

Take action, be organized and save your company money! Use this checklist as your guideline for important deadline dates for the show. Be sure to meet the discount deadlines, as these can save you up to 30% over onsite prices. Additional services not listed below can be found within this Service Manual.

Complete	Discount Deadline	Order Form	Refer To:	Return To
<input type="checkbox"/>	ASAP	Check Targeted Move-In Map/Schedule	<a href="#">Website</a>	Keep for Reference
<input type="checkbox"/>	ASAP	Hotel & Travel Reservations Rooming List Deadline	<a href="#">Website</a>	onPeak Ph: 855/992-3353
<input type="checkbox"/>	July 26/ August 10	Buyer Lead Retrieval Tiered Discount Deadlines	<a href="#">Online Form</a>	Fax: 301/694-3286
<input type="checkbox"/>	August 23	EAC Installation & Dismantling Form	<a href="#">Online Form</a>	Electronic Submit
<input type="checkbox"/>	August 23	Insurance Requirements	<a href="#">Online Form</a>	Electronic Submit
<input type="checkbox"/>	Prior to Show	Exhibitor Badge Registration	<a href="#">Online Form</a>	Electronic Submit
<input type="checkbox"/>	August 30	Booth Cleaning Services	<a href="#">Mandalay Bay Website</a>	Mandalay Bay
<input type="checkbox"/>	August 30	Electrical Services Form	<a href="#">Mandalay Bay Website</a>	Mandalay Bay
<input type="checkbox"/>	August 30	Telephone/Internet Services	<a href="#">Mandalay Bay Website</a>	Mandalay Bay
<input type="checkbox"/>	August 30	Food & Beverage Booth Catering Forms	<a href="#">Mandalay Bay Website</a>	Mandalay Bay
<input type="checkbox"/>	August 30	Furniture & Accessories Order Form	Shepard Order Forms	<a href="#">Shepard</a>
<input type="checkbox"/>	August 30	Material Handling Order Form	Shepard Order Forms	<a href="#">Shepard</a>
<input type="checkbox"/>	August 30	Shepard Exhibit Installation & Dismantling Order Form	Shepard Order Forms	<a href="#">Shepard</a>
<input type="checkbox"/>	September 8	Booth Security Order Form Discount Deadline	Vendor Order Forms	Staff Pro: <a href="mailto:sfullmer@staffpro.com">sfullmer@staffpro.com</a>
<input type="checkbox"/>	Prior to Show	Insurance for Purchase	<a href="#">Online Form</a>	Marsh/TotalEvent
<input type="checkbox"/>	Prior to Show	International Shipping Arrangements	Vendor Order Forms	<a href="#">RE Rogers</a>
<input type="checkbox"/>	Prior to Show	Audio Visual/Computer Rentals	Vendor Order Forms	<a href="#">NMR</a>

September 20-22, 2017 • Mandalay Bay Convention Center • Las Vegas, Nevada

## SHOW MOVE-IN\*

Sunday, September 17	8:00 am – 6:00 pm
Monday, September 18	8:00 am – 6:00 pm
Tuesday, September 19	8:00 am – 7:00 pm

\*Please refer to the targeted move-in floorplan to determine your move-in day and time.

## SHOW DAYS & HOURS

Wednesday, September 20	9:00 am to 6:00 pm
Thursday, September 21	9:00 am** to 6:00 pm
Friday, September 22	9:00 am** to 2:00 pm

\*\*Early Access available from 8 am to 9am

## SHOW MOVE-OUT

Friday, September 22	2:00 pm to Midnight
Saturday, September 23	8:00 am to 6:00 pm

## BADGE REQUESTS

Interbike Show Management strictly enforces and monitors the number of exhibitor badges requested by exhibiting companies (6). The policy has been designed to address the growing problem of buyers on the show floor prior to show opening, the safety issues posed by their presence, and fairness to other exhibitors. [Click here](#) to register for your staff badges.

## BOOTH CLEANING

Please note that booth cleaning is not included with your booth package. If you need your booth vacuumed prior to show opening, you must order cleaning services from the Mandalay Bay.

## BOOTH FOOD SERVICE

All food distributed to and from your booth must be ordered from the Mandalay Bay catering department. Refer to the vendor order form located within this manual or [click here](#) to access their website.

## BOOTH OCCUPANCY

Your booth must be staffed and open for business during regular show hours. You may not dismantle your booth prior to expo close. Failure to adhere to these rules may result in a fine and/or losing priority status in future Emerald Expositions trade shows.

## BOOTH RULES & REGULATIONS

Exhibitors must follow the Standard Exhibit, Island and Peninsula booth regulations. Please note that Interbike is not a line of sight show and you can use the entire cubic content of your booth. Please refer to the Standard Exhibit Booth page within this manual for more details.

## BUSINESS CENTER

A FedEx Office Business Center is located on Level 1 of the South Convention Center. FedEx Office will ship items that are 150lbs and less and can deliver these items to your booth.

## CAMERA AND VIDEO EQUIPMENT

The use of cameras or video equipment during show hours is strictly prohibited with the exception of authorized press. Exhibitors may take pictures of their booth prior to show opening.

## CARTLOAD SERVICE

Cartload service is a less expensive alternative to the standard drayage program for smaller exhibits. To utilize the cartload service, exhibitors must transport freight in a P.O.V. (a privately owned vehicle i.e. car, van or SUV) and have small hand-carried items that need to be delivered to and from the dock/booth location. All items must fit on a flatbed cart approximately 3'x4' in size. Commercial vans, trucks and trailers are not allowed. For detailed information, refer to the cartload form within the Shepard section of this manual or call Shepard at 702/507-5278.

## CHILDREN

Children under the age of 16 are not allowed on the show floor during move-in or move-out. No exceptions will be made. Children will be allowed on the show floor beginning on day one. Please note that all children 16 and under must remain with a parent/adult at all times.

## CLEAN FLOOR POLICY

Due to the volume of crates and limited aisle space available during set-up, Interbike will enforce a Clean Floor Policy with a schedule for the tagging and removal of empty crates. Exhibitors are responsible for communicating this information to their I&D companies. Please refer to the Clean Floor Policy within this manual for additional information.

## COPYRIGHTS

Exhibitors shall obey copyrights and assume full and sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors must obtain any and all necessary licenses and approvals from copyright owners and pay all required royalties and fees.

## DEMONSTRATIONS

Demonstrations must take place within the assigned exhibit space. Demonstrations must not directly or indirectly prevent the normal flow of foot traffic through aisles or common space, nor inhibit the ability of neighboring exhibitors to conduct business. Demonstrations must have the proper protection to prevent injuries to spectators.

## EARLY RETAILER ACCESS

Exhibitors may escort buyers on the show floor one hour prior to show opening on days two and three only. Early access is not available on day one of the show. Exhibitors must meet the buyer at the main registration area and escort them to their booth. You are no longer required to pick-up the early access pass.

## ELECTRICAL

All electrical must be ordered through the Mandalay Bay. Booths may have outlets pre-dropped in the booths. Please be advised that if you plug into these electrical outlets, you will be charged for your power usage at a higher rate than if you had ordered it in advance. Electrical is programmed for the amount of power you ordered. You will blow your circuit if you plug in more usage than purchased. Hardwall structures must sit 9" off the pipe & drape wall for electrical clearance.

## EXHIBIT HALL

The Mandalay Bay Convention Center is located at 3950 Las Vegas Boulevard South, Las Vegas, NV 89119.

## EXHIBIT SPACE CONTRACTS AND COMPANY LISTINGS

It is the sole responsibility of the exhibitor to submit a completed exhibit space contract and to provide Interbike with current company information (i.e. correct spelling of company name, additional listings, address, contact, etc.).

## EXHIBIT SPACE PAYMENT

Exhibitors with outstanding exhibit space payments will not be permitted to move-in and set-up. Exhibitors are responsible for assuring that their exhibit space has been paid in full prior to the show.

**September 20-22, 2017 • Mandalay Bay Convention Center • Las Vegas, Nevada****FIRST AID**

A permanent First Aid room is located on Level 1 of the South Convention Center, near the Business Center.

