<tr>
<td>50095</td>
<td>na</td>
<td></td>
<td>Sign Holder, 22x28 Chrome</td>
<td>$132.95</td>
<td>$172.85</td>
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<td>50118</td>
<td>na</td>
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<td>Drawing Bowl, Clear</td>
<td>$53.55</td>
<td>$69.60</td>
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<td>50296</td>
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<td>4' x 12&quot; Display Riser White and Black</td>
<td>$120.50</td>
<td>$156.65</td>
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<td>6' x 12&quot; Display Riser White and Black</td>
<td>$149.95</td>
<td>$194.95</td>
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<tr>
<td>50098</td>
<td>na</td>
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<td>Mini Refrigerator, Approx 3 cubic feet</td>
<td>$455.00</td>
<td>$591.50</td>
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<td>50067</td>
<td>na</td>
<td></td>
<td>4' Full View Showcase, White</td>
<td>$1,075.10</td>
<td>$1,397.65</td>
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<tr>
<td>50068</td>
<td>na</td>
<td></td>
<td>6' Full View Showcase, White</td>
<td>$1,185.75</td>
<td>$1,541.50</td>
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<tr>
<td>50069</td>
<td>na</td>
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<td>4' Quarter View Showcase, White</td>
<td>$1,075.10</td>
<td>$1,397.65</td>
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<tr>
<td>50070</td>
<td>na</td>
<td></td>
<td>6' Quarter View Showcase, White</td>
<td>$1,185.75</td>
<td>$1,541.50</td>
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<td>50060</td>
<td>na</td>
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<td>4' x 8' Horz. Posterboard Grey Fabric</td>
<td>$348.15</td>
<td>$452.60</td>
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<td>4' x 8' Vert. Posterboard Grey Fabric</td>
<td>$348.15</td>
<td>$452.60</td>
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<tr>
<td>50236</td>
<td>na</td>
<td></td>
<td>Grids 2'x8' w/legs, each</td>
<td>$257.15</td>
<td>$334.30</td>
<td></td>
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<tr>
<td>50237</td>
<td>na</td>
<td></td>
<td>Grid 2'x8' w/o legs, each</td>
<td>$192.60</td>
<td>$250.40</td>
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<tr>
<td>50242</td>
<td>na</td>
<td></td>
<td>7-Ball Waterfall for Grids</td>
<td>$17.70</td>
<td>$23.00</td>
<td></td>
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<tr>
<td>50104</td>
<td>na</td>
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<td>6&quot; Hooks (12) for Peg Boards</td>
<td>$56.60</td>
<td>$73.60</td>
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Drapery- per linear foot, min 5' linear feet rental

<table>
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<tr>
<th>Code</th>
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<tr>
<td>50073</td>
<td></td>
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<td>8' High drape on a cross bar, per linear foot</td>
<td>$27.30</td>
<td>$35.50</td>
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<td>50074</td>
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<td>3' High on a cross bar, per linear foot</td>
<td>$20.20</td>
<td>$26.25</td>
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<tr>
<td>50088</td>
<td>na</td>
<td></td>
<td>8' Upright w/base</td>
<td>$37.70</td>
<td>$49.00</td>
<td></td>
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<tr>
<td>52065</td>
<td>na</td>
<td></td>
<td>3' Upright w/base</td>
<td>$37.70</td>
<td>$49.00</td>
<td></td>
</tr>
<tr>
<td>50349</td>
<td>na</td>
<td></td>
<td>6'-10' Crossbar</td>
<td>$25.10</td>
<td>$32.65</td>
<td></td>
</tr>
<tr>
<td>50348</td>
<td>na</td>
<td></td>
<td>7'-12' Crossbar</td>
<td>$25.10</td>
<td>$32.65</td>
<td></td>
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<tr>
<td>50058</td>
<td>na</td>
<td></td>
<td>Sateen, per linear foot</td>
<td>$22.30</td>
<td>$29.00</td>
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</table>

Drape and Sateen Colors: Red (01) White (03) (04) Blue (05) Black (06) Burgundy (07) Grey (10)

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

Company Name: ___________________________  Booth #: ___________________________

Contact Name: ___________________________  Contact Email Address: ___________________________

Tax rate subject to change. Tax rate at the time of event will be utilized.

<p>| | | | | |</p>
<table>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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</table>
Order must be received 30 days in advance of show move in. 100 sq ft minimum

**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)

---

**Premium Plush Carpet 50 oz**

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Per Sq Ft</th>
<th>Amount</th>
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<tr>
<td>46004</td>
<td>Premium Plush</td>
<td>$11.50</td>
<td></td>
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Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.

---

**Premium Vinyl Flooring**

<table>
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<th>Code</th>
<th>Sq Ft</th>
<th>Item</th>
<th>Per Sq Ft</th>
</tr>
</thead>
<tbody>
<tr>
<td>46005</td>
<td></td>
<td>Premium Vinyl</td>
<td>$14.90</td>
</tr>
</tbody>
</table>

Call for Quote!

**Elevated Hardwood**

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

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

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

---

**Total Signature Flooring:**

6.000% Tax*: $   
Amount Due: $

---

Signature indicates you read and accept the Payment Policy and Terms & Conditions.
Due to the custom nature of this product, no refunds or exchanges once item has been ordered.

---

Company Name: ___________________________  Booth #: ___________________________

Contact Name: ___________________________  Contact Email Address: ___________________________

Card Holder Signature: ___________

Please Sign
**SIGMA Biennial Convention**  
Gaylord National Hotel & Convention Ctr - National Harbor, Maryland  
November 16 - 18, 2019

**Discount Deadline**  
Friday, October 25, 2019  
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

---

### 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>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46001</td>
<td>Rental/sqft</td>
<td>$8.30</td>
<td>$10.80</td>
<td></td>
</tr>
<tr>
<td>46003</td>
<td>Rental 1000+ sqft</td>
<td>$7.20</td>
<td>$9.35</td>
<td></td>
</tr>
<tr>
<td>46002</td>
<td>Purchase sqft</td>
<td>$20.40</td>
<td>$26.50</td>
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</tr>
</tbody>
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---

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
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<tr>
<td>50009</td>
<td>1/2&quot; Padding</td>
<td>$1.50</td>
<td>$1.95</td>
<td></td>
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<tr>
<td>50008</td>
<td>1&quot; Padding</td>
<td>$2.95</td>
<td>$3.85</td>
<td></td>
</tr>
<tr>
<td>50010</td>
<td>Visqueen</td>
<td>$0.45</td>
<td>$0.60</td>
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</tr>
</tbody>
</table>

---

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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<tr>
<td>50255</td>
<td>10' x 10'</td>
<td>$291.15</td>
<td>$378.50</td>
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<tr>
<td>50256</td>
<td>10' x 20'</td>
<td>$543.25</td>
<td>$706.25</td>
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<tr>
<td>50257</td>
<td>10' x 30'</td>
<td>$810.30</td>
<td>$1,053.40</td>
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<tr>
<td>50258</td>
<td>10' x 40'</td>
<td>$1,077.30</td>
<td>$1,400.50</td>
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---

#### Standard Booth Sizes, Great for inline booths!

- **Special Cut.** Recommended for Island and large area exhibits!

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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<tbody>
<tr>
<td>50580</td>
<td>0 - 399 sq ft*</td>
<td>$6.85</td>
<td>$8.90</td>
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<tr>
<td>50581</td>
<td>400 - 900 sq ft</td>
<td>$6.15</td>
<td>$8.00</td>
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<tr>
<td>50582</td>
<td>900+ sq ft</td>
<td>$5.70</td>
<td>$7.40</td>
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</table>

Order Special Cut when it is important that dye lots match. Rental includes installation and removal of carpet and visqueen protective covering. 100 sq ft minimum order.

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

---

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.

**Total Carpet and Padding:**  

<table>
<thead>
<tr>
<th>6.000% Tax*</th>
<th>Amount Due:</th>
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</table>

---

Company Name:  
Booth #

---

Contact Name  
Contact Email Address  

**Please Sign**  
Card Holder Signature  

---

Tax rate subject to change. Tax rate at the time of event will be utilized.
TRADE SHOW FURNISHINGS 2019

Product Guide

FEATURING:
- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools
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.
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.

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

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

Ventura Powered Café Tables 72.25"L 26.25"D 30"H (silver frame)
C) VNTCBK (black top)
D) VNTCWH (white top)

Sydney Powered Cocktail Tables 48"L 26"D 18"H (brushed steel)
E) C1WP (white)
F) C1YP (black)
MODULAR SYSTEM
Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two 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.

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

(From left to right)
- **A.** PDL36W (white)
  24"L 24"D 36"H
- **B.** PDL42W (white)
  24"L 24"D 42"H
- **C.** PDL36B (black)
  24"L 24"D 36"H
- **D.** PDL42B (black)
  24"L 24"D 42"H

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

(Mobile devices must be compatible with Qi wireless charging pad)

**Powered Locking Pedestal**

A) PDL36W (white)
  24"L 24"D 36"H
B) PDL42W (white)
  24"L 24"D 42"H
C) PDL36B (black)
  24"L 24"D 36"H
D) PDL42B (black)
  24"L 24"D 42"H

**Wireless Charging Table, Powered**

E) CUBPOW
  (white, AC plug-in)
  20"L 20"D 18"H

**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 Tech Desk**

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

**Please Note**

Denotes AC and USB charging outlets
Soft Seating
Create Engaging Booth Environments

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

HEDGE
HDG7FT
Boxwood Hedge, 7'
36.5"L 12"D 84"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 15.5"D 16.5"H

MARCHÉ
MAR010 Swivel Ottoman
(blue fabric)
17"RN 18"H

10'x20' Hopi Lounge & Zenith Café Booth
**SOFT SEATING COLLECTIONS**

**BAJA**
A) BCHAIR Chair (black vinyl) 36”L 30.5”D 33.25”H
B) BSOFAHHT Sofa (black vinyl) 86”L 28”D 30”H
C) BLVSEO Loveseat (black vinyl) 61”L 30.5”D 28”H

**FAIRFAX**
A) FAIRWHT Sofa (white vinyl, brushed metal) 62”L 26”D 30”H
B) FAIRCWW Chair (white vinyl, brushed metal) 27”L 26”D 30”H

**NAPLES**
A) NLCHR Chair (black vinyl) 36”L 30.5”D 33.25”H
B) NLPSF Sofa (black vinyl) 87”L 30”D 33.25”H
C) NLLOV Loveseat (black vinyl) 62”L 30”D 33.25”H
Munich Collection
Modular Seating to Design
Custom Exhibits

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

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

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

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

HDG4FT
Boxwood Hedge, 4'
46"L 9"D 47"H

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

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

**LA BREA**
LABREA Chair (charcoal gray, fabric)
35"L 27"D 40"H

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

**WENTWORTH**
WENCHA Chair (brown vinyl)
32.1"L 26"D 31.5"H

**AURA**
AURA Round Table (white metal)
15" Round 22"H
Accent Chairs

Madrid Chair
A) BCW (white vinyl)
30”L 30”D 31”H
B) OCH (black vinyl)
30”L 30”D 31”H

