SHOW INFORMATION

PPIM 2017
February 27 - March 2, 2017
George R. Brown Convention Center, Houston, TX

Items provided in your booth, per exhibitor:
1) 6' Skirted Table - White
2) Side Chairs
3) Wastebasket

Show drape color(s):
Red, White, Blue
Aisle carpet color:
Blue

Audio Visual: Requests should be sent to Gerri Ayers at gerri@ayersme.com

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in: Monday, February 27, 2017
7:00 AM - 5:00 PM
Tuesday, February 28, 2017
7:00 AM - 2:00 PM

Truck Display Move-in:
Tuesday, February 28, 2017
2:00 PM - 4:00 PM

Exhibit Hours:
Tuesday, February 28, 2017
5:00 PM - 7:00 PM
Opening Reception, Exhibition Open
Wednesday, March 1, 2017
9:00 AM - 7:00 PM
Exhibition Open
Thursday, March 2, 2017
9:00 AM - 2:00 PM
Exhibition Open

Exhibitor Move-out:
Thursday, March 2, 2017
2:00 PM
Exhibition Closed; tear down begins
3:00 PM - 6:00 PM
Exhibitors move out

Friday, March 3, 2017
8:00 AM - 12:00 PM
Exhibitors move out

Freight Re-route Time:
Friday, March 3, 2017
12:00 PM

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline: Tuesday, January 31, 2017
Discount price deadline for standard Shepard orders: Tuesday, February 7, 2017
Discount price deadline for custom Shepard rentals: Friday, January 27, 2017
First day for warehouse deliveries without a surcharge: Tuesday, January 31, 2017
Last day for warehouse deliveries without a surcharge: Monday, February 20, 2017
First day freight can arrive at show facility: Monday, February 27, 2017 at 8:00 AM

SHIPPING ADDRESSES

Advance Shipments Address
[Exhibiting Co. Name & Booth Number]
PPIM 2017
c/o Shepard Exposition Services
10001 Fannin Street
Houston, TX 77045

Direct Shipments Address
[Exhibiting Co. Name & Booth Number]
PPIM 2017
c/o Shepard Exposition Services
George R. Brown Convention Center
1001 Avenida de las Americas
Houston, TX 77010

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.
**ONLINE ORDERING INSTRUCTIONS**

**PPIM 2017**
February 27 - March 2, 2017
George R. Brown Convention
Center, Houston, TX

***ATTENTION EXHIBITORS***

ORDER NOW! Follow these simple steps to order Shepard Services Online:

1. **GO TO:** www.shepardes.com/intro.asp
2. Click on **PPIM 2017**
3. **LOG IN** from the Show Information page.
4. **ENTER** your email address and password then click **login**
   a. **NEW users:** User name = Your Email Address (provided by Show Management)
      Password = PPIM17
   b. **Previous users:** User name = Your Email Address
      Password = Your pre-existing password
5. 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.
6. Once logged in, you will be prompted to review your profile information.
   a. If your information is correct, click **proceed to ordering**
      OR
   b. If your information is not correct, please click "here" as indicated on the webpage, update your profile, and submit changes.
7. Welcome to Shepard Online Ordering!

Some helpful tips:

Use the **previous** or **continue** buttons to scroll through all your options.

Use the **add to cart** button to add an item to your cart, BEFORE proceeding to the next screen.

To **NAVIGATE** to a specific page, use the menu headers at the top of the page.

To **VIEW** your shopping **CART**, click on ****

To **DELETE** an item from your shopping cart, click **next to the item you wish to remove.

**QUESTIONS?** Do not hesitate to contact us for assistance!

Shepard Customer Service
(832) 799-5700
houston@shepardes.com
PAYMENT AUTHORIZATION

PPIM 2017
February 27 - March 2, 2017
George R. Brown Convention Center,
Houston, TX
Event Code: T178810317
Discount Deadline: February 7, 2017

Shepard Exposition Services
10001 Fannin St, Houston TX, 77045
Customer Service Phone: (832) 799-5700
Customer Service Fax: (832) 415-0517
Customer Service Email: houston@shepardes.com

Please complete the information requested below 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. 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 to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. Credits for services will be issued at show site only.

WIRE TRANSFER

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

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

Name of show that you are attending - PPIM 2017
Exhibiting company name
Booth number

Account Name: Shepard Exposition Services, Inc.  Bank Name:  PNC Bank N.A., Pittsburgh, PA 15219 USA
Routing Number: 041000124  Account Number: 42-6061-9772
SWIFT CODE (US): PNCCUS33  SWIFT CODE (INTL): PNCCUS33

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

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

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: ____________________________  BOOTH # ____________________
COMPANY ADDRESS: ________________________  PHONE: ______________________
CITY, ST, ZIP: ______________________________  FAX: ________________________
CONTACT NAME: ____________________________  EMAIL: ______________________

CREDIT CARD INFORMATION

Type of Card: ____________________________  Pay by Check*  Pay by Wire*  
[ ] MasterCard  [ ] VISA  [ ] American Express

Credit Card #: ____________________________  Expiration Date: ____________
[ ] [ ] Month  [ ] [ ] Year

Billing Address: ____________________________  Security Code: ______________

City, ST, Zip: ______________________________

Name on Card: ____________________________

Authorized Signature: ______________________

*Please note: You may choose to pay by Check or Wire Transfer, though a credit card is required on file to process all orders.

** Are you tax exempt for the state this event occurs in?  [ ] Yes  [ ] No
If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.
Please submit tax exemption certificate to:  houston@shepardes.com
Show Site Orders: Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

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

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

Charges: All charges, regardless of amount, must be paid in full by cash, check, or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

Past Due Accounts: The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

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.

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 Transfer: 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.

Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The exhibitor shall be held financially responsible for any damage to Shepard equipment used by the customer.

Price Quotes: Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated.

Default Colors: If skirting and carpet colors are not selected, show colors will prevail.

Exchanges and Cancellations: Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

DEFINITIONS AND SHEPARD RESPONSIBILITIES

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

INDEMNIFICATION

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

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

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

SHEPARD’S LIMITS OF LIABILITY

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

INBOUND AND OUTBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearance 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, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing “Empty” storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled “empty.”
Both parties MUST sign this form indicating acceptance; otherwise, request will be denied. 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 and 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.

<table>
<thead>
<tr>
<th>SERVICES TO BE COVERED BY THIRD PARTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ All services</td>
</tr>
<tr>
<td>☐ Carpet</td>
</tr>
<tr>
<td>☐ Logistics/Transportation</td>
</tr>
<tr>
<td>☐ Material Handling</td>
</tr>
</tbody>
</table>

Notes:

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** Are you tax exempt for the state this event occurs in?  ☐ Yes  ☐ No

If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.

Please submit tax exemption certificate to: houston@shepardes.com
Please read the following information entirely prior to signing form and returning to Shepard.

Please read the following information entirely prior to signing form and returning to Shepard.

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all standard trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

~ EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by deadline date. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

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

~ CONTRACTOR 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.

~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.

~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.

~ The non-official contractor 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.

~ The non-official contractor may not solicit business on the exhibit floor.

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

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

The following information must be completed and the form returned to Shepard by the deadline date.

Name of Non-Official Contractor: __________________________

Services to be performed: __________________________

Contact Name: __________________________ Email: __________________________

Contact Phone: __________________________ Fax: __________________________

Contact Address: __________________________

Exhibitor's Signature: __________________________ Date: __________________________

Exhibiting Company Name: __________________________ Booth #: __________________________
FX2 Package:
10' Wide x 8' High Full color fabric back wall with
40" high freestanding counter
20' Wide x 8' High Full color fabric back wall with
40" high freestanding double counter
*Mounted monitor also available

FX3 Package:
10' Wide x 8' High Full color fabric back wall with
inset and (1) 40" high freestanding counter
20' Wide x 8' High Full color fabric back wall with
(1) 40" high freestanding single counter

Please note: Freestanding counter is not fabric but
standard 1 meter wide with graphic front.

Package Options and Pricing

<table>
<thead>
<tr>
<th>FABEX Signature FX2 Options</th>
<th>QTY</th>
<th>Item Description</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>66534</td>
<td>10' Backwall Package</td>
<td>2039.40</td>
<td></td>
</tr>
<tr>
<td>66536</td>
<td>20' Backwall Package</td>
<td>3534.95</td>
<td></td>
</tr>
<tr>
<td>66538</td>
<td>10' Backwall package with Header</td>
<td>2495.45</td>
<td></td>
</tr>
<tr>
<td>66540</td>
<td>20' Backwall Package with Header</td>
<td>3942.85</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FABEX Signature FX3 Options</th>
<th>QTY</th>
<th>Item Description</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>66538</td>
<td>10' Backwall Package</td>
<td>2991.10</td>
<td></td>
</tr>
<tr>
<td>66540</td>
<td>20' Backwall Package</td>
<td>4513.85</td>
<td></td>
</tr>
</tbody>
</table>

*Optional Header can be added to 10' or 20' FX2 Packages

Above pricing presumes Shepard installation. If union rules require electrical labor for light installation, additional charges will apply.

All FABEX Signature Packages must be ordered 30 days before move in for confirmed availability.

Approved, print ready graphics MUST be received 30 days from show for availability.

Carpet is not included. To order please refer to Carpet and Cleaning Form.

<table>
<thead>
<tr>
<th>Total FABEX Signature Packages</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.250% Tax*</td>
<td>$</td>
</tr>
<tr>
<td>Amount Due</td>
<td>$</td>
</tr>
</tbody>
</table>

Please note: Freestanding counter is not fabric but standard 1 meter wide with graphic front.

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.

*All tax rates are subject to change.
**Signature Series**

**FABEX Backlit Booth**

**Freestanding 10' or 20' Backlit backwall with full color graphics**

- **FX1** - 10' Wide x 8' High Freestanding Backlit Wall with full color graphics

- **FX1L** - 10' Wide x 8' High Backlit wall with (1) Endcap and full color graphics

- **FX1.2L** - 20' Wide x 8' High Backlit wall with (1) Endcap and full color graphics

- **FX1U** - 20' Wide x 8' High Backlit wall with (2) Endcaps and full color graphics

**FX1 also available in:**
- 20' Wide x 8' High (66532)
- 30' Wide x 8' High (66547)

**FX1L** also available in:
- 20' Wide x 8' High (66531)
- 30' Wide x 8' High (66548)

**FX1U** also available in:
- 20' Wide x 8' High (66533)
- 30' Wide x 8' High (66549)

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**Package Options and Pricing**

<table>
<thead>
<tr>
<th>QTY</th>
<th>Item Description</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>66530</td>
<td>FX1-10 Freestanding Backlit Wall</td>
<td>2058.40</td>
</tr>
<tr>
<td>66532</td>
<td>FX1.2-20 Freestanding Backlit Wall</td>
<td>3178.05</td>
</tr>
<tr>
<td>66547</td>
<td>FX1.3-30 Freestanding Backlit Wall</td>
<td>4299.75</td>
</tr>
</tbody>
</table>

**Above pricing presumes Shepard installation. If union rules require electrical labor for light installation, additional charges will apply.**

**All FABEX Signature Packages must be ordered 30 days before move in for confirmed availability.**

Approved, print ready graphics MUST be received 30 days from show for availability. Carpet is not included. To order please refer to Carpet and Cleaning Form.

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Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.