**FREIGHT HOLDS**

Interbike and Shepard reserve the right to hold freight for ANY outstanding balance owed including; booth, electrical, freight, storage fees, etc. Freight will be released when the outstanding balance is paid.

**FREIGHT SHIPPING ADDRESSES**

Advance Warehouse – between August 23 & September 8  
c/o Shepard Exposition Services  
Your company name & booth #  
5845 Wynn Road, Suites A,B,C,D  
Las Vegas, NV 89118

Direct Shipments to Exhibit Site – begins September 17 at 8am through September 19 at 5pm  
c/o Shepard Exposition Services  
Mandalay Bay Convention Center  
Your company name & booth #  
3950 Las Vegas Blvd. South  
Las Vegas, NV 89119

**HAND CARRY/POV**

Exhibitors may hand carry their merchandise from their personally owned vehicle (a privately owned vehicle i.e. car, van or SUV) in the designated areas. However, hand carts & dollies are not permitted. Unloading requires one person to remain with the vehicle at ALL times. Product must be unloaded within a few minutes and the vehicle must then be moved. This area is strictly enforced.

**HANGING HEIGHT/AIRBORNE OBJECTS**

Any hanging sign, banner, display or booth piece over 200 pounds or having electrical requirements must be hung by the Mandalay Bay Convention Center. Items less than 200 pounds that do not have electrical requirements shall be hung by Shepard. Hanging services by Shepard and the Mandalay Bay must be pre-ordered. Only booths (Island, Peninsula or Inline 20'x20' or larger) may hang items. Standard exhibit booths (10'x10', 10'x20', etc.) have a height limit of 12' and may not hang any item over their booth.

**HEIGHT RESTRICTIONS**

The ceiling height within the halls is 30' with the exception of the back of Bayside C where the ceiling height is 20'. Structures over 16 feet that are free-standing may require the facility to supply a tag-line to secure it. All inline booths have a 12-foot height restriction.

**HOTEL STAFF DELIVERIES TO EXHIBITORS**

The Mandalay Bay Bell Desk may deliver and pick up items from a guest's sleeping room to their booth.

**HOTEL AND TRAVEL**

Book your hotels through the Interbike housing company, onPeak. Go to [interbike.com](http://interbike.com), or phone 800/221-3531 or 212/532-1660.

**INFLATABLES AND BALLOONS**

Inflatables must be anchored and exhibitors must have prior written approval by Show Management. Any cost incurred for removal of lost inflatables will be the responsibility of the exhibitor. Mylar balloons are not allowed anywhere on property.

**INSTALLATION/DISMANTLING BY INDEPENDENT CONTRACTOR**

If you choose to employ an outside display house and/or outside -contractor other than Shepard, the Official Service Contractor, the outside contractor must provide proof of insurance and certify that they employ union labor. It is important that all exhibitors using outside contractors complete the form within this manual. Failure to notify Show Management of the use of an outside contractor may delay booth installation.

**INSURANCE**

Interbike does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies (see booth space contract back). Exhibitors must maintain insurance that meets the requirements outlined in this manual and on your booth space contract, and electronically submit to Interbike prior to the show. [Click here](#), log-in to the exhibitor portal and submit your insurance certificate.

**INTERNATIONAL SHIPPING**

R.E. Rogers Inc. is the official international freight forwarder and customs broker for the show. For more information, see their enclosed form, contact R.E. Rogers @ 847/806-9200 or email [import@rerogers.com](mailto:import@rerogers.com).

**LABOR FOR EXHIBITS**

Nevada is a right-to-work state. **Exhibitors may use full-time company personnel to set-up an exhibit**, however they cannot operate heavy machinery or lift equipment. If full-time company personnel are utilized, they are required to carry photo ID as well as company identification, such as an insurance identification card or payroll stub. At no time may union labor approach an exhibitor for monetary tips or product. If this occurs, please notify Interbike Show Management immediately.

**LATE SET-UP/LAST IN-FIRST OUT**

Companies located in front of the freight doors will have late set-up. Please review the move-in floorplans for details.

**LIGHT PROJECTION**

The projection of light or laser in any form onto any part of the building or other exhibits must be preapproved by Interbike Show Management.

**MARSHALLING YARD**

The marshalling yard is a staging area for trucks holding exhibitor's freight until space is available for unloading at the convention center. Contact Shepard at 702/507-5278 or [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com) for hours and location.

**MERCHANDISE/PRODUCT RELEASE & REMOVAL**

Product may not be removed from the Mandalay Bay Convention Center during move-in and show hours some proof of ownership. The exhibitor removing the product will give provide this to security as they exit the Hall. Non-exhibiting personnel will not be allowed to leave the show floor with merchandise during move-in and show hours. If an exhibitor gives product to a retailer for removal from the hall, that retailer must have receipt signed by the exhibitor.

**MODELS**

Models must remain within your booth space and may not wander into the aisles. All exhibit staff must remain clothed at all times. **Nudity is not permitted at any time.**

**PARKING**

The Convention Center parking lot is open 24 hours a day and is located underneath the Convention Center. Fees are now collected. Self-parking fees at the Mandalay Bay & South Convention Center Parking Garage are as follows: 0 to 60 minutes no charge 1<sup>st</sup> day only, 1 to 4 hours \$7.00, 4 hours to 24 hours \$10, 24 hours \$10.00 each additional day or fraction thereafter. Valet parking fees are: 0-4 hours \$13, 4 to 24 hours is \$18, \$18 for over \$24 or each additional day or fraction thereof. Interbike 2017 registered guests may self-park at no charge.

Oversized parking will be limited at the Mandalay Bay Convention Center and is on a first come, first served basis. [Click here](#) for more parking information.

September 20-22, 2017 • Mandalay Bay Convention Center • Las Vegas, Nevada

## PRESS ROOM

For details see the Press/Media Relations page within this manual or Justin Gottlieb at [justin.gottlieb@emeraldexpo.com](mailto:justin.gottlieb@emeraldexpo.com).

## PRIVATELY OWNED VEHICLE – P.O.V.

Only a P.O.V. is allowed for hand carry and cartload service. A P.O.V. is any small to full-size car, van or S.U.V. It is NOT a commercial truck, commercial van, a vehicle with a trailer or any rental company vehicle.

## PROMOTIONAL DISTRIBUTION

Distribution of any printed materials, samples or other articles shall be restricted to the confines of the exhibitor's own exhibit space. Signs or advertising devices shall not be displayed outside of each exhibitor's own space. If you have any questions relating to this subject or would like information on outside advertising, please contact Show Management.

## REGISTRATION

To register for exhibitor badges [click here](#). Badges must be worn at all times while at the show. No one will be allowed on the exhibit floor at any time without a badge.

## SECURITY

Interbike show management makes every effort to provide protection for exhibitors' merchandise and displays. Show Management will provide perimeter guard service on a 24-hour basis to include move-in, show days and move-out. While Show Management will implement security measures to safeguard your property, neither Show Management, The Mandalay Bay, security contractor, drayage contractor, decorator, nor any of their officers, agents or employees assumes any responsibility for such property, loss or theft. To order additional booth security, such as an overnight security guard, see the Security Form in the vendor section of this manual.

## SHARING OF EXHIBIT SPACE

Exhibitors may not share booth space with another non-contracted or unauthorized manufacturer or distributor.

## SHUTTLES

Complimentary shuttle service will be provided on show days between the Mandalay Bay Convention Center and all Interbike hotels (except the Mandalay Bay, THEhotel, the Luxor and the Four Seasons). Shuttle service will run approximately every 15-20 minutes during the following times:

Wednesday, September 20.....7:30 a.m. to 10 a.m. & 4:30 p.m. to 7 p.m.  
Thursday, September 21 .....7:30 a.m. to 10 a.m. & 4:30 p.m. to 7 p.m.  
Friday, September 22 .....7:30 a.m. to 10 a.m. & 12:30 p.m. to 3 p.m.

In addition, a tram will be available that runs from the Excalibur and Luxor to the Mandalay Bay main hotel entrance.