C) FAIRCW
Fairfax Chair
(white vinyl, brushed metal)
27”L 26”D 30”H

D) MNCHCH
Munich Armless Chair
(gray fabric)
22.5”L 27”D 28.5”H

E) HOPCH
Hopi Chair
(gray linen)
21”L 25”D 34”H

F) PROGB
Pro Executive Guest Chair
(black vinyl)
24”L 22”D 36”H

Meeting Chair
25.5”L 23.5”D 34”H

Meeting & Stage Chairs

Marina Chair
17.5”L 19.5”D 35”H
A) MARCBK (black vinyl)
B) MARCBR (brown fabric)
C) MARCWH (white vinyl)

Meeting Chair
25.5”L 23.5”D 34”H
D) OCMESP (espresso vinyl)
E) OCMTAU (taupe fabric)
F) 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) LMCBH Chair (maple, chrome)
18"L 19"D 34"H
D) 30WHHC
Round Café Table
(white laminate top, chrome hydraulic base)
30" Round 29"H

MARINA
17.5"L 19.5"D 35"H
A) MARCWH (white vinyl)
B) MARGBK (black vinyl)
C) MARCBR (brown fabric)
D) MARCE (ocean blue fabric)
E) MARCRD (red fabric)

MALBA
20"L 20"D 32"H
A) MALGRY Chair (gray)
B) MALGRN Chair (green)

14 | Trade Show Furnishings
Mix & Match

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

J) LUCHCL Lucent Chair (frosted, acrylic) 19.5"L 19.75"D 32.5"H
K) DUET Duet Chair (black, chrome) 21"L 23"D 33"H

A) CS8 Berlin Chair (black, white) 18"L 22"D 32"H
B) CS4 Syntax Chair (black, chrome) 23"L 19"D 32.25"H
C) XCHR Christopher Chair (white vinyl, chrome) 17"L 19"D 32"H
D) SC3 Brewer Chair (onyx, black) 20"L 20"D 32"H
E) XC6 Altura Guest Chair (black crepe) 25"L 20"D 34"H
F) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H
G) SC10 Razor Armless Chair (white) 15.38"L 15.5"D 30.5"H
H) BLDCSB Blade Chair (sky blue) 20.5"L 19"D 30.5"H
I) BLDCRD Blade Chair (red) 20.5"L 19"D 30.5"H

Choose from a variety of shapes and sizes to design the perfect look.
Ottomans

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)
Accent Tables

**ALONDRA**

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

**GEO**

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

**ALONDRA**

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

**GEO**

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

Sydney End Tables
27”L 23”D 22”H
E) E1W (white)  
F) E1Y (black)  
G) SYDBEE (blue)  
H) SYDWDE (wood)

Regis Tables
(brushed metal)
I) REGBEN Bench Table
47”L 15.5”D 16”H
J) REGOTT End Table
16”L 15.5”D 16.5”H

Silverado Tables
(glass, chrome)
K) E1E End Table
24” Round 22”H
L) C1E Cocktail Table
36” Round 17”H

Oliver Tables
(walnut finish)
M) EOLI End Table
22” Round 22”H
N) COLI Cocktail Table
47”L 27”D 19”H

Rustic Tables
(wood)
O) ETBL E-Table
21”L 15.5”D 27.5”H
P) TMBTBL Timber Table
16” Round 17”H

Aura Round Table
Q) AURA
(white metal)
15” Round 22”H

Edge LED Cube Table
R) CUBTBL
(plexi top, white plastic)
19”L 19”D 19”H
A/C power only

Wireless Charging Table, Powered
S) CUBPOW
(white, AC plug-in)
20”L 20”D 18”H
Café Tables

A) 30BEHC Blue Hydraulic Café Table
   (chrome base, blue top)
   30" RND 29"H

B) MALGRY Malba Chair
   (gray)
   20”L 20”D 32”H

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” RND 29”H
A) 30WDBC (wood top)
B) ZTB (red top)

Hydraulic Chrome Base
30” RND 29”H
C) 30WHHC (white top)
D) 30STHC (silver textured)

E) CS4 Syntax Chair
   (black, chrome)
   23”L 19”D 32.25”H

HDG7FT Boxwood Hedge, 7’
36.5”L 12”D 84”H

LUCHCL Lucent Chair
   (frosted, acrylic)
   19.5”L 19.75”D 32.5”H
Customize and Create

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

Mix & Match

Create the ultimate look. Choose from a wide variety of colorful group seating options for the perfect style.

S) ZENCHR Zenith Chair (white, chrome) 18.25”L 22”D 32”H
T) BLDCRD Blade Chair (red) 20.5”L 19”D 30.5”H
Bar Tables

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

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

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

D) RSTSTL
Rustique Barstool
(gunmetal)
13"L 13"D 30"H

E) 30BEHB
30" Round Bar Table
(blue top, chrome hydraulic base)
30" RND 45" H

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

HDG4FT
Boxwood Hedge, 4’
46’L 9”D 47”H
Choose your base, black or chrome, then pick a color that suits your design.

Bar Tables
Standard Black Base
30" RND 42"H
A) VTJ (graphite nebula)
B) VTK (maple)
C) VTG (silver textured)
D) VTB (red)
E) 30WH42 (white)
F) VTA (Madison/gray acajou)
G) 30BEBB (blue)
H) 30DDBB (wood)
36" RND 42"H
I) VTW (white)
J) VTN (graphite nebula)
K) VTP (maple)

Bar Tables
Hydraulic Chrome Base
30" RND 45"H
L) 30GRHB (graphite nebula)
M) 30MTHB (maple)
N) 30STHB (silver textured)
O) 30BHRB (red)
P) 30BEHB (blue)
Q) 30WDHB (wood)
36" RND 45"H
R) 36WTHB (white)
S) 36GRHB (graphite nebula)
T) 36MTHB (maple)

Style & Design
Choose from a wide variety of table tops and colors for the perfect look.

U) 30MAHB 30" Round Bar Table w/ Hydraulic Chrome Base
(Madison/gray acajou) 30" RND 45"H
V) 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)
Styles & Shapes

Apex Barstools
21”L 21”D 33”H
A) APS08 (black vinyl)
B) APS59 (red vinyl)
C) APS75 (white vinyl)
D) APS12 (blue ultra suede)

Zoey Barstools
15”L 16”D 30-34.75”H
E) BS002 (white, chrome)
F) BS003 (black, chrome)

Banana Barstools
21”L 22”D 41.75”H
G) BSS (black, chrome)
H) BST (white, chrome)

I) BSC Oslo Barstool
(white)
17”L 20”D 45”H
J) XBAR Christopher Barstool
(white vinyl, chrome)
19”L 15”D 41”H
K) BS001 Shark Barstool
(white, chrome)
22”L 19”D 34-44”H
L) BSR Syntax Barstool
(black, chrome)
23”L 19”D 43.25”H
M) ZENBAR Zenith Barstool
(white, chrome)
19”L 20”D 44”H
N) RSTSTL Rustique Barstool
(gunmetal)
13”L 13”D 30”H

O) LUBSCL Lucent Barstool
(frosted, acrylic)
22”L 22.5”D 45.5”H
P) LMBAR Laguna Barstool
(maple, chrome)
18”L 20”D 47”H
Q) BLDBRD Blade Barstool
(red)
20.5”L 20.125”D 40.5”H
R) BLDBSB Blade Barstool
(sky blue)
20.5”L 20.125”D 40.5”H
Conference Tables

PWRUSB
Powered Conference Table Module
(black) 5"L 2.25"D 2.7"H
Includes two AC and two 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) MADCS5 5’ Table
60”L 48”D 29”H
E) MADC8 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
  - B) 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)
  - F) 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
A) PROEXE (white vinyl)
B) PROEXB (black vinyl)
Adjustable height

Pro Executive Guest Chair
24"L 22"D 36"H
PROGB (black vinyl)

Task Stool
TASKST (black fabric)
27.5"L 27.5"D 32.75"-40.25"H
Adjustable height

Pro Executive Mid Back Chair
24"L 22"D 40"H
A) PROMID (white vinyl)
B) PROMDB (black vinyl)
Adjustable height
Communal and Powered Tables

Choose from Powered, Solid or Grommet Hole Table Tops.

Table Top Options

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

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

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

Ventura Powered
Café Tables
(silver frame)
72.25”L 26.25”D 30”H
A) VNTCBK (black top)
B) VNTCWH (white top)

Ventura Communal
Café Tables
(silver frame)
72.25”L 26.25”D 30”H
Maple Top
C) VNTCMN (solid)
VNTCMW (grommets)
White Top
D) VNTCWW (grommets)
VNTCWN (solid)
Black Top
E) VNTCBN (solid)

LMBAR Laguna Barstool
(maple, chrome)
18”L 20”D 47”H
Office Essentials

MADISON
A) JD8 Madison Executive Desk
   (gray acajou) 60"L 30"D 29"H
B) CR8 Madison Credenza
   (gray acajou) 60"L 20"D 29"H

C) TASKST Task Stool
   (black fabric) 27.5"L 27.5"D 32.75"-40.25"H Adjustable

D) PROEXE Pro Executive
   High Back Chair
   (white classic vinyl) 25"L 24"D 48"H Adjustable
TECH POWERED DESK

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

Denotes AC and USB charging outlets

LIGHTING & PRODUCT DISPLAY

A) LA15 Floor Lamp
   18" RND 55"H
B) LA14 Table Lamp
   16" RND 26"H

ACCENT LAMPS
Mason Lamps
   (brushed silver)
A) LA15 Floor Lamp
   18" RND 55"H
B) LA14 Table Lamp
   16" RND 26"H

SHELVING
C) PSHCCS Posh Shelving
   (chrome, acrylic)
   36"L 18"D 72"H
D) BC8 Madison Bookcase
   (gray acajou)
   36"L 12"D 72"H
Show Essentials

Midtown Powered Counter

Metallic pewter gray curved counter with taupe-colored glass top features two AC & three USB charging outlets, locking storage cabinet and two shelves.

HDG7FT
Boxwood Hedge, 7’
36.5”L 12”D 84”H

Midtown Powered Counter
60”L 18”D 42”H
(pewter/glass)
MTCPUL (unlighted)
MTCLPI (lighted with plug-in)

LMBAR
Laguna Barstool
(maple, chrome)
18”L 20”D 47”H
Midtown Bar

Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.