*All tax rates are subject to change.*

---

**Total FABEX Signature Packages: $**

8.250% Tax:

Amount Due:

Authorized Signature:
**Signature Series Furniture**

- **Natural Feel Business Table 30”**
- **Natural Feel Business Table 40”**
- **Natural Feel Business Chair**
- **6 Foot Fabric Table Cover w/ Table**

**Natural Feel Furnishings**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50704</td>
<td>Natural Feel Business Chair</td>
<td>134.20</td>
<td>174.45</td>
<td></td>
</tr>
<tr>
<td>50705</td>
<td>Natural Feel Business Stool</td>
<td>163.40</td>
<td>212.40</td>
<td></td>
</tr>
<tr>
<td>50706</td>
<td>Natural Feel Business Table 30”</td>
<td>274.25</td>
<td>356.55</td>
<td></td>
</tr>
<tr>
<td>50707</td>
<td>Natural Feel Business Table 40”</td>
<td>285.90</td>
<td>371.65</td>
<td></td>
</tr>
</tbody>
</table>

**Lighting & Accessories**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50708</td>
<td>Natural Feel Floor Lamp</td>
<td>145.85</td>
<td>189.60</td>
<td></td>
</tr>
<tr>
<td>50709</td>
<td>Natural Feel Table Lamp</td>
<td>105.05</td>
<td>136.55</td>
<td></td>
</tr>
<tr>
<td>50710</td>
<td>Natural Feel Waste Receptacle</td>
<td>64.20</td>
<td>83.45</td>
<td></td>
</tr>
</tbody>
</table>

**Fabric Table Covers**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50700</td>
<td>White - Fabric Table Cover w/Table</td>
<td>227.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Red - Fabric Table Cover w/Table</td>
<td>227.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Blue - Fabric Table Cover w/Table</td>
<td>227.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black - Fabric Table Cover w/Table</td>
<td>227.60</td>
<td></td>
</tr>
</tbody>
</table>

All Signature Series Furnishings must be ordered 30 days before move-in for availability.

Please complete the following.

**Company Name:**

**Contact Name:**

**Booth Number:** __________________________ **Phone Number:** __________________________

Must order by discount deadline to receive discounted pricing. Payment authorization must be completed and returned with order.

*All tax rates are subject to change.*

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<table>
<thead>
<tr>
<th>Total Signature Furnishings</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.250% Tax**</td>
<td>$</td>
</tr>
<tr>
<td>Amount Due</td>
<td>$</td>
</tr>
</tbody>
</table>

**Authorized Signature:** __________________________
Use the below formula to calculate the square footage (sq. ft.)

\[
\text{length} \times \text{width} = \text{sq. ft.}
\]

### Premium Plush Carpet (46004)

<table>
<thead>
<tr>
<th>Item</th>
<th>Per Sq. Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy</td>
<td>8.85</td>
<td></td>
</tr>
<tr>
<td>Crimson</td>
<td>8.85</td>
<td></td>
</tr>
<tr>
<td>Graphite</td>
<td>8.85</td>
<td></td>
</tr>
<tr>
<td>White</td>
<td>8.85</td>
<td></td>
</tr>
<tr>
<td>Black</td>
<td>8.85</td>
<td></td>
</tr>
<tr>
<td>Hot Pink</td>
<td>8.85</td>
<td></td>
</tr>
<tr>
<td>Electric Blue</td>
<td>8.85</td>
<td></td>
</tr>
<tr>
<td>Ray Blue</td>
<td>8.85</td>
<td></td>
</tr>
<tr>
<td>Hunter</td>
<td>8.85</td>
<td></td>
</tr>
<tr>
<td>Sun Gold</td>
<td>8.85</td>
<td></td>
</tr>
<tr>
<td>Paprika</td>
<td>8.85</td>
<td></td>
</tr>
<tr>
<td>Burgundy</td>
<td>8.85</td>
<td></td>
</tr>
</tbody>
</table>

### Premium Vinyl Floor (46005)

<table>
<thead>
<tr>
<th>Item</th>
<th>Per Sq. Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light Maple</td>
<td>11.45</td>
<td></td>
</tr>
<tr>
<td>Rustic Cherry</td>
<td>11.45</td>
<td></td>
</tr>
<tr>
<td>Blackwood</td>
<td>11.45</td>
<td></td>
</tr>
<tr>
<td>Ivory</td>
<td>11.45</td>
<td></td>
</tr>
<tr>
<td>Barnwood</td>
<td>11.45</td>
<td></td>
</tr>
<tr>
<td>Checkerboard</td>
<td>11.45</td>
<td></td>
</tr>
</tbody>
</table>

### Elevated Hardwood Floor

<table>
<thead>
<tr>
<th>Item</th>
<th>Per Sq. Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light Oak - Elevated Hardwood Floor</td>
<td>Call for Quote</td>
<td></td>
</tr>
<tr>
<td>Dark Oak - Elevated Hardwood Floor</td>
<td>Call for Quote</td>
<td></td>
</tr>
</tbody>
</table>

*Please refer to the labor order form to order labor for the installation of your elevated floor*

---

**Please complete the following.**

- **Company Name:**
- **Contact Name:**
- **Booth Number:**
- **Phone Number:**

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.

*All tax rates are subject to change.*
Carpet lends the booth a warm, inviting atmosphere. Select the carpet that will enhance your exhibit and draw customers in. Remember to provide your guests extra comfort with the upgrade of padding.

**PREMIUM CARPET - 28 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING**

Choose Color:

- Red (01)
- Silver Cloud (18)
- Deep Navy (22)
- Charcoal (17)
- Black (06)
- Beige (14)

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46001</td>
<td>Rental/sq ft</td>
<td>6.20</td>
<td>8.05</td>
<td></td>
</tr>
<tr>
<td>46003</td>
<td>Rental 1000+sq ft</td>
<td>5.40</td>
<td>7.00</td>
<td></td>
</tr>
</tbody>
</table>

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

**PURCHASED PREMIUM CARPET**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46002</td>
<td>Purchase/sq ft</td>
<td>15.25</td>
<td>19.85</td>
<td></td>
</tr>
</tbody>
</table>

Minimum 100 sq. ft. is required. No refunds on cancellations. Please note - Premium White is available for purchase only.

**BOOTH DIMENSIONS**

What is your booth size (ft.)? ___________ X ___________ = ___________ sq. ft.

**EXPON CARPET - 13 OZ.**

Choose Color:

- Red (01)
- Blue (05)
- Tuxedo (50)
- Black (06)
- Teal (13)
- Burgundy (07)

<table>
<thead>
<tr>
<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>217.40</td>
<td>282.60</td>
<td></td>
</tr>
<tr>
<td>50256</td>
<td>10’ x 20’</td>
<td>405.75</td>
<td>527.50</td>
<td></td>
</tr>
<tr>
<td>50257</td>
<td>10’ x 30’</td>
<td>605.15</td>
<td>786.70</td>
<td></td>
</tr>
</tbody>
</table>

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

**SPECIAL CUT EXPO CARPET**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50560</td>
<td>0 - 399 sq ft</td>
<td>4.35</td>
<td>5.65</td>
<td></td>
</tr>
<tr>
<td>50561</td>
<td>400 - 900 sq ft</td>
<td>3.95</td>
<td>5.15</td>
<td></td>
</tr>
<tr>
<td>50562</td>
<td>900+ sq ft</td>
<td>3.60</td>
<td>4.70</td>
<td></td>
</tr>
</tbody>
</table>

Rental includes installation and removal of carpet and visqueen protective covering. *Minimum 100 square feet

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.

Carpet lends the booth a warm, inviting atmosphere. Select the carpet that will enhance your exhibit and draw customers in. Remember to provide your guests extra comfort with the upgrade of padding.

**TOTAL CARPETING**

8.25% Tax: $________

Amount Due: $________

Company Name: ___________________________  Booth #: ___________________________

Contact Name: ___________________________  Phone #: ___________________________

Authorized Signature: ___________________________

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

* All tax rates are subject to change.
Choose drape color (place color code next to order):
Red (01)  Gold (04)  Burgundy (07)
Green (02)  Blue (05)  Grey (10)
White (03)  Black (06)  Teal (13)

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Color</th>
<th>Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50042</td>
<td>4'L</td>
<td>6'L</td>
<td>30&quot;</td>
<td>121.20</td>
<td>157.55</td>
<td></td>
</tr>
<tr>
<td>50046</td>
<td>6'L</td>
<td>6'L</td>
<td>30&quot;</td>
<td>149.00</td>
<td>193.70</td>
<td></td>
</tr>
<tr>
<td>50050</td>
<td>8'L</td>
<td>8'L</td>
<td>30&quot;</td>
<td>188.85</td>
<td>245.50</td>
<td></td>
</tr>
<tr>
<td>50043</td>
<td>4'L</td>
<td>4'L</td>
<td>42&quot;</td>
<td>147.35</td>
<td>191.55</td>
<td></td>
</tr>
<tr>
<td>50047</td>
<td>6'L</td>
<td>6'L</td>
<td>42&quot;</td>
<td>188.70</td>
<td>245.30</td>
<td></td>
</tr>
<tr>
<td>50051</td>
<td>8'L</td>
<td>8'L</td>
<td>42&quot;</td>
<td>221.95</td>
<td>288.55</td>
<td></td>
</tr>
<tr>
<td>50052</td>
<td>4th Side 30&quot;</td>
<td>4th Side 42&quot;</td>
<td>73.70</td>
<td>95.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50171</td>
<td>4th Side 42&quot;</td>
<td>73.70</td>
<td>95.80</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Tables are skirted 3-sided, must order 4th side for all sides to be draped on 6' and 8' tables.

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>50040</td>
<td>4'L</td>
<td>6'L</td>
<td>30&quot;</td>
<td>86.35</td>
<td>112.25</td>
</tr>
<tr>
<td>50044</td>
<td>6'L</td>
<td>6'L</td>
<td>30&quot;</td>
<td>103.05</td>
<td>133.95</td>
</tr>
<tr>
<td>50048</td>
<td>8'L</td>
<td>8'L</td>
<td>30&quot;</td>
<td>121.50</td>
<td>157.95</td>
</tr>
<tr>
<td>50041</td>
<td>4'L</td>
<td>4'L</td>
<td>42&quot;</td>
<td>97.30</td>
<td>126.50</td>
</tr>
<tr>
<td>50045</td>
<td>6'L</td>
<td>6'L</td>
<td>42&quot;</td>
<td>121.50</td>
<td>157.95</td>
</tr>
<tr>
<td>50049</td>
<td>8'L</td>
<td>8'L</td>
<td>42&quot;</td>
<td>135.60</td>
<td>176.30</td>
</tr>
</tbody>
</table>

Choose sateen color from below:
Red (01)  Gold (04)  Burgundy (07)
Green (02)  Blue (05)  Grey (10)
White (03)  Black (06)  Teal (13)

<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>50020</td>
<td>1</td>
<td>Side Chair</td>
<td></td>
<td>78.75</td>
<td>102.40</td>
</tr>
<tr>
<td>50021</td>
<td>1</td>
<td>Arm Chair</td>
<td></td>
<td>107.35</td>
<td>139.55</td>
</tr>
<tr>
<td>50024</td>
<td>1</td>
<td>Stool w/back</td>
<td></td>
<td>130.85</td>
<td>170.10</td>
</tr>
</tbody>
</table>

**STANDARD ACCESSORIES**

<table>
<thead>
<tr>
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<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50091</td>
<td>1</td>
<td>Wastebasket</td>
<td></td>
<td>21.45</td>
<td>27.90</td>
</tr>
<tr>
<td>50094</td>
<td>1</td>
<td>Floor Easel</td>
<td></td>
<td>43.55</td>
<td>56.60</td>
</tr>
<tr>
<td>50245</td>
<td>1</td>
<td>Literature Rack</td>
<td></td>
<td>160.90</td>
<td>209.15</td>
</tr>
</tbody>
</table>

Please select sateen color from below:
Red (01)  Gold (04)  Burgundy (07)
Green (02)  Blue (05)  Grey (10)
White (03)  Black (06)  Teal (13)

**SKIRTING OF EXHIBITOR EQUIPMENT**-per linear ft.

<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>50058</td>
<td>1</td>
<td>Sateen Skirting</td>
<td></td>
<td>16.65</td>
<td>21.65</td>
</tr>
</tbody>
</table>

Please complete the following:

**Company Name:**
**Booth #:**
**Contact Name:**
**Phone #:**

**Authorized Signature:**

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to “Regular” rate billing.

