AANEM Annual Meeting
JW Marriott - Grande Lakes Orlando - Orlando, FL
October 7 - 9, 2020

BOOTH PACKAGE
Items provided in your booth, per exhibitor:
8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign
Show drape color(s): Blue, White
Aisle carpet color: Facility is Carpeted

Exhibit Show Schedule
General Exhibitor Move-in: Wednesday, October 7, 2020 7:00 AM to 4:00 PM
Exhibit Hours:
Wednesday, October 7, 2020 5:30 PM to 7:00 PM
Thursday, October 8, 2020 9:00 AM to 4:00 PM
Friday, October 9, 2020 9:00 AM to 4:00 PM
Exhibitor Move-out: Friday, October 9, 2020 4:00 PM to 7:00 PM
Freight Reroute Begins* Friday, October 9, 2020 6:00 PM
*All outbound carriers must be checked in by this time

Shipping Addresses
Advance Shipments Address
[Exhibiting Co. Name & Booth Number]
AANEM Annual Meeting
c/o Shepard Exposition Services
1701 Boice Pond Rd STE 101
Orlando, FL 32837

Direct Shipments Address
[Exhibiting Co. Name & Booth Number]
AANEM Annual Meeting
JW Marriott - Grande Lakes Orlando
4040 Central Fl Parkway
Orlando, FL 32837

Important Deadlines
Discount price deadline for custom Shepard rentals: Monday, September 7, 2020
Exhibitor appointed contractor notification deadline: Monday, September 7, 2020
First day for warehouse deliveries without a surcharge: Monday, September 7, 2020
Discount price deadline for standard Shepard orders: Wednesday, September 16, 2020
Last day for warehouse deliveries without a surcharge: Wednesday, September 30, 2020
Last day for warehouse deliveries*: Monday, October 5, 2020
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: Wednesday, October 7, 2020 at 8:00 AM
AANEM Annual Meeting
JW Marriott - Grande Lakes Orlando - Orlando, FL
October 7 - 9, 2020
Discount Deadline  Wednesday, September 16, 2020

Shepard Mailing Address  1701 Boice Pond Rd., STE 101, Orlando, FL 32837

Due to liability concerns and/or labor jurisdictions, exhibitors or their EACs may not operate any type of mechanical or powered equipment including forklifts, electric pallet jacks, overhead lifts, etc.

Service Desk Hours  (subject to change)
- Wednesday, October 7, 2020  7:00 AM to 4:00 PM
- Wednesday, October 7, 2020  5:30 PM to 7:00 PM
- Thursday, October 8, 2020  9:00 AM to 4:00 PM
- Friday, October 9, 2020  9:00 AM to 7:00 PM

Exhibitor Move Out  Friday, October 9, 2020  4:00 PM to 7:00 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 Friday, October 9, 2020  6:00 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 Friday, October 9, 2020  6:00 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
JW Marriott - Grande Lakes Orlando
4040 Central Fl Parkway
Orlando, FL 32837

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  AANEM Annual Meeting

Login 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 = AANEM20

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
(407) 888-9669
orlando@shepardes.com
AANEM Annual Meeting
JW Marriott - Grande Lakes Orlando - Orlando, FL
October 7 - 9, 2020

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: ____________________________
Street Address: ____________________________
City, St, Zip: ________________________________
Contact Name: ______________________________
Email: ________________________________

**Booth #**

**Phone:** ________________________________
**Fax:** ________________________________

**Credit Card Information**

(Required for all forms of payment)  
Select one:  
☐ Check  ☐ Wire Transfer

**Credit Card #:** ____________________________
**Expiration Date:** Month ______ Year ______
**Security Code:** ________________

**Billing Address:** ____________________________
City, ST, Zip: ________________________________

**Name on Card:** ____________________________
(Please Print)

**Signature:** ____________________________

**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 Transfers**

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

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

**Name of show that you are attending:** AANEM Annual Meeting

**Exhibiting Company Name:** ____________________________
**Booth Number:** ____________________________

**Account Name:** Shepard Exposition Services, Inc.  
**Routing Number:** 041000124  
**SWIFT CODE (US):** PNCCUS33

**Bank Name:** PNC Bank N.A., Pittsburgh, PA 15219 USA  
**Account Number:** 42-6061-9772  
**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: orlando@shepardes.com

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

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

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

Definitions and Shepard Responsibilities: The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "EXHIBITOR" refers to any party who contracts for services with Shepard. "Shepard" shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control.

Shepard shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other cause 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, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, wilful or wanton, or any willful or wanton act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State, or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express, debit cards, or check, provided there is sufficient customer credit in Exhibitor's form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Undesignated authorizer acknowledges and agrees that all applications for charges 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 off 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account. If EXHIBITOR provides a credit card for payment and the credit card transaction is declined, EXHIBITOR hereby authorizes Shepard to process the outstanding balance in multiple smaller increments not to exceed the amount of the outstanding payment obligation. In the event that a THIRD PARTY (AGENT) orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party

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 or equipment retailer, the Shepard, 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: Shepard shall 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 shall be charged for the equipment or service at the applicable rate.

Exchanges and Cancellations: Site orders and exchanges in orders will be assessed a 100% pick-up fee. Custom products: All orders canceled 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 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 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 a change in color or material is required, the full price of the item must be paid in advance.

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 electronic communications 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.

Insurance: It is understood that Shepard is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of Exhibitor's booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against Shepard and their respective directors, officers, employees, and agents.

Claim(s) for Loss and Payment For Services: Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when the alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. No claim shall be 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 merits.

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 $5,000 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 collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to materials.

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 of 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 to crates or packing. Shepard shall not be responsible for any condition unsuitable for handling, partially assembled, 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 mis delivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "Empty."
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.

**Step 1: Provide the Exhibiting Company Contact Information and Signature**

Exhibiting Company Name: ________________________________ Booth #: __________

Exhibiting Company Address: _____________________________________________________________

Phone: ____________________________________________________

Email Address: ________________________________________________

Exhibiting Company Authorized Name - Please Print: ________________________________

Signature from Exhibiting Company: _____________________________________________

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

☐ All Services

☐ Booth Cleaning ☐ Carpet ☐ Exhibit Rentals ☐ Installation/Dismantling Labor

☐ Material Handling ☐ Furniture ☐ Overhead Rigging/Labor ☐ Logistics/Transportation

☐ Other (please specify): __________________________________________

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

3rd Party Company Name: __________________________________________

Contact Name: ___________________________________________________________________

Address: _________________________________________________________________________

Phone: ___________________________ Email Address: _______________________________

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

**Credit Card Information** (Required for all forms of payment)

Credit Card #: _________________________________________________________________

Expiration Date: Month: _____ Year: _____ Security Code: ________________

Billing Address: _________________________________________________________________

City, ST, Zip: ________________________________________________________________

Name on Card: ___________________________ (Please Print) _________________________

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

Company Name

Booth #

Email Address:

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 provider.

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.

Contact Name

Street Address

City

Phone #

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.

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 a 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 #**

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

**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 #

---

### Below Booth #

---

### Left Booth #

---

### Right Booth #

---
Relax with our Carefree Logistics!

Shepard Logistics is the official show carrier. Our dedicated team of Logistics Specialists will provide you with personalized and efficient shipping solutions to make sure your freight arrives on time. We make shipping easy and convenient!

Inbound & Outbound Services

- Small Package
- Standard Ground
- Next Day, 2nd Day, and 3rd Day Service levels
- Air Ride
- Flat Bed
- Dedicated Truckload

Shepard Value-Added Services

- Priority empty return for all inbound Shepard Logistics customers
- Transparent quotes with no hidden charges such as reweigh or trade show fees
- Shepard Logistics available 7 days a week
- Late to Warehouse and Late to Show Site Fee waived
- Outbound shrink-wrap at no charge
- Signature Series Material Handling 10% discount to all roundtrip customers

Have a Logistics Question?
Visit Shepard Logistics in your Exhibitor Services Catalog or contact our Logistics team:

1.888.568.8858 | 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.
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: 941-861-8930
Contact: Kelly O’Neill-Exley
koneill@agility.com
www.agility.com/fairsevents
expousa@agility.com

www.aglfairstlogistics.com/usaebrochure/
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:

Exhibiting Company Name

Contact Name

Email Address

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

Company

Street Address

City

State

Zip

Is there a loading dock?

Do we need a lift gate on our truck?

Is your building in a residential area?

Do we need to go inside your office to pick up your items?

Any thing else we should know about your building

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

Date

Hours of Operation

Step 4: Tell us Where this is going:

☐ Advance Warehouse

☐ Direct to showsite

Wednesday, October 7, 2020

Step 5: 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>Qty</td>
<td>Cartons (cardboard)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Qty</td>
<td>Cases/trunks</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Qty</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>Qty</td>
<td>Monitors</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Qty</td>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total

Weight

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

Company

Booth #

Street Address

City

State

Zip

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.
AANEM Annual Meeting
JW Marriott - Grande Lakes Orlando - Orlando, FL
October 7 - 9, 2020
$$ 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 _______________________________ Booth # _______

Contact Name ___________________________ Phone # _______

Email Address ________________________________

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

Company ___________________________

Street Address ___________________________ City _______ State _______ Zip _______

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

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

**Step 4: Tell us What we are shipping:**

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

- Is there a loading dock? __ __ __ __ __
- Is your building in a residential area? __ __ __ __ __
- Do we need a lift gate on our truck? __ __ __ __ __

**Step 5: How many Labels do you need? _________________**

**Step 6: Who is picking up your shipment?**

- OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS
- OTHER

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?)**

- _____ Ground
- _____ 2nd Day
- _____ Exped. Ground (3-5 days)
- _____ Overnight

**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.

For: AANEM Annual Meeting
First day freight can arrive w/o a surcharge: September 7, 2020
Last day freight can arrive w/o a surcharge: September 30, 2020

TO: (Exhibiting Company Name)
Booth #: ________________
c/o Shepard Exposition Services
1701 Boice Pond Rd STE 101
Orlando, FL 32837
Delivery Hours: M-F, 8-4:00 PM

ADVANCE WAREHOUSE

ADVANCE WAREHOUSE

TO: (Exhibiting Company Name)
Booth #: ________________
c/o Shepard Exposition Services
1701 Boice Pond Rd STE 101
Orlando, FL 32837
Delivery Hours: M-F, 8-4:00 PM

ADVANCE WAREHOUSE

ADVANCE WAREHOUSE

TO: (Exhibiting Company Name)
Booth #: ________________
c/o Shepard Exposition Services
1701 Boice Pond Rd STE 101
Orlando, FL 32837
Delivery Hours: M-F, 8-4:00 PM

ADVANCE WAREHOUSE

ADVANCE WAREHOUSE

TO: (Exhibiting Company Name)
Booth #: ________________
c/o Shepard Exposition Services
1701 Boice Pond Rd STE 101
Orlando, FL 32837
Delivery Hours: M-F, 8-4:00 PM

ADVANCE WAREHOUSE

ADVANCE WAREHOUSE

TO: (Exhibiting Company Name)
Booth #: ________________
c/o Shepard Exposition Services
1701 Boice Pond Rd STE 101
Orlando, FL 32837
Delivery Hours: M-F, 8-4:00 PM
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
JW Marriott - Grande Lakes Orlando
4040 Central Fl Parkway
Orlando, FL 32837
For: AANEM Annual Meeting

MUST NOT BE DELIVERED PRIOR TO:
October 7, 2020 @ 8:00 AM
Material Handling Rates

**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 any part, are billed as a package.

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

**Standard Material Handling Rates:** All rates are per 100 pounds with a 200 pound minimum charge. Certified weight tickets are required on all shipments.

**Blended Rates:** The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule or if your carrier delivers your freight outside of published hours may result in additional fees. Please see Material Handling page for a complete listing of all possible charges.

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

**Advance Warehouse Shipments**

First date freight can arrive Monday, September 7, 2020

Last date freight can arrive Monday, October 5, 2020

**Item** | **Code** | **Weight** | **Price** | **Total**
---|---|---|---|---
Crated | 35010 | x | $145.00 | 
Special Handling | 35036 | x | $188.50 | 

Single pieces over 5000 pounds, machines or uncrated items cannot be accepted at warehouse.

**Direct to Showsite Shipments**

First date freight can arrive Wednesday, October 7, 2020

**Item** | **Code** | **Weight** | **Price** | **Total**
---|---|---|---|---
Crated | 35030 | x | $145.00 | 
Uncrated | 35043 | x | $217.50 | 
Special Handling | 35038 | x | $188.50 | 

Large pieces of machinery and uncrated shipments can be accepted at showsite.

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

**Item** | **Code** | **Weight** | **Price** | **Total**
---|---|---|---|---
Light Weight Shipment | 35400 | x | $72.50 | 

**Other Material Handling Services**

Banding Service per 4x4 skid/pallet | 35490 | Qty | $75.00 | 
Shrink-wrap Service per 4x4 skid/pallet | 35491 | Qty | $75.00 | 

Only Shepard personnel are allowed to operate mechanical equipment.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site. Acceptance of said terms and conditions will be construed when any of the following conditions are met: This Material Handling Agreement (MHA) is signed; Exhibitor’s materials are delivered to Shepard’s warehouse or to an event site for which Shepard is the Official Show Contractor or an order for labor and/or rental equipment is placed by Exhibitor with Shepard. Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact Shepard for your quoted rates and rules applicable to disposal of your exhibit properties.

All Material Handling charges are billable and will be charged to the credit card on file.

**Contact Name**

________________________

Email:

________________________

Signature:

________________________
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 unloading and reloading items to reach certain pieces behind others remaining on the trailer.

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

Padded Van Deliveries This applies to van line carriers that transport freight at cubic displacement rates, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

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

**Overtime/Double-time**
- **Surcharge:** Overtime: 30%  
  Double Time: 50%

Shipments that are moved and/or handled on overtime and/or double time hours will 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.