A. Midtown Bar
60"L 18"D 42"H
(pewter/glass)
A) MTBUUL
(unlighted)
B) MTBLPI
(lighted with plug-in)

Apex Barstool
C) APS12
(blue ultra suede)
21"L 21"D 33"H

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

A) CUBL20 Edge
LED Cube Ottoman
(white plastic)
19"L 19"D 19"H
A/C power only
B) CUBTBL Edge LED
Cube Table
(plexi top, white plastic)
19"L 19"D 19"H
A/C power only

C) HDG7FT
Boxwood Hedge, 7'
36.5"L 12"D 84"H
D) HDG4FT
Boxwood Hedge, 4'
46"L 9"D 47"H

Trade Show Furnishings | 33
## Cocktail and Occasional Tables

**SIGMA Biennial Convention**  
Gaylord National Hotel & Convention Ctr - National Harbor, Maryland  
November 16 - 18, 2019  
**Discount Deadline**  
Friday, October 25, 2019

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

### Cocktail 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>C1E-Silverado</td>
<td>$417.55</td>
<td>$542.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ALC100-Alondra, Glass/Chrome</td>
<td>$503.35</td>
<td>$654.35</td>
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</tr>
<tr>
<td></td>
<td>ALC200-Alondra, Wood/Chrome</td>
<td>$503.35</td>
<td>$654.35</td>
<td></td>
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<tr>
<td></td>
<td>C1FWB-Geo, Wood/Black</td>
<td>$440.45</td>
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<tr>
<td></td>
<td>C1C-Geo Rect., Glass/Chrome</td>
<td>$377.50</td>
<td>$490.75</td>
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<tr>
<td></td>
<td>COLI - Oliver Cocktail Table</td>
<td>$360.35</td>
<td>$468.45</td>
<td></td>
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<tr>
<td></td>
<td>C1W-Sydney, White</td>
<td>$423.30</td>
<td>$550.30</td>
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<tr>
<td></td>
<td>C1WP-Sydney White, Powered!</td>
<td>$537.70</td>
<td>$699.00</td>
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<tr>
<td></td>
<td>C1Y-Sydney, Black</td>
<td>$423.30</td>
<td>$550.30</td>
<td></td>
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<tr>
<td></td>
<td>C1YP-Sydney Black, Powered!</td>
<td>$537.70</td>
<td>$699.00</td>
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<tr>
<td></td>
<td>REGBEN-Regis Bench Table</td>
<td>$431.85</td>
<td>$561.40</td>
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<tr>
<td></td>
<td>SYDBEC-Sydney Cocktail Table</td>
<td>$429.00</td>
<td>$557.70</td>
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<tr>
<td></td>
<td>SYDWDC-Sydney Cocktail Table</td>
<td>$390.00</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></td>
<td>E1FWB-Geo, Wood/Black</td>
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<td></td>
<td>E1C-Geo, Glass/Chrome</td>
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<td>$320.30</td>
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<tr>
<td></td>
<td>E1W-Sydney, White</td>
<td>$383.25</td>
<td>$498.25</td>
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<tr>
<td></td>
<td>E1Y-Sydney, Black</td>
<td>$383.25</td>
<td>$498.25</td>
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<tr>
<td></td>
<td>CUBTBL-Edge LED Cube</td>
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<td>AURA End Table</td>
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<td>ETBL-E Table, Wood</td>
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<td>REGOTT-Regis End Table</td>
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<td>SYDWDE-Sydney End Table</td>
<td>$377.00</td>
<td>$490.10</td>
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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#  

----

Card Holder Signature  
Please Sign  

Total Exec Tables Furnishings: $  
6.000% Tax*: $  
Amount Due: $  

*Tax rate subject to change. Tax rate at the time of event will be utilized.
SIGMA Biennial Convention
Gaylord National Hotel & Convention Ctr - National Harbor, Maryland
November 16 - 18, 2019

Discount Deadline  Friday, October 25, 2019
Order with complete Payment Authorization must be received before Discount
Deadline date to receive discounted pricing.

<table>
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<tr>
<td>END02W-Square, White Leather</td>
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<tr>
<td>END01B-Curved, Black Leather</td>
<td>$629.20</td>
<td>$817.95</td>
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<td></td>
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<tr>
<td>END01W-Curved, White Leather</td>
<td>$629.20</td>
<td>$817.95</td>
<td></td>
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<tr>
<td>SAL Sally Stool</td>
<td>$137.30</td>
<td>$178.50</td>
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<tr>
<td>CUBL20-Edge Lighted Cube</td>
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<td>$386.70</td>
<td></td>
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<tr>
<td>WHT12-Half Bench, White Vinyl</td>
<td>$566.30</td>
<td>$736.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BNQ7-Quarter Curve, White Vinyl</td>
<td>$740.75</td>
<td>$963.00</td>
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</tr>
<tr>
<td>BNQR17-Ottoman Ring, White Vinyl</td>
<td>$2,654.10</td>
<td>$3,450.35</td>
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</table>

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGBEN Regis Bench, Brushed Metal</td>
<td>$431.85</td>
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<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
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<th>Amount</th>
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<tbody>
<tr>
<td>Mar010-Marche Swivel, Blue</td>
<td>$280.30</td>
<td>$364.40</td>
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<td></td>
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<tr>
<td>Mar002-Marche Swivel, Grey</td>
<td>$280.30</td>
<td>$364.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar003-Marche Swivel, Linen</td>
<td>$280.30</td>
<td>$364.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mar008-Marche Swivel, Mdw Grn</td>
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<td>$364.40</td>
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<tr>
<td>Vibe01-Vibe Cube, Green</td>
<td>$211.65</td>
<td>$275.15</td>
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<tr>
<td>Vibe02-Vibe Cube, Blue</td>
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<td>$275.15</td>
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<td>Vibe03-Vibe Cube, Pink</td>
<td>$211.65</td>
<td>$275.15</td>
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<td>Vibe04-Vibe Cube, Red</td>
<td>$211.65</td>
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<td>Vibe05-Vibe Cube, Yellow</td>
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<td>Vibe06-Vibe Cube, Gold/Bronze</td>
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<td>$275.15</td>
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<td>Vibe07-Vibe Cube, Champagne</td>
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<td>Vibe08-Vibe Cube, Orange</td>
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<tr>
<td>Vibe09-Vibe Cube, White Wtrproof</td>
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<td>$275.15</td>
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<tr>
<td>Vibe10-Vibe Cube, Black Wtrproof</td>
<td>$211.65</td>
<td>$275.15</td>
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<tr>
<td>Vibe11 Vibe Cube, Steel Blue Vinyl</td>
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<td>$275.15</td>
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<tr>
<td>Vibe12 Vibe Cube, Silver Vinyl</td>
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<tr>
<td>Vibe13-Vibe Cube, Purple Vinyl</td>
<td>$211.65</td>
<td>$275.15</td>
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<td></td>
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</tbody>
</table>

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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: ___________________________

Card Holder Signature: ___________________________

Please Sign

Event Code: M192561119
Email: baltimore@shepardes.com
Phone: (410) 737-9270
Fax: (410) 737-9274

Total Ottomans: $ ___________
6.000% Tax*: $ ___________
Amount Due: $ ___________

Tax rate subject to change. Tax rate at the time of event will be utilized.
## Sofas and Sectionals

<table>
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<th>Amount</th>
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<td>MNCHSC Munich Sectional, 3 pc</td>
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<td></td>
<td>SFA002- Allegro Sofa</td>
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<td>NPLSOF-Naples Sofa, Black Vinyl</td>
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<td>SOZ-3pc. South Beach, P. Suede</td>
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<td>TANSOF-Tangiers Sofa, Beige</td>
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<tr>
<td></td>
<td>KEYSOF-Key Largo Sofa</td>
<td>$712.15</td>
<td>$925.80</td>
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<tr>
<td></td>
<td>FAIRSW-Fairfax Sofa</td>
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<td>$933.20</td>
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<td>S01- South Beach Sofa, P.Suede</td>
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<td>BSFWHT-Baja Sofa</td>
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## Accent Chairs

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<td>OCB-Key Tub, Black</td>
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<tr>
<td></td>
<td>BCW-Madrid Chair, White</td>
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<td>$1,461.20</td>
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<tr>
<td></td>
<td>LABREA-La Brea Swivel Chair</td>
<td>$617.75</td>
<td>$803.10</td>
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<tr>
<td></td>
<td>HOPCH-Hopi Chair, Grey Linen</td>
<td>$360.35</td>
<td>$468.45</td>
<td></td>
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<tr>
<td></td>
<td>MNCHCC Munich Corner Chair</td>
<td>$849.40</td>
<td>$1,104.20</td>
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<tr>
<td></td>
<td>MNCHCH Munich Armless Chair</td>
<td>$700.70</td>
<td>$910.90</td>
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<tr>
<td></td>
<td>OCH Madrid Chair, Black</td>
<td>$1,124.00</td>
<td>$1,461.20</td>
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<tr>
<td></td>
<td>WENCH-A-Wentworth Chair</td>
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## Loveseats

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<tr>
<td></td>
<td>KEYLOV-Key Largo Loveseat</td>
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<td>HOPLV-Hopi Loveseat, Grey Linen</td>
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<td>TANLOV Tangiers Loveseat</td>
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<td>$1,375.65</td>
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## Club Chairs

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<td>BCHWHT Baja Chair, White Vinyl</td>
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<td>TANCHR-Tangiers Chair, Beige</td>
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<td>CHRF02-Allegro Chair</td>
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<td>KEYCHR-Key Largo Chair</td>
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<td>$613.45</td>
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<td></td>
<td>FAIRCW-Fairfax Chair</td>
<td>$517.65</td>
<td>$672.95</td>
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## Meeting Chairs

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<td>OCMTAU-Meeting Chair, Taupe</td>
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<td></td>
<td>OCMESP-Meeting Chair, Expresso</td>
<td>$417.55</td>
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## Modular System

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<td></td>
<td>BNGQ-17-Ottoman Ring, White Vinyl</td>
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<td>$3,450.35</td>
<td></td>
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<tr>
<td></td>
<td>BNQ7-Quarter Curve, White Vinyl</td>
<td>$740.75</td>
<td>$963.00</td>
<td></td>
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<tr>
<td></td>
<td>BNGQL7-Center Cone, White Vinyl</td>
<td>$1,089.65</td>
<td>$1,461.20</td>
<td></td>
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<tr>
<td></td>
<td>WHT12-Half Bench, White Vinyl</td>
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<td>$736.20</td>
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<td></td>
<td>OTS-South Beach Wedge</td>
<td>$477.60</td>
<td>$620.90</td>
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## Powered Seating

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<th>Amount</th>
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<td></td>
<td>CHRPWR- Roma Chair, powered</td>
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<td></td>
<td>SFAPWR-Roma Sofa, powered</td>
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<td>$1,238.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NPLSOP-Naples Sofa, powered</td>
<td>$1,532.95</td>
<td>$1,992.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NPLLOP-Naples Loveseat, powered</td>
<td>$1,318.45</td>
<td>$1,714.00</td>
<td></td>
</tr>
</tbody>
</table>

Total Soft Seating: $6,000

6.000% Tax*: $360.00

Amount Due: $6,360

---

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: ______________________

Contact Phone: (410) 737-9270  Fax: (410) 737-9274

*Tax rate subject to change. Tax rate at the time of event will be utilized.*
### Conference Tables

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
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<tr>
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<td>$677.80</td>
<td>$881.15</td>
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<td></td>
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<td>$620.90</td>
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<td>CF1-Geo Table, Sq. Black</td>
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<td>$620.90</td>
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<tr>
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<td>CE2-Geo Table, Chrome</td>
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<tr>
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<td>CB2-6'-Graphite Table</td>
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<tr>
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<td>CB3-8'-Graphite Table</td>
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<tr>
<td></td>
<td>CB1-42' Round, Graphite Nebula</td>
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<tr>
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<td>C508GR-8', Granite</td>
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<tr>
<td></td>
<td>CT10GR-10', Granite</td>
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<td>$1,635.90</td>
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<td>CT06GR-6', Granite</td>
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<td>MADC08-8' Madison, Grey</td>
<td>$1,444.30</td>
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<tr>
<td></td>
<td>CONF42-42&quot; Round, White lam</td>
<td>$577.70</td>
<td>$751.00</td>
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<tr>
<td></td>
<td>36ATO Atomic 36&quot; Round, Glass</td>
<td>$477.60</td>
<td>$620.90</td>
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<td></td>
<td>42ATO Atomic 42&quot; Round, Glass</td>
<td>$477.60</td>
<td>$620.90</td>
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### Group & Guest Seating