* All tax rates are subject to change.
Choose Color:
Minimum 10 linear feet rental required
Red (01) Blue (05) Grey (10)
White (03) Black (06) Burgundy (07)

Please complete the following:
Company Name: Booth #: 
Contact Name: Phone #: 
Authorized Signature: 
Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.
Soft Seating Collections

HOPI
HOPCH Chair
(gray linen)
21"L 25"D 34"H

HOPI
HOPLV Loveseat
(gray linen)
48"L 25"D 34"H

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

FAIRFAX
A) FAIRSW Sofa (white vinyl, brushed metal) 62”L 27”D 30”H
B) FAIRCW Chair (white vinyl, brushed metal) 30”L 27”D 30”H

ROMA
A) CHR003 Chair (white vinyl) 33”L 31”D 33”H CHRPWR (Powered)
B) SFA003 Sofa (white vinyl) 78”L 31”D 33”H SFAPWR (Powered)

NAPLES
A) NPLCHR Chair (black vinyl) 36”L 30”D 28”H NPLCHP (Powered)
B) NPLLOV Loveseat (black vinyl) 62”L 30”D 28”H NPLLOP (Powered)
C) NPLSOF Sofa (black vinyl) 87”L 30”D 28”H NPLSOP (Powered)
Soft Seating Collections

HEATHROW
H5008 Sectional 3pcs
(black vinyl)
72"L 48"D 28"H

HCH08 Heathrow Chair
(black vinyl)
24"L 24"D 28"H

HCD08 Heathrow Corner Chair
(black vinyl)
24"L 24"D 28"H

HEA08 Heathrow Sofa
(black vinyl)
48"L 24"D 28"H
Soft Seating Collections

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

**TANGIERS**
A) TANSOF Sofa  
(Beige textured)
78"L 37"D 36"H
B) TANCHR Chair  
(Beige textured)
34"L 37"D 36"H

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

**SOUTH BEACH**
A) SO1 Sofa  
(Platinum suede)
69"L 29"D 33"H
B) OTS Ottoman  
(Platinum suede)
25"L 31"D 18"H
C) SO2 Sofa Sectional 3pc.  
(Platinum suede)
152"L 40"D 33"H
Powered Banquettes.

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

- **BNQTL7 Center Cone**
  w/Electrical Charging Outlet (white vinyl)
  38" RND 51" H

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

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

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

- **WHT12 Half Bench Ottoman**
  (white vinyl)
  39" L 22.5" D 18" H
Accent Chairs

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

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

MADDEN
MADGRY Arm Chair
(white vinyl)
28"L 25"D 30"H

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

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

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

C) LABREA
La Brea Swivel Chair
(charcoal gray, fabric)
35”L 27”D 40”H

D) CCE
Ice Chair
(transparent, chrome)
17.25”L 20”D 32”H

Meeting & Stage Chairs

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

VIBE CUBE
18”L 18”D 18”H

A) VIB09 (white vinyl)
B) VIB10 (black vinyl)
C) VIB07 (beige vinyl)
D) VIB04 (red vinyl)
E) VIB05 (yellow vinyl)
F) VIB02 (blue vinyl)
G) VIB08 (orange vinyl)
H) VIB06 (gold-bronze vinyl)
I) VIB01 (green vinyl)
J) VIB03 (pink vinyl)
**Styles & Shapes**

**Marche Swivel Ottomans**
- A) MAR001 (white vinyl)
- B) MAR005 (red fabric)
- C) MAR009 (pear yellow fabric)
- D) MAR002 (gray fabric)
- E) MAR006 (rose quartz fabric)
- F) MAR003 (linen fabric)
- G) MAR004 (raspberry fabric)
- H) MAR008 (meadow green)

**Marche Swivel**
- A) MAR001 (white vinyl)
- B) MAR005 (red fabric)
- C) MAR009 (pear yellow fabric)
- D) MAR002 (gray fabric)
- E) MAR006 (rose quartz fabric)
- F) MAR003 (linen fabric)
- G) MAR004 (raspberry fabric)
- H) MAR008 (meadow green)
**Accent Tables**

**ALONDRA**

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

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

**GEO**

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

End Table  
26"L 26"D 20"H  
C) **E1C** (glass, chrome)  
D) **E1FWB** (wood, black)
Styles & Shapes

SYDNEY
(brushed steel)
Cocktail Tables
48" L 26" D 18" H
A) C1W (white)
B) C1Y (black)
C) C1WP (Powered)
D) C1YP (Powered)
End Tables
23" L 23" D 22" H
E) E1W (white)
F) E1Y (black)
REGIS
(brushed metal)
E) REGBEN Bench Table
47" L 15.5" D 16" H
F) REGOTT End Table
16" L 15.5" D 16.5" H
SILVERADO
(glass, chrome)
G) E1E End Table
24" Round 22" H
H) C1E Cocktail Table
36" Round 17" H
OLIVER
(walnut finish)
I) EOLI End Table
22" Round 22" H
J) COLI Cocktail Table
47" L 27" D 19" H
RUSTIC
(wood)
K) ETBL E-Table
21" L 15.5" D 27.5" H
L) TMBTBL Timber Table
16" Round 17" H
M) NEMSAC
Mosaic Tables, Set of 3
(wood, metal)
12" L 14" D 16" H
16.5" L 15" D 18" H
20.5" L 16" D 20" H
N) AURA
Aura Round Table
(white metal)
15" Round 22" H
O) CUBTBL Edge LED
Cube Table
(plexi top, white plastic)
20" L 20" D 20" H
A/C power only
**SEATING**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
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</tr>
</thead>
<tbody>
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**COCKTAIL AND END TABLES**

<table>
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<tr>
<th>Qty.</th>
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<tr>
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**EXECUTIVE FURNITURE**

**PPIM 2017**
February 27 - March 2, 2017
George R. Brown Convention Center, Houston, TX
Event Code: 1178810317
Discount Deadline: February 7, 2017

**COCKTAIL AND END TABLES**

<table>
<thead>
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<th>Regular</th>
<th>Amount</th>
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**MODULAR SYSTEM**

<table>
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<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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<tr>
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**SIGNATURE**

Authorized Signature: [Signature]

**Notes**

- There are no exchanges or refunds once an item has been delivered to your booth. Cancellation must be received 24 hours prior to the first exhibitor move-in day.
Conference Tables

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

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

PWRUSB
Powered Conference Table Module
(black) 5"L 2.25"D 2"H
Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin and Work Tables.
Create the right look. Choose from a wide selection of Conference Chairs for the perfect style.

L) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.
M) PROMID Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable.

Geo Rounded Square Tables
42"L 24"D 48"H
A) CE1 (glass, chrome)
B) CF1 (glass, black)

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

Conference Tables (graphite nebula)
E) CB3 8’ 96"L 48"D 29"H
F) CB2 6’ 72"L 42"D 29"H

Conference Tables (granite)
G) C508GR 8’ 96"L 44"D 29"H
H) CT10GR 10’ 120"L 46"D 29"H
I) CT06GR 6’ 72"L 36"D 29"H

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

K) WD3 Work Table (white laminate, white) 48"L 24"D 30"H
Executive Seating

Style & Comfort

Create the right look. Choose from a wide selection of Executive Seating for the perfect style.

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

Pro Executive Mid Back Chair
24”L 22”D 40”H Adjustable
A) PROMDB (black vinyl)
B) PROMID (white vinyl)

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

D) XC1 Luxor High Back Executive Chair (black vinyl) 27”L 28”D 47”H Adjustable

E) XC2 Luxor Mid Back Executive Chair (black vinyl) 27”L 28”D 41”H Adjustable

F) SY1 Altura Steno Chair (black crepe) 25”L 26”D 21”H
Group Seating

ZENITH
ZENCHR Chair
(white, chrome)
18.5"L 22"D 32"H

LAGUNA
LMCHR Chair
(maple, chrome)
18"L 19"D 34"H

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

MALBA
MALGRN Chair
(green)
20"L 20"D 32"H
Mix & Match
Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

J) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H
K) DUET Duet Chair (black, chrome) 21"L 23"D 33"H

Berlin Chair
18"L 22"D 32"H
A) CS8 (black, white)
B) CS9 (red, white)
C) CS4 Syntax Chair (black, chrome) 23"L 19"D 31"H
D) XCHR Christopher Chair (white vinyl, chrome) 17"L 19"D 35"H
E) CH002 Wendy Chair (clear acrylic) 19"L 20"D 36"H
F) SC10 Razor Armless Chair (white) 15.38"L 15.5"D 30.5"H
G) SC3 Brewer Chair (onyx, black) 20"L 20"D 32"H
H) XC3 Luxor Guest Chair (black vinyl) 27"L 28"D 40"H
I) XC6 Altura Guest Chair (black crepe) 25"L 20"D 34"H
Communal Tables

G30 Powered Tables

A) G30BWP G30 Bar Table, Powered (white top) 72”L 26”D 42”H.
B) G30DWP G30 Café Table, Powered (white top) 72”L 26”D 30”H.
C) G30CWP G30 Cocktail Table, Powered (white top) 72”L 26”D 18”H.
D) BSD Oslo Barstool (blue) 17”L 20”D 30”H.

E) Bar Table 72”L 26”D 42”H
G30BMS (solid top)
G30BMW (grommet holes)
F) Café Table 72”L 26”D 30”
G30DMS (solid top)
G30DMW (grommet holes)
G) Cocktail Table 72”L 26”D 18”
G30CMS (solid top)
G30CMW (grommet holes)

H) Bar Table G30BWS (solid top)
G30BWW (grommets)
I) Café Table G30DWS (solid top)
G30DWW (grommets)
J) Cocktail Table G30CWS (solid top)
G30CWW (grommets)

K) MERLIN Merlin Multi Use Table (gray laminate, black) 46”L 29”D 30”H
L) WD3 Work Table (white laminate, white) 48”L 24”D 30”H

Charging adapters are available to rent for all G30 Powered Table Products.
Café Tables

A) 30SBHC 30" Round Café Table
   (liquid steel blue top, chrome hydraulic base)
   30"RND 29"H

B) RSTDIN Rustique Chair w/Arms
   (gunmetal)
   20"L 18"D 31"H

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

Hydraulic Chrome Base
30" Round 29"H
C) LIQ009 (liquid white top)
D) 30MAHC (Madison gray acajou top)

Malba Chair
20"L 20"D 32"H
E) MALGRN (green)
Customize And Create

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

Café Tables
Standard Black Base
30" Round 29" H
A) ZTG (silver textured)
B) ZTI (graphite nebula)
C) ZTK (maple)
D) LIQ004 (liquid white)
E) ZTA (Madison/gray acajou)

36" Round 29" H
F) ZTQ (white laminate)
G) ZTN (graphite nebula)
H) ZTP (maple)

Café Tables
Hydraulic Chrome Base
30" Round 29" H
I) 30STHC (silver textured)
J) 30GRHC (graphite nebula)
K) 30MTHC (maple)
L) 30BRHC (red)

36" Round 29" H
M) 36WTHC (white laminate)
N) 36GRHC (graphite nebula)
O) 36MTHC (maple)

See additional options on page 21.