Complimentary shuttles will also be provided for the OutDoor Demo on Monday & Tuesday September 18-19, Monday times are 8:30 a.m. to 5:30 p.m. Tuesday times are 7:00 a.m. to 5:30 p.m. These shuttles will run directly between the Mandalay Bay and the OutDoor Demo in Boulder City.

## SMOKING

Smoking is strictly prohibited in the exhibit hall, lobbies and meeting rooms during move-in, move-out and all show days.

## SOUND

Exhibitors must regulate the level of sound in their booths so as not to inhibit the ability of neighboring exhibitors. This level is at the discretion of Show Management and should not exceed 85 decibels.

## STORAGE

- Storing of any crates, cartons, boxes or other show materials within your booth is strictly prohibited. Violators of fire codes are subject to fines and confiscation of materials.
- Empty crates, cartons and boxes must be removed from the exhibitor's booth. Empty containers will be picked up by Shepard. Shepard will return all "empties" at the conclusion of the Show.
- Exhibitors may obtain labels marked "EMPTY STORAGE" at the Shepard Expositions counter and should affix them to each empty crate, carton and box. Please be certain to mark your exhibit booth number on each label.
- Exhibitors are cautioned not to leave any merchandise in boxes being stored with "EMPTY STORAGE" labels.
- Any excess samples may be stored during the Show in "Overnight Storage Areas" at the exhibitor's risk. For more information, call Shepard at 702/507-5278 or email them at [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com).

## TARGETED MOVE-IN

Interbike and Shepard are committed to making the move-in process at the Mandalay Bay Convention Center as smooth and efficient as possible. To make this happen, exhibitors are provided a specific (targeted) day and time in which their freight will be accepted. The targeted day and time is based on the booth location. The targeted move-in floorplan can be viewed online at [interbike.com](http://interbike.com).

If your freight is being delivered directly to the Mandalay Bay, it must be scheduled to arrive on your targeted move-in day. You are not required to be present during the delivery of your freight.

If you ship your freight in advance to the Shepard warehouse, it will be delivered to your exhibit space prior to your targeted move-in day and time. Take advantage of advance warehouse shipping as rates are lower than shipping directly to the Mandalay Bay.

## OVERTIME

Overtime labor rates will be charged for services before 8:00 a.m., after 5:00 p.m. on weekdays, all day Saturday and Sunday and holidays.

## TELEPHONE & INTERNET SERVICES

Please note that telephone and internet are not included with your booth package. If you require these services, please refer to the vendor order forms.

## USE OF AISLES AND COMMON AREAS

The distribution of samples, printed materials and any promotional material is restricted to within the exhibitor's booth only. All models must remain within the booth space at all times. Advertising materials may be handed out within the booth space only. Strolling entertainment or moving advertisements outside of the exhibit space is strictly prohibited.

September 20-22, 2017 • Mandalay Bay Convention Center • Las Vegas, Nevada

In an effort to help make the registration process smoother for our exhibitors and attendees show badges will not be mailed as done in previous years. We will be emailing each person attending a printable confirmation that will have a bar code on it. Prior to attending the show each person will need to print the confirmation, and bring it to Las Vegas. Upon entering the registration area at the Mandalay Bay Convention Center, agents at the registration tables will quickly scan your confirmation, check your I.D., hand you your color-coded badge holder, and you're off to the show.

Our goal is to make the registration process as fast and simple as possible for all attending, and we're confident you'll agree.

To register for your staff [click here](#).

#### **ONSITE EXHIBITOR REGISTRATION HOURS:**

Sunday, September 17	Noon to 6:00 pm
Monday, September 18	7:00 am to 6:00 pm
Tuesday, September 19	6:30 am to 7:00 pm
Wednesday, September 20	7:00 am to 6:00 pm
Thursday, September 21	8:00 am to 6:00 pm
Friday, September 22	8:00 am to 1:00 pm

#### **BADGE ALLOTMENTS:**

Each exhibiting company is allotted six badges per 10x10 booth. Additional badges are available for purchase online through exhibitor registration.

**REGISTRATION QUESTIONS? 866-221-7934**

Interbike show management makes every effort to provide protection for exhibitors' merchandise and displays. Show Management will provide perimeter guard service on a 24-hour basis to include move-in, show days and move-out. While Show Management will implement security measures to safeguard your property, neither Show Management, the Mandalay Bay, security contractor, drayage contractor, decorator, nor any of their officers, agents or employees assumes any responsibility for such property, loss or theft.

**TIPS TO HELP PROTECT YOUR PRODUCT**

- Monitor your booth when your product is being delivered.
- Hire a security guard to watch your booth overnight. For more information, please see Security Form in the Vendor Section of this Manual.
- Perform an inventory after your product has been delivered, and note any damages or missing items.
- Do not list the contents on the outside of your shipping crates/boxes. Use a code to indicate contents.
- After show hours cover your displays with a tarp or other solid material to discourage potential theft.
- Do not leave valuable exhibit materials or proprietary information under tables or behind displays when the show is closed or your booth is unattended.
- Always staff your booth during show hours.
- Staff your booth until your product and/or the floor is cleared during move-out.
- Once the show has closed, pack as quickly as possible and do not leave your display unattended.

**FREE PRODUCT LOCK UP**

Interbike provides a complimentary Product Lock-up Room which is secured 24-hours per day. This room is operated by Security and is run similar to a coat-bag check.

Product may not leave the exhibit floor during move-in or show days without a Product Removal Pass. The removal passes are distributed from 2 locations (the Security Desk located inside all Show Entrance Doors and the Show Office) and must be signed by the Exhibiting Company with the product. The removal passes are not valid between the hours of 7:00 pm. to 7:00 am. During this time absolutely no product may be removed from the facility.

**PROTECT YOUR PRODUCT!**

**September 20-22, 2017 • Mandalay Bay Convention Center • Las Vegas, Nevada****AUDIO VISUAL EQUIPMENT****NMR**

phone: (800) 637-2496

fax: (609) 395-7142

[jclark@nmrevents.com](mailto:jclark@nmrevents.com)**BOOTH CLEANING****MANDALAY BAY CONVENTION CTR**

phone: (702) 322-3000

toll free: (855)-408-1349

[www.mandalaybayexhibitorservices.com](http://www.mandalaybayexhibitorservices.com)**BOOTH FURNITURE****SHEPARD EXPOSITION SERVICES**

Phone: 702-507-5278

Fax: 702-948-0341

[lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)**BUSINESS CENTER****FEDEX OFFICE**

phone: (702) 262-5330

[usa5528@fedex.com](mailto:usa5528@fedex.com)**CATERING/FOOD & BEVERAGE****MANDALAY BAY CONVENTION CTR**

phone: (702) 322-3000

toll free: (855)-408-1349

[www.mandalaybayexhibitorservices.com](http://www.mandalaybayexhibitorservices.com)**CONVENTION CENTER****MANDALAY BAY CONVENTION CTR**

phone: (702) 322-3000

toll free: (855)-408-1349

[www.mandalaybayexhibitorservices.com](http://www.mandalaybayexhibitorservices.com)**COMPUTER EQUIPMENT****NMR**

phone: (800) 637-2496

fax: (609) 395-7142

[jclark@nmrevents.com](mailto:jclark@nmrevents.com)**DISPLAY SHOWCASES****SHEPARD EXPOSITION SERVICES**

Phone: 702-507-5278

Fax: 702-948-0341

[lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)**ELECTRICAL****MANDALAY BAY CONVENTION CTR**

phone: (702) 322-3000

toll free: (855)-408-1349

[www.mandalaybayexhibitorservices.com](http://www.mandalaybayexhibitorservices.com)**FLORAL SERVICE****SHORT TERM PLANT RENTAL**

phone: (562) 494-777

[ShrtTerm@aol.com](mailto:ShrtTerm@aol.com)**FREIGHT & SHIPPING****SHEPARD EXPOSITION SERVICES**