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<td>Duet-Black, Chrome</td>
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<td>RSTDIN-Rustique w/ arms, Gunmetal</td>
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<td></td>
<td>CS8-Berlin Chair, Black</td>
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<tr>
<td></td>
<td>XCHR-Christopher Chr. White Vinyl</td>
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<td></td>
<td>SC10 Razor Chair</td>
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<td>SC3-Brewer Chair, Onyx</td>
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<td></td>
<td>XC6-Altura Guest Chair</td>
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<td>$602.30</td>
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<tr>
<td></td>
<td>LS4-Syntex Chair, Black/Chrome</td>
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<td>$405.05</td>
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<tr>
<td></td>
<td>ZENCRR-Zenith Chair-Black/Chrome</td>
<td>$251.70</td>
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<tr>
<td></td>
<td>LUCHCL-Lucent Chair</td>
<td>$273.00</td>
<td>$354.90</td>
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<tr>
<td></td>
<td>LUCHR-Lucen Chair</td>
<td>$273.00</td>
<td>$354.90</td>
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<tr>
<td></td>
<td>MARCMB-Marina Chair, Ocbl Blue</td>
<td>$221.00</td>
<td>$287.30</td>
<td></td>
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<tr>
<td></td>
<td>MARCBK-Marina Chair, Brown</td>
<td>$221.00</td>
<td>$287.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MARCRB-Marina Chair, Black Vnyl</td>
<td>$221.00</td>
<td>$287.30</td>
<td></td>
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<tr>
<td></td>
<td>MARCRD-Marina Chair, Red</td>
<td>$221.00</td>
<td>$287.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MARCWH-Marina Chair, White Vnyl</td>
<td>$221.00</td>
<td>$287.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TASKST-Task Stool</td>
<td>$221.00</td>
<td>$287.30</td>
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### Executive Seating

<table>
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</thead>
<tbody>
<tr>
<td></td>
<td>PROEXE-Pro Executive Chair</td>
<td>$557.70</td>
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<tr>
<td></td>
<td>PROEXB-Executive Chair High Back</td>
<td>$557.70</td>
<td>$725.00</td>
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<tr>
<td></td>
<td>PROGB-Guest Executive Chair</td>
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<td></td>
<td>PROMDB-Exec Mid-Back, Black</td>
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<td></td>
<td>PROMID-Executive Chair Mid Back</td>
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**Conference Tables and Group Seating**

**SIGMA Biennial Convention**  
Gaylord National Hotel & Convention Ctr - National Harbor, Maryland  
November 16 - 18, 2019  
**Discount Deadline**  
Friday, October 25, 2019  
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

---

**Company Name:**  
Booth#  
**Contact Name:**  
Contact Email Address  

---

**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.

---

**Card Holder Signature**

---

**Total Conference:** $  
**6.000% Tax**: $  
**Amount Due:** $  

---

Tax rate subject to change. Tax rate at the time of event will be utilized.
### Café and Communal Tables

**Café Tables**

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty.</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>ZTK-30&quot; Maple Top/Black Base</td>
<td></td>
<td>$337.50</td>
<td>$438.75</td>
<td></td>
</tr>
<tr>
<td>ZTP-36&quot; Maple Top/Black Base</td>
<td></td>
<td>$368.95</td>
<td>$479.65</td>
<td></td>
</tr>
<tr>
<td>ZTJ-30&quot; Graphite Top/Black Base</td>
<td></td>
<td>$337.50</td>
<td>$438.75</td>
<td></td>
</tr>
<tr>
<td>ZTN-36&quot; Graphite Top/Black Base</td>
<td></td>
<td>$368.95</td>
<td>$479.65</td>
<td></td>
</tr>
<tr>
<td>ZTG-30&quot; Silver Textured Top</td>
<td></td>
<td>$337.50</td>
<td>$438.75</td>
<td></td>
</tr>
<tr>
<td>ZTQ-36&quot; White Laminite Top</td>
<td></td>
<td>$368.95</td>
<td>$479.65</td>
<td></td>
</tr>
<tr>
<td>ZTB-30&quot; Red Top/Black Base</td>
<td></td>
<td>$337.50</td>
<td>$438.75</td>
<td></td>
</tr>
<tr>
<td>ZTA-30&quot; Grey Top/Black Base</td>
<td></td>
<td>$348.90</td>
<td>$453.55</td>
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</tr>
<tr>
<td>30WH29 -30&quot; White Laminite</td>
<td></td>
<td>$357.50</td>
<td>$464.75</td>
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<tr>
<td>30DBB 30&quot; Blue Top/Black Base</td>
<td></td>
<td>$338.00</td>
<td>$439.40</td>
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**Café Tables - Chrome Base 30", Hydraulic**

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty.</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>30MTHC-Maple Top, Chrome</td>
<td></td>
<td>$451.90</td>
<td>$587.45</td>
<td></td>
</tr>
<tr>
<td>30GRHC-Graphite Nebula, Chrome</td>
<td></td>
<td>$451.90</td>
<td>$587.45</td>
<td></td>
</tr>
<tr>
<td>30STHC-Silver Textured, Chrome</td>
<td></td>
<td>$451.90</td>
<td>$587.45</td>
<td></td>
</tr>
<tr>
<td>30BRHC-Brushed Red Top, Chrome</td>
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<td>$451.90</td>
<td>$587.45</td>
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</tbody>
</table>

**G30 and Ventura Communal Tables**

**30" High Tables**

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty.</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>VNTCBN-Black Top, Silver Frame</td>
<td></td>
<td>$767.00</td>
<td>$997.10</td>
<td></td>
</tr>
<tr>
<td>VNTCMN-Maple Top, Silver Frame</td>
<td></td>
<td>$767.00</td>
<td>$997.10</td>
<td></td>
</tr>
<tr>
<td>VNTCWN-White Top, Silver Frame</td>
<td></td>
<td>$767.00</td>
<td>$997.10</td>
<td></td>
</tr>
<tr>
<td>VNTCMW-Maple, w/ Grmt</td>
<td></td>
<td>$767.00</td>
<td>$997.10</td>
<td></td>
</tr>
<tr>
<td>VNTCWW-White, w/ Grmt</td>
<td></td>
<td>$767.00</td>
<td>$997.10</td>
<td></td>
</tr>
<tr>
<td>VNTCBK-Black Top-Powered!</td>
<td></td>
<td>$871.00</td>
<td>$1,132.30</td>
<td></td>
</tr>
<tr>
<td>VNTCWH-White Top-Powered!</td>
<td></td>
<td>$871.00</td>
<td>$1,132.30</td>
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</tbody>
</table>

**36" High Tables**

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty.</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>VNTBNP Communal Table Black Top</td>
<td></td>
<td>$998.15</td>
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<tr>
<td>VNTMNBP Communal Table Maple Top</td>
<td></td>
<td>$998.15</td>
<td>$1,297.60</td>
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<tr>
<td>VNTWNP Communal Table White Top</td>
<td></td>
<td>$998.15</td>
<td>$1,297.60</td>
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<tr>
<td>VNTBMW Comm Table Maple Top w/ Grom</td>
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<td>$998.15</td>
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**Powered! 42" High Tables**

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<td>$1,178.30</td>
<td>$1,531.80</td>
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</table>

### Order Information

- **Event Code:** M192561119
- **Email:** baltimore@shepardes.com
- **Phone:** (410) 737-9270
- **Fax:** (410) 737-9274

### Discount Information

- **Discount Deadline:** Friday, October 25, 2019
- **Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.**

### Payment Policy

- **Tax rate subject to change. Tax rate at the time of event will be utilized.**

### Signature

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

---

<table>
<thead>
<tr>
<th>Card Details</th>
<th>Tax Rate</th>
<th>Amount Due</th>
</tr>
</thead>
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<tr>
<td></td>
<td>6.000%</td>
<td>$1,297.60</td>
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</tbody>
</table>

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Tax rate subject to change. Tax rate at the time of event will be utilized.
SIGMA Biennial Convention
Gaylord National Hotel & Convention Ctr - National Harbor, Maryland
November 16 - 18, 2019

Discount Deadline  Friday, October 25, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Bar Tables - All Black Base

<table>
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<th>Amount</th>
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<td>VTK-30” Maple Top/Black Base</td>
<td>$371.80</td>
<td>$483.35</td>
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<td></td>
<td>VTP-36” Maple Top/Black Base</td>
<td>$397.55</td>
<td>$516.80</td>
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<tr>
<td></td>
<td>VTJ-30” Graphite Top/Black Base</td>
<td>$371.80</td>
<td>$483.35</td>
<td></td>
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<td></td>
<td>VTN-36” Graphite Top/Black Base</td>
<td>$397.55</td>
<td>$516.80</td>
<td></td>
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<tr>
<td></td>
<td>VTG-30” Silver Textured Top</td>
<td>$371.80</td>
<td>$483.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTW-36” White Laminate Top</td>
<td>$397.55</td>
<td>$516.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTB-30” Red Top/Black Base</td>
<td>$371.80</td>
<td>$483.35</td>
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<td></td>
<td>30WH42 30” White Laminate,</td>
<td>$391.80</td>
<td>$509.35</td>
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<tr>
<td></td>
<td>VTA-30” Grey Top/Black Base</td>
<td>$371.80</td>
<td>$483.35</td>
<td></td>
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<tr>
<td></td>
<td>RSTSTL Rustique Square Metal Bar Table</td>
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<td></td>
<td>30BEBB-Blue Top/Black Base</td>
<td>$377.00</td>
<td>$490.10</td>
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<td></td>
<td>30WDDB-Wood Top/Black Base</td>
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<td>$490.10</td>
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Bar Tables - Chrome Base 30”, Hydraulic

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<th>Regular</th>
<th>Amount</th>
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<td>$451.90</td>
<td>$587.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30MTHB-Maple Top, Chrome</td>
<td>$451.90</td>
<td>$587.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30STHB-Silver Texture, Chrome</td>
<td>$451.90</td>
<td>$587.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BRHB-Brushed Red, Chrome</td>
<td>$451.90</td>
<td>$587.45</td>
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</tr>
<tr>
<td></td>
<td>30WHHB White Laminate, Chrome</td>
<td>$489.05</td>
<td>$635.75</td>
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</tr>
<tr>
<td></td>
<td>30MAHB-Grey Top, Chrome</td>
<td>$451.90</td>
<td>$587.45</td>
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</tr>
<tr>
<td></td>
<td>30BEHB-Blue Top, Chrome</td>
<td>$455.00</td>
<td>$591.50</td>
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<tr>
<td></td>
<td>30WDHB-Wood Top, Chrome</td>
<td>$455.00</td>
<td>$591.50</td>
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Bar Tables - Chrome Base 36”, Hydraulic

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<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
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<td>$491.90</td>
<td>$639.45</td>
<td></td>
</tr>
<tr>
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<td>36MTHB, Maple Top, Chrome</td>
<td>$491.90</td>
<td>$639.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>36WTHB-White Top, Chrome</td>
<td>$491.90</td>
<td>$639.45</td>
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Barstools

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<th>Amount</th>
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<td>$374.65</td>
<td>$487.05</td>
<td></td>
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<tr>
<td></td>
<td>BS001-Shark, Swivel White</td>
<td>$477.60</td>
<td>$620.90</td>
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<tr>
<td></td>
<td>BS002-Zoey, Swivel White</td>
<td>$437.60</td>
<td>$568.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BS003-Zoey, Swivel Black</td>
<td>$437.60</td>
<td>$568.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ROLLBL-Lift Barstool, Black Vinyl</td>
<td>$217.35</td>
<td>$282.55</td>
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</tr>
<tr>
<td></td>
<td>APS08-Apex Black Vinyl</td>
<td>$337.50</td>
<td>$438.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>APS59-Apex Red Vinyl</td>
<td>$337.50</td>
<td>$438.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>APS75-Apex White Vinyl</td>
<td>$337.50</td>
<td>$438.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>APS12-Apex Blue Ultra Suede</td>
<td>$337.50</td>
<td>$438.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BST-Banana, White/Chrome</td>
<td>$438.75</td>
<td>$568.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BSS-Banana, Black/Chrome</td>
<td>$438.75</td>
<td>$568.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BS001-Shark, Swivel White</td>
<td>$353.20</td>
<td>$477.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BS002-Zoey, Swivel White</td>
<td>$353.20</td>
<td>$477.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BS003-Zoey, Swivel Black</td>
<td>$353.20</td>
<td>$477.60</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.