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

A) ZENCHR Zenith Chair (white, chrome) 18.5"L 22"D 32"H
B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H
EXECUTIVE FURNITURE

PPIM 2017
February 27 - March 2, 2017
George R. Brown Convention Center, Houston, TX

Event Code: T178810317
Discount Deadline: February 7, 2017

CONFERENCE TABLES & CHAIRS

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<td>CONFERENCE TABLES</td>
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<tr>
<td></td>
<td>CF1-Geo Table, Black</td>
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<tr>
<td></td>
<td>CE1-Geo Table, Sq. Chrome</td>
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<td>CE2-Geo Table, Chrome</td>
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<tr>
<td></td>
<td>CB2-6&quot; Graphite Table</td>
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<td>CB3-8&quot; Graphite Table</td>
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<td>CD2-6&quot; Grey Nebula Table</td>
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<td>CD3-8&quot; Grey Nebula Table</td>
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<td>CB1-42&quot; Round, Graphite Nebula</td>
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<td></td>
<td>CT08GR Conference Table 8&quot; Granite</td>
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<td>CS08GR Conference Table 6&quot; Granite</td>
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<td>CB140GR Conference Table 10&quot; Granite</td>
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<td>MAC10-10' Madison, Grey</td>
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<td>MAC08-8' Madison, Grey</td>
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Executive Seating

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<td>PROEXB-Executive Chair High Back</td>
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<tr>
<td></td>
<td>PROGQ-Guest Executive Chair</td>
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<td></td>
<td>PROMID-Executive Chair Mid Back</td>
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<td></td>
<td>X1C-Amazon Executive, High Back</td>
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<td>X2C-Executive Chair</td>
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<td></td>
<td>PROMDB-Exec Mid Back, Black</td>
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CAFÉ TABLES

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<td>ZTK-30&quot; Maple Top/Black Base</td>
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<td>ZTP-30&quot; Maple Top/Black Base</td>
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<td></td>
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<td>ZTG-30&quot; Silver Textured Top</td>
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<td>ZTA-36&quot; White Laminite Top</td>
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<td>ZTB-30&quot; Red Top/Black Base</td>
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<td>ZTH-30&quot; Steel Blue Top/Black Base</td>
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<td>ZTA-30&quot; Grey Top/Black Base</td>
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COMMUNAL TABLES

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<td>G30DMX-Café w/ Gmt, Maple</td>
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<td>G30DWS-Café, White Top</td>
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<td>G30DWW-Café, Gmt, White</td>
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<td>G30CWP-Cocktail Table, powered</td>
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Cocktail Tables

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Executive Seating

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<td>PROMID-Executive Chair Mid Back</td>
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<td>X1C-Amazon Executive, High Back</td>
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<td>X2C-Executive Chair</td>
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<td>PROMDB-Exec Mid Back, Black</td>
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Bar Tables

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Subtotal $6,488.40

Above is the itemized total cost of your order.

Payment Method: Check/Paypal/Visa/Mastercard

Disbursement: Mail Order

Customer Service Phone: (832) 799-5700
Customer Service Fax: (832) 415-0517
Customer Service Email: houston@shepardexp.com

Please complete the following:

Company Name: Booth #: Phone #: Amount Due:
Contact Name: Phone #: Amount Due:
Authorized Signature: Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.
A) LIQ010
30" Round Bar Table
(liquid white, chrome hydraulic base)
30"RND 45"H

B) AP512
Apex Barstools
(blue ultra suede)
21"L 21"D 33"H

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

D) RSTSTL
Rustique Barstool
(gunmetal)
13"L 13"D 30"H
Choose your base, black or chrome, then pick a color that suits your design.

**Bar Tables**

**Standard Black Base**
- 30" Round 42"H
  - A) VTJ (graphite nebula)
  - B) VTK (maple)
  - C) VTG (silver textured)
  - D) VTB (red)
  - E) LIQ003 (liquid white)
  - F) VTH (liquid steel blue)
- 36" Round 42"H
  - G) VTW (white laminate)
  - H) VTN (graphite nebula)
  - I) VTP (maple)

**Bar Tables**

**Hydraulic Chrome Base**
- 30" Round 45"H
  - J) 30GRHB (graphite nebula)
  - K) 30MTHB (maple)
  - L) 30STHB (silver textured)
  - M) 30BRHB (red)
- 36" Round 45"H
  - N) 36WTHB (white laminate)
  - O) 36GRHB (graphite nebula)
  - P) 36MTHB (maple)

See additional options on page 23.
Barstools

LIFT BARSTOOLS
15" Round 23-33.5"H
A) ROLLWH (white vinyl)
B) ROLLRD (red vinyl)
C) ROLLBL (black vinyl)
D) ROLGGY (gray vinyl)
Mix & Match

Create the ultimate look. Choose from a wide variety of select Bar Seating for the perfect style.

P) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H
Q) RSTSTL Rustique Barstool (gunmetal) 13"L 13"D 30"H
R) LMBAR Laguna Barstool (maple, chrome) 18"L 20"D 47"H
Office Essentials

MADISON
A) JD8 Madison Executive Desk
   (gray acajou) 60"L 30"D 29"H
B) CR8 Madison Credenza
   (gray acajou) 60"L 20"D 29"H
C) BC8 Madison Bookcase
   (gray acajou) 36"L 12"D 72"H
D) SWAN Swanson Swivel Chair
   (white vinyl) 28"L 25"D 30"H
### POWERED PEDESTALS

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

A) Powered Locking Pedestal (white)
- PDL36W 24”L 24”D 36”H
- PDL42W 24”L 24”D 42”H

B) Powered Locking Pedestal (black)
- PDL36B 24”L 24”D 36”H
- PDL42B 24”L 24”D 42”H

Charging Adapters
- C) ADAPTW (white)
- D) ADAPTB (black)

(Power outlets rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

### ACCENT LAMPS

A) LA15 Mason Floor Lamp (brushed silver)
- 18” Round 55”H

B) LA14 Mason Table Lamp (brushed silver)
- 16” Round 26”H

### TECH COLLECTION

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

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

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

Charging Adapters
- D) ADAPTB (black)

Charging adapters are available to rent for all powered products.

Denotes AC and USB charging outlets
**Show Essentials**

**MARTINI BAR**

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

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

**Suggested Uses of Martini Bar**
LIGHTED PRODUCTS

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

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

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

MOBILE TABLET STANDS & ACCESSORIES

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

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

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

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

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

Denotes AC and USB charging outlets

A. B. C. D. E.

Mobile Tablet Stands Include 3 AC and 2 USB Charging Outlets

* Please note that all tablet stands must be ordered separately
**Executive Furnishings**

**PPIM 2017**

**February 27 - March 2, 2017**

**George R. Brown Convention Center, Houston, TX**

**Event Code: T178810317**

**Discount Deadline: February 7, 2017**

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**BAR TABLES, BARS, & BAR STOOLS**

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</tr>
<tr>
<td>V70-36&quot; Silver Textured Top</td>
<td>293.45</td>
<td>381.50</td>
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<tr>
<td>V70-36&quot; Blonde Top/Black Base</td>
<td>304.55</td>
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<tr>
<td>V70-36&quot; White Laminate Top</td>
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<tr>
<td>V70-36&quot; Red Top/Black Base</td>
<td>293.45</td>
<td>381.50</td>
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<tr>
<td>V70-36&quot; Steel Blue/Black Base</td>
<td>154.75</td>
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<tr>
<td>V70-36&quot; Steel Blue/Black Base</td>
<td>210.20</td>
<td>273.25</td>
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<td></td>
</tr>
<tr>
<td>V70-36&quot; Grey Top/Black Base</td>
<td>150.15</td>
<td>195.20</td>
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<td></td>
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**BISTRO TABLES, BARS, & BAR STOOLS**

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<th>Qty.</th>
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<th>Amount</th>
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**BAR TABLES - Chrome Base 30"**

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<tr>
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<tr>
<td>VTB-30&quot; Blonde Top/Black Base</td>
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</tr>
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**BAR TABLES - Chrome Base 36"**

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**Desks, Credenzas, Files, Bookcases**

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**Lamps**

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<td>LA14-Mason Silver Table Lamp</td>
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**Refrigerators**

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<tr>
<td>R1R-White 14 Cubic Feet</td>
<td>994.60</td>
<td>1293.00</td>
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<td>R1Q-White 4 Cubic Feet</td>
<td>363.20</td>
<td>472.15</td>
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**Work & Multi-Use Tables**

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<td>W33-Work Table</td>
<td>394.95</td>
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**Mobile Tablet Stands**

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<th>Amount</th>
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<tbody>
<tr>
<td>TBSTOW-Mobile Tablet Stand, Black</td>
<td>166.55</td>
<td>216.50</td>
<td></td>
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</tr>
<tr>
<td>TBSTND-Mobile Tablet Stand, White</td>
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<td>216.50</td>
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**Mobile Tablet Accessories**

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<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>TBSCHR-Tablet, brochure holder</td>
<td>77.70</td>
<td>101.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TBSTN-Tablet, charging shelf</td>
<td>77.70</td>
<td>101.00</td>
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<td></td>
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</tbody>
</table>

*Please note that all tablet stands must be ordered separately*
Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

*Custom Design for Rentals  *Onsite Logistics Management  *
*Graphic Development/Printing  *Installation/Dismantle  *
*Freight Management  *Custom Furniture Rental

Please visit us online for additional options and Information: [http://www.shepardes.com/shep-gallery.html](http://www.shepardes.com/shep-gallery.html)

### The Eddie
- **10’ x 10’**
  - Discount: 3092.75
  - Regular: 4020.60
- **10’ x 20’**
  - Discount: 5036.35
  - Regular: 6547.25

### The Jonathon
- **10’ x 10’**
  - Discount: 3245.45
  - Regular: 4219.10
- **10’ x 20’**
  - Discount: 3646.45
  - Regular: 5000.40

### The Pierce
- **10’ x 10’**
  - Discount: 3425.70
  - Regular: 4453.40
- **10’ x 20’**
  - Discount: 3776.70
  - Regular: 4909.70

### The Madison
- **10’ x 10’**
  - Discount: 3245.70
  - Regular: 4453.40
- **10’ x 20’**
  - Discount: 4747.90
  - Regular: 6172.25

### The Grant
- **10’ x 10’**
  - Discount: 3425.70
  - Regular: 4453.40
- **10’ x 20’**
  - Discount: 4747.90
  - Regular: 6172.25

### The Harrison
- **10’ x 10’**
  - Discount: 3149.25
  - Regular: 4094.05
- **10’ x 20’**
  - Discount: 4627.70
  - Regular: 6016.00

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Above pricing presumes Shepard installation. If union rules require electrical labor for light installation, additional charges will apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652.

**Please Note** Carpet is not included. To order please refer to the Carpet & Cleaning form.

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

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  - Regular: 4453.40
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  - Regular: 6172.25

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  - Regular: 6016.00

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**Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!**

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
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<td>3359.55</td>
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**The Jackson**

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<td>10' x 10'</td>
<td>3185.35</td>
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<td>10' x 20'</td>
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**The Roosevelt**

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<tbody>
<tr>
<td>10' x 10'</td>
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**The Dale**

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<td>10' x 10'</td>
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**Please Note** Carpet is not included, to order please refer to the Carpet & Cleaning form.