Phone: 702-507-5278

Fax: 702-948-0341

[lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)**HOTEL RESERVATIONS****onPEAK**

phone: (800) 221-3531

[www.interbike.com](http://www.interbike.com)**INSURANCE FOR PURCHASE****MARSH/TOTALEVENT INSURANCE**[emeraldexhibitor@totaleventinsurance.com](mailto:emeraldexhibitor@totaleventinsurance.com)

phone: (781) 994-6000

**LABOR****SHEPARD EXPOSITION SERVICES**

Phone: 702-507-5278

Fax: 702-948-0341

[lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)**LEAD RETRIEVAL****EXPERIENT**

phone: (888) 889-4674

[william.harris@experient-inc.com](mailto:william.harris@experient-inc.com)**REGISTRATION ASSISTANCE****EXPERIENT**

phone: (866) 221-7934

**SECURITY****STAFF PRO**

phone: (714) 793-7972

[sfullmer@staffpro.com](mailto:sfullmer@staffpro.com)**SPECIAL SIGNS****SHEPARD EXPOSITION SERVICES**

Phone: 702-507-5278

Fax: 702-948-0341

[lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)**TELECOMMUNICATIONS****MANDALAY BAY CONVENTION CTR**

phone: (702) 322-3000

toll free: (855)-408-1349

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

**IMPORTANT ~ PLEASE READ!**

**Due to the volume of crates, limited space for set up and to facilitate the installation and cleaning of aisle carpet, Interbike will enforce a Clean Floor Policy.**

**Monday, September 18**

**6:00 p.m.** Crates for booths targeted Sunday, September 17 at 12:00 pm must be empty and labeled for removal.

**Tuesday, September 19**

**1:00 p.m.** Carton, fiber cases and packing material must be empty and labeled for removal.

**4:00 p.m.** Crates for booths targeted Monday, September 18 at 1:00 pm & 3:00 pm must be empty and labeled for removal.

**5:00 p.m.** Visqueen on booth carpet should be rolled up by the exhibitor or exhibitor appointed contractor and placed in the aisle.

**Please do not wait until the morning of show open to remove visqueen or you may incur additional janitorial costs.**

**7:00 p.m.** All aisles must be 100 percent clear of product and any other items that may impede with the installation of aisle carpet.

**\*\*\*\*Please be advised that if your crates are removed on clean floor night and then requested to be brought back from empty storage to your booth before show opening, there will be a charge per hour for a forklift and driver to bring your crate back to your booth.\*\*\*\***

**Thank you for your help in making Interbike 2017 a successful event!**



# Public Relations Opportunities

September 20-22, 2017 • Mandalay Bay Convention Center • Las Vegas, Nevada

## Maximize Your PR Impact!

As we gear up for the 2017 Interbike International Bicycle Expo, public relations opportunities are greater than ever for exhibiting companies. With more than 400 members of the press and media expected to attend, opportunities are abundant for prepared exhibitors. Below are several suggested public relations opportunities available to your company. More details are in the Interbike PR Tool Kit that will be available in the "Exhibitor Resource" section of [interbike.com](http://interbike.com).

### Media Preview (Fees apply)

The 4th Annual *Media Preview* is an opportunity to get your *new products* in front of a targeted media audience on the evening before Interbike officially kicks off at the Mandalay Bay Convention Center. A limited number of brands will be able to engage with journalists at a dedicated table-top display area where the media will gather for hosted food & beverage, media resources & industry data and to collect a media specific gift-bag. More than 125 journalists attended in 2016 from endemic, non-endemic, domestic and international media outlets. For more information, please contact Andria Klinger, Sales Director, at [andria.klinger@interbike.com](mailto:andria.klinger@interbike.com) or your Interbike sales representative.

### Printed Event Guide (No charge)

Deadline: Friday, July 28, 2017

Interbike uses exhibitors' basic contact information listed on your Exhibitor Listing on [interbike.com](http://interbike.com) to generate the printed Event Guide distributed on-site and by mail prior to the show. If you have questions about updating your exhibitor listing online, please email [support@a2zinc.net](mailto:support@a2zinc.net).

### Customize your Exhibitor Listing Online (Some fees apply)

Using the Interbike Planner features available on [interbike.com](http://interbike.com), customize your online Exhibitor Listing on the Web-based Exhibitor List/Floorplan on [interbike.com](http://interbike.com) with a detailed, 50-word company description, including a logo and Web address (can be purchased individually or as part of an enhanced listing), participate in the Product Showcase listing (fee-based product descriptions and photos), and in the "Contact's Information Key Personnel" field display PR contact info (no charge). Pricing and purchase options are visible once logged into your exhibitor profile. If you have questions about updating your exhibitor listing online, please email [support@a2zinc.net](mailto:support@a2zinc.net).

### Press Materials (No charge)

Interbike operates a Paperless Press Room where exhibitors can upload their electronic press kits (one PDF document, maximum size 5Mb) as part of the Interbike Planner Tool, available on [interbike.com](http://interbike.com) (no charge). The media will be able to view exhibitor press kits on Exhibitor Listings online, as well as on the Press Kit Web page in the site's Press/Media area. Exhibitors can also leave one hard copy press kit in the Press Room. Interbike and members of the press prefer a paperless press room and strongly encourages exhibitors to upload press kits. Exhibitors may also bring them to the Press Room on flash drives and/or CDs (minimum five per day).

### Attending Media List (No charge)

A list of working media pre-registered to attend Interbike will be available to exhibitors and their public relations representatives after Thursday, August 10, 2017. Lists will be distributed via email only and will include the name, media outlet, mailing address and email address (of those that have opted-in) for attending media. Submit requests to Justin Gottlieb at [justin.gottlieb@emeraldexpo.com](mailto:justin.gottlieb@emeraldexpo.com). Please include your name, company and booth number in the request.

### Bicycle Retailer & Industry News (No charge)

Deadline: Various

Exhibitors with story ideas to be considered for the *Bicycle Retailer & Industry News (BRAIN)* show issue should e-mail their information to Lynette Carpiet at [lcarpviet@bicycleretailer.com](mailto:lcarpviet@bicycleretailer.com) by Friday, August 4, 2017. General news for the *BRAIN Show Daily* should be sent to Lynette Carpiet by Friday, August 11, 2017. Please also send product information submissions for the *BRAIN Show Daily* to Toby Hill at [thill@bicycleretailer.com](mailto:thill@bicycleretailer.com) by Friday, August 11, 2017. The *BRAIN* staff will be accepting news throughout the show. However, early submissions are more likely to be included.

### Bicycle Retailer Show Daily Schedule of Events (No charge)

Deadline: Monday, August 21, 2017

Journalists that cover Interbike have come to rely on the *Bicycle Retailer & Industry News Show Daily Schedule of Events* as a valuable preview of what to see and do each day at the show (i.e. press conferences, celebrity appearances, autograph signings, prize drawings, contests, giveaways, happy hours, etc.). To be included in the schedule of events listing in the *Bicycle Retailer Show Dailies*, please submit your event listing info (company name, **booth number**, day, time and event description in 30 words or less) by Monday, August 21, 2017 to Lynette Carpiet at [lcarpviet@bicycleretailer.com](mailto:lcarpviet@bicycleretailer.com)

**Please refer to the PR Tool Kit available on [interbike.com](http://interbike.com) for more details about the opportunities above. Any public relations or media questions should be addressed to:**

Justin Gottlieb

Communications & PR Director

[justin.gottlieb@emeraldexpo.com](mailto:justin.gottlieb@emeraldexpo.com)

949-226-5754

**September 20-22, 2017 • Mandalay Bay Convention Center • Las Vegas, Nevada**

**You must now submit your insurance documents online. [Click here](#) to electronically submit your proof of insurance. Be sure the name of the attachment reflects the name of the insured exhibiting company:**

Interbike does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies. Exhibitors must maintain insurance that meets the requirements below and provide proof to Interbike prior to the show. To protect your property and staff we suggest taking the following steps:

**PROPERTY INSURANCE**

Contact your insurance broker or carrier to obtain a policy to cover the value of your booth, equipment, product and supplies. If you already have property insurance, confirm that it will extend to your property during shipping and at the show. Many insurance policies only cover property at a listed location or within 1000 feet of that location. If you use an independent contractor for installation or dismantling, review the agreement carefully to determine what insurance may be available if damage occurs as a result of their negligence.