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.

Company Name: ____________________________  Booth# ____________________________

Contact Name: ____________________________  Contact Email Address: ____________________________

Card Holder Signature:

Total Bar: $____ 6.000% Tax*: $____  Amount Due: $____
**SIGMA Biennial Convention**  
Gaylord National Hotel & Convention Ctr - National Harbor, Maryland  
November 16 - 18, 2019

**Discount Deadline**  
Friday, October 25, 2019

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

---

### Executive Accessories

**Event Code:** M192561119  
**email** baltimore@shepardes.com  
**phone** (410) 737-9270  
**fax** (410) 737-9274

---

#### 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>$772.20</td>
<td>$1,003.85</td>
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</tr>
<tr>
<td></td>
<td>JD8-Madison Executive Desk, Grey</td>
<td>$912.35</td>
<td>$1,186.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BC8-Madison Bookcase, Grey</td>
<td>$660.65</td>
<td>$858.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECH3B-Tech Desk w/drawers-Powered!</td>
<td>$838.00</td>
<td>$1,089.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECH-Tech Desk-Powered</td>
<td>$677.80</td>
<td>$881.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECH3-3-drawer File Cbnt w/ Casto</td>
<td>$223.10</td>
<td>$290.05</td>
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#### Work & Multi-Use Tables

<table>
<thead>
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<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MERLIN-Multi Use Table</td>
<td>$517.65</td>
<td>$672.95</td>
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</tr>
<tr>
<td></td>
<td>WD3-Work Table</td>
<td>$497.65</td>
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#### Product Display-Shelving

<table>
<thead>
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<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PSHCCS-Posh Shelving</td>
<td>$775.05</td>
<td>$1,007.55</td>
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#### Product Display-Pedestals

<table>
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<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PDL36B-Ped, Locking-Powered!</td>
<td>$757.90</td>
<td>$985.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL42B-Ped, Locking-Powered!</td>
<td>$898.05</td>
<td>$1,167.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL36W-Ped, Locking-Powered!</td>
<td>$757.90</td>
<td>$985.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL42W-Ped, Locking-Powered!</td>
<td>$898.05</td>
<td>$1,167.45</td>
<td></td>
</tr>
</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>$331.75</td>
<td>$431.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LA14-Mason Silver Table Lamp</td>
<td>$217.35</td>
<td>$282.55</td>
<td></td>
</tr>
</tbody>
</table>

#### Hedge Walls

<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>HDG4FT-Boxwood Hedge, 4ft</td>
<td>$663.00</td>
<td>$861.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HDG7FT-Boxwood Hedge, 7ft</td>
<td>$1,079.00</td>
<td>$1,402.70</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.

---

Total Exec Accessories: $

6.00% Tax*: $

Amount Due: $

---

Company Name: ___________________________  
Booth# __________________

---

Contact Name ___________________________  
Contact Email Address ___________________
Graphics and Signs

SIGMA Biennial Convention
Gaylord National Hotel & Convention Ctr - National Harbor, Maryland
November 16 - 18, 2019

Discount Deadline Thursday, October 17, 2019
Order with complete Payment Authorization and graphic artwork must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed onsite.

Sign prices are based on customer supplying print-ready graphics in the requested format.

<table>
<thead>
<tr>
<th>Foam Core Signs, Single sided</th>
<th>Vinyl Banners with Digital Printing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty. Code Item</td>
<td>Discount</td>
</tr>
<tr>
<td>70009 Vertical, 22&quot; x 28&quot;</td>
<td>$217.75</td>
</tr>
<tr>
<td>70010 Horz., 22&quot; x 28&quot;</td>
<td>$217.75</td>
</tr>
<tr>
<td>70011 Vertical, 28&quot; x 44&quot;</td>
<td>$331.70</td>
</tr>
<tr>
<td>70012 Horz., 28&quot; x 44&quot;</td>
<td>$331.70</td>
</tr>
<tr>
<td>70027 Meterboard, 38.25&quot; x 90.75&quot;, trovicil panel</td>
<td>$671.30</td>
</tr>
<tr>
<td>70138 39&quot;x84&quot; Meterboard, Ultradoboard</td>
<td>$390.00</td>
</tr>
</tbody>
</table>

Accessories

<table>
<thead>
<tr>
<th>Qty. Code Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70017 Blank Foamcore, 4' x 8'</td>
<td>$59.15</td>
<td>$76.90</td>
<td></td>
</tr>
<tr>
<td>70021 Velcro, per ft. min. 5 ft.</td>
<td>$3.85</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>70004 7&quot; x 44&quot; ID Sign</td>
<td>$65.15</td>
<td>$84.70</td>
<td></td>
</tr>
<tr>
<td>50094 Floor Easel</td>
<td>$58.35</td>
<td>$75.85</td>
<td></td>
</tr>
<tr>
<td>50095 22x28 Sign Holder</td>
<td>$132.95</td>
<td>$172.85</td>
<td></td>
</tr>
<tr>
<td>50508 Cardboard Meterboard base, blk</td>
<td>$26.00</td>
<td>$33.80</td>
<td></td>
</tr>
</tbody>
</table>

Table Clings Table clings are made to fit our Pedestal table tops!

<table>
<thead>
<tr>
<th>Qty. Code Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70034 36&quot;x36&quot; Rnd Table Cling</td>
<td>$231.65</td>
<td>$301.15</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 once ordered.

Total Graphics: $  
6.000% Tax*: $  
Amount Due: $  

BOOTH

Company Name: ________________________________

Contact Name: ________________________________  Contact Email Address: ________________________________

Please Sign:  [Signature]

Card Holder Signature

Tax rate subject to change. Tax rate at the time of event will be utilized.
All graphic files for ordered products should be uploaded to our FTP site.


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: baltimore@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.
Graphic Guidelines

SIGMA Biennial Convention
Gaylord National Hotel & Convention Ctr - National Harbor, Maryland
November 16 - 18, 2019

Graphic Guidelines

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.

FONTS
If creating artwork in Adobe® InDesign® or Illustrator® there are two options when supplying fonts. Supply us with PC format TTF fonts. Change fonts to outlines. This prevents font substitution through layout and production. REMEMBER: if creating outlines, text is no longer editable.

Package the fonts from InDesign or Illustrator (File → Package → Check “Copy Fonts”) and submit with your artwork.

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.

Tax rate subject to change. Tax rate at the time of event will be utilized.
SIGMA Biennial Convention
Gaylord National Hotel & Convention Ctr - National Harbor, Maryland
November 16 - 18, 2019

Order Deadline Thursday, October 17, 2019
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Turnkey Rental Designs Make Exhibiting Easier!
Don't See what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Contact an Exhibits team member to get started!

The Eddie

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66470</td>
<td></td>
<td>The Eddie - 10' x 10'</td>
<td>$4,141.20</td>
<td>$5,383.55</td>
</tr>
<tr>
<td>66471</td>
<td></td>
<td>The Eddie - 10' x 20'</td>
<td>$6,743.70</td>
<td>$8,766.80</td>
</tr>
<tr>
<td>66474</td>
<td></td>
<td>The Jonathon - 10' x 10'</td>
<td>$2,889.05</td>
<td>$3,755.75</td>
</tr>
<tr>
<td>66475</td>
<td></td>
<td>The Jonathon - 10' x 20'</td>
<td>$5,057.00</td>
<td>$6,574.10</td>
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The Jonathon

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66477</td>
<td></td>
<td>The Pierce - 10' x 10'</td>
<td>$3,583.50</td>
<td>$4,658.55</td>
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<tr>
<td>66478</td>
<td></td>
<td>The Pierce - 10' x 20'</td>
<td>$6,804.15</td>
<td>$8,845.40</td>
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<td>66484</td>
<td></td>
<td>The Madison - 10' x 10'</td>
<td>$4,345.65</td>
<td>$5,649.35</td>
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<tr>
<td>66485</td>
<td></td>
<td>The Madison - 10' x 20'</td>
<td>$5,150.35</td>
<td>$6,595.45</td>
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The Grant

<table>
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<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
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<tbody>
<tr>
<td>66467</td>
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<td>The Grant - 10' x 10'</td>
<td>$4,587.00</td>
<td>$5,963.10</td>
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<tr>
<td>66468</td>
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<td>The Grant - 10' x 20'</td>
<td>$6,357.45</td>
<td>$8,264.70</td>
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<tr>
<td>66492</td>
<td></td>
<td>The Harrison - 10' x 10'</td>
<td>$4,216.90</td>
<td>$5,481.95</td>
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<tr>
<td>66493</td>
<td></td>
<td>The Harrison - 10' x 20'</td>
<td>$6,196.45</td>
<td>$8,055.40</td>
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The Harrison

<table>
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<tr>
<th>Code</th>
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<th>Discount</th>
<th>Regular</th>
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<tbody>
<tr>
<td>66466</td>
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<td>The Grant - 10' x 10'</td>
<td>$4,587.00</td>
<td>$5,963.10</td>
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<tr>
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<td></td>
<td>The Grant - 10' x 20'</td>
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<tr>
<td>66493</td>
<td></td>
<td>The Harrison - 10' x 20'</td>
<td>$6,196.45</td>
<td>$8,055.40</td>
</tr>
</tbody>
</table>

The Pierce

<table>
<thead>
<tr>
<th>Code</th>
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<th>Discount</th>
<th>Regular</th>
</tr>
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<tbody>
<tr>
<td>66486</td>
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<td>The Hamilton - 10' x 10'</td>
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<td>66487</td>
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<tr>
<td>66492</td>
<td></td>
<td>The Harrison - 10' x 10'</td>
<td>$4,216.90</td>
<td>$5,481.95</td>
</tr>
<tr>
<td>66493</td>
<td></td>
<td>The Harrison - 10' x 20'</td>
<td>$6,196.45</td>
<td>$8,055.40</td>
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</table>

The Madison

<table>
<thead>
<tr>
<th>Code</th>
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<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66473</td>
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<td>The Lucy - 10' x 10'</td>
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<td>$3,452.35</td>
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<tr>
<td>66474</td>
<td></td>
<td>The Jonathon - 10' x 10'</td>
<td>$2,889.05</td>
<td>$3,755.75</td>
</tr>
<tr>
<td>66475</td>
<td></td>
<td>The Jonathon - 10' x 20'</td>
<td>$5,057.00</td>
<td>$6,574.10</td>
</tr>
<tr>
<td>66476</td>
<td></td>
<td>The Eddie - 10' x 10'</td>
<td>$4,141.20</td>
<td>$5,383.55</td>
</tr>
</tbody>
</table>

Carpet and Electricity not included. Please order as needed. All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact the Exhibits Department with any questions at 404-720-8652.