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

**Payment Authorization**

- **Subtotal**
- **Discount**
- **Regular**
- **Amount Due**

- **8.250% Tax:**

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.
Please complete the following:

**Company Name:**

**Booth #:**

**Subtotal:** $______

**Contact Name:**

**Phone #:**

**Authorized Signature:**

**Amount Due:** $______

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

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### EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

**Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!**

- Custom Design for Rentals
- Onsite Logistics Management
- Freight Management
- Graphic Development/Printing
- Installation/Dismantle
- Custom Furniture Rental

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<table>
<thead>
<tr>
<th>The Adams</th>
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<tbody>
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<table>
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<td>20' x 20'</td>
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</tr>
<tr>
<td>Subtotal</td>
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</tbody>
</table>

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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. Above pricing presumes Shepard installation. If union rules require electrical labor for light installation, additional charges will apply. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

**Please Note** Carpet is not included, to order please refer to the Carpet & Cleaning form.

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

**Discount Deadline: January 27, 2017**

---

*Custom Design for Rentals                     *Onsite Logistics Management         *Freight Management
*Graphic Development/Printing              *Installation/Dismantle                      *Custom Furniture Rental

---

**All tax rates are subject to change.**
Please complete the following:

Company Name: ___________________________ Booth #: _____________ Subtotal $ ___

Contact Name: ___________________________ Phone #: ___________________________ Amount Due $ ___

Authorized Signature: ___________________________ 8.250% Tax*: $ ___

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to “Regular” rate billing.

* All tax rates are subject to change.

Please fax completed form to the Exhibit Solutions Department at 404-720-8757.
Please complete the following:

Company Name: ___________________________  Booth #: _______________________
Contact Name: ___________________________  Phone #: _______________________
Authorized Signature: ____________________  

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. Graphic files/requests must be received by discount deadline date to qualify for discounted prices. There are no exchanges or refunds once sign has been ordered and processed.

* All tax rates are subject to change.

### SIGN ORDER FORM

#### PPIM 2017
February 27 - March 2, 2017
George R. Brown Convention
Center, Houston, TX
Event Code: T178810317
Discount Deadline: February 7, 2017

#### SIGNS, BANNERS AND ACCESSORIES

<table>
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<td></td>
<td>Vertical, 22&quot; x 28&quot;</td>
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<td>211.40</td>
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<tr>
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<td>Horz., 28&quot; x 44&quot;</td>
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<td>322.00</td>
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<tr>
<td>70025</td>
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<td>Meterboard, 39&quot; x 90.75&quot;</td>
<td>501.40</td>
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<table>
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<tr>
<td>70065</td>
<td></td>
<td>grommets, per sq. ft. - Vertical</td>
<td>20.65</td>
<td>26.85</td>
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<tr>
<td>70071</td>
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<td>grommets, per sq. ft. - Horizontal</td>
<td>20.65</td>
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<tr>
<td>70066</td>
<td></td>
<td>Pockets, per sq. ft. - Vertical</td>
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<td>Pockets, per sq. ft. - Horizontal</td>
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#### Accessories

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<tr>
<td>70017</td>
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<td>Blank Foamcore, 4' x 8'</td>
<td>44.15</td>
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<tr>
<td>70021</td>
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<td>Velcro, per ft. min. 5 ft.</td>
<td>2.85</td>
<td>3.70</td>
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### Vinyl Banners with Digital Printing

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<tbody>
<tr>
<td>70066</td>
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<td>Pockets, per sq. ft. - Vertical</td>
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<td></td>
<td>Pockets, per sq. ft. - Horizontal</td>
<td>22.15</td>
<td>28.80</td>
<td></td>
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### Replacement ID Sign - Cardstock

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<tr>
<td>70004</td>
<td></td>
<td>7&quot; x 44&quot; Horz.</td>
<td>48.60</td>
<td>63.20</td>
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#### SIGN SUBMISSION INFORMATION

Please follow these requests, so Shepard can provide the highest of quality signs for your show.

**File Submission Media**
- CD-ROM
- Email attachment (4 mgs or smaller only)
- FTP (.zip compression), call for FTP information

When sending disks, please label them with the following:
Exhibitor Co. Name, Booth #, Show Name, Show Date

**Acceptable Software & Formats**
- Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat
- Files should be formatted in high-resolution quality, 100-300 dpi
- Vector-based artwork preferred with fonts converted to outline

**Artwork Dimensions & Color Specifications**
- All artwork submitted should be created at 100% actual size
- or in 10% reduction increments (please indicate scale used)
- Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

**Other Graphic Services Available**
- Artwork/graphic design services (70067)
- Logo reproduction (70052)
- Special artwork mounting (70089)

Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.
Attention Getting • High Visibility • Great Branding

Easy • Cost Effective Rental • Durable Dye Sublimation Graphics

CIRCLE DESIGN

<table>
<thead>
<tr>
<th>Code</th>
<th>Size</th>
<th>Discount*</th>
<th>Regular</th>
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</thead>
<tbody>
<tr>
<td>69140</td>
<td>10' x 48&quot;</td>
<td>4813.80</td>
<td>6739.30</td>
</tr>
<tr>
<td>69142</td>
<td>16' x 48&quot;</td>
<td>4958.25</td>
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SQUARE DESIGN

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<th>Code</th>
<th>Size</th>
<th>Discount*</th>
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</tr>
</thead>
<tbody>
<tr>
<td>69143</td>
<td>10' x 48&quot;</td>
<td>7880.35</td>
<td>11032.50</td>
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TRIANGULAR DESIGN

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<th>Size</th>
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</thead>
<tbody>
<tr>
<td>69144</td>
<td>10' x 48&quot;</td>
<td>6029.25</td>
<td>8440.95</td>
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WAVE DESIGN

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<tbody>
<tr>
<td>69145</td>
<td>10' x 48&quot; Single</td>
<td>4878.90</td>
<td>6830.45</td>
</tr>
<tr>
<td>69146</td>
<td>10' x 48&quot; Double</td>
<td>2944.90</td>
<td>4122.85</td>
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</table>

EZ Ordering

All Kits Include:
- Dye sublimation printed fabric pillow case
- Rental frame
- Blockout liner
- Carrying case
- Basic harness
- Delivery to showsite
- Weighs under 75 pounds
- Rigging not included

Call today to order! 404-720-8652
- Additional shapes and sizes available
- Artwork requirements available

Discount deadline: Friday, January 27, 2017
*Artwork, hanging sign order and payment authorization form must be received by the Discount Deadline to receive discount pricing.

PayPal button not rendered. Payment Policy and Terms and Conditions.

Company Name: ___________________________ Booth #: ___________________________ Subtotal $________
Contact Name: ___________________________ Phone #: ___________________________ 8.250% Tax* $________
Authorized Signature: ________________________ Amount Due: $________

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

Must meet discount criteria above to receive discounted pricing. Payment Authorization must be completed and returned with order. Cancellations will only be accepted in writing 7 days prior to move-in if graphics have not been produced. Cancellations will not be accepted once graphic artwork has been submitted and approved for production.
GUIDELINES AND SERVICE CONTRACTOR RESPONSIBILITIES

• Shepard Exposition Services certified riggers ONLY will be allowed in aerial lifts.

• Shepard Exposition Services employees are ONLY personnel allowed to operate mechanized equipment.

• Shepard Exposition Services certified riggers must assemble and disassemble ALL overhead rigging including:
  * Overhead Truss
  * Attachment and removal of light fixtures for truss or signs
  * Assembly of hanging sign frame and graphics
  * Additional installation required for chain motors, span sets and other packages.

• Shepard Exposition Services certified riggers must install and remove ALL hanging materials that will be flown overhead.

• Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance.

• All ceiling rigging must conform to Show Management rules and regulations and facility limitations.

• Overhead hanging signs are to be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign shipping label included in this manual. The container must arrive no later than advance warehouse deadline date. If these procedures are not followed, Shepard Exposition Services cannot guarantee the hanging of your sign and additional fees will apply.

• Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.

• Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).

• Additional charges may be applied by Shepard due to regulations at the facility, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

CHECKLIST FOR ORDERING HANGING SIGNS

- Submit Payment Authorization Form
  (OR Third Party Payment Authorization if paying for this service on behalf of an exhibiting company)

- Order Assembly Labor to have your sign built by Shepard Certified Riggers
  (Fill out top section of the Hanging Sign Overhead Rigging Form)

- Order Install and Dismantle for all Hanging Signs, Truss and Motors

- Order any necessary Chain Motors, Rotating Motors and Truss
  (Remember to place separate electrical order to power any motors!)

- Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead.

- Package Hanging Sign(s) in a separate container from exhibit materials

- Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual

- Ship Hanging Sign(s) to the Advance Warehouse by: Monday, February 20, 2017
**Supervisory fee is 30% of total cost or $60, whichever is greater.**

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Total Hours</th>
<th>Item</th>
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<tr>
<td>69150</td>
<td>ST</td>
<td>103.44</td>
<td>134.45</td>
<td>$</td>
<td></td>
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<tr>
<td>69151</td>
<td>OT</td>
<td>155.16</td>
<td>201.70</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>69152</td>
<td>DT</td>
<td>206.88</td>
<td>268.95</td>
<td>$</td>
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*Please Note: Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity.*

**OVERHEAD RIGGING CREW**

<table>
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<th>Code</th>
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<th>Discount</th>
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<td>69156</td>
<td>504.95</td>
<td>656.45</td>
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<table>
<thead>
<tr>
<th>Code</th>
<th>Est Hours</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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<tbody>
<tr>
<td>69157</td>
<td>504.95</td>
<td>656.45</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REQUESTED DATE, TIME & SUPERVISION**

Please indicate below who will be present to supervise sign assembly and installation:

- [ ] Shepard Supervision
- [ ] Exhibitor Supervision
- [ ] Display House (EAC)

If Shepard Supervision is required, please request date and time:

Assembly: Date: ____________ Time: ____________
Install: Date: ____________ Time: ____________
Dismantle: Date: ____________ Time: ____________

Please complete the following:

- Company Name: ________________
- Booth #: ________________
- Contact Name: ________________
- Phone #: ________________

Authorized Signature: __________________________

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Orders cancelled without written notice 48-hours prior to move-in will be charged a one (1) hour cancellation fee.

* All tax rates are subject to change.
All ceiling rigging must conform to Show Management rules and regulations and facility limitations.

Overhead rigging must be assembled, installed, and removed by Shepard Exposition Services certified riggers.

Overhead hanging signs are to be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign shipping label included in this manual. The container must arrive no later than advance warehouse deadline date. If these procedures are not followed, Shepard Exposition Services cannot guarantee the hanging of your sign.

Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).

Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance. Please submit with form or via email.

Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.

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### MISCELLANEOUS EQUIPMENT

<table>
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<tr>
<td>69017</td>
<td></td>
<td>One Ton Hoist/Chain Motor</td>
<td>510.90</td>
<td>786.35</td>
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<tr>
<td>69018</td>
<td></td>
<td>Half Ton Hoist/Chain Motor</td>
<td>450.80</td>
<td>676.20</td>
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</tr>
<tr>
<td>69101</td>
<td></td>
<td>1/4 Ton Hoist/Chain Motor</td>
<td>270.45</td>
<td>405.70</td>
<td></td>
</tr>
<tr>
<td>69019</td>
<td></td>
<td>Rotating Motor 500 LB Limit</td>
<td>480.80</td>
<td>721.20</td>
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<tr>
<td>69020</td>
<td></td>
<td>Rotating Motor 200 LB Limit</td>
<td>270.45</td>
<td>405.70</td>
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**Truss Details**

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<td>6909406</td>
<td>12&quot;</td>
<td>Black Box Truss (Per FT)</td>
<td>24.05</td>
<td>36.10</td>
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</tr>
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Additional Equipment and Supplies may be ordered and will be available onsite to use as needed to ensure structural integrity of the sign.