**COMPREHENSIVE GENERAL LIABILITY INSURANCE**

Confirm that you have adequate coverage to protect your interests from potential claims arising from the injury to a person other than an employee at your booth.

**WORKERS COMPENSATION INSURANCE**

Exhibiting companies must have a Workers Compensation policy as required by law to insure your employees in the event of a work-related injury.

**AUTOMOBILE LIABILITY INSURANCE**

Confirm that an automobile liability policy is in place for any company owned vehicles used in connection with the show. Confirm that insurance is provided for any non-owned and/or hired vehicles used in connection with the show, including utility vehicles for loading and unloading.

**REPORTING**

In the event of damage or loss of property, or an accident or injury, it is your responsibility to contact your insurance broker or carrier immediately.

**INSURANCE REQUIREMENTS**

As stated in your Exhibitor Space Contract, an exhibitor shall, at their own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of the exhibitor and shall be written on an occurrence basis. Claims made policies are not acceptable and do not constitute compliance with exhibitor's obligations under this paragraph. The following three types of insurance are required:

- Workers' Compensation insurance, unless you are the sole proprietor. Sole proprietor is a business entity that is owned and run by one individual. If you have even one other person in the booth working with you, you will need worker's compensation coverage.
- Comprehensive General Liability insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products and liquor liability (if applicable);
- Automobile Liability insurance with limits not less than \$500,000 each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired vehicles, including loading and unloading operators. Auto coverage is only required if there is a vehicle in your booth or if you are using a designated loading/unloading area i.e. POV area.

Comprehensive general liability and automobile liability insurance policies shall name as additional insured Emerald Expositions and each of its subsidiaries. If requested, copies of additional insured endorsements, primary coverage endorsements and complete copies of policies satisfactory to Emerald Expositions, shall be furnished to Emerald Expositions sixty (60) days before the first day of the Event. Certified copies of the Certificates of Insurance or policies shall provide that they may not be cancelled without 30 days advance written notice to Emerald Expositions.

**NEED INSURANCE?**

[Click here](#) to purchase insurance for Interbike through Marsh/TotalEvent Insurance.

Interbike\*  
31910 Del Obispo #200, San Juan Capistrano, CA 92675

**\*In an effort to be green we no longer accept paper insurance submissions. All forms must be submitted [electronically](#).**



## **Exhibitor Insurance Program**

### **EXHIBITOR GENERAL LIABILITY INSURANCE (REQUIRED)**

Emerald Expositions requires that all exhibitors carry Commercial General Liability with minimum limits of **\$1,000,000 per occurrence, \$2,000,000 aggregate**. Emerald Expositions and the Venue shall be named as Additional Insured.

The insurance will be in force during the lease dates of the event/show.

- Provides exhibitors who do not have Commercial General Liability Insurance or who do not want to use corporate insurance.
- Protects foreign exhibitors whose insurance will not pay claims brought in the U.S. Courts
- Cost is \$65.00 USD per exhibiting company – regardless of booth size.

### **Apply for insurance coverage online**

[Click here](#) to purchase General Liability insurance for Interbike  
Visa, Mastercard, AMEX are accepted  
Coverage must be purchased prior to the event/show

### **QUESTIONS?**

#### **Total Event Insurance**

[emeraldexhibitor@totaleventinsurance.com](mailto:emeraldexhibitor@totaleventinsurance.com)

PRODUCER Insurance Company Name                      Fax: (212) 555-6100 Insurance Company Address 1 Insurance Company Address 2 Attn: Agent Name (212) 555-6102 ext. 1234	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.  INSUREERS AFFORDING COVERAGE
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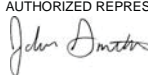
INSURED <b>2.</b> Exhibiting Company Name Exhibiting Company Address 1 Exhibiting Company Address 2 Attn: Exhibiting Company Contact Name Phone: (212) 555-5349    Fax: (212) 555-9819	INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:
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**3.** THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS			
<b>A</b>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/17	01/01/18	EACH OCCURRENCE	\$1,000,000		
					FIRE DAMAGE (Any one fire)	\$ 50,000		
					MED EXP (Any one person)	\$ 5,000		
					PERSONAL & ADV INJURY	\$1,000,000		
					GENERAL AGGRREGATE	\$2,000,000		
	PRODUCTS-COMP/OP AGG	\$2,000,000						
<b>B</b>	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/17	01/01/18	COMBINED SINGLE LIMIT	\$1,000,000		
					(Ea accident)			
					BODILY INJURY	\$		
					(Per person)			
					BODILY INJURY	\$		
	(Per accident)							
	PROPERTY DAMAGE	\$						
	(Per accident)							
	AUTO ONLY-EA ACCIDENT							
	OTHER THAN	\$	\$					
	AUTO ONLY:	\$	\$					
<b>A</b>	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/17	01/01/18	EACH OCCURRENCE	\$1,000,000		
					AGGREGATE	\$1,000,000		
						\$		
						\$		
						\$		
<b>C</b>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/17	01/01/18	X	WC STATU- ORY LIMITS	OTHER	
					E.L. EACH ACCIDENT	\$1,000,000		
					E.L. DISEASE-EA EMPLOYEE	\$1,000,000		
					E.L. DISEASE -POLICY LIMIT	\$1,000,000		
<b>D</b>	OTHER				Each Occurrence & Aggregate			

**5.** DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS  
 Emerald Expositions (Show Management), Shepard (Official Service Provider), The Mandalay Bay (Facility), and Interbike (Show) are hereby named as additional insured, except for Workers' Compensation. Emerald Expositions and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Emerald Expositions, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Emerald Expositions shall be excess and non-contributory. Show date(s) are: September 20-22 at Las Vegas, NV.

CERTIFICATE HOLDER    X    ADDITIONAL INSURED; INSURER LETTER: X    CANCELLATION

<b>6.</b> Emerald Expositions / Interbike 31910 Del Obispo #200 San Juan Capistrano, CA 92675 Attn: Laura Ouimet	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS  AUTHORIZED REPRESENTATIVE 
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- |   |   |
|---|---|
| 1. PRODUCER: Name, address and phone number of insurance carrier.<br>2. INSURED: Company name, address, phone number and booth number of company insured.<br>3. COVERAGES: Coverage must be provided for Comprehensive General Liability, Automotive Liability (if applicable), and Workmen's Compensation, complete with policy numbers, effective dates of Coverage and limits of coverage.<br>4. FORM OF COVERAGE: Must be "occurrence" form of coverage.<br>5. NAME OF ADDITIONAL INSUREDS: Emerald Expositions (Show Management), Shepard (Official Service Provider), Interbike (Show) and The Mandalay Bay (Facility) as additional insureds on a primary and non- | contributory basis. Show dates are September 20-22, 2017<br>6. CERTIFICATE HOLDER: Emerald Expositions – Show Name, 31910 Del Obispo #200, San Juan Capistrano, CA 92675, , Attn: Laura Ouimet<br>7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.<br>8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.<br>9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Insurance Requirements.<br>10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer. |
|---|---|

You must complete and submit your EAC/I&D form electronically. [Click here](#), log-in to the exhibitor portal and upload your information online.

**COMPLETE THIS FORM ONLY IF YOU ARE USING THE SERVICES OF AN OUTSIDE CONTRACTOR TO INSTALL OR DISMANTLE YOUR DISPLAY**

Exhibitors using an installation and dismantling contractor (I&D), and/or an exhibitor appointed contractor (EAC) other than Shepard to set-up or teardown their exhibit must complete and return this form by August 24. It is the exhibitor's responsibility to make sure that all independent contractors are properly badged prior to arrival. Exhibitors must also electronically [submit certificates of insurance](#) to Interbike and Shepard prior to the show. The Mandalay Bay and Shepard must be named as additionally insured by all contractors working in the hall. For additional insurance requirements please see the Required Insurance page within this manual and Shepard Official Contractors and Exhibitor Appointed Contractors Form within the Shepard decorator forms.