**Warehouse Overtime/Double-time**
- **Surcharge:** Overtime: 30%  
  Double Time: 50%

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

**Early/Late Shipments to the Warehouse**
- **Surcharge:** 25%  
  Code: 35003

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

**Uncrated Shipments**
- **Rate as shown on Material Handling Authorization page**

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

**Off-Target Deliveries**
- **Surcharge:** 15%  
  Code: 35004

For targeted shows (exhibitors who 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.

**Marshaling Yard**
- **Fee:** $30 per Shipment  
  Code: 35250

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

**Reweigh of Shipments**
- **Fee:** $25.00 per forklift load  
  Code: 35282

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

**Empty Crate Storage**
- **Fee:** $25.00 per piece.  
  Code: 35105

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

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

**Envelope Deliveries**
- **Fee:** $10.50 per envelope  
  Code: 35007

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

**Mobile Spotting**
- **Fee:** $200.00 per round trip  
  Code: 35106

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. Material handling is a billable service.

**What is material handling (also referred to as drayage)?**

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

**What is the definition of “freight”?**

Any exhibit materials shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

**What is the difference between material handling and shipping?**

Shipping is the process of transporting your shipment from its origin to it's 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./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

**Will there be any additional charges?**

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

**What are Light Weight shipments?**

All shipments regardless of carrier that weigh 40 pounds or less. Shipments need to have certified weight tickets may be subject to special handling or reweigh fees. Packages that arrive separately at different times or days will be billed separately.

**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 with no additional handling required.

**What are Uncrated materials?**

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

**What is Special Handling?**

Shipment materials delivered that are addressed directly to the exhibit facility (please refer to "Direct to Show" 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, 8:00 AM - 4:00 PM, 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 your 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.
Cartload Service

AANEM Annual Meeting
JW Marriott - Grande Lakes Orlando - Orlando, FL
October 7 - 9, 2020

Total Estimate: $__________

Only Shepard personnel are allowed to operate mechanical equipment.

No refunds or exchanges once service has been rendered.

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

Company Name: ____________________________ Booth #: ____________________________
Contact Name ____________________________
Email: ____________________________
Signature: ____________________________

Dock to Booth ST 35151 ___________ $157.96 ___________
Booth to Dock ST 35152 ___________ $157.96 ___________
Dock to Booth OT 35153 ___________ $216.94 ___________
Booth to Dock OT 35154 ___________ $216.94 ___________

Total Estimate: $__________

6.500% Tax*: $__________

Amount Due: $__________
Ground Rigging and Forklift Rental

Step 1: Describe the work:
- Uncrating Materials
- Weight of Heaviest Piece:
- Will you need:
  - Straps
  - Extended Blades
- Booth work/ground rigging
  - Extended Blades

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

Step 3: Choose your lift size:
- Forklift Rental - Up To 5,000 # Capacity
  - Code 35028: ST Hourly Rental  $360.70 $469.00
  - Code 35039: OT Hourly Rental  $456.55 $593.50
  - Code 35067: DT Hourly Rental  $552.35 $718.00

- Forklift Rental - Up To 10,000 # Capacity
  - Code 35029: ST Hourly Rental  $721.35 $937.75
  - Code 35049: OT Hourly Rental  $913.05 $1,187.00
  - Code 35069: DT Hourly Rental  $1,104.75 $1,436.25

- Forklift Rental - Up To 15,000 # Capacity
  - Code 35455: ST Hourly Rental  $901.70 $1,172.25
  - Code 35456: OT Hourly Rental  $1,141.30 $1,483.75
  - Code 35457: DT Hourly Rental  $1,380.95 $1,795.25

- Forklift Rental - Up To 20,000 # Capacity
  - Code 35035: ST Hourly Rental  $1,082.05 $1,406.75
  - Code 35066: OT Hourly Rental  $1,369.60 $1,780.50
  - Code 35070: DT Hourly Rental  $1,657.10 $2,154.25

- Forklift Rental - Up To 30,000 # Capacity
  - Code 35255: ST Hourly Rental  $1,442.75 $1,875.50
  - Code 35256: OT Hourly Rental  $1,826.10 $2,374.00
  - Code 35257: DT Hourly Rental  $2,209.50 $2,872.25

- 4 Stage Forklift Rental
  - Code 35593: ST Hourly Rental  $541.05 $703.25
  - Code 35594: OT Hourly Rental  $684.80 $890.25
  - Code 35595: DT Hourly Rental  $828.55 $1,077.00

Rigging Supervisor Rates (per man hour)
- Code 35085: ST per man hour  $147.45 $191.70
- Code 35086: OT per man hour  $221.18 $287.55
- Code 35099: DT per man hour  $294.90 $383.35

Riggers and Material Handlers (per man hour)
- Code 35087: ST per man hour  $117.96 $153.35
- Code 35100: OT per man hour  $176.94 $221.18
- Code 35101: DT per man hour  $235.92 $306.70

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.

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

Company Name: 
Contact Name: 
Email: 
Signature: 

Forklift Estimate 6.500% 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>Per Day</th>
<th>35166 Pallets/Skids</th>
<th>35348 1/2 a Trailer</th>
<th>35349 Full Trailer</th>
<th>35087 Labor ST</th>
<th>35100 OT</th>
<th>35101 DT</th>
</tr>
</thead>
<tbody>
<tr>
<td>$35.00</td>
<td>$80.00</td>
<td>$120.00</td>
<td>$117.96</td>
<td>$176.94</td>
<td>$235.92</td>
<td></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>Per Sq Ft</th>
<th>0.80</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor ST</td>
<td>$117.96</td>
</tr>
<tr>
<td>OT</td>
<td>$176.94</td>
</tr>
<tr>
<td>DT</td>
<td>$235.92</td>
</tr>
</tbody>
</table>

Submission of this form 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 #: __________

Contact Name: ____________________________________________

Email: ____________________________________________

Signature: ____________________________________________

Total Onsite Storage: $ ____________________________

6.500% Tax*: $ ____________________________

Amount Due: $ ____________________________

Tax rate subject to change. Tax rate at the time of event will be utilized.
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>$130.00</td>
<td>$169.00</td>
</tr>
<tr>
<td>68067</td>
<td>OT Labor</td>
<td></td>
<td>$195.00</td>
<td>$253.50</td>
</tr>
<tr>
<td>68068</td>
<td>DT Labor</td>
<td></td>
<td>$260.00</td>
<td>$338.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>35028</td>
<td>ST 5k Forklift</td>
<td></td>
<td>$360.70</td>
<td>$469.00</td>
</tr>
<tr>
<td>35039</td>
<td>OT 5k Forklift</td>
<td></td>
<td>$456.55</td>
<td>$593.50</td>
</tr>
<tr>
<td>35067</td>
<td>DT 5k Forklift</td>
<td></td>
<td>$552.35</td>
<td>$718.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>35330</td>
<td>Per Full Dumpster</td>
<td></td>
<td>$650.00</td>
<td>$845.00</td>
</tr>
</tbody>
</table>

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

Total Disposal Fee: $
6.500% Tax*: $
Amount Due: $

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: ________________________________________________
Email: _______________________________________________________
Signature: ___________________________________________________
## Tables

### UNSKIRTED

<table>
<thead>
<tr>
<th>Display Table #50040</th>
<th>Display Table #50041</th>
<th>Display Table #50044</th>
</tr>
</thead>
<tbody>
<tr>
<td>4' x 24&quot; x 30&quot;</td>
<td>4' x 24&quot; x 42&quot;</td>
<td>6' x 24&quot; x 30&quot;</td>
</tr>
<tr>
<td>Unskirted</td>
<td>Unskirted</td>
<td>Unskirted</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Display Table #50045</th>
<th>Display Table #50046</th>
<th>Display Table #50049</th>
</tr>
</thead>
<tbody>
<tr>
<td>6' x 24&quot; x 42&quot;</td>
<td>8' x 24&quot; x 30&quot;</td>
<td>8' x 24&quot; x 42&quot;</td>
</tr>
<tr>
<td>Unskirted</td>
<td>Unskirted</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 #50042</th>
<th>Display Table #50043</th>
<th>Display Table #50046</th>
</tr>
</thead>
<tbody>
<tr>
<td>4' x 24&quot; x 30&quot;</td>
<td>4' x 24&quot; x 42&quot;</td>
<td>6' x 24&quot; x 30&quot;</td>
</tr>
<tr>
<td>Skirted</td>
<td>Skirted</td>
<td>Skirted</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Display Table #50047</th>
<th>Display Table #50048</th>
<th>Display Table #50051</th>
</tr>
</thead>
<tbody>
<tr>
<td>6' x 24&quot; x 42&quot;</td>
<td>8' x 24&quot; x 30&quot;</td>
<td>8' x 24&quot; x 42&quot;</td>
</tr>
<tr>
<td>Skirted</td>
<td>Skirted</td>
<td>Skirted</td>
</tr>
</tbody>
</table>

### PEDESTAL & SIDE

- **30" Natural Pedestal Table**
  - #50706
  - 30" x 36"
  - Natural Feel Pedestal Table, Maple Top, Black Base

- **42" Natural Pedestal Table**
  - #50707
  - 42" x 36"
  - Natural Feel Pedestal Table, Maple Top, Black Base

- **30" Pedestal Table**
  - #50032
  - 30" x 36"
  - Pedestal Table, Grey Fleck Top, Chrome Base

- **42" Pedestal Table**
  - #51089
  - 42" x 36"
  - Round High Pedestal Table, Grey Fleck Top, Chrome Base

- **Round Side Table**
  - #50030
  - 18" x 24"

- **Square Side Table**
  - #50031
  - 18" x 18" x 24"

*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

Paddded Stool
#50024
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
#66147
3.5' x 8'
Grey

4' x 8' Peg Board
#66149
4' x 8'
White
Also available as horizontal #66148

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.*
**Display**

**UPRIGHT, CROSSBAR, & DRAPERY**

- 8’ High Upright with Base
  - #50088
  - 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
  - 6’ 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 1”
  - Rented individually, not a set

**OTHER**

- Natural Feel Wastebasket
  - #50708
  - Seige 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

<table>
<thead>
<tr>
<th>EXPO - 13oz</th>
<th>PREMIUM - 28oz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>Deep Navy</td>
</tr>
<tr>
<td>Tuxedo</td>
<td>Silver Cloud</td>
</tr>
<tr>
<td>Grey</td>
<td>Black</td>
</tr>
<tr>
<td>Peacock</td>
<td>Charcoal</td>
</tr>
<tr>
<td>Red</td>
<td>Red</td>
</tr>
<tr>
<td>Blue</td>
<td>Beige</td>
</tr>
<tr>
<td>Eclipse</td>
<td></td>
</tr>
<tr>
<td>Cayenne</td>
<td></td>
</tr>
<tr>
<td>Burgundy</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PLUSH - 50oz</th>
<th>VINYL - Custom Order Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Silver Dollar</td>
<td>Whitewash</td>
</tr>
<tr>
<td>Dark Grey</td>
<td>Mountain Grey</td>
</tr>
<tr>
<td>Black</td>
<td>Rosmary Stone</td>
</tr>
<tr>
<td>Navy</td>
<td>Snow</td>
</tr>
<tr>
<td>Electric Blue</td>
<td>Vineyard Brown</td>
</tr>
<tr>
<td>White</td>
<td>Lauren Brown</td>
</tr>
<tr>
<td>Sand</td>
<td>Maple</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.*
## 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>Red</td>
</tr>
<tr>
<td></td>
<td>Red</td>
</tr>
<tr>
<td></td>
<td>Black</td>
</tr>
<tr>
<td></td>
<td>White</td>
</tr>
<tr>
<td></td>
<td>White</td>
</tr>
</tbody>
</table>

## Drape Color Options

<table>
<thead>
<tr>
<th>Gold</th>
<th>Blue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green</td>
<td>Teal</td>
</tr>
<tr>
<td>Black</td>
<td>Grey</td>
</tr>
<tr>
<td></td>
<td>Red</td>
</tr>
<tr>
<td></td>
<td>Burgundy</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.*
**Standard Furnishings**