Signature indicates you read and accept the Payment Policy and Terms & Conditions. 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. * All tax rates are subject to change.

Total Inline Rentals: $ 6.000% Tax*: $ Amount Due: $

Company Name: ___________________________ Booth # __________

Contact Name: ___________________________ Contact Email Address: ___________________________

Please Sign
Card Holder Signature

Tax rate subject to change. Tax rate at the time of event will be utilized.
Custom Exhibit Counters

Choose Your Counter & Customize to Fit Your Exhibit!

Color choices for all products:
- Metal Colors: Black (06), Silver (15)
- Panel Colors: Black (06), White (03)

Locking Cabinets

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Metal Color</th>
<th>Panel Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>66282</td>
<td></td>
<td>LC1</td>
<td>3’6” L x 3’6” H x 1’9” D</td>
<td>$1,018.15</td>
<td>$1,323.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66283</td>
<td></td>
<td>LC2</td>
<td>5’ L x 3’6” H x 1’9” D</td>
<td>$1,235.50</td>
<td>$1,606.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66284</td>
<td></td>
<td>LC3</td>
<td>3’9” L x 3’6” H x 2’3” D</td>
<td>$751.00</td>
<td>$976.30</td>
<td>Silver Only</td>
<td></td>
</tr>
</tbody>
</table>

Reception Counters

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Metal Color</th>
<th>Panel Color</th>
<th>Graphic Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>66275</td>
<td></td>
<td>RC2</td>
<td>4’9”L x 2’3”D x 3’3”H x 2’3”D</td>
<td>$1,047.00</td>
<td>$1,361.10</td>
<td></td>
<td></td>
<td>Contact Us to Customize</td>
</tr>
<tr>
<td>66276</td>
<td></td>
<td>RC3</td>
<td>5’3”L x 3’6”H x 3’3”D</td>
<td>$2,271.25</td>
<td>$2,952.65</td>
<td></td>
<td></td>
<td>1075mm x 885mm</td>
</tr>
</tbody>
</table>

Computer Stands-Silver Metal Only (graphic included!)

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Panel Color</th>
<th>Graphic Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>66285</td>
<td></td>
<td>CS1</td>
<td>3’ L x 6’3”H x 1’9” D</td>
<td>$1,320.80</td>
<td>$1,717.05</td>
<td></td>
<td>250mm x 700mm</td>
</tr>
<tr>
<td>66286</td>
<td></td>
<td>CS2</td>
<td>2’3”L x 6’3”H x 1’6”D</td>
<td>$769.85</td>
<td>$1,000.80</td>
<td></td>
<td>380mm x 580mm</td>
</tr>
</tbody>
</table>

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

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.  * All tax rates are subject to change.

Total Counter Rentals: $  
6.000% Tax*: $  
Amount Due: $  

Company Name:  
Booth #:  
Contact Name  
Contact Email Address

Please Sign

Event Code: M192561119  
email ESSRentals@shepardes.com  
phone 404-720-8652  
fax 404-720-8757  

SIGMA Biennial Convention  
Gaylord National Hotel & Convention Ctr - National Harbor, Maryland  
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**SIGMA Biennial Convention**
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November 16 - 18, 2019

**Order Deadline** Thursday, October 17, 2019
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**Choose Your Unit & Customize to Fit Your Products!**
Color choices for showcase and displays
- **Metal Colors**: Black (06) Silver (15)
- **Panel Colors**: Black (06) White (03)

### Product Displays

#### Gondolas

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Metal Color</th>
<th>Panel Color</th>
<th>Graphic Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>66277</td>
<td></td>
<td>Gondola</td>
<td>3'6&quot; L x 1'9&quot; D x 5' H</td>
<td>$713.45</td>
<td>$927.50</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>66278</td>
<td></td>
<td>GL1</td>
<td>6' 4&quot; L x 6' H x 1' 3&quot; D</td>
<td>$705.25</td>
<td>$916.85</td>
<td>Silver Only</td>
<td>NA</td>
<td>674mm x 1682mm</td>
</tr>
<tr>
<td>66279</td>
<td></td>
<td>GL2</td>
<td>4' 3&quot; L x 7&quot; H x 1' 3&quot; D</td>
<td>$1,215.70</td>
<td>$1,580.40</td>
<td>Silver Only</td>
<td>NA</td>
<td>674mm x 1682mm</td>
</tr>
</tbody>
</table>

#### GL Display Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Panel Color</th>
<th>Graphic Size</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>GL1</td>
<td>3'6&quot; L x 1'9&quot; D x 5' H</td>
<td>$1,373.65</td>
<td>$1,785.75</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GL2</td>
<td>4' 3&quot; L x 7&quot; H x 1' 3&quot; D</td>
<td>$1,482.60</td>
<td>$1,927.40</td>
<td>NA</td>
<td>NA</td>
</tr>
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#### Showcases

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Panel Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>66270</td>
<td></td>
<td>Qtrview</td>
<td>4' 6&quot; L x 1' 9&quot; D x 3' 3&quot; H</td>
<td>$1,373.65</td>
<td>$1,785.75</td>
<td>NA</td>
</tr>
<tr>
<td>66272</td>
<td></td>
<td>Square</td>
<td>1' 9&quot; L x 1' 9&quot; D x 7&quot; H</td>
<td>$1,482.60</td>
<td>$1,927.40</td>
<td>NA</td>
</tr>
</tbody>
</table>

#### Perforated/Peg Boards

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>50064</td>
<td></td>
<td>PerfH</td>
<td>4'x8' Pegboard panel</td>
<td>$346.85</td>
<td>$450.90</td>
</tr>
<tr>
<td>50065</td>
<td></td>
<td>PerfV</td>
<td>4'x8' Pegboard panel</td>
<td>$346.85</td>
<td>$450.90</td>
</tr>
<tr>
<td>50104</td>
<td></td>
<td>6&quot; Pegs</td>
<td>6&quot; Pegs 1 dozen</td>
<td>$56.60</td>
<td>$73.60</td>
</tr>
</tbody>
</table>

#### Charging Units

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Panel Color</th>
<th>Graphic Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>66430</td>
<td></td>
<td>PCS</td>
<td>3' L x 6' 3&quot; H x 1' 9&quot; D</td>
<td>$2,333.75</td>
<td>$3,033.90</td>
<td>Black Only</td>
<td>250mm x 700mm</td>
</tr>
</tbody>
</table>

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

**Custom Product Display Rentals:**

| Tax rate subject to change. Tax rate at the time of event will be utilized. |
|---------------------------------|-----------------|
| 6.000% Tax*:                    | $               |
| Amount Due:                     | $               |

Company Name: ____________________________  Booth #: ____________________________

Signature: Please Sign

---

Tax rate subject to change. Tax rate at the time of event will be utilized.
SIGMA Biennial Convention
Gaylord National Hotel & Convention Ctr - National Harbor, Maryland
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10x10 Fabric Booth Rental Display

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66557</td>
<td></td>
<td>FX21 10' x 10'</td>
<td>$2,730.70</td>
<td>$3,549.90</td>
</tr>
<tr>
<td>66558</td>
<td></td>
<td>FX2M1 10' w/Monitor</td>
<td>$4,940.05</td>
<td>$6,422.05</td>
</tr>
</tbody>
</table>

Side panel colors are either white or black
Backwall graphic size 3042mm x 2432mm
Counter graphic size 1070mm x 1020mm
Monitor 66620

10x20 Fabric Booth Rental Display

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66559</td>
<td></td>
<td>FX22 10' x 20'</td>
<td>$4,733.30</td>
<td>$6,153.30</td>
</tr>
<tr>
<td>66560</td>
<td></td>
<td>FX2M2 10' x 20' w/Monitor</td>
<td>$6,942.65</td>
<td>$9,025.45</td>
</tr>
<tr>
<td>66567</td>
<td></td>
<td>FX2H2 10' x 20'</td>
<td>$5,279.50</td>
<td>$6,863.35</td>
</tr>
<tr>
<td>66563</td>
<td></td>
<td>FX2M2H 20' w/Monitor</td>
<td>$7,488.85</td>
<td>$9,735.50</td>
</tr>
</tbody>
</table>

Side panel colors are white or black
Backwall graphic size 6012mm x 2432mm
Counter graphic size 1070mm x 1020mm
Header graphic size 2440mm x 380mm
Monitor 66620

**Please Note** Carpet is not included, to order please refer to the Carpet Order form.
All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact a Exhibit Team member with any customization requests at 404-720-8652.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.
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. * All tax rates are subject to change.

Company Name: __________________________
Contact Name: __________________________
Contact Email Address: __________________

Booth # __________________________
Total Fabex Rental: __________________________
6.000% Tax*: __________________________
Amount Due: __________________________
Freestanding 8' high Backlit Backwalls with Full Color Graphics

**Step 1:** Choose Your Booth Size  
**Step 2:** Send Us Your Full Color Graphics

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Graphic Sizes</th>
</tr>
</thead>
<tbody>
<tr>
<td>66564</td>
<td></td>
<td>FX11 10' x 10' Backlit</td>
<td></td>
<td>$2,753.55</td>
<td>3042mm x 2436mm</td>
</tr>
<tr>
<td>66565</td>
<td></td>
<td>FX12 10' x 20' Backlit</td>
<td></td>
<td>$4,255.40</td>
<td>6088mm x 2436mm</td>
</tr>
<tr>
<td>66566</td>
<td></td>
<td>FX13 10' x 30' Backlit</td>
<td></td>
<td>$5,757.30</td>
<td>8992mm x 2436mm</td>
</tr>
</tbody>
</table>

Carpet/Flooring, Furnishings, Power and Accessories not included.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact an Exhibits team member with any questions at 404-720-8652.

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Company Name:  

Contact Name:  

Total Fabex Backlit: $  
6.000% Tax*: $  
Amount Due: $  

Contact Email Address:  

Tax rate subject to change. Tax rate at the time of event will be utilized.
SIGMA Biennial Convention
Gaylord National Hotel & Convention Ctr - National Harbor, Maryland
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**Turnkey Rental Designs Make Exhibiting Easier!**

Don't See what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Contact an Exhibits Team member to get started!

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66494</td>
<td>The Monroe</td>
<td>$10,542.00</td>
<td>$13,704.60</td>
</tr>
<tr>
<td>66368</td>
<td>The Washington</td>
<td>$15,129.10</td>
<td>$19,667.85</td>
</tr>
<tr>
<td>66495</td>
<td>The Tyler</td>
<td>$11,258.35</td>
<td>$14,835.85</td>
</tr>
<tr>
<td>66496</td>
<td>The Garfield</td>
<td>$11,024.85</td>
<td>$14,332.30</td>
</tr>
</tbody>
</table>

Carpet and Electricity not included. Please order as needed. All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact an Exhibits team member with any questions at 404-720-8652.

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

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. * All tax rates are subject to change.