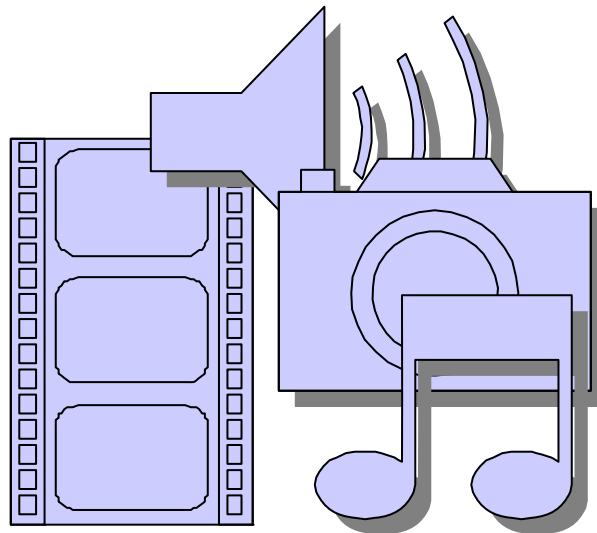
The EAC/contractor must be licensed, insured and authorized to work in the Mandalay Bay. Contractors must adhere to all rules and regulations of Interbike, the Mandalay Bay and the local unions. This includes keeping "no freight aisles" clear, clearing empty crates off the show floor, and being properly badged. The clean floor policy will be strictly enforced and fees may apply.

All contracted personnel must check in at Exhibitor Registration prior to admission to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D.

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Exhibitors may take pictures of their booth prior to show opening and after show closing, **only**. The use of cameras or video equipment during show hours is strictly prohibited with the exception of authorized press.

Please note that unauthorized photos will be confiscated, along with the device. The violator's badge will be pulled and they will be prevented from attending future Interbike shows.



Respect your neighbors!!

During show hours, noise levels of any kind must not inhibit the ability of neighboring exhibitors to do business. Speakers must be turned inward toward your booth. **Show management reserves the right to determine if noise levels are excessive and may, at their discretion, remove the source of noise.**

In an effort to maintain a productive environment on the show floor, the following are not allowed in your booth space without prior written approval from Interbike Show Management: Live bands, acoustic jams, spinning, MCs and loud speaker music (85 dB). If you are hosting an event with music or loud noise, let all surrounding booths know before show opening, weeks in advance whenever possible.

Stereo music may be played at a background sound level only and speakers must be turned in towards booth and not the aisles. The definition of background level is the ability to carry on a conversation and conduct business while the music is playing. If the sound level exceeds these limits (approximately 85 dB), you will be asked to reduce the level and if you do not comply the electricity to your booth will be disconnected for the rest of the show.

## HEIGHT

Exhibit fixtures, components and identification signs are permitted to a maximum height of 12-feet. All logos and signs must face the inside of your booth space.

## INTENT

As a courtesy to neighboring booths, we must keep a consistent height regulation. If any part of your booth, including signs, exceeds 12-feet in height, you will be asked to conform on-site. If exhibitor does not comply after a written warning has been issued, Show Management reserves the right to remove or order a cover from Shepard. Exhibitor will incur a cost. **Please note that Interbike is no longer a line of sight show.**

## BOOTH CONSTRUCTION

Interbike Show Management provides the following exhibit equipment: 8-foot-high black backdrape, 3-foot-high black side drape (see solid lines on diagram). The broken line (---) represents permitted sidewall, backwall and front entry extensions. Floor space area for standard exhibits is 10-foot x 10-feet. If you have a hardwall booth, please allow space for electrical drops behind your booth. It is recommended the depth of your booth (front to back) be 9'6" to accommodate electrical drops. It is the responsibility of the exhibitor to cover exposed side or backwalls if they are unfinished or unsightly. Show Management reserves the right to deem what is unsightly and may order a cover for the unfinished wall. Exhibitor will incur the cost.

## SIGN REQUIREMENTS

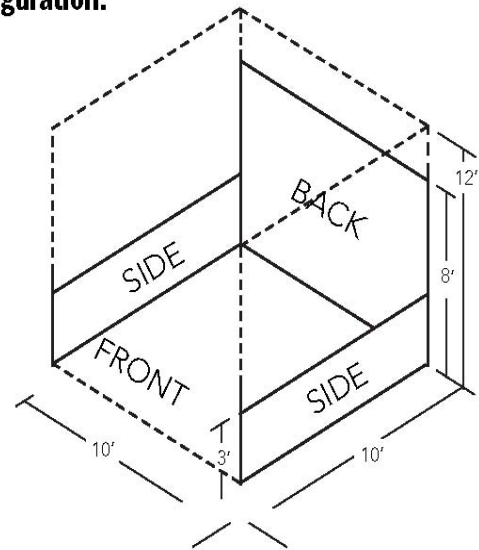
### Hanging signs are not permitted for Inline Booths

Signage, props and display materials may not exceed an overall height of 12-feet. All signage must be placed from the ground up and stay within your exhibit space. All signage must be one-sided facing inward towards your booth.

## SOUND AND NOISE LEVELS

Show Management will measure sound pressure levels with a Calibrated Sound Level Meter. Exhibitors must regulate their own booth to be sure the noise levels from their demonstrations or sound systems are kept to a minimum (below 85 dB) and do not interfere with other exhibits. Remember the use of sound systems or equipment producing sound is a privilege. Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued. Per your space contract, exhibitor agrees that it will not violate any copyrights at the show and assumes sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors will obtain any and all necessary licenses from copyright owners.

**DEFINITION: One or more standard booths (10'x10', 10'x20', 10'x30', etc.) in a linear configuration.**



**Standard Inline Booth Space**

## FIRE CODE REGULATIONS

All exhibit materials (including chairs) must be kept out of the aisles. Booth materials must be flame retardant to the satisfaction of the Fire Marshal by a flame retardant certificate or ability to pass on-site flame test. See the Fire and Safety Regulations within this manual for more information.

## THANK YOU FOR YOUR COOPERATION

### HEIGHT RESTRICTIONS

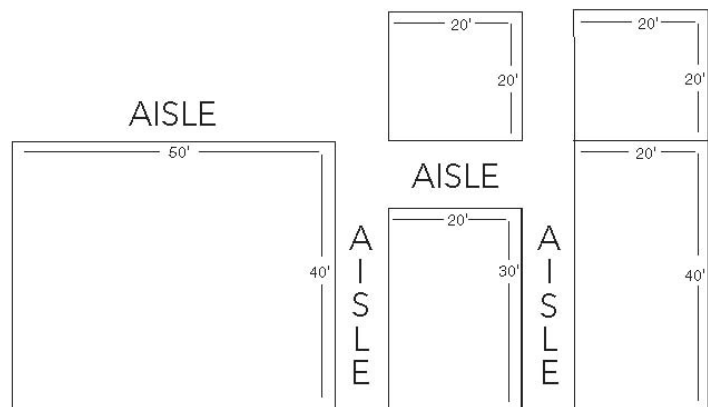
Interbike exhibitors whose booths are 20x20 and larger have a ceiling height restriction of 20 feet. However, structures over 16 feet that are free-standing may require the facility to supply a tag-line to secure it.

Peninsula booths are normally "faced" towards the cross aisle. Any portion of the exhibit bordering another exhibitor's booth must have the back side of that portion finished and must not carry identification sign or other copy that would detract from the adjoining exhibit. If exhibitor does not comply after a written warning has been issued, Show Management reserves the right to order a cover from Shepard. Exhibitor will incur the cost.

### SOUND AND NOISE LEVELS

Show Management will measure sound pressure levels with a Calibrated Sound Level Meter. Exhibitors must regulate their own booth to be sure the noise levels from their demonstrations or sound systems are kept to a minimum (below 85 dB) -and do not interfere with other exhibits. Remember the use of sound systems or equipment producing sound is a privilege. Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued. Per your space contract, exhibitor agrees that it will not violate any copyrights at the show and assumes sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors will obtain any and all necessary licenses from copyright owners.