**FOR FURTHER INFORMATION, TO REQUEST A DESIGN/SCALED PLOT, OR TO PLACE ADDITIONAL ORDERS PLEASE CONTACT SHEPARD’S EXHIBIT SOLUTIONS SALES DEPARTMENT AT:**

ESSRentals@shepardes.com

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### SIGN DESCRIPTION, SIZE & WEIGHT

<table>
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<th>Type</th>
<th>Shape</th>
<th>Size</th>
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<tr>
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<td>Square</td>
<td>Height:</td>
</tr>
<tr>
<td>Wood</td>
<td>Triangle</td>
<td>Length:</td>
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<tr>
<td>Metal</td>
<td>Rectangle</td>
<td>Width:</td>
</tr>
<tr>
<td>Truss</td>
<td>Other</td>
<td>Weight:</td>
</tr>
</tbody>
</table>

**Additional Notes/Description:**

---

Please use the diagram below to illustrate the placement of your hanging sign(s), motors and/or truss.

---

**Please complete the following:**

**Company Name:**

**Contact Name:**

**Booth #:**

**Phone #:**

**Authorized Signature:**

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

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

* All tax rates are subject to change.
UNION LABOR
Texas is a “right-to-work” state. Full time employees of the exhibiting companies may set up their own exhibits. Union Labor, however, 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, dismantling, and first cleaning 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 have complete control of the loading docks at all times.

Exhibitors may hand carry their own materials into the facility. The use or rental of dollies, flat trucks and other mechanical equipment is not permitted. Shepard will not be responsible for any materials they do not handle.

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

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

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

IN GENERAL
Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of the exhibitor. All questions originated by labor are to be expressed only to Shepard Exposition Services. Exhibitors are asked to refrain from voicing labor complaints to craft personnel. Any questions regarding contract labor should be immediately directed to Shepard Exposition Services.

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.
Please complete the following:

How many laborers will you require? ______ Installation ______ Dismantling

Date of installation: __________________ Requested start time: ________________ Est. Hours ______

Date of dismantling: __________________ Requested start time: ________________ Est. Hours ______

I will need Shepard Supervised Labor for (please check one): 
☐ Installation 
☐ Dismantling 
☐ Both Installation/Dismantling

I will need Exhibitor Supervised Labor for (please check one): 
☐ Installation 
☐ Dismantling 
☐ Both Installation/Dismantling

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Sup. Fee</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>68066</td>
<td></td>
<td>Shepard Supervised Labor (Exhibitor not present)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>68067</td>
<td></td>
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<thead>
<tr>
<th>Code</th>
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<th>Description</th>
<th>Discount</th>
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<th>Sup. Fee</th>
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<tbody>
<tr>
<td>68060</td>
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<td>Exhibitor Supervised Labor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>68061</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>68062</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Please note:
- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in half-hour increments.
- When ordering dismantle labor, due to show breakdown and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.

Labor Hours
ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm
OT - Overtime: Monday - Friday: 4:30 pm - Midnight; Saturday/Sunday: 8:00 am - 5:00 pm
DT - Double time: All other hours and holidays

If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:

What is your booth size (ft)?

Electrical Information:
☐ Electrical should go under the carpet (diagram is attached)
☐ Electrical drawings are attached
☐ Electrical drawings are with exhibit in crate number
☐ Electrical drawings were sent to the official contractor

Inbound Freight Information
Carrier Company Name:
# of pieces: __________ Weight of Shipment: __________
Is shipment? ☐ Crated ☐ Uncrated
Tracking/Pro #: __________
Estimated arrival date: __________
Ship to at: ☐ Warehouse ☐ Show site

Set-up Information for Installation
Please check all that apply and provide information where requested.

<table>
<thead>
<tr>
<th>Booth Size</th>
<th>$</th>
<th>X</th>
<th>$</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forklift required?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpeted?</td>
<td>☐ owned</td>
<td>☐ rented from Shepard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpet padding?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drawings are?</td>
<td>☐ Faxed to Shepard</td>
<td>☐ Shipped w/exhibit crates</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

On-site Exhibitor Contact Information
Name: __________________________ Phone #: __________________________
Hotel: __________________________

Arrival date/time: __________ Departure date/time: __________

Please complete the following:

Company Name: __________________________ Booth #: __________________________
Contact Name: __________________________ Phone #: __________________________

Authorized Signature: __________________________

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.
**GROUND RIGGING/FORKLIFT RENTAL**

**PPIM 2017**
February 27 - March 2, 2017
George R. Brown Convention Center, Houston, TX
Event Code: T178810317

Discount Deadline: February 7, 2017

---

**GROUND RIGGING FORKLIFT RENTAL**

DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.

Please complete the following:

- # of pieces to be spotted
- Heaviest piece to be spotted

Install Date/Time: 
Dismantle Date/Time: 
Description of work to be performed: 
(times are not guaranteed)

**PLEASE NOTE:**

Rate structure includes forklift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction.

Additional labor and groundmen will be billed at the hourly rate.

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

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

---

### FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35028</td>
<td></td>
<td>Straight-time Hourly Rental</td>
<td></td>
<td>256.80</td>
<td>333.75</td>
</tr>
<tr>
<td>35039</td>
<td></td>
<td>Overtime Hourly Rental</td>
<td></td>
<td>313.70</td>
<td>407.75</td>
</tr>
<tr>
<td>35067</td>
<td></td>
<td>Double-time Hourly Rental</td>
<td></td>
<td>370.55</td>
<td>481.75</td>
</tr>
</tbody>
</table>

### FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
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</tr>
</thead>
<tbody>
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<td>513.55</td>
<td>667.50</td>
</tr>
<tr>
<td>35049</td>
<td></td>
<td>Overtime Hourly Rental</td>
<td></td>
<td>627.35</td>
<td>815.50</td>
</tr>
<tr>
<td>35069</td>
<td></td>
<td>Double-time Hourly Rental</td>
<td></td>
<td>741.15</td>
<td>963.50</td>
</tr>
</tbody>
</table>

### FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
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</tr>
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<tbody>
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<td>35035</td>
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<td>1001.50</td>
</tr>
<tr>
<td>35066</td>
<td></td>
<td>Overtime Hourly Rental</td>
<td></td>
<td>941.05</td>
<td>1223.25</td>
</tr>
<tr>
<td>35070</td>
<td></td>
<td>Double-time Hourly Rental</td>
<td></td>
<td>1111.70</td>
<td>1445.25</td>
</tr>
</tbody>
</table>

---

**CRANE RENTAL AVAILABLE UPON REQUEST**

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

---

**RIGGING LABOR RATES**

### RIGGING FOREMAN LABOR PER MAN HOUR

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35085</td>
<td></td>
<td>Straight-time Hourly Rate</td>
<td></td>
<td>103.44</td>
<td>134.45</td>
</tr>
<tr>
<td>35086</td>
<td></td>
<td>Overtime Hourly Rate</td>
<td></td>
<td>155.16</td>
<td>206.95</td>
</tr>
<tr>
<td>35099</td>
<td></td>
<td>Double-time Hourly Rate</td>
<td></td>
<td>206.88</td>
<td>268.95</td>
</tr>
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### RIGGERS AND MATERIAL HANDLERS PER MAN HOUR

<table>
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<tr>
<th>Code</th>
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<th>Item Description</th>
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<tbody>
<tr>
<td>35087</td>
<td></td>
<td>Straight-time Hourly Rate</td>
<td></td>
<td>82.75</td>
<td>107.60</td>
</tr>
<tr>
<td>35100</td>
<td></td>
<td>Overtime Hourly Rate</td>
<td></td>
<td>124.13</td>
<td>165.50</td>
</tr>
<tr>
<td>35101</td>
<td></td>
<td>Double-time Hourly Rate</td>
<td></td>
<td>165.50</td>
<td>215.15</td>
</tr>
</tbody>
</table>

---

Please complete the following:

- Company Name: 
- Booth #: 
- Contact Name: 
- Phone #: 
- Authorized Signature:

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

* All tax rates are subject to change.

---

**PLEASE NOTE:**

Rate structure includes forklift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction.

Additional labor and groundmen will be billed at the hourly rate.

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

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

---

**Tax**: 
Subtotal: 
N/A: 
Amount Due: 

---

**Customer Service Email:** houston@sheppardes.com
**Customer Service Phone:** (832) 415-0517
**Customer Service Fax:** (832) 799-5700
**Customer Service Email:** houston@sheppardes.com
**Customer Service Phone:** (832) 415-0517
**Customer Service Fax:** (832) 799-5700
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---

**Ground Rigging/Forklift Rental**

February 27 - March 2, 2017
George R. Brown Convention Center, Houston, TX

Discount Deadline: February 7, 2017

---

**Ground Rigging/Forklift Rental**

DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.

Please complete the following:

- # of pieces to be spotted
- Heaviest piece to be spotted

Install Date/Time: 
Dismantle Date/Time: 
Description of work to be performed: 
(times are not guaranteed)

**PLEASE NOTE:**

Rate structure includes forklift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction.

Additional labor and groundmen will be billed at the hourly rate.

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

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**CRANE RENTAL AVAILABLE UPON REQUEST**

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**RIGGING LABOR RATES**

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### RIGGERS AND MATERIAL HANDLERS PER MAN HOUR

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<td>Double-time Hourly Rate</td>
<td></td>
<td>165.50</td>
<td>215.15</td>
</tr>
</tbody>
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---

Please complete the following:

- Company Name: 
- Booth #: 
- Contact Name: 
- Phone #: 
- Authorized Signature:

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

* All tax rates are subject to change.
**INBOUND PICK UP LOCATION INFORMATION**

- **Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.**

  | Requested Pick Up Date: | Crates | Est. Weight |
  | Hours of Operation: | Cartons (cardboard) | |
  | Company | Cases/Trunks (fiber) (color) | |
  | Address | Skids/Pallets | |
  | (City) | Carpet (color) | |
  | (State) | TV/Monitor | |
  | (Zip) | Other | |
  | | Total Pieces | |
  | | Total Wt. | |

**SHIP TO**

- □ I will be shipping to the WAREHOUSE
  - (Company Name, Booth #)
  - PPIM 2017
  - c/o Shepard Exposition Services
  - 10001 Fannin Street
  - Houston, TX 77045

  **Warehouse Deadline:** February 20, 2017

- □ I will be shipping to SHOW SITE
  - (Company Name, Booth #)
  - PPIM 2017
  - c/o Shepard Exposition Services
  - 1001 Avenida de las Americas
  - Houston, TX 77010

  **Delivery date:** February 27, 2017

**OUTBOUND SHIPPING INFORMATION**

- □ I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

**TRANSPORTATION CHARGES**

- Charges for transportation and material handling services provided by Shepard shall be billed to the Credit Card on file.

  | Type Card | Logistics/Material Handling ONLY | Authorized ALL charges |
  | Credit Card #: | | |
  | Expiration Date: | Security Code: | |
  | Billing Address: | | |
  | City, ST, Zip: | | |
  | Name on Card: | | |
  | Authorized Signature: | | |

A REPRESENTATIVE FROM SHEPARD LOGISTICS SERVICES WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

- **Exhibiting Co. Name:**
- **Booth #:**
- **Contact Name:**
- **Phone #:**
- **Email:**
- **Fax #:**
- **Authorized Signature:**

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

Orders must be received within 24 hours of requested pickup date. Service level may be changed in order to meet delivery date.
Advantages of Shepard Logistics

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

Benefits of Shepard Logistics

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

To take full advantage of the Shepard Advantage, contact 888.568.8858
logistics@shepardes.com
ADVANCE SHIPPING ADDRESS LABELS

**ADVANCE WAREHOUSE**

**TO:**
(Exhibiting Co. Name)

Booth #: ______________

c/o Shepard Exposition Services

10001 Fannin Street
Houston, TX 77045

Delivery Hours: M-F, 8-4:30 PM

**For:**

PPIM 2017

First day freight can arrive w/o a surcharge:
January 31, 2017

Last day freight can arrive w/o a surcharge:
February 20, 2017

**MUST NOT BE DELIVERED PRIOR TO:**
February 27, 2017 @ 8:00 AM

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

**DIRECT TO SHOW**

**TO:**
(Exhibiting Co. Name)

Booth #: ______________

C/O:

SHEPARD EXPOSITION SERVICES

1001 Avenida de las Americas
Houston, TX 77010

**For:**

PPIM 2017

**MUST NOT BE DELIVERED PRIOR TO:**
February 27, 2017 @ 8:00 AM
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.

ADVANCE WAREHOUSE

HANGING SIGN

TO: ____________________________ (EXHIBITING CO. NAME) ____________________________
Booth #: ____________________________

c/o Shepard Exposition Services
10001 Fannin Street
Houston, TX 77045

Delivery Hours: M-F, 8-4:30 PM

For: PPIM 2017
First day freight can arrive w/o a surcharge: January 31, 2017
Last day freight can arrive w/o a surcharge: February 20, 2017
Please complete the following information:

We plan to ship to:

□ Advance Warehouse  □ Direct to Show Site

We plan to ship on (date):

Our materials should arrive on (date):

Carrier Name: ____________________________  Pro #: ____________________________

Origin of Shipment (city, state): ____________________________

Please provide a contact name and number for any questions Shepard may have in regards to this shipment:

Name: ____________________________  Phone: ____________________________

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

To set up your Signature Series Shipping, please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. Signature Series Shipping does not apply to shipments considered small package, local or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for Signature Series Shipping.

COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package. When recording 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.

<table>
<thead>
<tr>
<th>Weight</th>
<th>Description</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Direct Shipments to Showsite</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Crated</td>
<td>$98.00</td>
<td>$127.50</td>
</tr>
<tr>
<td></td>
<td>Uncrated</td>
<td>$147.00</td>
<td>$176.50</td>
</tr>
<tr>
<td></td>
<td>Special Handling</td>
<td>$35.00</td>
<td>$40.50</td>
</tr>
<tr>
<td></td>
<td>Pieces</td>
<td>$51.50</td>
<td>$57.00</td>
</tr>
<tr>
<td></td>
<td>Small Packages (FedEx/UPS/DHL under 30 lbs.)</td>
<td>$67.00</td>
<td>$73.00</td>
</tr>
<tr>
<td></td>
<td>Each carton</td>
<td>Special Handling</td>
<td>$103.00</td>
</tr>
<tr>
<td></td>
<td>Min. per shipment</td>
<td>35048</td>
<td>35268</td>
</tr>
<tr>
<td></td>
<td>Special Handling</td>
<td>35043</td>
<td>35038</td>
</tr>
<tr>
<td></td>
<td>Advance Shipments to Warehouse</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Crated</td>
<td>$103.00</td>
<td>$123.00</td>
</tr>
<tr>
<td></td>
<td>Special Handling</td>
<td>$68.00</td>
<td>$74.00</td>
</tr>
<tr>
<td></td>
<td>Pieces</td>
<td>$51.50</td>
<td>$57.00</td>
</tr>
<tr>
<td></td>
<td>Overtime</td>
<td>Multiple Time</td>
<td>$106.00</td>
</tr>
<tr>
<td></td>
<td>Overtime: 30% fee for each overtime application based on ST rate</td>
<td>$31.80</td>
<td>$37.00</td>
</tr>
<tr>
<td></td>
<td>Double Time</td>
<td>Double Time: 50% fee for each double time application based on ST rate</td>
<td>$53.40</td>
</tr>
<tr>
<td></td>
<td>RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM</td>
<td></td>
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</tbody>
</table>

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

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.

Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

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.

Please complete the following:

Company Name: ____________________________  Booth #: ____________________________

Contact Name: ____________________________  Phone #: ____________________________

Authorized Signature: ____________________________

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

* All tax rates are subject to change.
Please fill out the information below:

Company Name: ___________________________ Booth #: ___________________________

Contact Name: ___________________________ 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.

- Secured Storage: 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. There is no charge to return materials to your booth at the close of the show. Secured storage rates are eighty (80) cents per square foot per day ($100.00 Minimum).

- Accessible Storage: Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus labor each time materials are moved. There will be a $35.00 per day charge for pallet/skid, $80.00 per day for 1/2 trailer usage and $120.00 per day for full trailer usage. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. This fee is in addition to the labor charge each time stored items are accessed. ($100.00 Minimum)

There will be no charge to return material to the booth at the close of the show during the standard empty return process. Accessible storage is not considered secure and is stored at the sole risk of the Exhibitor.

- Return to Warehouse Service Fee: At the customer’s request, each shipment returned to the Shepard warehouse will incur the following charge: $20.00 per cwt. ($400.00 min.)

- Storage per Month Service Fee: Monthly storage is $10.00 per cwt per month ($100.00 min). Storage fee will automatically be charged for shipments that are returned to Warehouse and stored in excess of three (3) business days. (Monthly storage is charged the current year.)

Special instructions or remarks:

Where will your shipments be going AFTER they have been stored?

- Shipped to another destination as arranged via Shepard Logistics Services
- Transport to another SES show: ___________________________ Delivery Date: ___________________________
- Pick-up arranged with another carrier

Please complete the following:

Company Name: ___________________________ Booth #: ___________________________

Contact Name: ___________________________ Phone #: ___________________________

Authorized Signature: ___________________________

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

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to “Regular” rate billing.

* All tax rates are subject to change.
SPECIAL HANDLING  Rate as shown on Material Handling Authorization Form
A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, rigging pieces for loading or unloading on a truck or from the ground, loading or unloading materials in a freight elevator, carpet and/or pad only shipments, or other circumstances requiring the rehandling of materials including but not limited to freight on the truck needing to be unloaded in a specific order/orientation or requires freight on the truck to be moved to unload actual delivery. Shipments that arrive bulk via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service and Airborne Express may be charged a special handling rate due to their delivery procedures.

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/DUDBLE 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/DUDBLE 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 WAREHOUSE
Surcharge:  25%  Minimum:  $50.00  35003
A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening. Any shipment arriving to show site after show open will be charged a surcharge.

UNCARED SHIPMENTS
Rate as shown on Material Handling Authorization Form
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.

MIXED SHIPMENTS
Rate as shown on Material Handling Authorization Form
Mixed shipments that are uncrated by 50% or more are considered special handling and additional rates will apply.

OFF-TARGET DELIVERIES
Surcharge:  15%  Minimum:  $50.00  35004
For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

MARCHLING YARD
Surcharge:  $30 per Shipment  35250
Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

REWEIGH OF SHIPMENTS
Surcharge:  $25.00 per forklift load  35282
An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

EMPTY CRATE STORAGE
Surcharge:  $25.00 per piece, Minimum $50.00  35105
A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

SMALL PACKAGE CONSOLIDATION
Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate. Packages exceeding 30lbs will be billed standard Material Handling fees at the prevailing show rates.

ENVELOPE DELIVERIES
Surcharge:  $10.50 per envelope  35007
During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

If you have any questions about material handling, please contact Shepard Customer Service department.
### MATERIAL HANDLING 101

**PPIM 2017**

#### MATERIAL HANDLING Q&A

**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 “weight”?**

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

**What is a “certified weight ticket”?**

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

#### IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

**What are advance shipments?**

All shipments that are addressed to the advance warehouse address (please refer to “Advance Warehouse” shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

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

**What determines how much I’m charged?**

Charges are based off the weight from your inbound weight ticket included with your shipment.

**How do I calculate material handling charges?**

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

EXAMPLE: 285 lbs. = 300 lbs./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.

#### SMALL PACKAGES

**What are small package carrier shipments?**

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a certified weight ticket included with shipment. This applies to packages weighing under 30 lbs.

**How do I calculate my small package carrier shipment?**

Charges for small package carrier shipments are based on per carton, per delivery.

Example: I’m shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = $ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

**What are CRATED materials?**

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special 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?**

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

**What is SPECIAL HANDLING?**

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

**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 “weight”?**

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

**What is a “certified weight ticket”?**

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

#### IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

**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.

**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 SHIPMENTS

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

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

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

**How can I make shipping my show materials easier?**

Signature Series Shipping will make it easier with the following benefits:

- Receive a 10% discount off of material handling rates (restrictions apply).
- Worry-free shipping to and from your show.
- Priority Empty Service - priority of empty return at the close of show
- Volume discounted shipping rates
- Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- No driver wait fees.
As the Official General Service Contractor, Shepard Exposition Services is responsible for all motorized units/vehicles entering and exiting hall. Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles on the exhibit hall floor must be escorted by Shepard personnel. The Fire Marshal requires SES to verify that the following safety regulations are adhered to:

*Additional fees may apply if mobile spot cannot be driven into place and must be assisted or if scheduled mobile spot time is missed.

**Less than 1/4 tank of gas**

**Battery disconnected**

**Gas tank taped shut**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Surcharge Each Way</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Motorized Unit/Vehicle Spotting (35108)</td>
<td>$100.00</td>
<td></td>
</tr>
</tbody>
</table>

Subtotal

8.25% Tax

Amount Due

Please complete the following:

**Company Name:** ________________________________ **Booth #:** __________________

**Contact Name:** ________________________________ **Phone #:** __________________

**Authorized Signature:** _____________________________

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.
OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

PPIM 2017
February 27 - March 2, 2017
George R. Brown Convention Center, Houston, TX

PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS

All outbound shipments require a Bill of Lading 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 BOL and labels will be delivered to your booth prior to the close of the show.

*Note: All third parties must pick up BOL/labels at the Shepard Service Desk.

SHIP TO ADDRESS:

COMPANY NAME ____________________________________________

DELIVERY ADDRESS __________________________________________

CITY __________________________ STATE __________________________ ZIP __________

CONTACT NAME __________________________ BOOTH __________________________

Number of Pieces: __________________________ Number of Labels Requested: __________________________

☐ Crate ☐ Skid ☐ Cases ☐ Carton ☐ Total Weight

CARRIER SELECTION

☐ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS ☐ OTHER: __________________________

**If selecting a carrier other than Shepard Logistics, you must schedule the pickup.**

** If using FedEx or UPS you must have and apply their shipping labels.

Type of Service: In the event your designated carrier fails to pickup:

☐ Ground ☐ Overnight ☐ 2nd Day ☐ Reroute via show carrier

☐ Return to Warehouse

Shipping Options:

Inside Delivery _____ Residential _____ Lift Gate _____ No Loading Docks _____

OUTBOUND SHIPMENT REQUIREMENTS:
1. Shepard will print and deliver your BOL with Shipping Labels to your booth prior to the close of the show.
2. Exhibitors must properly package and label all materials.
3. Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.
4. Please see the SES service desk if you do not receive a BOL.

**Please note: If utilizing FedEx/UPS as your carrier you must supply your own outbound labels**

TRANSPORTATION CHARGES BILLING ADDRESS: ☐ SAME AS SHIP TO ADDRESS

Company Name __________________________

Address __________________________

City __________________________ State ______ Zip ______

Please complete the following:

Company Name: __________________________ Booth #: __________________________

Contact Name: __________________________ Phone #: __________________________

Authorized Signature: __________________________

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
General Liability Insurance for $1,000,000 per Occurrence / $2,000,000 Aggregate

COMPANY INFORMATION
Address: _____________________________________ City: __________________ State: __________ Zip code: __________
Email: ___________________________________ Country: ______ Telephone: ____________

Description of Business/Exhibit: __________________________________________________________________________

Does your exhibit or business involve any of the excluded activities below? ______YES ______NO
Alcohol Serving Alcohol Serving Amusement Devices Amusement Devices Animals Animals Athletic Participation Athletic Participation
Bands Band Entertainment & Film Industry Entertainment & Film Industry Mazes Mazes
Fireworks, Firearms, Weapons Fireworks, Firearms, Weapons Health Supplements Health Supplements Equipment Rental Equipment Rental
Installation/Service/Repair Installation/Service/Repair Massage Massage Inflatables Inflatables
Medical Testing Medical Testing Motor Sport Activities Motor Sport Activities Water Activities Water Activities
Tattooing or Piercing Tattooing or Piercing Vehicles in Motion Vehicles in Motion Storefront Operations Storefront Operations

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

EXHIBITOR INFORMATION – REGISTER AT www.insurance4exhibitors.com
Exhibiting Company/Insured: ___________________ Contact Name: ___________________
Address: ___________________________________ City: __________________ State: __________ Zip code: __________
Email: ___________________________________ Country: __________ Telephone: __________

Description of Business/Exhibit: __________________________________________________________________________

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

Additional Insured: Most event planners or venues require you to name them as an additional insured. We need the name and address for each Additional Insured to issue a certificate. Don't list your employees. Just leave blank if you do not know.