Total Island Rentals: $
6.000% Tax*: $
Amount Due: $

Company Name: ____________________________________________ Booth # _________

Contact Name: ___________________________________________ Contact Email Address: ________________________________

Please Sign

Card Holder Signature

* Tax rate subject to change. Tax rate at the time of event will be utilized.
LABOR
Maryland is NOT a “right-to-work” state. The installation and dismantling of prefabricated displays comes under the jurisdiction of the Carpenters union. 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
Carpenter union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, two (2) full-time exhibiting company employees may work without Carpenter Labor for one (1) hour on the installation (move in) and (1) one hour on the dismantle (move out), without union labor on booths that are larger than 10x10. Exhibitors may work in booths 10x10 or smaller without the use of union labor. Exhibitors are not permitted to use Power Tools (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within the size and time frame limitation. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility or from Shepard Exposition Services.

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. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Shepard Exposition Services. Rates for material handling services are enclosed in this exhibitor service manual.

One individual from each exhibiting company is permitted one trip to hand carry items into exhibit facility. The use of dollies, hotel baggage carts, flat trucks, and other mechanical equipment is not permitted.

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

SIGMA Biennial Convention
Gaylord National Hotel & Convention Ctr - National Harbor, Maryland
November 16 - 18, 2019

Discount Deadline   Friday, October 25, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Shepard Blue Supervised Install Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>68066</td>
<td>ST - Straight time:</td>
<td>$147.88</td>
<td>$192.25</td>
<td></td>
</tr>
<tr>
<td>68067</td>
<td>OT - Overtime:</td>
<td>$221.81</td>
<td>$288.35</td>
<td></td>
</tr>
<tr>
<td>68068</td>
<td>DT - Double-time:</td>
<td>$295.75</td>
<td>$384.50</td>
<td></td>
</tr>
</tbody>
</table>

Shepard Blue Supervised Dismantle Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>68070</td>
<td>ST</td>
<td>$147.88</td>
<td>$192.25</td>
<td></td>
</tr>
<tr>
<td>68071</td>
<td>OT</td>
<td>$221.81</td>
<td>$288.35</td>
<td></td>
</tr>
<tr>
<td>68072</td>
<td>DT</td>
<td>$295.75</td>
<td>$384.50</td>
<td></td>
</tr>
</tbody>
</table>

**Pricing includes Supervisory fee of 30% over standard labor.

---

Choose Your Service

- Installation
- Dismantling
- Both

How Many People?

- #

How Many Hours?

- #

When Should the Build be Complete?

- Date: __________
- Time: __________

Step Five: Tell Us About Your Exhibit!

- Inbound Freight
  - Advance Warehouse
  - Direct to Show site

- Carrier Name
  - Tracking or Pro #
  - # of Pieces

- Estimated Arrival Date:

- Estimated Weight:

Set Up Information:

- Company Contact Name:

- Email:

- Cell Phone #

Drawings/Photos/Instructions:

- Attached
- Emailed to Shepard
- With the Exhibit
- In crate #

Graphics:

- With Exhibit
- Shipped Separately

Electrical Placement (exhibitor is responsible to order)

- Emailed to Shepard
- Drawing Attached
- Drawing with Exhibit
- Run under carpet

Other Services Ordered:

- Overhead Rigging
- Cleaning
- AV

Carpet:

- Ordered from Shepard
- Exhibitor Owned Carpet
- Carpet Padding

Outbound Shipping:

- # of Crates:
- # of Cartons:
- # of Fiber Cases:
- # of Pallets:

Method:

- Ground
- 2-Day Air
- Next Day Air
- Other

Phone #:

Name of Carrier:

Date Carrier is Scheduled to Pick Up Freight:

Must Arrive at Destination By:

If Your Carrier doesn't show?

- Reroute with SLS
- Send to advance warehouse for pick up ($400 minimum charge)

*Allow time for empty return when scheduling your pick up

Estimated SES Blue Labor: $ __________

NA

Tax*: $ __________

Amount Due: $ __________

Booth #

---

Contact Information:

- Contact Name:

- Contact Email Address:

Please Sign

Card/Holder Signature

---

Tax rate subject to change. Tax rate at the time of event will be utilized.
Exhibitor Supervised Labor

SIGMA Biennial Convention
Gaylord National Hotel & Convention Ctr - National Harbor, Maryland
November 16 - 18, 2019

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Exhibitor Supervised Install Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>Discount</th>
<th>Regular</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>68060</td>
<td>ST $113.75</td>
<td>$147.90</td>
<td></td>
</tr>
<tr>
<td>68061</td>
<td>OT $170.63</td>
<td>$221.80</td>
<td></td>
</tr>
<tr>
<td>68062</td>
<td>DT $227.50</td>
<td>$295.75</td>
<td></td>
</tr>
</tbody>
</table>

Exhibitor Supervised Dismantle Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>Discount</th>
<th>Regular</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>68063</td>
<td>ST $113.75</td>
<td>$147.90</td>
<td></td>
</tr>
<tr>
<td>68064</td>
<td>OT $170.63</td>
<td>$221.80</td>
<td></td>
</tr>
<tr>
<td>68065</td>
<td>DT $227.50</td>
<td>$295.75</td>
<td></td>
</tr>
</tbody>
</table>

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

Step Two: How many people?
- #

Step Three: How many hours?
- #

Step Four: Carpet:
- Ordered from Shepard
- Exhibitor Owned Carpet
- Carpet Padding

Step Five: Any other details?
Any special tools needed? Ladders? Lifts?
- Ladders
- Lifts
- Special Tools:

Details: 

Step Six: Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Installation Request</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dismantle Request</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Requested times are not guaranteed and are based on availability.

Step Seven: Onsite Contact Info

Name:

Cell:

Email:

Labor Estimate: $ 
NA Tax*: $ 
Amount Due: $ 
Booth #

Contact Name: 
Contact Email Address: 

Please Sign

Card Holder Signature

---

Tax rate subject to change. Tax rate at the time of event will be utilized.
A discounted rate is provided to exhibitors who order services in advance. Full payment must be received by October 31, 2019 to qualify for the Advance Price. Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS CLUB and Money Order (U.S. funds drawn on U.S. banks only). Maryland State Sales Tax (6%) will be applied to all equipment & service orders. Checks and cash are not accepted.

The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor’s agents, employees, or property, or the any other person or property prior, during, or subsequent to the period covered by the exhibit contract.

In accordance with the Prince Georges County Fire department, no exhibit, display or drape will obstruct, impede or otherwise hinder access to fire strobes, fire speakers, fire department access cabinets or fire pulls.

Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services.

Exhibits, displays, and equipment are to be brought into and taken from the Exhibit Hall via the loading dock only.

Stick-on decals (except name tags) may not be distributed or used in the convention center.

Holes may not be drilled or punched into any surface in the convention center.

The painting of exhibits or signs is not allowed anywhere inside the convention center.

Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, column, ceiling, or any surface in the convention center.

Static helium balloon displays are permitted in the convention center. Helium balloons may not be used as giveaways. Helium tanks must be removed daily. Storage of tank within the building is not permitted. Any balloons that end up in the ceiling area will be removed at $25.00 per balloon with a $100.00 minimum charge.

Tape used on the floor of the exhibit must be low residue carpet tape and low residue safety tape. Accepted brand are Polyken 105C, Renfrew #147, and Asiachem SST-736 or approved equivalent. It is the responsibility of the Official contractor to remove ALL tape from the floor at the end of the event.

The hotel reserves the right to purchase, prepare and provide all food and beverage items provided in Exhibit Booths. For product(s) specific to a Company’s trademark, those which are not procurable by Gaylord National, 2oz. sample sizes may be provided with approval from show management. A Certificate of Insurance naming Gaylord National additional insured as well as a food waiver are required prior to samples being distributed on the show floor.

Cooking permits must be obtained before any cooking activity is permitted within the convention center. Certificates of Insurance are required naming Gaylord National as additionally insured. A signed Food Waiver will be required. A 3A40 B.C. fire extinguisher must be in the booth, within 30 feet of the each cooking device. Compliance with all Prince Georges County Health and Fire Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in hotel restrooms. Clean-up arrangements must be coordinated in advance through show management.

Permission to cook any food within the exhibit area must have prior approval by the Gaylord National Event Manager. The use of “Day tanks” bottled gas may be used in conjunction with an approved exhibit or display for
cooking or demonstration purposes. Tanks must have a release valve and be removed from the convention center at the close of daily activities. Storage of tanks inside the building is prohibited.

- Gaylord National reserves the right to request the cease of food production/distribution in an exhibit booth without proper authorization and paperwork on file.

- Vehicles that are used as part of a display should have no more than a 1/4 tank of fuel or 10 gallons whichever is less. The tank must be taped shut or have a locking gas cap and the battery cables must be disconnected.

- Covered or multi-leveled booths over 300 sq. ft. are required to have an automatic extinguishing system or required fire watch personnel. A battery operated smoke detector will be required for each covered booth, structure or tent regardless of square footage. Engineered approved Scaled, stamped plans of the booth must be submitted to the Gaylord National. Cost of fire watch personnel is determined by Prince Georges County Fire and Rescue. Contact Exhibit Services for additional information.

- Haze and/or smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Conference Services in conjunction with Prince Georges county Fire and Rescue Services.

- **Freight Services**: Material Handling/Freight Deliveries including but not limited to, small package, overnight, LTL & van line carriers will not be accepted by Gaylord National Resort & Convention Center Exhibit Hall representatives prior to your event, during your event & after your event. Shipments during the event contract dates should be in the attention of the events Official Service Contractor. Those events without a service contractor should contact the business center at Gaylord National. Please call your Official Service Contractor with any shipping questions.

### GUIDELINES FOR ALL CARPETED AREAS

The following policy and procedure will be in effect for all areas of the hotel with existing carpet.

- Gaylord National does not provide cleaning supplies, vacuums, large waste receptacles, whales or janitorial services for the exhibit hall area unless it is included in the sales contract. Trash removal from the exhibit hall and/or ballroom is the responsibility of the decorating/production company. Any property damaged or destroyed must be replaced to its original condition.

- It is the responsibility of the decorating/production company to return exhibit hall and/or ballroom space to “Move-In Condition”. All tape and tape residue as well as stains and debris must be removed. The decorating/production company is responsible for vacuuming the exhibit hall and/or ballroom prior to departure.

- Chalk marks or the use of chalk lines will be prohibited on any carpeted area for event layout.

- All carpeted areas must be covered with visqueen or Polytac before any decorating/production equipment or freight is brought into the space.

- Prior to installation, the exhibit hall staff must approve any tape applied to the hotel carpet. It is required that low tack tape is applied to the carpet and contractor’s double-face tape be applied to the low tack tape.
Welcome to Gaylord National Online Ordering

Gaylord National is excited to be hosting Sigma Theta Tau International Honor Society of Nursing 45th Biennial Convention 2019

We're happy to provide access to on-line ordering for all of your facility needs (electric, internet, food/beverage), and we invite you to use our safe and secure online ordering website to place your order.

To create an account or log in, click on the link below.

https://gaylordnational.boomerecommerce.com

Discount Schedule

<table>
<thead>
<tr>
<th>Advance Price Applies:</th>
<th>Friday, August 9, 2019, through October 31, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Price Applies:</td>
<td>Friday November 1, 2019</td>
</tr>
</tbody>
</table>

Exhibit Show Floor Manager: Janaye Roy

Important Information Regarding Food & Beverage

Please note that per our contract agreement and for liability reasons, the hotel is the exclusive provider for all food and beverage. Absolutely NO outside food and/or beverages may be served from your booth during this upcoming event (this includes but is not limited to, logo bottled water or any type of pre-packaged food). If you wish to serve these items, you must request permission via e-mail in advance, and a corkage fee will apply if your items are approved. These requests can be sent to gnexhibits@gaylordhotels.com.