**Tables**

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Color</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50042</td>
<td>4'L X 30&quot;H X 24&quot;W Skirted Table</td>
<td></td>
<td></td>
<td>$162.30</td>
<td>$211.00</td>
<td></td>
</tr>
<tr>
<td>50046</td>
<td>6'L X 30&quot;H 24&quot;W Skirted Table</td>
<td></td>
<td></td>
<td>$199.50</td>
<td>$259.35</td>
<td></td>
</tr>
<tr>
<td>50050</td>
<td>8'L X 30&quot;H 24&quot;W Skirted Table</td>
<td></td>
<td></td>
<td>$252.90</td>
<td>$328.75</td>
<td></td>
</tr>
<tr>
<td>50043</td>
<td>4'L X 42&quot;H 24&quot;W Skirted Table</td>
<td></td>
<td></td>
<td>$197.30</td>
<td>$256.50</td>
<td></td>
</tr>
<tr>
<td>50047</td>
<td>6'L x 42&quot;H 24&quot;W Skirted Table</td>
<td></td>
<td></td>
<td>$252.65</td>
<td>$328.45</td>
<td></td>
</tr>
<tr>
<td>50051</td>
<td>8'L x 42&quot;H 24&quot;W Skirted Table</td>
<td></td>
<td></td>
<td>$297.20</td>
<td>$386.35</td>
<td></td>
</tr>
<tr>
<td>50052</td>
<td>4th Side Skirt for 30&quot; High Table</td>
<td></td>
<td></td>
<td>$98.65</td>
<td>$128.25</td>
<td></td>
</tr>
<tr>
<td>50171</td>
<td>4th Side 42&quot; Skirt for 42&quot; High Table</td>
<td></td>
<td></td>
<td>$98.65</td>
<td>$128.25</td>
<td></td>
</tr>
<tr>
<td>50700</td>
<td>6'L X 30&quot;H 24&quot;W Spandex Table Cover</td>
<td></td>
<td></td>
<td>$295.90</td>
<td>$384.65</td>
<td></td>
</tr>
<tr>
<td>50040</td>
<td>4'L X 30&quot;H X 24&quot;W UnSkirted Table</td>
<td></td>
<td>na</td>
<td>$115.65</td>
<td>$150.35</td>
<td></td>
</tr>
<tr>
<td>50044</td>
<td>6'L X 30&quot;H X 24&quot;W UnSkirted Table</td>
<td></td>
<td>na</td>
<td>$138.00</td>
<td>$179.40</td>
<td></td>
</tr>
<tr>
<td>50048</td>
<td>8'L X 30&quot;H X 24&quot;W UnSkirted Table</td>
<td></td>
<td>na</td>
<td>$162.70</td>
<td>$211.50</td>
<td></td>
</tr>
<tr>
<td>50041</td>
<td>4'L X 42&quot;H X 24&quot;W UnSkirted Table</td>
<td></td>
<td>na</td>
<td>$130.25</td>
<td>$169.35</td>
<td></td>
</tr>
<tr>
<td>50045</td>
<td>6'L x 42&quot;H X 24&quot;W UnSkirted Table</td>
<td></td>
<td>na</td>
<td>$162.70</td>
<td>$211.50</td>
<td></td>
</tr>
<tr>
<td>50049</td>
<td>8'L x 42&quot;H X 24&quot;W UnSkirted Table</td>
<td></td>
<td>na</td>
<td>$181.55</td>
<td>$236.00</td>
<td></td>
</tr>
<tr>
<td>51089</td>
<td>Pedestal Table,42&quot;H 36&quot;R Grey Fleck Top</td>
<td></td>
<td>na</td>
<td>$291.45</td>
<td>$378.90</td>
<td></td>
</tr>
<tr>
<td>50032</td>
<td>Pedestal Table,30&quot;H 36&quot;R Grey Fleck Top</td>
<td></td>
<td>na</td>
<td>$272.50</td>
<td>$354.25</td>
<td></td>
</tr>
<tr>
<td>50030</td>
<td>Round Side Table 24&quot; W X 18&quot; H</td>
<td></td>
<td>na</td>
<td>$137.15</td>
<td>$178.30</td>
<td></td>
</tr>
<tr>
<td>50031</td>
<td>Square Side Table 24&quot; W X 18&quot; H</td>
<td></td>
<td>na</td>
<td>$137.15</td>
<td>$178.30</td>
<td></td>
</tr>
<tr>
<td>50706</td>
<td>Natural Pedestal Table 30&quot;H X 36&quot; R Maple Top</td>
<td>na</td>
<td></td>
<td>$356.55</td>
<td>$463.50</td>
<td></td>
</tr>
<tr>
<td>50707</td>
<td>Natural Pedestal Table 42&quot;H X 36&quot;R Maple Top</td>
<td>na</td>
<td></td>
<td>$371.65</td>
<td>$483.15</td>
<td></td>
</tr>
</tbody>
</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 (14) Red (01) White (03) Blue (05) Black (06)

**Seating**

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Color</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50020</td>
<td>Side Chair Grey Fabric</td>
<td></td>
<td></td>
<td>$105.50</td>
<td>$137.15</td>
<td></td>
</tr>
<tr>
<td>50021</td>
<td>Arm Chair Grey Fabric</td>
<td></td>
<td></td>
<td>$143.80</td>
<td>$186.95</td>
<td></td>
</tr>
<tr>
<td>50024</td>
<td>Stool w/back Grey Fabric</td>
<td></td>
<td></td>
<td>$175.20</td>
<td>$227.75</td>
<td></td>
</tr>
<tr>
<td>51086</td>
<td>Director's Chair Black Fabric</td>
<td></td>
<td></td>
<td>$108.80</td>
<td>$141.45</td>
<td></td>
</tr>
<tr>
<td>51090</td>
<td>Director's Stool Black Fabric</td>
<td></td>
<td></td>
<td>$194.75</td>
<td>$253.20</td>
<td></td>
</tr>
<tr>
<td>50705</td>
<td>Natural Feel Stool Maple Back, Black Fabric Seat</td>
<td>na</td>
<td></td>
<td>$212.40</td>
<td>$276.10</td>
<td></td>
</tr>
<tr>
<td>50704</td>
<td>Natural Feel Chair, Maple Back, Black Fabric Seat</td>
<td>na</td>
<td></td>
<td>$174.45</td>
<td>$226.80</td>
<td></td>
</tr>
</tbody>
</table>

Submission of this form 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.

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

**AANEM Annual Meeting**

JW Marriott - Grande Lakes Orlando - Orlando, FL

October 7 - 9, 2020

**Discount Deadline** Wednesday, September 16, 2020

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

Total Furnishings: $  
6.500% Tax*: $  
Amount Due: $
## Specialty & Display

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Color</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50091</td>
<td>Wastebasket</td>
<td>na</td>
<td></td>
<td>$19.00</td>
<td>$19.00</td>
<td></td>
</tr>
<tr>
<td>50094</td>
<td>Floor Easel, Chrome</td>
<td>na</td>
<td></td>
<td>$58.35</td>
<td>$75.85</td>
<td></td>
</tr>
<tr>
<td>50245</td>
<td>Literature Rack Silver, Glass</td>
<td>na</td>
<td></td>
<td>$215.40</td>
<td>$280.00</td>
<td></td>
</tr>
<tr>
<td>50175</td>
<td>Bag Rack, Chrome</td>
<td>na</td>
<td></td>
<td>$285.30</td>
<td>$370.90</td>
<td></td>
</tr>
<tr>
<td>50092</td>
<td>Coat Rack, Chrome</td>
<td>na</td>
<td></td>
<td>$101.25</td>
<td>$131.65</td>
<td></td>
</tr>
<tr>
<td>50093</td>
<td>Garment Rack, Chrome</td>
<td>na</td>
<td></td>
<td>$285.30</td>
<td>$370.90</td>
<td></td>
</tr>
<tr>
<td>50427</td>
<td>Tensabarrier, Per Stem, Black</td>
<td>na</td>
<td></td>
<td>$120.30</td>
<td>$156.40</td>
<td></td>
</tr>
<tr>
<td>50095</td>
<td>Sign Holder, 22x28 Chrome</td>
<td>na</td>
<td></td>
<td>$132.95</td>
<td>$172.85</td>
<td></td>
</tr>
<tr>
<td>50185</td>
<td>Drawing Bowl, Clear</td>
<td>na</td>
<td></td>
<td>$53.55</td>
<td>$69.60</td>
<td></td>
</tr>
<tr>
<td>50296</td>
<td>4' x 12&quot; Display Riser White and Black</td>
<td>na</td>
<td></td>
<td>$120.50</td>
<td>$156.65</td>
<td></td>
</tr>
<tr>
<td>50297</td>
<td>6' x 12&quot; Display Riser White and Black</td>
<td>na</td>
<td></td>
<td>$149.95</td>
<td>$194.95</td>
<td></td>
</tr>
<tr>
<td>50098</td>
<td>Mini Refrigerator, Approx 3 cubic feet</td>
<td>na</td>
<td></td>
<td>$450.00</td>
<td>$591.50</td>
<td></td>
</tr>
<tr>
<td>50067</td>
<td>4' Full View Showcase, White</td>
<td>na</td>
<td></td>
<td>$1,075.10</td>
<td>$1,397.65</td>
<td></td>
</tr>
<tr>
<td>50068</td>
<td>6' Full View Showcase, White</td>
<td>na</td>
<td></td>
<td>$1,185.75</td>
<td>$1,541.50</td>
<td></td>
</tr>
<tr>
<td>50069</td>
<td>4' Quarter View Showcase, White</td>
<td>na</td>
<td></td>
<td>$1,075.10</td>
<td>$1,397.65</td>
<td></td>
</tr>
<tr>
<td>50070</td>
<td>6' Quarter View Showcase, White</td>
<td>na</td>
<td></td>
<td>$1,185.75</td>
<td>$1,541.50</td>
<td></td>
</tr>
<tr>
<td>50060</td>
<td>4' x 8' Horz. Posterboard Grey Fabric</td>
<td>na</td>
<td></td>
<td>$348.15</td>
<td>$452.60</td>
<td></td>
</tr>
<tr>
<td>50061</td>
<td>4' x 8' Vert. Posterboard Grey Fabric</td>
<td>na</td>
<td></td>
<td>$348.15</td>
<td>$452.60</td>
<td></td>
</tr>
<tr>
<td>50236</td>
<td>Grids 2’x8’ w/legs, each</td>
<td>na</td>
<td></td>
<td>$257.15</td>
<td>$334.30</td>
<td></td>
</tr>
<tr>
<td>50237</td>
<td>Grid 2’x8’ w/o legs, each</td>
<td>na</td>
<td></td>
<td>$192.60</td>
<td>$250.40</td>
<td></td>
</tr>
<tr>
<td>50242</td>
<td>7-Ball Waterfall for Grids</td>
<td>na</td>
<td></td>
<td>$17.70</td>
<td>$23.00</td>
<td></td>
</tr>
<tr>
<td>50104</td>
<td>6&quot; Hooks (12) for Peg Boards</td>
<td>na</td>
<td></td>
<td>$56.60</td>
<td>$73.60</td>
<td></td>
</tr>
</tbody>
</table>

## Drapery-per linear foot, min 5’ linear feet rental

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Color</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50073</td>
<td>8' High drape on a cross bar, per linear foot</td>
<td></td>
<td></td>
<td>$27.30</td>
<td>$35.50</td>
<td></td>
</tr>
<tr>
<td>50074</td>
<td>3' High on a cross bar, per linear foot</td>
<td></td>
<td></td>
<td>$20.20</td>
<td>$26.25</td>
<td></td>
</tr>
<tr>
<td>50088</td>
<td>8' Upright w/base</td>
<td>na</td>
<td></td>
<td>$37.70</td>
<td>$49.00</td>
<td></td>
</tr>
<tr>
<td>50265</td>
<td>3' Upright w/base</td>
<td>na</td>
<td></td>
<td>$37.70</td>
<td>$49.00</td>
<td></td>
</tr>
<tr>
<td>50349</td>
<td>6’-10’ Crossbar</td>
<td>na</td>
<td></td>
<td>$25.10</td>
<td>$32.65</td>
<td></td>
</tr>
<tr>
<td>50348</td>
<td>7’-12’ Crossbar</td>
<td>na</td>
<td></td>
<td>$25.10</td>
<td>$32.65</td>
<td></td>
</tr>
<tr>
<td>50058</td>
<td>Sateen, per linear foot</td>
<td>na</td>
<td></td>
<td>$22.30</td>
<td>$29.00</td>
<td></td>
</tr>
</tbody>
</table>

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

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: 
Contact Name: 
Email: 
Signature: 

Total Furnishings: $6,500.00 Tax*: $325.00 Amount Due: $6,825.00
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)

**Signature Flooring**

Event Code: F110241020
email orlando@shepardes.com
phone (407) 888-9669
fax (407) 888-2301

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

**AANEM Annual Meeting**
JW Marriott - Grande Lakes Orlando - Orlando, FL
October 7 - 9, 2020

**Discount Deadline** Monday, September 7, 2020

**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>
</tr>
</thead>
<tbody>
<tr>
<td>46004</td>
<td>Premium Plush</td>
<td>$11.50</td>
<td></td>
</tr>
</tbody>
</table>

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

**Premium Vinyl Flooring**

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Per Sq Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46004</td>
<td>Premium Plush</td>
<td>$11.50</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Per Sq Ft</th>
</tr>
</thead>
<tbody>
<tr>
<td>46007</td>
<td>½&quot; Padding for Vinyl</td>
<td>$5.45</td>
</tr>
</tbody>
</table>

**Elevated Hardwood**

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

Submission of this form 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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Per Sq Ft</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Signature Flooring: $  
6.50% Tax: $  
Amount Due: $  

Company Name:__________________________  Booth #:______________
Contact Name:__________________________
Email:_______________________________
Signature:___________________________

Tax rate subject to change. Tax rate at the time of event will be utilized.
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>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46001</td>
<td></td>
<td>Rental/sqft</td>
<td>$8.30</td>
<td>$10.80</td>
<td></td>
</tr>
<tr>
<td>46003</td>
<td></td>
<td>Rental 1000+ sq ft</td>
<td>$7.20</td>
<td>$9.35</td>
<td></td>
</tr>
<tr>
<td>46002</td>
<td></td>
<td>Purchase sqft</td>
<td>$20.40</td>
<td>$26.50</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

<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>50255</td>
<td>10' x 10'</td>
<td>$291.15</td>
<td>$378.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50256</td>
<td>10' x 20'</td>
<td>$543.25</td>
<td>$706.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50257</td>
<td>10' x 30'</td>
<td>$810.30</td>
<td>$1,053.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50258</td>
<td>10' x 40'</td>
<td>$1,077.30</td>
<td>$1,400.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

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.