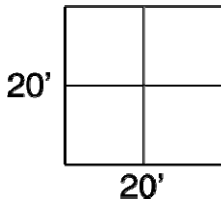
**DEFINITION: An exhibit space that is the minimum of 20' X 20' sq. ft with aisles on three or four sides**



### FIRE CODE REGULATIONS

All exhibit materials (including chairs) must be kept out of the aisles. Booth materials must be flame proofed to the satisfaction of the Fire Marshal by a flame retardant certification or ability to pass an on-site flame test. See Fire Safety Rules and Regulations within this manual for more information. All hardwall booth structures exceeding 50 contiguous feet may require additional fire exits. Contact the Clark County Fire Department at 702/455-7316 for more information pertaining to Fire Rules and Regulations.

**THANK YOU FOR YOUR COOPERATION**



**HANGING SIGNS ARE ONLY PERMITTED FOR BOOTHS THAT ARE IN A 20' X 20' OR LARGER CONFIGURATION**

## REGULATIONS

Hanging signs and graphics will be permitted above island, peninsula and all in-line 20x20 booths. The bottom of the sign must not be lower than 14-feet.

Hanging signs and graphics should be set back 10 feet from adjacent booths and be directly over contracted space only.

**All exhibit wall signage must be one-sided facing inward towards your contracted booth space.**

## HEIGHT RESTRICTIONS

There is a 20-foot height restriction for islands, peninsulas and inline peninsulas. However, structures over 16 feet that are free-standing may require the facility to supply a tag-line to secure it.

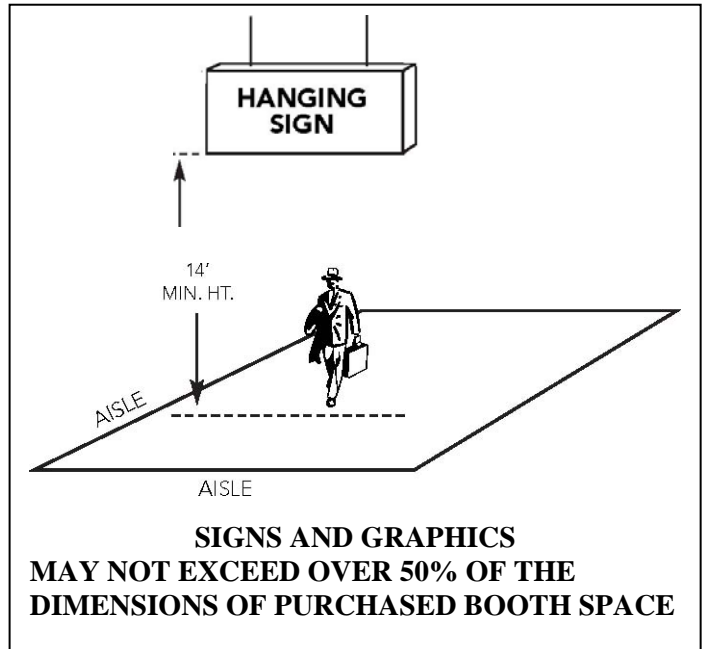
## SIZE REGULATIONS ON SIGNS & BANNERS

The length and width of sign or banner is not to exceed 50% of corresponding dimension of booth (i.e., a 20'X40' peninsula cannot have a sign or banner that is larger than 10' X 20'). The bottom of the sign or banner must not be lower than 14-feet from the ground. There is an additional decorator charge for labor and equipment on all hanging signs.

## STRUCTURAL INTEGRITY

All hanging signs must have drawings available for inspection by Show Management at all times. Drawings must include a signature or stamp of a structural engineer indicating reviewing that stress points for hanging the sign have been properly engineered. The signature of an authorized official of the exhibit building company is also required, indicating that the structure is built in compliance with the details and the specifications set forth on the drawings.

(NOTE: Exhibitors are encouraged to use lightweight materials in the construction of a hanging sign to eliminate excessive stress to the facility ceiling structure.)



**THANK YOU FOR YOUR COOPERATION**

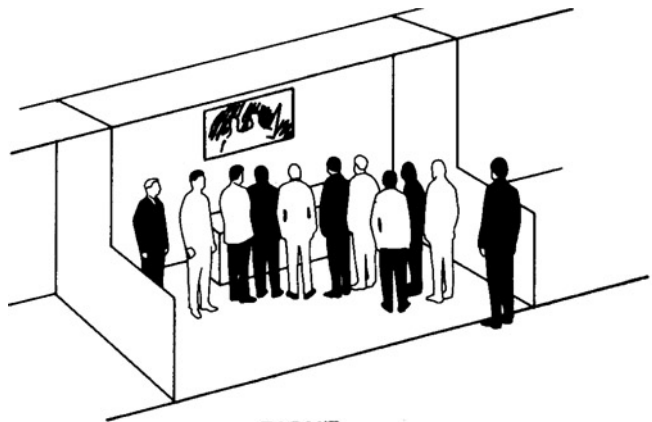
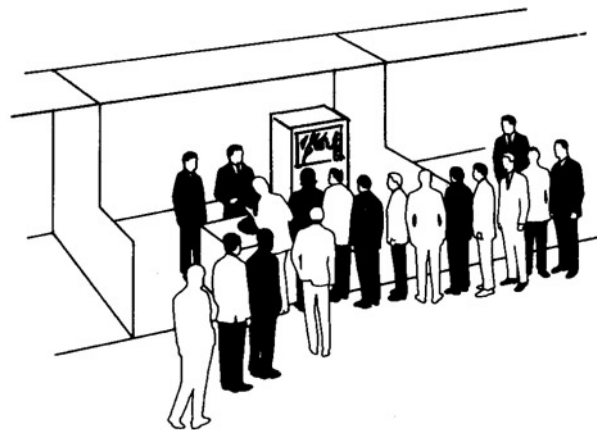
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**REGULATION** Demonstration areas must be organized within the exhibitor's space so as not to interfere with any traffic aisle. Sampling or demonstration tables must be placed a minimum of 2 feet (60cm) from the aisle line. Should spectators or samplers interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, Show Management will require that the presentation or sampling be eliminated.

**INTENT** The aisles are the property of the entire show and each exhibitor has the responsibility to assure proper flow of traffic through the entire show. When large crowds gather for a demonstration or sampling and interfere with the flow of traffic down the aisles or crowd in neighboring booths, it is an infringement on the rights of other exhibitors. Aisles must not be obstructed at any time.

**SOUND** Show Management will measure sound pressure levels with a Calibrated Sound Level Meter. Exhibitors must regulate their own booth to be sure the noise levels from their demonstrations or sound systems are kept to a minimum and do not interfere with other exhibits. Remember the use of sound systems or equipment producing sound is a privilege. Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued. Per your space contract, exhibitor agrees that it will not violate any copyrights at the show and assumes sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors will obtain any and all necessary licenses from copyright owners.

**SAFETY PRECAUTIONS** All product demonstrations involving any moving and potentially hazardous machines, displays or parts, must have hazard barriers to prevent accidental injury to spectators. Demonstrations must always be supervised by exhibitor personnel who can stop the demonstration in the event of an emergency. All demonstrations involving potentially hazardous by-products, such as dust, fumes, sparks or flames, must be approved in writing by the Clark County Fire Department and by Show Management 60 days prior to the show.

**RIGHT****WRONG**

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In addition to the Terms & Conditions on page 2 of your Exhibit Space Agreement, the below Rules & Regulations for Exhibiting must also be followed by all exhibitors and their representatives. Please contact your Account Executive if you need a copy of the Exhibit Space Agreement Terms & Conditions.

## 1. Admission Policy

- Exhibit hall admittance is restricted only to exhibitor personnel and registered attendees displaying an official show badge. All personnel representing the exhibitor or its authorized agents must be properly identified with an official show badge.
- No infants or children under the age of 16 are permitted on the exhibition floor at any time. Show management reserves the right to request proof of age for any person and restrict minors from the exhibition floor at any time on any day for safety and liability reasons. No baby strollers are allowed on the exhibition floor.
- Exhibitors are permitted access to the exhibit hall one (2) hour before and one (1) hour after posted official show hours. Additional access may be arranged solely at the discretion of show management.
- Only individuals registered and badged may attend conference events. Exhibitor staff or guests must register to attend conference sessions and to enter the exhibit hall.
- Once the Show has opened, all persons must enter and exit only through designated entrances where security is posted.
- Exhibitors are responsible for providing all assigned workers with proper badges. Temporary Floor Passes/Wrist Bands are available from Show Security and are valid on move-in and move-out days only.