Tax Exempt Exhibitors

If your organization is Tax Exempt in the state of Maryland, please create your account first and then contact us at gnexhibits@gaylordhotels.com. We'll need to receive a copy of your Maryland Tax Exempt Certificate before you can process your order.

Please contact an Exhibitor Services Representative at (301) 965-3710 or gnexhibits@gaylordhotels.com for any questions or additional assistance.
**Gaylord National Exhibits Electrical Pricing**

*FOR PRICING REFERENCE ONLY*

| Advance price applies Friday, August 9, 2019, through October 31, 2019 |
|---|---|---|---|
| **Electrical Packages** | **Advanced Price** | **Standard Price** |
| **Package A** | 5 amp 120 volt with an Extension cord and a 6 outlet Multi-strip | $175.00 | $215.00 |
| **Package B** | 20 amp 120 volt with an Extension cord and a 6 outlet Multi-strip | $255.00 | $280.00 |

<table>
<thead>
<tr>
<th>Volts</th>
<th>Max Watts</th>
<th>Circuit Amps</th>
<th>Phase</th>
<th><strong>Advanced Price</strong></th>
<th><strong>Standard Price</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>120</td>
<td>500</td>
<td>5</td>
<td>Single</td>
<td>$145.00</td>
<td>$185.00</td>
</tr>
<tr>
<td>120</td>
<td>2,000</td>
<td>20</td>
<td>Single</td>
<td>$230.00</td>
<td>$255.00</td>
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<td>208</td>
<td>3,300</td>
<td>20</td>
<td>Single</td>
<td>$300.00</td>
<td>$350.00</td>
</tr>
<tr>
<td>208</td>
<td>5,700</td>
<td>20</td>
<td>Three</td>
<td>$400.00</td>
<td>$475.00</td>
</tr>
<tr>
<td>208</td>
<td>5,000</td>
<td>30</td>
<td>Single</td>
<td>$410.00</td>
<td>$490.00</td>
</tr>
<tr>
<td>208</td>
<td>8,600</td>
<td>30</td>
<td>Three</td>
<td>$550.00</td>
<td>$655.00</td>
</tr>
<tr>
<td>208</td>
<td>9,900</td>
<td>60</td>
<td>Single</td>
<td>$700.00</td>
<td>$840.00</td>
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<tr>
<td>208</td>
<td>17,000</td>
<td>60</td>
<td>Three</td>
<td>$1,100.00</td>
<td>$1,300.00</td>
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<tr>
<td>208</td>
<td>20,800</td>
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<td>Single</td>
<td>$1,400.00</td>
<td>$1,700.00</td>
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<tr>
<td>208</td>
<td>100</td>
<td>100</td>
<td>Three</td>
<td>$1,900.00</td>
<td>$2,300.00</td>
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<tr>
<td>208</td>
<td>200</td>
<td>100</td>
<td>Three</td>
<td>$3,400.00</td>
<td>$3,900.00</td>
</tr>
<tr>
<td>208</td>
<td>400</td>
<td>100</td>
<td>Three</td>
<td>$5,200.00</td>
<td>$6,500.00</td>
</tr>
</tbody>
</table>

1 Outlet Extension-cord. RENTAL ONLY $15.00

6 Outlet Multi-strip. RENTAL ONLY $25.00

**Compressed Air:** Hotel supplies 3/4",1/2",1/4" quick release female connection. 80-100 PSI 125 CFM $375.00

**Water:** Hotel supplies 1/2" male threaded connector. Exhibitor is responsible for bringing adaptors. (Not available in Ballrooms) $400.00

**Drainage:** Available depending on booth location. A pump may be required at an additional cost. (Not available in Ballrooms) $450.00

One time fill and drain. Maximum of 300 gallons $400.00

Transformer Rental $150.00

**Special orders** Example: Overhead electrical, 24 hour service

---

**Note:** There will be a 16% installation/removal fee and 6% Maryland State tax assessment on all orders. **THIS IS NOT AN ORDER FORM. PLEASE SEND ORDER SUBMISSION THROUGH BOOMER COMMERCE LINK ABOVE**
Gaylord National Exhibits Internet Pricing

*FOR PRICING REFERENCE ONLY*

Advance price applies Friday, August 9, 2019, through October 31, 2019

Note: There will be a 25% service charge and 6% Maryland State tax assessment on all orders

**THIS IS NOT AN ORDER FORM. PLEASE SEND ORDER SUBMISSION THROUGH BOOMER COMMERCE LINK ABOVE**
Gaylord National Exhibits Food & Beverage Pricing

*FOR PRICING REFERENCE ONLY*

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>COST</th>
<th>Qty</th>
<th>UofM</th>
<th>Sub total</th>
<th>25% svc chg</th>
<th>9% sales tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshly Brewed Regular Coffee</td>
<td>$104.00</td>
<td></td>
<td>gal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freshly Brewed Decaffeinated Coffee</td>
<td>$104.00</td>
<td></td>
<td>gal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Lion Tea Selection</td>
<td>$104.00</td>
<td></td>
<td>gal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soft Drinks</td>
<td>$6.50</td>
<td></td>
<td>each</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Still and Sparkling Bottled Waters</td>
<td>$6.50</td>
<td></td>
<td>each</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bake Shop Specialties, Preserves, Butter</td>
<td>$68.00</td>
<td></td>
<td>dzn</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Freshly Baked Cookies or Brownies</td>
<td>$68.00</td>
<td></td>
<td>dzn</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assorted Mini Cupcakes</td>
<td>$68.00</td>
<td></td>
<td>dzn</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Haagen-Dazs Ice Cream Bars</td>
<td>$7.00</td>
<td></td>
<td>each</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Popcorn Cart* (each bag pops approx. 100 bags)</td>
<td>$500.00</td>
<td></td>
<td>bag</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Candy Jar Display (approx. 100 portions)</td>
<td>$600.00</td>
<td></td>
<td>each</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5-Gallon Water Bubbler (Power Required)</td>
<td>$250.00</td>
<td></td>
<td>each</td>
<td></td>
<td></td>
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<tr>
<td>5-Gallon Water Bubbler Refill</td>
<td>$75.00</td>
<td></td>
<td>each</td>
<td></td>
<td></td>
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<tr>
<td>CQ Mango Mint Pineapple</td>
<td>$225.00</td>
<td></td>
<td>container</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CQ Strawberry Basil</td>
<td>$225.00</td>
<td></td>
<td>container</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>CQ Lemon Cucumber</td>
<td>$225.00</td>
<td></td>
<td>container</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>CQ Black Raspberry Acai Jalapeno</td>
<td>$225.00</td>
<td></td>
<td>container</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Charges:**

**Labor:** If Applicable

**Installation & Removal (16%):**

**SUBTOTAL:**

**Tax (6%):**

**TOTAL:**

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>COST</th>
<th>Qty</th>
<th>UofM</th>
<th>Sub total</th>
<th>25% svc chg</th>
<th>9% sales tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic &amp; Import Beer</td>
<td>$10.00</td>
<td></td>
<td>drink</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Craft Beer</td>
<td>$11.50</td>
<td></td>
<td>drink</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deluxe Cocktails</td>
<td>$12.50</td>
<td></td>
<td>drink</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deluxe Wine - White (by the bottle)</td>
<td>TBD</td>
<td></td>
<td>drink</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deluxe Wine - Red (by the bottle)</td>
<td>TBD</td>
<td></td>
<td>drink</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Attendant / Bartender (First 2 hours):**

**Attendant / Bartender (additional for each hour or fraction thereafter):**

*(Ask your Catering Representative When this is Required)*

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>COST</th>
<th>Qty</th>
<th>UofM</th>
<th>Sub total</th>
<th>25% svc chg</th>
<th>9% sales tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery Fee(s)</td>
<td>$50.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Please be aware there may be charges and fees associated with your order. For a full quote please reach out to gnexhibits@gaylordhotels.com or call 301-965-3710**

**THIS IS NOT AN ORDER FORM. PLEASE SEND ORDER SUBMISSION THROUGH BOOMER COMMERCE LINK ABOVE**
<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM</th>
<th>By Nov 2*</th>
<th>SHOW PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floral Arrangement (approx. 12” H)</td>
<td>$ 65.00</td>
<td>$ 75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floral Arrangement (approx. 18” H)</td>
<td>$ 85.00</td>
<td>$ 95.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custom Floral Arrangement (tell us what you want)</td>
<td>Call / email</td>
<td>Call / email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bud Vases (list color preference)</td>
<td>$ 25.00</td>
<td>$ 30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tropical Arrangements</td>
<td>$ 75.00</td>
<td>$ 90.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roses, arranged, one dozen (color_____________)</td>
<td>$ 75.00</td>
<td>$ 85.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orchid Plants (Small______ Large______)</td>
<td>$50 / $75.00</td>
<td>$60 / $85.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mum Plants (white______yellow______lavender______)</td>
<td>$ 25.00</td>
<td>$ 30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Azaleas (red______pink______white______)</td>
<td>$ 40.00</td>
<td>$ 45.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bromeliads (Red, pink, yellow, other)</td>
<td>$ 35.00</td>
<td>$ 40.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seasonal Plants (kalanchoe, gloxinia, cyclamen, etc.)</td>
<td>$ 35.00</td>
<td>$ 40.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small (6”pot) Ivy______Pothos______</td>
<td>$ 25.00</td>
<td>$ 30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large Fern______Ivy______Pothos______</td>
<td>$ 35.00</td>
<td>$ 40.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glass Bowl for Cards (yours to keep)</td>
<td>$ 25.00</td>
<td>$ 30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plg A: (1) 6’ Ficus topped w/ greens and color</td>
<td>$135.00</td>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plg B: (2) 3’ plants and (1) Blooming plant</td>
<td>$110.00</td>
<td>$125.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plg C: large container w/ivy and blooming plants</td>
<td>$110.00</td>
<td>$125.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2’ Green Plants</td>
<td>$ 32.50</td>
<td>$ 42.50</td>
<td></td>
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</tr>
<tr>
<td>3’ Green Plants</td>
<td>$ 42.50</td>
<td>$ 52.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4’ Green Plants</td>
<td>$ 52.50</td>
<td>$ 62.50</td>
<td></td>
<td></td>
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<tr>
<td>5’ Green Plants</td>
<td>$ 62.50</td>
<td>$ 72.50</td>
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<td></td>
</tr>
<tr>
<td>6’ Green Plants</td>
<td>$ 72.50</td>
<td>$ 82.50</td>
<td></td>
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</tr>
<tr>
<td>7’ Green Plants</td>
<td>$ 95.00</td>
<td>$ 110.00</td>
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<td></td>
</tr>
<tr>
<td>8’ - 10’ Green Plants</td>
<td>$120.00</td>
<td>$135.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decorative Containers: White  Black  Wicker</td>
<td>SUB TOTAL $</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Call for prices on brass, chrome, terra cotta pots</td>
<td>Delivery Fee 10% $</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please remit payment to URBAN JUNGLE, Inc.

**Email is required for confirmation and final invoices.**

*Orders must be received two weeks prior to show date for advance price!**