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

Total Carpet and Padding: $  
6.50% Tax*: $  
Amount Due: $  

Company Name:  
Contact Name:  
Booth #  

Email:  
Signature:  

Tax rate subject to change. Tax rate at the time of event will be utilized.
Booth and Carpet Cleaning

AANEM Annual Meeting
JW Marriott - Grande Lakes Orlando - Orlando, FL
October 7 - 9, 2020

Discount Deadline  Wednesday, September 16, 2020
Order with complete Payment Authorization and graphics must be received before Discount Deadline 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**

<table>
<thead>
<tr>
<th>Code</th>
<th>Service</th>
<th>Sq Ft</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47050</td>
<td>0-399 sq. ft.</td>
<td>$0.50</td>
<td>$0.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47051</td>
<td>400-900 sq.ft.</td>
<td>$0.45</td>
<td>$0.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47052</td>
<td>900+ sq. ft.</td>
<td>$0.40</td>
<td>$0.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Daily Vacuum**

<table>
<thead>
<tr>
<th>Code</th>
<th>Service</th>
<th>Sq Ft</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47055</td>
<td>0-399 sq. ft.</td>
<td>$1.00</td>
<td>$1.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47056</td>
<td>400-900 sq.ft.</td>
<td>$0.90</td>
<td>$1.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47057</td>
<td>900+ sq. ft.</td>
<td>$0.85</td>
<td>$1.10</td>
<td></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>Service</th>
<th>Sq Ft</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47030</td>
<td>One Time Porter</td>
<td>$0.50</td>
<td>$0.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47031</td>
<td>Daily Porter</td>
<td>$1.05</td>
<td>$1.35</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Specialty Services**

**Mopping and Carpet Shampooing**

<table>
<thead>
<tr>
<th>Code</th>
<th>Service</th>
<th>Sq Ft</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47042</td>
<td>Mop One Time</td>
<td>$0.65</td>
<td>$0.85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47022</td>
<td>Mop Daily</td>
<td>$1.15</td>
<td>$1.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>47013</td>
<td>Sham/One Time</td>
<td>$0.65</td>
<td>$0.85</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Display Wipe Down (charged per hour)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Service</th>
<th>Hours</th>
<th>ST</th>
<th>OT</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47043</td>
<td>One Time</td>
<td></td>
<td>$130.00</td>
<td>$195.00</td>
<td></td>
</tr>
<tr>
<td>47044</td>
<td>Daily</td>
<td></td>
<td>$130.00</td>
<td>$195.00</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.

Submission of this form 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.

Total Cleaning: $ ____________
6.500% Tax*: $ ____________
Amount Due: $ ____________

Company Name: ____________________________  Booth #: ____________
Contact Name: ____________________________
Email: ____________________________
Signature: ____________________________

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

- Powered Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Bars & Barstools
Inspired Designs for Maximum Engagement

Design an interactive booth that achieves your company vision and encourages attendees to connect, learn, and engage.
Top 10 Booth Design Tips
Attract, Engage and Inspire.

1. Spin Around.
   Swivel chairs in small spaces maximize functionality and allow you to engage with those all around!

2. Get Connected.
   Communal tables help facilitate networking opportunities and build connections.

3. Creature Comforts.
   Design a comfortable “living room” space with soft lounge seating to relax clients and encourage conversation.

4. Keep it Green.
   Don’t forget the greenery to warm up your booth environment by bringing nature indoors.

5. Demo Down.
   Square or circular ottomans are a great way to design small theaters for quick demonstrations.

6. Level the field!
   Low and casual seating makes clients more comfortable and open to learning.

7. Stay Social.
   Stylize furnishings to create shareable moments worthy of Instagram.

8. Gather Round!
   Ottomans styled around a side table create an informal campfire setting for small group discussions.

9. Charge it!
   Powered tables or seating encourages clients to linger in the booth and recharge.

10. Provide a Pop!
    Colorful furnishings attract attention and help reinforce brand themes.
Keep clients charged with powered seating and add a wireless charging table for attendees without charging cords.

Create a comfortable "living room" space with soft lounge seating to relax clients and facilitate conversation.

Design multi-functional booths with areas for demonstrations and a place for conferencing.
Powered Seating

Make searching for wall outlets a thing of the past and empower attendees at your next show with functional charging furniture from CORT Events. From pedestals to soft seating and tables, our complete charging collection lets you Power Up the Possibilities.

Charge it!
Powered tables or seating encourages clients to linger in the booth and recharge!

Roma Collection

CUBPOW
Wireless Charging Table, Powered
(white, AC plug-in) 20"L 20"D 18"H

SFAPWR Roma Sofa, Powered
(white vinyl) 78"L 31"D 33"H

CHRPWR Roma Chair, Powered
(white vinyl) 37"L 31"D 33"H
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 (BNQTL7).

**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 (BNQTL7).

**Naples Collection**
- NPLCHP Naples Chair, Powered (black vinyl) 36"L 30"D 33.25"H
- NPLLOP Naples Loveseat, Powered (black vinyl) 62"L 30"D 33.25"H
- NPLSOP Naples Sofa, Powered (black vinyl) 87"L 30"D 33.25"H

**Banquettes**
- BNQ417 Full Banquette w/ Electrical Charging Outlet (white vinyl) 72"RND 51"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.
Get Connected.

Use communal tables in your design to facilitate networking.

Ventura Bar Tables, Powered (silver frame) 72.25”L 26.25”D 42”H
A) VNTWHT (white top) B) VNTBLK (black top)
Ventura Cafe Tables, Powered (silver frame) 72.25”L 26.25”D 30”H
C) VNTCBK (black top) D) VNTCWH (white top)
E) CUBPOW Wireless Charging Table, Powered (white, AC plug-in) 20”L 20”D 18”H
Sydney Powered Cocktail Tables (brushed steel) 48”L 26”D 18”H
F) C1WP (white top) G) C1YP (black top)
**Powered Pedestals**

The flip-top electrical units rotate 180° to let devices charge on or inside the cabinet.

**Powered Locking Pedestals**

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

**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

---

**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.
Soft Seating Collections

Valencia
VALSOF Sofa (coffee brown velvet) 63"L 30.5"D 31"H
VALCHA Chair (spice orange velvet) 28"L 30.5"D 31"H

Fairfax
FAIRSW Sofa (white vinyl, brushed metal) 62"L 26"D 30"H
FAIRCW Chair (white vinyl, brushed metal) 27"L 26"D 30"H
**Powered Products**

**CHR002 Chair** (blue fabric) 36” L 34.5” D 30” H

**SFA002 Sofa** (blue fabric) 73” L 34.5” D 30” H

**Allegro**

**SFAPWR Sofa, Powered** (white vinyl) 78” L 31” D 33” H

**CHRPWR Chair, Powered** (white vinyl) 37” L 31” D 33” H

**Roma**

**PALSOF Sofa** (white vinyl) 69” L 29” D 33” H

**Palm Beach**
Soft Seating

Munich Booth 10'x20'

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

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

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

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

Wireless Charging Table, Powered (white, AC plug-in) 20"L 20"D 18"H
Creature Comforts.
Create a comfortable “living room” space with soft lounge seating to relax clients and facilitate conversation.
Soft Seating Collections

**Tangiers**
- TANCHR Chair (beige textured) 34"L 37"D 36"H
- TANLOV Loveseat (beige textured) 57.5"L 37"D 37"H
- TANSOF Sofa (beige textured) 78"L 37"D 36"H

**Key Largo**
- KEYCHR Chair (black fabric) 35"L 35"D 34"H
- KEYLOV Loveseat (black fabric) 57"L 35"D 34"H
- KEYSOF Sofa (black fabric) 79"L 35"D 34"H
**Munich**

- **MNCHCH Armless Chair** (gray fabric) 22.5"L 27"D 28.5"H
- **MNCHCC Corner Chair** (gray fabric) 26"L 27"D 28.5"H
- **MNCHLA Loveseat** (gray fabric) 45"L 27"D 28.5"H

**Baja**

- **BCHWHT Chair** (white vinyl) 36"L 30.5"D 28"H
- **BLVWHT Loveseat** (white vinyl) 61"L 30.5"D 28"H
- **BSFWHT Sofa** (white vinyl) 86"L 30"D 28"H

**Naples**

- **NPLCHP Chair, Powered** (black vinyl) 36"L 30"D 33.25"H
  Also available with standard arm (NPLCHR).
- **NPLLOP Loveseat, Powered** (black vinyl) 62"L 30"D 33.25"H
  Also available with standard arms (NPLLOV).
- **NPLSOP Sofa, Powered** (black vinyl) 87"L 30"D 33.25"H
  Also available with standard arms (NPLSOP).
Swivel chairs in small spaces maximize functionality and allow you to engage with those all around!

A) LABREA La Brea Swivel Chair (charcoal gray fabric, chrome) 35"L 27"D 40"H
B) WENCHA Wentworth Swivel Chair (brown vinyl, black) 31"L 24"D 31.5"H
C) OCB Key West Chair (black fabric, wood) 31"L 31"D 31"H
D) BCW Madrid Chair (white vinyl, chrome) 30"L 30"D 31"H
E) PROGB Pro Executive Guest Chair (black vinyl, chrome) 24"L 22"D 36"H
Palm Beach Sofa & Swanson Chairs
10’x10’ Booth

Swanson SWAN Swivel Chair
(white vinyl, chrome) 28”L 25”D 30”H
Group Seating

Meeting Chairs

25.5"L 23.5"D 34"H
A) OCMTAU (taupe fabric, wenge)
B) OCMWHT (white vinyl, wenge)
C) OCMESP (espresso vinyl, wenge)

A. 
B. 
C.

Marina Chairs

17.5"L 19.5"D 35"H
A) MARCWH (white vinyl, brushed metal)
B) MARCBK (black vinyl, brushed metal)
C) MARCBR (brown fabric, brushed metal)
D) MARCBE (ocean blue fabric, brushed metal)
E) MARCRD (red fabric, brushed metal)
A) CS8 Berlin Chair (black, white, chrome) 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 35"H
D) SC3 Brewer Chair (onyx, black) 20"L 20"D 32"H
E) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H
F) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H
G) LMCHR Laguna Chair (maple, chrome) 18"L 19"D 34"H
H) SC10 Razor Armless Chair (white) 15.5"L 15.5"D 30.5"H
I) BLDCSB Blade Chair (sky blue) 20.5"L 19"D 30.5"H
J) BLDCRD Blade Chair (red) 20.5"L 19"D 30.5"H
K) LUCHCL Lucent Chair (frosted acrylic, chrome) 19.5"L 19.75"D 32.5"H
L) DUET Duet Stack Chair (black, chrome) 21"L 23"D 33"H
M) MALGRN Malba Chair (green, chrome) 20"L 20"D 32"H
N) MALGRY Malba Chair (gray, chrome) 20"L 20"D 32"H
A) XCHR Christopher Chair  
(white vinyl, chrome) 17”L 19”D 35”H  
B) 30BRHC Hydraulic Cafe Table  
(red top, chrome) 30”RND 29”H  
C) BLDCSB Blade Chair  
(sky blue) 20.5”L 19”D 30.5”H  
D) 30WDHC Hydraulic Cafe Table  
(wood top, chrome) 30”RND 29”H  
E) DUET Duet Stack Chair  
(black, chrome) 21”L 23”D 33”H  
F) 30GSHC Hydraulic Cafe Table  
(green top, chrome) 30”RND 29”H  
G) MALGRN Malba Chair  
(green, chrome) 20”L 20”D 32”H  
H) 30MAHC Madison Hydraulic Cafe Table  
(gray acajou top, chrome) 30”RND 29”H
Style your exhibit with cafe sets that create inviting conference and meeting areas for your guests.

A) MARCBR Marina Chair  
(brown fabric, brushed metal) 17.5"L 19.5"D 35"H  
B) 30WDHC Hydraulic Cafe Table  
(wood top, chrome) 30"RND 29"H  
C) ZENCHR Zenith Chair  
(white, chrome) 18.25"L 22"D 32"H  
D) 30MAHC Madison Hydraulic Cafe Table  
(gray acajou top, chrome) 30"RND 29"H  
E) MALGRY Malba Chair  
(gray, chrome) 20"L 20"D 32"H  
F) 30BEHC Hydraulic Cafe Table  
(blue top, chrome) 30"RND 29"H  
G) LMCHR Laguna Chair  
(maple, chrome) 18"L 19"D 34"H  
H) 30OSHCH Hydraulic Cafe Table  
(orange top, chrome) 30"RND 29"H
Ottomans

**Vibe Cubes**

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) VIB04 (red vinyl)
G) VIB05 (bright yellow vinyl)
H) VIB15 (taupe vinyl)
I) VIB02 (blue vinyl)
J) VIB08 (orange vinyl)
K) VIB14 (citrus green vinyl)
L) VIB17 (desert rose vinyl)
M) VIB16 (spice orange vinyl)
N) VIB06 (gold/bronze vinyl)
O) VIB01 (green vinyl)

**Squares**

Endless Square
34"L 34"D 15"H
A) END02B (black vinyl, chrome)
B) END02W (white vinyl, chrome)

**Benches**

C) WHT12 Half (white vinyl)
39"L 22"D 18"H
D) REGBEN Regis (brushed metal)
47"L 15.5"D 16"H
Provide a Pop!
Colorful furnishings attract attention and help reinforce brand themes.

Curves

Endless Curved
60.5"L 37.5"D 15"H
A) END01B
(black vinyl, chrome)
B) END01W
(white vinyl, chrome)

C) BNQ7
Quarter Curve
(white vinyl)
53"L 22"D 18"H
D) BNQR17 Ring
(4 ottoman seats)
(white vinyl)
72"RND 18"H
Beverly

Beverly Bench Ottoman
10’x20’ Booth

Demo down.
Rectangular or circular ottomans are a great way to design small theaters for quick demonstrations.

Bench Ottomans
60”L 20”D 18”H
A) BVLYWH (white vinyl)
B) BVLYBK (black vinyl)
C) BVLYGR (gray fabric)
D) BVLYRD (red fabric)
E) BVLYOB (ocean blue fabric)
F) BVLYLN (linen fabric)
G) BVLYBN (brown fabric)
Swivel Ottomans
17” RND 18” H
A) MAR001 (white vinyl)
B) MAR005 (red fabric)
C) MAR009 (pear yellow fabric)
D) MAR007 (plum fabric)
E) MAR010 (blue fabric)
F) MAR002 (gray fabric)
G) MAR003 (linen fabric)
H) MAR004 (raspberry fabric)
I) MAR008 (meadow green fabric)
J) MAR011 (orange fabric)
K) MAR015 (black vinyl)
L) MAR012 (forest green vinyl)
M) MAR013 (teal velvet)
N) MAR014 (distressed brown vinyl)
O) MAR006 (rose quartz fabric)
Acccent Table Collections

Stay Social. Stylize furnishings to create shareable moments worthy of Instagram.