Additional Insured #1: _______________________ Additional Insured #2: ______________________
Address,City,ST,Zip: _______________________ Address,City,ST,Zip: _______________________ 

Any special wording or coverage needed: ______________________________________________________________________

Any Additional Information or notes: __________________________________________________________________________

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

Payment Form: __ American Express __ MasterCard __ Visa __ Discover __ Check (Payable to "Insurance for Exhibitors")
Card Number ___________________________ Expiration Date: ___________ Security Code: __________
Cardholder Name: ______________________ Cardholder Address: __________________________

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

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

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

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

Insurance for Exhibitors
30285 Bruce Industrial Parkway, Suite B
Solon, OH  44139
Online: http://www.insurance4exhibitors.com
Email: info@insurance4exhibitors.com
Phone: 440-349-6650 Fax: 440-815-2154

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. All food, alcohol and non-alcoholic beverages, and concessions are operated and controlled exclusively by the Convention Center. Exhibitors must contact our exclusive food service contractor, ARAMARK Corporation, at (713) 853-8150, for authorization to exhibit and/or distribute sample food or beverage items. Once permission is granted, a health permit must be issued by the Houston Department of Health and Human Services covering the proposed booth. Both of these items should be completed at least 21 days in advance of the show opening. For any booth services, please contact the Sales Department of ARAMARK Corporation at (713) 853-8150.

2. All move-in and move-out of exhibits must be done only through designated loading docks, freight doors, and freight elevators. The main lobbies, escalators and passenger elevators are not to be used for this purpose. Exhibitors should verify show security arrangements and times for move-in and move-out to avoid problems with unattended equipment and materials.

3. All decorations, signs, banners, etc., may not be taped, nailed, or otherwise attached to any ceiling, window, painted surface, or wall of the facility. Both the Show Manager and the Event Manager must approve the location and method of installation of any special decorations or signs.

4. Only facility electricians, plumbers, telephone technicians, and Convention Center Staff Engineers may access the utility floor pockets. Exhibitors are not permitted to use water from restroom faucets or janitorial closets for exhibit purposes.

5. Parking at the loading docks and on the entire third level ramp, except for loading and unloading, is prohibited. Parking, loading or unloading on Avenida de las Americas in front of the building, is strictly prohibited. Vehicles in violation of this policy will be towed at owner’s expense.

6. The Houston Fire Code requires any vehicle displayed inside the facility must have the battery cables disconnected. The gas tank must also be taped shut or have a lockable gas cap, and fuel tanks shall not exceed ¼ capacity or 5 gallons whichever is least. All exhibit vehicle keys must be in the possession of the Show Manager in case of emergency. Vehicles on Display, Cooking, Tents, Multi-level Booths require Fire Marshall Permits and approval by the Event Services Department. Event Services can be reached at 713-853-8716.

7. The Houston Fire Code requires all exit doors have a 10’ clearance. All display materials in the booth must be fire proof. The use of hay for display purposes is strictly prohibited. All other Houston Fire Code regulations must be adhered to.

**Please note:** These are exhibitor guidelines only. Please refer to the GRBCC Rules and Regulations for the complete guidelines of the Convention Center.
8. No animals or pets are permitted in the facility except as an approved exhibit, activity or performance requiring the use of animals. The Facility Manager and governmental regulating agencies require approval. Guide dogs are permitted at all times.

9. The use of helium and helium balloons is prohibited in the facility. Adhesive-backed decals are not permitted to be distributed or used inside the facility, or in the immediate vicinity.

10. The Convention Center has the right to alter and/or amend these guidelines.

Please note: These are exhibitor guidelines only. Please refer to the GRBCC Rules and Regulations for the complete guidelines of the Convention Center.
Multi-Level Exhibits

Multi-Level Exhibit drawings must be submitted for plan review by the Fire Marshal and must meet the following requirements:


2. Drawings must bear a current registered design professional’s stamp (Architect, Structural Engineer, Fire Protection Engineer, etc.). Expired licenses are unacceptable. The professional stamp shall include the state of certification, name of the design professional; his/her license number, signature, registered Engineering firm name and firm number.

3. Measurements must be in inches/feet (not metric).

4. Multi-deck structures exceeding 300 sq. ft of net floor area must have two (2) remote exit stairs; occupant load factor is 15 net sq. ft per person per table 7.3.1.2 of NFPA 101 Life Safety Code, 2000 edition.

5. Stairway widths shall be:
   a. A minimum of 36 inches where the occupant load of the upper level is less than 50.
   b. A minimum of 44 inches where the occupant load of the upper level is 50 or more.
   c. Occupant loads shall be stated on the plan.

6. Handrails shall not be less than 34 inches and not more than 38 inches above the surface of the tread.

7. Handrails are required on both sides. A sign must be placed at the bottom of the stairs stating “Please Use Caution and Hold the Handrail”.

8. Spiral stairways shall be permitted in accordance with section 7.2.2.2.3.3 of NFPA 101, 2000 ed., such that:
   a. Occupant load does not serve more than 3.
   b. Clear width of stairs is not less than 26 inches.
   c. Handrails shall be provided on both sides.
9. Guards shall:
   a. Not be less than 42 inches high.
   b. Open guards shall have intermediate rails or an ornamental pattern to prevent a 4 inch
diameter sphere to pass through any opening up to a height of 34 inches.

10. Battery-operated smoke detectors shall be installed on a smooth surface under the first level
    ceiling and spaced no more than 30 feet apart if applicable and installed on the upper floor level
    with a covered ceiling.

11. Hard covered ceilings shall have a smoke detector installed and if fabric/textile is used to cover
    the upper deck area, it must be flame resistant. Certificate must be submitted with plan.

12. One portable fire extinguisher, minimum 2A:10BC with current inspection tag by a licensed
    company shall be provided at each level of the exhibit.

13. Any stationary units (container or other units) using the upper areas as a deck must submit
    plans.
Houston Fire Department
Vehicle Safety Inspection Checklist
For Indoor Display of Liquid or Gas-Fueled Motorized Vehicles

Date of Inspection: ____________ Venue: ___________________________________
Name of Event: _________________________________________________________
Booth Number ___________ Exhibitor Name _______________________________

Motorized Vehicle Type:

- Car
- Truck
- Boat
- Personal Watercraft
- Motor-Driven Cycle
- Aircraft
- Other (specify):_______________________________________

In order to comply with the City of Houston Fire Code Regulations, the following
requirements must be adhered to:

- Fuel in fuel tanks shall not exceed one-fourth (1/4) capacity or 5 gallons,
  whichever is least. An accurate means of measuring the fuel amount shall be
  provided. (Pre-requisite to entry into the building.)

- Batteries must be disconnected.

- Fuel tanks and fill openings shall be closed and sealed to prevent tampering.

- Propane cylinders shall be new and unused unless prior written approval has
  been given by the Fire Marshal. The Vendor or his representative will
  disconnect piping from the cylinder. Valves will be opened to verify the cylinder
  is void of propane gas. Any tools required shall be provided be the vendor.

- Approved for display.

- Rejected for display.

Reason(s) for rejection:___________________________________________________
______________________________________________________________________

Fire Inspector (Print): __________________________________________
Signature of Fire Inspector: _____________________________________
**I-45 SOUTH**  
Coming from Dallas, Conroe, The Woodlands, Bush Intercontinental Airport  
Take I-45 South > to I-10 East > to US-59 South (exit #770A) > exit Downtown Destinations - Hamilton Street > right on Capitol Street > left on Avenida de las Americas

**I-45 NORTH**  
Coming from Galveston, NASA, Clear Lake, Houston Hobby Airport  
Take I-45 North > exit Downtown Destinations (exit #45) > exit Pease Street > right on Chartres Street > left on Capitol > left on Avenida de las Americas

**US-59 SOUTH**  
Coming from Kingwood, Humble, Bush Intercontinental Airport  
Take US-59 South > exit Downtown Destinations - Jackson Street > left on Franklin Street > right on Hamilton Street > right on Capitol Street > left on Avenida de las Americas

**US-59 NORTH**  
Coming from the Galleria, Missouri City, First Colony, Sugar Land  
Take US-59 North > exit Downtown Destinations - Polk Street > continue on Chartres Street > left on Capitol > left on Avenida de las Americas

**I-10 WEST**  
Coming from Baytown, Channelview, New Orleans  
Take I-10 West > to US-59 South (exit #770A) > exit Downtown Destinations - Hamilton Street > right on Capitol Street > left on Avenida de las Americas

**I-10 EAST**  
Coming from Katy, San Antonio  
Take I-10 East > to 59 South (exit #770A) > exit Downtown Destinations - Hamilton Street > right on Capitol Street > left on Avenida de las Americas

**SH-288 NORTH**  
Coming from Pearland, South Loop, Reliant Park  
Take SH-288 North > to US-59 North > exit Downtown Destinations - Polk Street > continue on Chartres Street > left on Capitol > left on Avenida de las Americas

**SH-290 EAST**  
Coming from Austin, Copperfield  
Take SH-290 East > to Loop 610 South > to I-10 East > to US-59 South (exit #770A) > exit Downtown Destinations - Hamilton Street > right on Capitol Street > left on Avenida de las Americas

**Loading Docks for Exhibit Hall A, B, C, D & E**  
Take Avenida de las Americas South > left on Polk Street > left on Chartres > Docks are accessed from Chartress Street be on the left at Walker Street

**3rd Level Ramp for Exhibit Halls A3 & B3, Ballroom & General Assembly**  
Take Avenida de las Americas South > left on Polk Street > left on Chartres > ramp is accessed from Chartres Street on the left before Texas Avenue
# Exhibitor Services

## Booth Cleaning Services
All rates based on gross booth area
100 square foot minimum
8.25% tax applied at checkout

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacuuming Booth</td>
<td>28¢ per square foot</td>
</tr>
<tr>
<td>Shampooing Booth Carpet</td>
<td>40¢ square foot</td>
</tr>
<tr>
<td>Mopping Booth</td>
<td>35¢ square foot</td>
</tr>
</tbody>
</table>

## Porter Service
Booths up to 1,000 square feet @ $40/day
Over 1,000 square feet @ $60/day
Continuous porter service during show hours
@ $18/hour in addition to regular porter service.

To place an order for booth cleaning,
please visit:

[www.GRBBoothCleaning.com](http://www.GRBBoothCleaning.com)

If you have any questions,
please contact:

- Tanya Perez
  - 713-853-8907
  - Tanya.Perez@houstonfirst.com
- GRB-ExhibitorServices@houstonfirst.com
Order 14 days prior to the 1st day of the event move-in for incentive rate.

Smart City is the exclusive telecommunications, electrical and plumbing service provider for the George R. Brown Convention Center.

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- Custom Hot Spot
- On-Site / On-Demand Services

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- Natural Gas Services

Questions? Contact us at (888) 446•6911 or csr@smartcity.com.