A. MESETW End Table
20.5”RND 21.25”H (wood top, bronze)
B. MESCTW Cocktail Table
32.25”RND 17.25”H (wood top, bronze)
C. MESETG End Table
24”RND 21.25”H (glass top, bronze)
D. MESCTG Cocktail Table
36”RND 17.25”H (glass top, bronze)
E. MESETB End Table
20.5”RND 21.25”H (black top, bronze)
F. MESCTB Cocktail Table
32.25”RND 17.25”H (black top, bronze)
**Alondra**

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

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

**Geo**

**Cocktail Table**
50"L 22"D 16"H / 47"L 24"D 17"H
A) C1C (glass top, chrome)
B) C1FWB (wood top, black)

**End Table**
26"L 26"D 20"H / 20"L 20"D 21"H
C) E1C (glass top, chrome)
D) E1FWB (wood top, black)
Accent Tables

**Taos**
Side Tables
15.75"L 15.75"D 24"H
A) TAOBWH (white top, bronze)
B) TAOBBK (black top, bronze)
C) TAOBWD (wood top, bronze)

**Sedona**
Side Tables
15.75"L 15.75"D 24"H
A) SEDBWH (white top, bronze)
B) SEDBBK (black top, bronze)
C) SEDBWD (wood top, bronze)

**Sydney**

**Cocktail Tables**
48"L 26"D 18"H
A) C1W (white top, brushed steel)
   C1WP (powered)
B) C1Y (black top, brushed steel)
   C1YP (powered)
C) SYDBEC (blue top, brushed steel)
D) SYDWDC (wood top, brushed steel)

**End Tables**
27"L 23"D 22"H
E) E1W (white top, brushed steel)
F) E1Y (black top, brushed steel)
G) SYDBEE (blue top, brushed steel)
H) SYDWDE (wood top, brushed steel)
**Regis**

A) REGBEN Bench Table  
(brushed metal) 47"L 15.5"D 16"H

B) REGOTT End Table  
(brushed metal) 16"L 15.5"D 16.5"H

**Silverado**

C) E1E End Table  
(glass top, chrome) 24"RND 22"H

D) C1E Cocktail Table  
(glass top, chrome) 36"RND 17"H

**Rustic**

E) ETBL E-Table  
(wood) 21"L 15.5"D 27.5"H

F) TMBTBL Timber Table  
(wood) 16"RND 17"H

**Aura**

G) AURA Round Table  
(white metal) 15"RND 22"H

**Powered Products**

**Wireless Charging Table**

H) CUBPOW Wireless Charging Table, Powered  
(white, AC plug-in)  
20"L 20"D 18"H

**Edge**

I) CUBTBL LED Cube Table  
(plexi top, white plastic)  
20"L 20"D 20"H (AC power only)
Bar & Cafe Tables

Style your exhibit with bar and cafe sets that create inviting conference and meeting areas for your guests.

Bar Tables
Standard Black Base
30" RND 42"H
VTJ (graphite nebula top)
VTK (maple top)
VTB (red top)
30WH42 (white top)
VTA (Madison/gray acajou top)
30BEBB (blue top)
30WDBB (wood top)
30BKSBB (black top)
30AGBB (brushed gunmetal top)
30OSBB (orange top)
30YBBB (brushed yellow top)
30G5BB (green top)

36" RND 42"H
VTW (white top)
VTN (graphite nebula top)
VTP (maple top)
36BKSBB (black top)

Bar Tables
Hydraulic Chrome Base
30" RND 45"H
30GRHB (graphite nebula top)
30MTHB (maple top)
30BRHB (red top)
30WHHB (white top)
30MAHB (Madison/gray acajou top)
30BEBH (blue top)
30WDBH (wood top)
30BKSBB (black top)
30AGHB (brushed gunmetal top)
30OSHB (orange top)
30YSHB (brushed yellow top)
30GSHB (green top)

36" RND 45"H
36WTHB (white)
36GRHB (graphite nebula)
36MTHB (maple top)
36BKHBB (black top)

HDG4FT
Boxwood Hedge, 4’
46”L 9”D 47”H

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

LMBAR
Laguna Barstool
(maple, chrome)
18”L 20”D 47”H
2. Then pick a color that suits your design.

Cafe Tables
Standard Black Base
30" RND 29’H
ZTJ (graphite nebula top)
ZTK (maple top)
30WH29 (white top)
ZTB (red top)
ZTA (Madison/gray acajou top)
30BEBC (blue top)
30WDBC (wood top)
30AGBC (brushed gunmetal top)
30BKSC (black top)
30OSBC (orange top)
30YSBC (brushed yellow top)
30GSBC (green top)

36" RND 29’H
ZTQ (white top)
ZTN (graphite nebula top)
ZTP (maple top)
36BKSC (black top)

Cafe Tables
Hydraulic Chrome Base
30" RND 29’H
30GRHC (graphite nebula top)
30MTHC (maple top)
30BRHC (red top)
30MAHC (Madison/gray acajou top)
30WHHC (white top)
30BEHC (blue top)
30WDHC (wood top)
30AGHC (brushed gunmetal top)
30BKHC (black top)
30OSHC (orange top)
30YSHC (brushed yellow top)
30GSHC (green top)

36" RND 29’H
36WTHC (white top)
36GRHC (graphite nebula top)
36MTHC (maple top)
36BKHC (black top)

CS4 Syntax Chair
(black, chrome)
23’L 19’D 32.25’H
Barstool Collection

Spin 360°
Use barstools to maximize client engagement with those all around you.

Zoey
15"L 16"D 30-34.75"H
A) BS003 (black, chrome)
B) BS002 (white, chrome)
Lift

15" RND 23.5" H
A) ROLLWH (white vinyl, chrome)
B) ROLLRD (red vinyl, chrome)
C) ROLLBL (black vinyl, chrome)
D) ROLLLGY (gray vinyl, chrome)
Barstool Collection

**Banana**
21”L 22”D 41”H
A) BSS Barstool (black, chrome)
B) BST Barstool (white, chrome)

**Zenith**
ZENBAR Barstool
(white, chrome) 19”L 20”D 44”H

**Apex**
21”L 21”D 33”H
A) AP508 Barstool (black vinyl, silver)
B) AP559 Barstool (red vinyl, silver)
C) AP575 Barstool (white vinyl, silver)
D) APS12 Barstool (blue ultra suede, silver)
A) BSC Oslo Barstool  
(white, chrome) 17"L 20"D 45"H
B) XBAR Christopher Barstool  
(white vinyl, chrome) 19"L 15"D 41"H
C) BS001 Shark Barstool  
(white, chrome) 22"L 19"D 34-44"H
D) BSR Syntax Barstool  
(black, chrome) 23"L 19"D 43.25"H
E) RSTSTL Rustique Barstool  
(gunmetal) 13"L 13"D 30"H
F) LUBSCL Lucent Barstool  
(frosted acrylic, chrome) 22"L 22.5"D 45.5"H
G) LMBAR Laguna Barstool  
(maple, chrome) 18"L 20"D 47"H
H) BLDBRD Barstool  
(red) 20.5"L 20"D 40.5"H
I) BLDBSB Barstool  
(sky blue) 20.5"L 20"D 40.5"H
Create comfortable productive environments in your booth or temporary show office with on-trend furnishings that reflect your sense of style.
Conference Tables

42" Round Conference Table 42" RND 29" H
A) CONF42 (white top, black)
B) CB1 (graphite nebula top, black)
C) CB8 (Madison/gray acajou top, black)
D) 42BKCT (black top, black)

Madison
(gray acajou top, chrome)
E) MADC05 5' Table 60"L 48"D 29"H
F) MADC08 8' Table 96"L 60"D 29"H
G) MADC10 10' Table 120"L 48"D 29"H

H) CUPCHA Cupertino Mid Back Chair
(black vinyl, chrome) 27"L 30.5"D 40-43"H Adjustable.
I) GENCHA Genesis Chair
(black fabric, black) 27.5"L 27.5"D 40-43.5"H Adjustable.
Table Side.

Incorporate conference tables to facilitate booth meetings and new connections.

Geo Rounded Square Tables
42"L 42"D 29"H
A) CE1 (glass top, chrome)
B) CF1 (glass top, black)

Geo Rectangular Tables
60"L 36"D 29"H
C) CF2 (glass top, black)
D) CE2 (glass top, chrome)

E) MERLIN Merlin Multi Use Table
(gray top, black)
46"L 29"D 30"H
F) WD3 Work Table
(white top, white)
48"L 24"D 30"H

Conference Tables
(granite top, black)
G) CB3 8’
96"L 48"D 29"H
H) CB2 6’
72"L 42"D 29"H

Conference Tables
(granite top, black)
I) C508GR 8’
96"L 48"D 29"H
J) CT10GR 10’
120"L 46"D 29"H
K) CT06GR 6’
72"L 36"D 29"H

Atomic Round Tables (glass, chrome)
42ATO 42"RND 30"H
36ATO 36"RND 30"H

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

**Cupertino**

CUPCHA Mid Back Chair
- Material: black vinyl, chrome
- Measurements: 27”L x 30.5”D x 40.43”H
- Adjustable height

**Pro High Back**

Executive Chairs
- Measurements: 25”L x 24”D x 45-48”H
- Adjustable height
- Options:
  - A) PROEXE (white vinyl, chrome)
  - B) PROEXB (black vinyl, chrome)

**Pro Mid Back**

Executive Chairs
- Measurements: 24”L x 22”D x 36.75-39.75”H
- Adjustable height
- Options:
  - C) PROMID (white vinyl, chrome)
  - D) PROMDB (black vinyl, chrome)

**Pro Guest**

PROGB Executive Chair
- Material: black vinyl, chrome
- Measurements: 24”L x 26”D x 36”H

**Task**

TASKST Stool
- Material: black fabric, black
- Measurements: 27.5”L x 27.5”D x 32.75”- 40.25”H
- Adjustable height

**Genesis**

GENCHA Chair
- Material: black fabric, black
- Measurements: 27.5”L x 27.5”D x 40-43.5”H
- Adjustable height
Madison

A) JD8 Executive Desk (gray acajou) 60”L 30”D 29”H
B) CR8 Credenza (gray acajou) 60”L 20”D 29”H
C) BC8 Bookcase (gray acajou) 36”L 12”D 72”H

Tech Desk

A) TECH3B Desk, Powered, w/3 Drawer File Cabinet (black top, black metal) 60”L 30”D 30”H
B) TECH Desk, Powered (black top, black metal) 60”L 30”D 30”H
C) TECH3 3 Drawer File Cabinet on Castors (black top, black metal) 16”L 20”D 28”H
Ventura
Powered & Communal Tables

Table Top Options
Colors not available in all table options. Please check options listed.

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

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

Powered Cafe Tables
72.25"L, 26.25"D 30"H (silver frame)
A) VNTCBK (black top)
B) VNTCWH (white top)

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

Communal tables keep attendees charged while encouraging networking and genuine connections.
It’s easy to be green. Just add greenery to your booth environment for a warm and natural feel.

Go Biophilic

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

A) PSHCCS
Posh Shelving (chrome, acrylic)
36"L 18"D 72"H

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

B) HDG7FT
Boxwood Hedge, 7'
36.5"L 12"D 84"H

D) CUBTBL
Edge LED Cube Table
(plexi top, white plastic)
20"L 20"D 20"H
(AC power only)

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

LED light available in white, red, green, blue and rolling color.
Midtown Bar
60"L 18"D 42"H (taupe glass top, pewter)
A) MTBUUL (unlighted)
B) MTBLPI (lighted with plug-in)

Midtown Powered Counter
60"L 18"D 42"H (taupe glass top, pewter)
MTCPUL (unlighted)
MTCLPI (lighted with plug-in)

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

BLDBSB Blade Barstool
20.5"L 20"D 40.5"H
(sky blue)

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

**Cocktail Tables**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>C1E-Silverado</td>
<td>$430.10</td>
<td>$559.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ALC100-Alondra, Glass/Chrome</td>
<td>$518.45</td>
<td>$674.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ALC200-Alondra, Wood/Chrome</td>
<td>$518.45</td>
<td>$674.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C1FWB-Geo, Wood/Black</td>
<td>$463.65</td>
<td>$589.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C1C-Geo Rect., Glass/Chrome</td>
<td>$388.85</td>
<td>$505.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MESCTB-Mesa Cocktail Table Black to</td>
<td>$300.30</td>
<td>$390.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MESCTG-Mesa Cocktail Table Glass top</td>
<td>$300.30</td>
<td>$390.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MESCTW-Mesa Cocktail Table Wood top</td>
<td>$300.30</td>
<td>$390.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C1W-Sydney, White</td>
<td>$435.95</td>
<td>$566.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C1WP-Sydney White, Powered!</td>
<td>$553.80</td>
<td>$719.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C1Y-Sydney, Black</td>
<td>$435.95</td>
<td>$566.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C1YP-Sydney Black, Powered!</td>
<td>$553.80</td>
<td>$719.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>REGBEN-Regis Bench Table</td>
<td>$444.80</td>
<td>$578.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SYDBEC-Sydney Cocktail Table</td>
<td>$441.85</td>
<td>$574.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SYDWDC-Sydney Cocktail Table</td>
<td>$401.70</td>
<td>$522.20</td>
<td></td>
</tr>
</tbody>
</table>

**Occasional End Tables**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>E1E-Silverado</td>
<td>$409.45</td>
<td>$532.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ALE100-Alondra, Glass/Chrome</td>
<td>$374.15</td>
<td>$486.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ALE200-Alondra, Wood/Chrome</td>
<td>$374.15</td>
<td>$486.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ETFWB-Geo, Wood/Black</td>
<td>$394.75</td>
<td>$513.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E1C-Geo, Glass/Chrome</td>
<td>$383.00</td>
<td>$497.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MESETB-Mesa End Table, Black top</td>
<td>$198.40</td>
<td>$257.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MESETG-Mesa End Table, Glass top</td>
<td>$198.40</td>
<td>$257.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MESETW-Mesa End Table, Wood top</td>
<td>$198.40</td>
<td>$257.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>E1W-Sydney, White</td>
<td>$394.75</td>
<td>$513.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ETY-Sydney, Black</td>
<td>$394.75</td>
<td>$513.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CUBTBTL-Edge LED Cube</td>
<td>$306.35</td>
<td>$398.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ETBL-E Table, Wood</td>
<td>$276.90</td>
<td>$359.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TMBTBL Timber Table, Wood</td>
<td>$265.15</td>
<td>$344.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>REGOTT-Regis End Table</td>
<td>$327.00</td>
<td>$425.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CUBPOW-Wireless Chrg Tbl, Powered!</td>
<td>$666.85</td>
<td>$866.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SYDBEE - Sydney End Table</td>
<td>$388.30</td>
<td>$504.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SYDWDE-Sydney End Table</td>
<td>$388.30</td>
<td>$504.80</td>
<td></td>
</tr>
</tbody>
</table>

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

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

**Company Name:**

**Contact Name:**

**Email:**

**Signature:**

Total Exec Tables Furnishings: $________

Event Code: F110241020
email orlando@shepardes.com
phone (407) 888-9669
fax (407) 888-2301

Discount Deadline **Wednesday, September 16, 2020**

Discount Deadline date to receive discounted pricing.

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

Amount Due: $________

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

Tax: $________

6.500% Tax*: $________
Ottomans

<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>CUBL20-Edge Lighted Cube</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>WHT12-Half Bench, White Vinyl</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BNQ7-Quarter Curve, White Vinyl</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BNQR17-Ottoman Ring, White Vinyl</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Total Ottomans: $6,500.00

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.

Ottomans

<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>MAR001-Marche Swivel, White</td>
<td>$288.65</td>
<td>$375.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MAR002-Marche Swivel, Grey</td>
<td>$288.65</td>
<td>$375.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MAR003-Marche Swivel, Linen</td>
<td>$288.65</td>
<td>$375.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MAR004-Marche Swivel, Raspberry</td>
<td>$288.65</td>
<td>$375.25</td>
<td></td>
</tr>
</tbody>
</table>

Discount Deadline: Wednesday, September 16, 2020

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

Event Code: F110241020
Event Name: AANEM Annual Meeting
Venue: JW Marriott - Grande Lakes Orlando - Orlando, FL
Date: October 7 - 9, 2020
Discount Deadline: Wednesday, September 16, 2020

Company Name: 
Contact Name: 
Email: 
Signature: 

TOTAL AMOUNT DUE: $6,500.00

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

<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>MNCHSC Munich Sectional, 3 pc</td>
<td>$2,878.05</td>
<td>$3,741.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SF002- Allegro Sofa</td>
<td>$1,084.05</td>
<td>$1,409.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NPLSOF-Naples Sofa, Black Vinyl</td>
<td>$1,296.15</td>
<td>$1,685.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VALSOF- Valencia Sofa</td>
<td>$689.80</td>
<td>$896.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TANSOF-Tangiers Sofa, Beige</td>
<td>$1,028.10</td>
<td>$1,336.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>KEYSOF-Key Largo Sofa</td>
<td>$733.50</td>
<td>$953.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FAIRSW-Fairfax Sofa</td>
<td>$739.40</td>
<td>$961.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BSFWHT-Baja Sofa</td>
<td>$1,312.20</td>
<td>$1,705.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PALSOF-Palm Beach Sofa</td>
<td>$1,029.60</td>
<td>$1,338.50</td>
<td></td>
</tr>
</tbody>
</table>

## Accent Chairs

<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>SWAN-Swanson Swivel, White Vinyl</td>
<td>$553.80</td>
<td>$719.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OCB-Key West Tub, Black</td>
<td>$615.70</td>
<td>$800.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BCW-Madrid Chair, White</td>
<td>$1,157.70</td>
<td>$1,505.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LABREA-La Brea Swivel Chair</td>
<td>$636.30</td>
<td>$827.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VALCHA Valenza Chair</td>
<td>$464.10</td>
<td>$603.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MNCHCC Munich Corner Chair</td>
<td>$874.90</td>
<td>$1,137.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MNCHCH Munich Armless Chair</td>
<td>$721.70</td>
<td>$938.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OCH Madrid Chair, Black</td>
<td>$1,157.70</td>
<td>$1,505.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WENCHA-Wentworth Chair</td>
<td>$508.80</td>
<td>$661.45</td>
<td></td>
</tr>
</tbody>
</table>

## Lovesets

<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>KEYLOV-Key Largo Loveseat</td>
<td>$568.55</td>
<td>$739.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TANLOV Tangiers Loveseat</td>
<td>$1,072.25</td>
<td>$1,393.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BLWHT Baja Loveseat White Vinyl</td>
<td>$1,234.30</td>
<td>$1,604.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MNCHLV- Munich Armless Loveseat</td>
<td>$1,281.40</td>
<td>$1,665.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NPLLOV- Naples Loveseat, Blk Vinyl</td>
<td>$1,089.90</td>
<td>$1,416.85</td>
<td></td>
</tr>
</tbody>
</table>

## Club Chairs

<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>BCHWHT Baja Chair, White Vinyl</td>
<td>$842.55</td>
<td>$1,095.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NPLCHR-Naples Chair, Black Vinyl</td>
<td>$904.35</td>
<td>$1,175.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TANCHR-Tangiers Chair, Beige</td>
<td>$668.70</td>
<td>$869.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CHR002-Allegro Chair</td>
<td>$760.05</td>
<td>$988.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>KEYCHR-Key Largo Chair</td>
<td>$486.05</td>
<td>$668.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FAIRCW-Fairfax Chair</td>
<td>$533.20</td>
<td>$693.15</td>
<td></td>
</tr>
</tbody>
</table>

## Meeting Chairs

<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>OCMAAU-Meeting Chair, Taupe</td>
<td>$424.20</td>
<td>$551.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OCMWHT-Meeting Chair, White</td>
<td>$388.85</td>
<td>$505.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OCMESP-Meeting Chair, Expresso</td>
<td>$430.10</td>
<td>$559.15</td>
<td></td>
</tr>
</tbody>
</table>

## Modular System

<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>BNQ417-Full Banquettte-Powered!</td>
<td>$3,555.55</td>
<td>$4,622.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BNR017-Ottoman Ring, White Vinyl</td>
<td>$2,733.70</td>
<td>$3,553.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BOR07-Quarter Curve, White Vinyl</td>
<td>$762.95</td>
<td>$991.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BNQTL7- Center Cone, White Vinyl</td>
<td>$1,122.35</td>
<td>$1,459.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WHT12-Half Bench, White Vinyl</td>
<td>$583.25</td>
<td>$758.25</td>
<td></td>
</tr>
</tbody>
</table>

## Power Seating

<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>CHRPWR- Roma Chair, powered</td>
<td>$981.00</td>
<td>$1,275.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SFAPWR-Roma Sofa, powered</td>
<td>$1,579.00</td>
<td>$2,052.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NPLCHR-Naples Chair, powered</td>
<td>$981.00</td>
<td>$1,275.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NPLSOF-Naples Sofa, powered</td>
<td>$1,579.00</td>
<td>$2,052.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NPLLOP-Naples Loveseat, powered</td>
<td>$1,358.05</td>
<td>$1,765.45</td>
<td></td>
</tr>
</tbody>
</table>

## Total Soft Seating: $6,500

6.500% Tax: $343.25

Amount Due: $6,843.25

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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

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

**Company Name:**

**Contact Name:**

**Email:**

**Signature:**

---

*Tax rate subject to change. Tax rate at the time of event will be utilized.*
# AANEM Annual Meeting

**JW Marriott - Grande Lakes Orlando - Orlando, FL**

**October 7 - 9, 2020**

**Discount Deadline**  **Wednesday, September 16, 2020**

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

---

## Conference Tables

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CF2-Geo Table, Black</td>
<td>$907.60</td>
<td>$907.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CE1-Geo Table, Sq. Chrome</td>
<td>$639.45</td>
<td>$639.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CF1-Geo Table, Sq. Black</td>
<td>$639.45</td>
<td>$639.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CE2-Geo Table, Chrome</td>
<td>$907.60</td>
<td>$907.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CB2-6’ Graphite Table</td>
<td>$953.55</td>
<td>$953.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CB3-6’ Graphite Table</td>
<td>$1,122.10</td>
<td>$1,122.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CB1-42” Round, Graphite Nebula</td>
<td>$773.65</td>
<td>$773.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C508GR-8’, Granite</td>
<td>$1,122.10</td>
<td>$1,122.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CT10GR-10’, Granite</td>
<td>$1,685.00</td>
<td>$1,685.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CT06GR-6’, Granite</td>
<td>$953.55</td>
<td>$953.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CB8-42” Round Madison, Grey</td>
<td>$683.80</td>
<td>$683.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MADC10-10’ Madison, Grey</td>
<td>$1,487.65</td>
<td>$1,487.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MADC05-5’ Madison, Grey</td>
<td>$773.30</td>
<td>$773.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MADC08-8’ Madison, Grey</td>
<td>$1,933.95</td>
<td>$1,933.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CONF42-42” Round, White Lam</td>
<td>$698.15</td>
<td>$698.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>36ATO Atomic 36” Round, Glass</td>
<td>$639.45</td>
<td>$639.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>42ATO Atomic 42” Round, Glass</td>
<td>$639.45</td>
<td>$639.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>42BKCT 42” Round, Black Top</td>
<td>$703.05</td>
<td>$703.05</td>
<td></td>
</tr>
</tbody>
</table>

## Group & Guest Seating

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Duet-Black, Chrome</td>
<td>$130.20</td>
<td>$130.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RSTDIN-Rustique w/ arms, Gunmetal</td>
<td>$264.25</td>
<td>$264.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CS8-Berlin Chair, Black</td>
<td>$256.55</td>
<td>$256.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>XCHR-Christopher Chr, White Vinyl</td>
<td>$210.65</td>
<td>$210.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SC10 Razor Chair</td>
<td>$157.00</td>
<td>$157.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SC3-Brewer Chair, Onyx</td>
<td>$352.30</td>
<td>$352.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LMCHR-Laguna Chair, Maple/Chrome</td>
<td>$298.75</td>
<td>$298.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MALGRY-Malba Chair, Grey</td>
<td>$229.80</td>
<td>$229.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MALGRN-Malba Chair, Green</td>
<td>$229.80</td>
<td>$229.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CS4-Syntax Chair, Black/Chrome</td>
<td>$417.45</td>
<td>$417.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZENCHR-Zenith Chair-White/Chrome</td>
<td>$336.95</td>
<td>$336.95</td>
<td></td>
</tr>
</tbody>
</table>

## Executive Seating

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PROEXE-Pro Executive Chair</td>
<td>$746.70</td>
<td>$746.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PROEXB-Executive Chair High Back</td>
<td>$746.70</td>
<td>$746.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PROGB-Guest Executive Chair</td>
<td>$524.70</td>
<td>$524.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PROMDB-Exec Mid-Back, Black</td>
<td>$490.15</td>
<td>$490.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PROMID-Executive Chair Mid Back</td>
<td>$474.90</td>
<td>$474.90</td>
<td></td>
</tr>
</tbody>
</table>

---

Submission of this form 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: ____________________________

Email: ____________________________

Signature: ____________________________

---

**Total Conference:** $__________________

6.500% Tax*: $__________________

Amount Due: $__________________

---

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

Café Tables
Café Tables - Chrome Base 30”, Hydraulic

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ZTK-30” Maple Top/Black Base</td>
<td>$347.60</td>
<td>$451.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTP-36” Maple Top/Black Base</td>
<td>$380.00</td>
<td>$494.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTJ-30” Graphite Top/Black Base</td>
<td>$347.60</td>
<td>$451.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTN-36” Graphite Top/Black Base</td>
<td>$380.00</td>
<td>$494.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTQ-36” White Laminate Top</td>
<td>$380.00</td>
<td>$494.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTB-30” Red Top/Black Base</td>
<td>$347.60</td>
<td>$451.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTA-30” Grey Top/Black Base</td>
<td>$359.40</td>
<td>$467.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WH29-30” White Laminate</td>
<td>$368.25</td>
<td>$478.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BEBC-30” Blue Top/Black Base</td>
<td>$348.15</td>
<td>$452.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WDHC-30” Wood Top/Black Base</td>
<td>$348.15</td>
<td>$452.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30AGBC-30” Gunmetal/Black base</td>
<td>$348.15</td>
<td>$452.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BKSC-36” Blacktop/Black Base</td>
<td>$380.00</td>
<td>$494.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BKSH-36” Black Top/Black Base</td>
<td>$380.00</td>
<td>$494.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30YSBC-30” Brushed Yellow/Black Base</td>
<td>$348.15</td>
<td>$452.60</td>
<td></td>
</tr>
</tbody>
</table>

Café Tables - Chrome Base 36”, Hydraulic

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>36MTHC-Maple Top, Chrome</td>
<td>$506.70</td>
<td>$658.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>36GRHC-Graphite Nebula, Chrome</td>
<td>$506.70</td>
<td>$658.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>36WTHC-White Top, Chrome</td>
<td>$506.70</td>
<td>$658.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>36BKHC Black Top, Chrome</td>
<td>$506.70</td>
<td>$658.70</td>
<td></td>
</tr>
</tbody>
</table>

G30 and Ventura Communal Tables
30” High 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>VNTCBN-Black Top, Silver Frame</td>
<td>$790.00</td>
<td>$1,027.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTCMN-Maple Top, Silver Frame</td>
<td>$790.00</td>
<td>$1,027.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTCWN-White Top, Silver Frame</td>
<td>$790.00</td>
<td>$1,027.00</td>
<td></td>
</tr>
</tbody>
</table>

42” High 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>VNTBNP Communal Table Black Top</td>
<td>$1,028.10</td>
<td>$1,336.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTMNP Communal Table Maple Top</td>
<td>$1,028.10</td>
<td>$1,336.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTWNP Communal Table White Top</td>
<td>$1,028.10</td>
<td>$1,336.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTBMW Comm Table Maple Top w/ Grom</td>
<td>$1,028.10</td>
<td>$1,336.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTBWW Comm Table White w/ Grom</td>
<td>$1,028.10</td>
<td>$1,336.55</td>
<td></td>
</tr>
</tbody>
</table>

Powered! 42” High 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>VNTBLK Communal Table Black Top</td>
<td>$1,213.70</td>
<td>$1,577.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTWHT Comm Table White Top</td>
<td>$1,213.70</td>
<td>$1,577.80</td>
<td></td>
</tr>
</tbody>
</table>

Submission of this form 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: ____________________________

Email: ____________________________________

Signature: ________________________________

Tax rate subject to change. Tax rate at the time of event will be utilized.
AANEM Annual Meeting  
JW Marriott - Grande Lakes Orlando - Orlando, FL  
October 7 - 9, 2020

**Discount Deadline**  Wednesday, September 16, 2020

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

### Bar Tables - All Black Base

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>VTK-30” Maple Top/Black Base</td>
<td>$383.00</td>
<td>$497.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTP-36” Maple Top/Black Base</td>
<td>$409.45</td>
<td>$532.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTJ-30” Graphite Top/Black Base</td>
<td>$383.00</td>
<td>$497.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTN-36” Graphite Top/Black Base</td>
<td>$409.45</td>
<td>$532.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTW-36” White Laminate Top</td>
<td>$409.45</td>
<td>$532.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTB-30” Red Top/Black Base</td>
<td>$383.00</td>
<td>$497.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>36WTHB White Top/Black Base</td>
<td>$383.00</td>
<td>$504.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RSTSGT Rustique Square Metal Bar Table</td>
<td>$424.20</td>
<td>$551.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30OSBB Orange Top/Black Base</td>
<td>$383.00</td>
<td>$504.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BKHB Black Top/Black Base</td>
<td>$383.00</td>
<td>$504.80</td>
<td></td>
</tr>
</tbody>
</table>

### Bar Tables - Chrome Base 30”, Hydraulic

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30GRHB-Graphite Nebula, Chrome</td>
<td>$465.45</td>
<td>$605.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30MTHB-Maple Top, Chrome</td>
<td>$465.45</td>
<td>$605.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BRHB-Brushed Red, Chrome</td>
<td>$465.45</td>
<td>$605.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WHHB White Laminite, Chrome</td>
<td>$503.75</td>
<td>$654.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30MAHB-Grey Top, Chrome</td>
<td>$465.45</td>
<td>$605.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BEHB-Blue Top, Chrome</td>
<td>$468.65</td>
<td>$609.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WDBB-Wood Top/Black Base</td>
<td>$383.30</td>
<td>$504.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BSBB Black Top/Black Base</td>
<td>$383.30</td>
<td>$504.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>36BKHB Black Top/Black Base</td>
<td>$383.30</td>
<td>$504.80</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30GRHB-Graphite Nebula, Chrome</td>
<td>$465.45</td>
<td>$605.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30SHB Green Top, Chrome</td>
<td>$468.65</td>
<td>$609.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30OSHB Orange Top, Chrome</td>
<td>$468.65</td>
<td>$609.25</td>
<td></td>
</tr>
</tbody>
</table>

### Bars and Counters

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BLDBRD-Blade, Red</td>
<td>$200.85</td>
<td>$261.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BLDBSB-Blade, Sky Blue</td>
<td>$200.85</td>
<td>$261.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LBSC- Frosted, Acrylic</td>
<td>$401.70</td>
<td>$522.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTCUBL-Midtown Counter, Unlighted</td>
<td>$2,155.80</td>
<td>$2,802.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTPBL- Midtown Bar, Lighted</td>
<td>$2,289.70</td>
<td>$2,976.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MTCLBL- Light Barstool, Red</td>
<td>$327.00</td>
<td>$425.10</td>
<td></td>
</tr>
</tbody>
</table>

**Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.**

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

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

**Company Name:**  
**Contact Name:**  
**Email:**  
**Signature:**

---

Event Code: F110241020  
email orlando@shepardes.com  
phone (407) 888-9669  
fax (407) 888-2301

**Amount Due:**  
**Total Bar:**  
**Tax:**  
6.500%  
**Tax Rate:**  
**$**  

---

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

#### 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>$795.35</td>
<td>$1,033.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>JD8-Madison Executive Desk, Grey</td>
<td>$939.70</td>
<td>$1,221.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BC8-Madison Bookcase, Grey</td>
<td>$680.50</td>
<td>$884.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECH3B-Tech Desk w/drawers-Powered!</td>
<td>$863.15</td>
<td>$1,122.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECH-Tech Desk-Powered</td>
<td>$698.15</td>
<td>$907.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECH3-3-drawer File Cbnt w/Castor</td>
<td>$229.80</td>
<td>$298.75</td>
<td></td>
</tr>
</tbody>
</table>

#### Work & Multi-Use Tables

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MERLIN-Multi Use Table</td>
<td>$533.20</td>
<td>$693.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WD3-Work Table</td>
<td>$512.60</td>
<td>$666.40</td>
<td></td>
</tr>
</tbody>
</table>

#### Product Display- Shelving

<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>PSHCCS-Posh Shelving</td>
<td>$798.35</td>
<td>$1,037.85</td>
<td></td>
</tr>
</tbody>
</table>

#### Product Display- Pedestals

<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>PDL36B-Ped, Locking-Powered!</td>
<td>$780.65</td>
<td>$1,014.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL42B-Ped, Locking-Powered!</td>
<td>$924.95</td>
<td>$1,202.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL36W-Ped, Locking-Powered!</td>
<td>$780.65</td>
<td>$1,014.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL42W-Ped, Locking-Powered!</td>
<td>$924.95</td>
<td>$1,202.45</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>$341.70</td>
<td>$444.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LA14-Mason Silver Table Lamp</td>
<td>$223.85</td>
<td>$291.00</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>$682.90</td>
<td>$887.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HDG7FT-Boxwood Hedge, 7ft</td>
<td>$1,111.35</td>
<td>$1,444.75</td>
<td></td>
</tr>
</tbody>
</table>

Submission of this form 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:** $ ________

**6.500% Tax**: $ ________

**Amount Due**: $ ________
Sign prices are based on customer supplying **print-ready graphics** in the requested format.

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>70009</td>
<td>Vertical, 22&quot; x 28&quot;</td>
<td>$217.75</td>
<td>$283.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70010</td>
<td>Horz., 22&quot; x 28&quot;</td>
<td>$217.75</td>
<td>$283.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70011</td>
<td>Vertical, 28&quot; x 44&quot;</td>
<td>$331.70</td>
<td>$431.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70012</td>
<td>Horz., 28&quot; x 44&quot;</td>
<td>$331.70</td>
<td>$431.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70027</td>
<td>Meterboard, 38.25&quot; x 90.75&quot;, trovicil panel</td>
<td>$671.30</td>
<td>$872.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70138</td>
<td>39&quot;x84&quot; Meterboard, Ultraboard</td>
<td>$390.00</td>
<td>$507.00</td>
<td></td>
</tr>
</tbody>
</table>

### Accessories

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>70017</td>
<td>Blank Foamcore, 4' x 8'</td>
<td>$59.15</td>
<td>$76.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70021</td>
<td>Velcro, per ft, min. 5 ft.</td>
<td>$3.85</td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70004</td>
<td>7&quot; x 44&quot; ID Sign</td>
<td>$65.15</td>
<td>$84.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50094</td>
<td>Floor Easel</td>
<td>$58.35</td>
<td>$75.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50095</td>
<td>22x28 Sign Holder</td>
<td>$132.95</td>
<td>$172.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50508</td>
<td>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.</th>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>70034</td>
<td>36&quot;x36&quot; Rnd Table Cling</td>
<td>$231.65</td>
<td>$301.15</td>
<td></td>
</tr>
</tbody>
</table>

Submission of this form 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:** $ <br> **6.500% Tax:** $ <br> **Amount Due:** $
All graphic files for ordered products should be uploaded to our FTP site.

Address: https://files.shepardes.com/files/FTP%20Files/Drop%20Off/-2020/10_AANEM/EXHIBITOR%20UPLOADS

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: orlando@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

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.
ELEVATE YOUR EXHIBIT
With Shepard, You Can.

What are your exhibit goals?
Whether you're new to the exhibits space or a seasoned pro, Shepard’s here to help. We're your go-to exhibits partner.

- Bring our brand to life
- Attract attention
- Generate traffic
- Create an engaging experience
- Make exhibiting easy

High-impact exhibits
Whatever your needs (or budget), Shepard's got you covered.

- **Custom Fabrication**, for a signature look & feel
- **Custom Rental**, for ultimate flexibility
- **Fabric Panels**, for maximum ease

Offering innovative exhibit frameworks ... and more

- Graphic design & printing
- Equipment & furnishings
- Audio visual
- Logistics

Why Shepard?

- **Complimentary consultation**: We listen, we strategize—and propose on-target ideas
- **Blue Diamond customer service**: Fast, courteous, thoughtful—Shepard’s there for you
- **Smart, strategic solutions**: Shepard delivers exhibits that engage your audiences

Ready to get started?
Contact Our Exhibits Team!
Exhibits@shepardes.com
404-720-8600
shepardes.com
AANEM Annual Meeting  
JW Marriott - Grande Lakes Orlando - Orlando, FL  
October 7 - 9, 2020  

Order Deadline  Monday, September 7, 2020  
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!

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item Description</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>
</tr>
<tr>
<td>66477</td>
<td></td>
<td>The Pierce - 10' x 10'</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66478</td>
<td></td>
<td>The Pierce - 10' x 20'</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66484</td>
<td></td>
<td>The Madison - 10' x 10'</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66485</td>
<td></td>
<td>The Madison - 10' x 20'</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66486</td>
<td></td>
<td>The Grant - 10' x 10'</td>
<td>$4,587.00</td>
<td>$5,963.10</td>
</tr>
<tr>
<td>66487</td>
<td></td>
<td>The Grant - 10' x 20'</td>
<td>$6,357.45</td>
<td>$8,264.70</td>
</tr>
<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>
</tr>
<tr>
<td>66487</td>
<td></td>
<td>The Hamilton - 10' x 10'</td>
<td>$2,938.45</td>
<td>$3,820.00</td>
</tr>
<tr>
<td>66488</td>
<td></td>
<td>The Hamilton - 10' x 20'</td>
<td>$5,147.80</td>
<td>$6,692.15</td>
</tr>
<tr>
<td>66492</td>
<td></td>
<td>The Lucy - 10' x 10'</td>
<td>$4,345.65</td>
<td>$5,649.35</td>
</tr>
<tr>
<td>66493</td>
<td></td>
<td>The Lucy - 10' x 20'</td>
<td>$5,150.35</td>
<td>$6,695.45</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.

Submission of this form 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.

<table>
<thead>
<tr>
<th>Total Inline Rentals: $</th>
<th>6.500% Tax: $</th>
<th>Amount Due: $</th>
</tr>
</thead>
</table>

Company Name:  
Contact Name  
Email:  
Signature:

Tax rate subject to change. Tax rate at the time of event will be utilized.
Choose Your Counter & Customize to Fit Your Exhibit!

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&quot; L x 3' 6&quot; H x 1' 9&quot; D</td>
<td>$1,018.15</td>
<td>$1,323.60</td>
<td>Regular</td>
<td>Regular</td>
</tr>
<tr>
<td>66283</td>
<td></td>
<td>LC2</td>
<td>5' 3&quot; L x 3' 6&quot; H x 1' 9&quot; D</td>
<td>$1,235.50</td>
<td>$1,606.15</td>
<td>Regular</td>
<td>Regular</td>
</tr>
<tr>
<td>66284</td>
<td></td>
<td>LC3</td>
<td>3' 9&quot; L x 3' 6&quot; H x 2' 3&quot; D</td>
<td>$751.00</td>
<td>$976.30</td>
<td>Silver Only</td>
<td>Regular</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&quot; L x 2' 3&quot; D x 3' 3&quot; H x 2' 3&quot; D</td>
<td>$1,047.00</td>
<td>$1,361.10</td>
<td>Regular</td>
<td>Regular</td>
<td>Contact Us to Customize</td>
</tr>
<tr>
<td>66276</td>
<td></td>
<td>RC3</td>
<td>5' L x 3' 6&quot; H x 1' 9&quot; D</td>
<td>$2,271.25</td>
<td>$2,952.65</td>
<td>Regular</td>
<td>Regular</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>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>66285</td>
<td></td>
<td>CS1</td>
<td>3' L x 6' 3&quot; H x 1' 9&quot; D</td>
<td>$1,320.80</td>
<td>$1,717.05</td>
<td>250mm x 700mm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66286</td>
<td></td>
<td>CS2</td>
<td>2' 3&quot; L x 6' 3&quot; H x 1' 6&quot; D</td>
<td>$769.85</td>
<td>$1,000.80</td>
<td>380mm x 580mm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submission of this form 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: ________________________________  Booth # __________________
Contact Name: ________________________________
Email: ________________________________
Signature: ________________________________
# Custom Display / Charging Stations

**AANEM Annual Meeting**  
JW Marriott - Grande Lakes Orlando - Orlando, FL  
October 7 - 9, 2020

**Order Deadline**  
Monday, September 7, 2020  
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

---

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**

<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></td>
<td>$713.45</td>
<td>$927.50</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>66278</td>
<td></td>
<td>GL1</td>
<td>5' 4&quot; L x 8' 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' 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>

**Showcases**

<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>66270</td>
<td></td>
<td>Qtrview</td>
<td>4' 8&quot; L x 1' 9&quot; D x 3' 2&quot; H</td>
<td></td>
<td>$1,373.65</td>
<td>$1,785.75</td>
<td>NA</td>
<td></td>
</tr>
<tr>
<td>66272</td>
<td></td>
<td>Square</td>
<td>1' 9&quot; L x 1' 9&quot; D x 7' H</td>
<td></td>
<td>$1,482.60</td>
<td>$1,927.40</td>
<td>NA</td>
<td></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>Metal Color</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></td>
<td>$2,333.75</td>
<td>$3,033.90</td>
<td>Black Only</td>
<td>250mm x 700mm</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>
<th>Metal Color</th>
<th>Panel Color</th>
<th>Graphic Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>66148</td>
<td></td>
<td>PerfH</td>
<td>4x7&quot; Pegboard panel</td>
<td>$346.85</td>
<td>$450.90</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>66149</td>
<td></td>
<td>PerfV</td>
<td>4x8&quot; Pegboard panel</td>
<td>$346.85</td>
<td>$450.90</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50104</td>
<td></td>
<td>Pegs</td>
<td>6&quot; Pegs 1 dozen</td>
<td>$56.60</td>
<td>$73.60</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>66147</td>
<td></td>
<td>Slatwall</td>
<td>8'x3.5' Slatwall grey vert</td>
<td></td>
<td>$346.85</td>
<td>$450.90</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Custom Product Display Rentals: $6,500.00  
Tax*: $  
Amount Due: $

**Company Name:**  
**Contact Name:**  
**Email:**  
**Signature:**

---

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.
**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.
Fabex Backlit Booth Rentals

AANEM Annual Meeting
JW Marriott - Grande Lakes Orlando - Orlando, FL
October 7 - 9, 2020

Order Deadline    Monday, September 7, 2020
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Freestanding 8' high Backlit Backwalls with Full Color Graphics

FX 11- 8'h x 10'

- 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>$2,753.55</td>
<td>$3,579.60</td>
<td>3042mm x 2436mm</td>
</tr>
<tr>
<td>66565</td>
<td></td>
<td>FX12 10' x 20' Backlit</td>
<td>$4,255.40</td>
<td>$5,532.00</td>
<td>6088mm x 2436mm</td>
</tr>
<tr>
<td>66566</td>
<td></td>
<td>FX13 10' x 30' Backlit</td>
<td>$5,757.30</td>
<td>$7,484.50</td>
<td>8992mm x 2436mm</td>
</tr>
</tbody>
</table>

FX 12 - 8'h x 20'

FX 13- 8' h x 30'

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.

Submission of this form 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 Fabex Backlit: $__________________________
6.500% Tax*: $__________________________
Amount Due: $__________________________

Company Name: _____________________________ Booth #: _____________________________
Contact Name _____________________________
Email: ____________________________________
Signature: ________________________________

Event Code: F110241020
email exhibits@shepardes.com
phone 404-720-8652
fax 404-720-8757

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

Tax rate subject to change. Tax rate at the time of event will be utilized.
AANEM Annual Meeting  
JW Marriott - Grande Lakes Orlando - Orlando, FL  
October 7 - 9, 2020

**Order Deadline**    **Monday, September 7, 2020**

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!

---

### Island Booth Rentals

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66494</td>
<td></td>
<td>The Monroe</td>
<td>$10,542.00</td>
<td>$13,704.60</td>
</tr>
<tr>
<td>66368</td>
<td></td>
<td>The Washington</td>
<td>$15,129.10</td>
<td>$19,667.85</td>
</tr>
<tr>
<td>66495</td>
<td></td>
<td>The Tyler</td>
<td>$11,258.35</td>
<td>$14,635.85</td>
</tr>
<tr>
<td>66496</td>
<td></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.

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

**Total Island Rentals:** $  
**6.500% Tax**: $  
**Amount Due:** $  

---

Company Name:  
Contact Name:  
Email:  
Signature:  

---

*All tax rates are subject to change.*

---

*Tax rate subject to change. Tax rate at the time of event will be utilized.*
AANEM Annual Meeting  
JW Marriott - Grande Lakes Orlando - Orlando, FL  
October 7 - 9, 2020  
Order Deadline  
Monday, September 7, 2020
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after deadline date may not be available.

Atención: Si no lo hace, también debe hacer una orden para el montaje y la colocación de su signo!

Submission of this form 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.

All Rentals Include:
- Dye sublimation printed fabric pillow case  
- Rental frame  
- Blockout liner  
- Basic harness  
- Weighs under 75 pounds  
- Rigging not included

Don't forget to also place an order for building and hanging your sign!

Submission of this form 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:  
Email:  
Signature:  

Total Hanging Sign Rental: $  
6.500% Tax*: $  
Amount Due: $  

Email:  
Phone: (407) 888-9669  
Fax: (407) 888-2301  
Event Code: F110241020  
Company Name:  
Contact Name:  
Email:  
Signature:  

Hanging Sign Rentals  

Attention Getting ● High Visibility ● Great Branding  
Easy ● Cost Effective Rental ● Durable Dye Sublimation Graphics

CIRCLE DESIGN  
HSC10  
HSC16

SQUARE DESIGN  
HSS10

TRIANGULAR DESIGN  
HST10

WAVE DESIGN

<table>
<thead>
<tr>
<th>Code</th>
<th>Size</th>
<th>Discount* Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>69140</td>
<td>10' x 48&quot;</td>
<td>$8,639.15 $8,630.90</td>
</tr>
<tr>
<td>69142</td>
<td>16' x 48&quot;</td>
<td>$13,717.30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Size</th>
<th>Discount* Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>69143</td>
<td>10' x 48&quot;</td>
<td>$10,495.15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Size</th>
<th>Discount* Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>69144</td>
<td>10' x 48&quot;</td>
<td>$8,492.65</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Size</th>
<th>Discount* Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>69145</td>
<td>10' x 48&quot; Single</td>
<td>$3,740.15 $2,877.05</td>
</tr>
<tr>
<td>69146</td>
<td>10' x 48&quot; Double</td>
<td>$4,976.85 $3,828.35</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Size</th>
<th>Discount* Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>HSWS</td>
<td>10' x 48&quot; Single</td>
<td>$3,740.15 $2,877.05</td>
</tr>
<tr>
<td>HSWD</td>
<td>10' x 48&quot; Double</td>
<td>$4,976.85 $3,828.35</td>
</tr>
</tbody>
</table>

Graphics must be received prior to the Order Deadline date to receive discount pricing. See Graphic Guidelines for file specifications and Graphic Uploads for file submissions.

All Rentals Include:
- Dye sublimation printed fabric pillow case  
- Rental frame  
- Blockout liner  
- Basic harness  
- Weighs under 75 pounds  
- Rigging not included

Don't forget to also place an order for building and hanging your sign!
**HANGING SIGN:** If you have a sign or anything (truss, etc.) that has been approved to hang from the ceiling, send it to the advance shipping warehouse address. Hanging items must be identified and readily available since they are installed first, before the show floor becomes encumbered by freight.

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.

---

### ADVANCE WAREHOUSE HANGING SIGN

<table>
<thead>
<tr>
<th>To:</th>
<th>____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth #:</td>
<td>____________________________</td>
</tr>
<tr>
<td>c/o Shepard Exposition Services</td>
<td></td>
</tr>
<tr>
<td>1701 Boice Pond Rd STE 101</td>
<td></td>
</tr>
<tr>
<td>Orlando, FL 32837</td>
<td></td>
</tr>
<tr>
<td>Delivery Hours: M-F, 8-4 PM</td>
<td></td>
</tr>
<tr>
<td>For:</td>
<td>AANEM Annual Meeting</td>
</tr>
<tr>
<td>First day freight can arrive w/o a surcharge:</td>
<td><strong>September 7, 2020</strong></td>
</tr>
<tr>
<td>Last day freight can arrive w/o a surcharge:</td>
<td><strong>September 30, 2020</strong></td>
</tr>
</tbody>
</table>

---

### ADVANCE WAREHOUSE HANGING SIGN

<table>
<thead>
<tr>
<th>To:</th>
<th>____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth #:</td>
<td>____________________________</td>
</tr>
<tr>
<td>c/o Shepard Exposition Services</td>
<td></td>
</tr>
<tr>
<td>1701 Boice Pond Rd STE 101</td>
<td></td>
</tr>
<tr>
<td>Orlando, FL 32837</td>
<td></td>
</tr>
<tr>
<td>Delivery Hours: M-F, 8-4 PM</td>
<td></td>
</tr>
<tr>
<td>For:</td>
<td>AANEM Annual Meeting</td>
</tr>
<tr>
<td>First day freight can arrive w/o a surcharge:</td>
<td><strong>September 7, 2020</strong></td>
</tr>
<tr>
<td>Last day freight can arrive w/o a surcharge:</td>
<td><strong>September 30, 2020</strong></td>
</tr>
</tbody>
</table>

---

Tax rate subject to change. Tax rate at the time of event will be utilized.
LABOR
Florida is a “right to work” state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION
Union exhibit labor claims jurisdiction for the installation and dismantling of prefabricated exhibits and displays when this work is done by persons other than company personnel. They may be employed by completion of labor forms enclosed in this manual.

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

If, however, you hire any labor to assist you, it must be through the Official Contractor or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor.

MATERIAL/FREIGHT HANDLING JURISDICTION
Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates. 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. Shepard will have complete control of the loading docks at all times.

Exhibitors may hand-carry their own materials into the exhibit facility; however, the use or rental of dollies, flat trucks, pallet jacks, 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.
AANEM Annual Meeting
JW Marriott - Grande Lakes Orlando - Orlando, FL
October 7 - 9, 2020

Discount Deadline  Wednesday, September 16, 2020
Order with complete Payment Authorization must be received before Discount
Deadline date to receive discounted pricing.

Labor Hours
ST - Straight time:  Monday - Friday 8AM - 5PM.
OT - Overtime:     Monday - Friday 5PM - 8AM. All hours Saturday and Sunday.
DT - Double-time:  Holidays.

Holidays:
Shepard Blue Supervised Install Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>Discount</th>
<th>Regular</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>68066</td>
<td>$130.00</td>
<td>$169.00</td>
<td></td>
</tr>
<tr>
<td>68067</td>
<td>$195.00</td>
<td>$253.50</td>
<td></td>
</tr>
<tr>
<td>68068</td>
<td>$260.00</td>
<td>$338.00</td>
<td></td>
</tr>
</tbody>
</table>

Shepard Blue Supervised Dismantle Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>Discount</th>
<th>Regular</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>68070</td>
<td>$130.00</td>
<td>$169.00</td>
<td></td>
</tr>
<tr>
<td>68071</td>
<td>$195.00</td>
<td>$253.50</td>
<td></td>
</tr>
<tr>
<td>68072</td>
<td>$260.00</td>
<td>$338.00</td>
<td></td>
</tr>
</tbody>
</table>

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

Step One: Choose Your Service
- Installation
- Dismantling
- Both

Step Two: How Many People?
- #

Step Three: How Many Hours?
- #

Step Four: When Should the Build be Complete?
- Date: Time
- Date: Time
- Date: Time

Step Five: Tell Us About Your Exhibit!
Inbound Freight
- Advance Warehouse
- Direct to Show site

Outbound Shipping:
- Method:
  - Ground
  - 2-Day Air
  - Next Day Air
  - Other

If Your Carrier doesn't show?
- Reroute with SLS
- Send to advance warehouse for pick up ($400 minimum charge)

Estimated SES Blue Labor: $130.00

6.500% Tax: $8.65

Amount Due: $138.65

Company Name: Booth #
Contact Name
Email:
Signature:

Company Contact Name:
Email:

Cell Phone #

Drawings/Photos/ Instructions:
- Attached
- Emailed to Shepard
- With the Exhibit
- In crate #

Graphics:
- With Exhibit
- Shipped Separately

Other Services Ordered:
- Overhead Rigging
- Cleaning
- Exhibitor Owned Carpet
- Carpet Padding

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

Choosing Your Service
- How Many People?
- How Many Hours?
- When Should the Build be Complete?

Event Code: F110241020
email orlando@shepardes.com
phone (407) 888-9669
fax (407) 888-2301

Drawings/Photos/ Instructions:
- Attached
- Emailed to Shepard
- With the Exhibit
- In crate #

Graphics:
- With Exhibit
- Shipped Separately

Outbound Shipping:
- Method:
  - Ground
  - 2-Day Air
  - Next Day Air
  - Other

If Your Carrier doesn't show?
- Reroute with SLS
- Send to advance warehouse for pick up ($400 minimum charge)

Estimated SES Blue Labor: $130.00

6.500% Tax: $8.65

Amount Due: $138.65

Company Name: Booth #
Contact Name
Email:
Signature:

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

AANEM Annual Meeting
JW Marriott - Grande Lakes Orlando - Orlando, FL
October 7 - 9, 2020

Discount Deadline  Wednesday, September 16, 2020
Order with complete Payment Authorization must be received before Discount
Deadline date to receive discounted pricing.

Labor Hours
ST - Straight time:  Monday - Friday 8AM - 5PM.
OT - Overtime:  Monday - Friday 5PM - 8AM.  All hours Saturday and Sunday.
DT - Double-time:  Holidays.

Exhibitors may not operate any type of mechanical or powered equipment.

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 $100.00</td>
<td>$130.00</td>
<td></td>
</tr>
<tr>
<td>68061</td>
<td>OT $150.00</td>
<td>$195.00</td>
<td></td>
</tr>
<tr>
<td>68062</td>
<td>DT $200.00</td>
<td>$260.00</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 $100.00</td>
<td>$130.00</td>
<td></td>
</tr>
<tr>
<td>68064</td>
<td>OT $150.00</td>
<td>$195.00</td>
<td></td>
</tr>
<tr>
<td>68065</td>
<td>DT $200.00</td>
<td>$260.00</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:
Carpets:
- 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></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Installation Request
Dismantle Request
Requested times are not guaranteed and are based on availability.

Step Seven: Onsite Contact Info

Name: ________________________________

Cell: ________________________________

Email: ________________________________

Hours are based on estimates. You will be invoiced for actual time incurred. Minimum one hour per person ordered and half increments thereafter.

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

Company Name: ________________________________
Contact Name: ________________________________

Labor Estimate $________
6.500% Tax*: $________
Amount Due: $________

Booth #: ________________________________

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