## 2. Advertising

- Exhibitor shall not, without the written consent of show management, distribute or permit to be distributed, any advertising matter, literature, souvenir items or promotional materials in or about the exhibit areas except from its own allotted exhibit space and/or official promotional areas. Exhibitor shall not post or exhibit any signs, advertisements, show bills, lithograph posters or cards of any description on any part of the premises of the facility, except within the exhibitor's exhibit space and upon such space as is made available for such purposes by the facility. Mobile advertisements along the roads immediately surrounding the perimeter of the convention center and event hotels are prohibited during conference hours regardless of permits.
- Show management defines advertising as any advertisement, sign (print or electronic) or message that promotes an activity taking place in the city to event attendees. Any indoor/outdoor advertisement placement around the "key" areas of the city, to include but not limited to: airport signage, street signage/banners, convention center, event hotels, etc., must include the prominently-visible tagline: "Proud Supporter of Interbike".
- Exhibitors may not advertise in or on the sidewalks, ramps, entries, doors, corridors, passageways, vestibules, hallways, lobbies, stairways, elevators, escalators, aisles, or driveways of the facility without written permission from show management. These areas are considered private property.
- Exhibitors found to be in noncompliance with advertising guidelines will be subject to loss of priority points and show management fines.

## 3. Aisles

- Aisles must not be obstructed at any time. No portion of an exhibitor's display, product or demonstration may extend into any aisle.
- All features, signs and/or walls that are facing the aisle need to be covered or finished.

## 4. Americans with Disabilities Act (ADA)

- All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities.

## 5. Animals

- Permission for any domesticated animal (cats, dogs, etc.) to appear must be approved by show management then by the facility. Non-domesticated animals will be considered on an individual basis.
- Under the Americans with Disabilities Act (ADA), show management must allow people with disabilities to bring their service animals into all areas of the facility where exhibitors and attendees are normally allowed to go. Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting persons having seizures, or performing other special tasks.

## 6. Appearance of Exhibit Space and Care of Premises

- All open or unfinished sides of the exhibit which may appear unsightly must be covered or show management will have them covered at exhibitor's expense.
- Any portion of the exhibit bordering another exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering or graphics that would detract from the adjoining exhibit.
- Peninsula, split island and island exhibits must have a finished back wall and be finished on all sides.

**September 20-22, 2017 • Mandalay Bay Convention Center • Las Vegas, Nevada**

- No bolts, screws, hooks or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas.
- No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers.
- Decals or other adhesive materials shall not be applied or affixed to the walls, columns or floor of the exhibit/facility areas.
- No sign of any description may be installed, except within the confines of the exhibit space assigned.
- No exhibit will be permitted which interferes with the use of other exhibits or impedes access to them or impedes the free use of the aisles.

**7. Behavior/Good Neighbor Policy**

- Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits. Activities may not disturb neighboring booths. Demonstrations, booth giveaways and literature must directly relate to the exhibiting company product, business or mission.
- Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Show management reserves the right to deny access to the exhibition floor to exhibitors not conducting themselves in a professional, ethical and otherwise appropriate manner. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.
- Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Violators may be ejected from the event and the exhibitor additionally penalized by the loss of priority points at the discretion of show management.

**8. Booth and/or Material Abandonment**

Exhibitors that leave excessive literature and/or display materials in their booth at the end of the published move-out time will be deemed to be guilty of "material abandonment". Any charges incurred on behalf of show management to remove the abandoned materials to ensure that show management can comply with the published move-out schedule of the facility as stated in their license agreement for the event will be billed to the exhibitor directly. Show Management & the facility will NOT be responsible for the recovery of abandoned materials that are left in an exhibitor's booth past the move-out dates/times as published in the Exhibitor Manual.

**9. Booth Construction Standards**

- The Booth Construction & Display Guidelines are located in the Exhibitor Manual for your reference and should be strictly adhered to.

**10. Building Regulations and Care of the Facility**

- It is understood that exhibitors shall neither injure, nor mar, nor in any manner deface the premises.
- Exhibitors will not be permitted to drive nails, hooks, tacks or screws into any part of the building, put up decorations or adhesives that would deface the premises.
- All curtains, draperies and decorations made from textiles of combustible fibers or other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions.
- Exhibitor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agents contractors or representatives

**11. Demonstrations**

- As a matter of safety and courtesy to others, exhibitors shall conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentations, audio visual presentations, and demonstration areas to ensure compliance. No activities should be planned or products displayed in a manner that would require an audience to gather in the aisles. Show management reserves the right to determine if a demonstration interferes with adjacent exhibit spaces and when it must be discontinued.
- Exhibitors must comply with local regulations regarding fire/safety and environment which must be adhered to. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3 feet (.91 meters) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.
- Attention-getting devices, gimmicks and tactics that do not reflect favorably on the educational or business purpose of the show are prohibited. Exhibitors are encouraged to receive approval from show management for any activities in question prior to the show.

**12. Environmental Laws/OSHA Regulations**

All exhibitors must be in compliance with environmental laws and OSHA regulations. To facilitate this compliance, the Organizer strongly urges all exhibitors who give samples of any chemicals, cleaners, or inks to include a Material Safety Data Sheet (MSDS) with each sample given.

**13. Excessive Trash**

Any exhibitors promoting giveaways from their booths which generate additional trash are required to order porter service for their booth. Exhibitors who require porter service for their booths, but do not order it, will automatically be billed for this service. Any wooden crates or large containers left on the show floor (not labeled as empty storage) will be subject to an additional fee for dismantling and disposal.

**14. Forklifts**

Forklifts with operators are available at the prevailing rates. Arrangements must be made with the general service contractor at least 14 days prior to setup for special requests, such as cranes or forklifts with over 5,000-pound lift capacity for special handling of large equipment or machinery.

**15. Exhibit Design**

- All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.
- Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

**16. Exhibitor Appointed Contractor (EAC)**

- If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the following rules and regulations must be adhered to by the exhibitor and the EAC. THESE RULES WILL BE STRICTLY ENFORCED. The exhibitor must complete the online exhibitor appointed contractor form. Completion of this form qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC.
- The EAC shall refrain from placing an undue burden on the official service contractors by interfering, in any way, with the official contractor's work.
- The EAC will not solicit business at the event and must wear badges at all times.
- If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors, or impairs the smooth installation and dismantling of the event, the EAC will immediately cease such disruption or be removed from the event site. Show management will have the final decision in such instances.
- The EAC who provides installation and dismantling services will be sent the proper information from show management upon receipt of request by the authorizing exhibitor.
- Show management will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of:
  - Certificate of insurance for workers' compensation and employers' liability, comprehensive general liability and automobile liability insurance.
  - The workers' compensation and employers' liability insurance must provide a minimum limit of (recommended \$500,000 USD) and meet the requirements established by the state in which the event is being held.
  - Comprehensive general liability coverage must provide at least (recommended \$1 million USD per occurrence /\$2 million USD general aggregate) in coverage and shall name show management, the sponsoring associations, the event owners, the official contractor and the facility as additional insured.
  - Automobile liability should include all owned, non-owned and hired vehicles with limits of (recommended \$500,000 USD) bodily injury and (recommended \$500,000 USD) property damage liability.

Show management must receive the certificate of insurance no later than 30 days prior to the commencement of installation.

- In performing work for their clients, the EAC shall cooperate fully with the official contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by show management in any contracts with the official contractors.
- Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the event site.
- Services ordered on behalf of exhibitors by EAC's or other third parties must be so authorized in writing by the exhibitor. Payment for all services will be the responsibility of the exhibitor.

**September 20-22, 2017 • Mandalay Bay Convention Center • Las Vegas, Nevada****17. Fire Protection/Fire Marshal Requirements**

All exhibit spaces must be in full compliance with all facility, fire marshal, show management, and exhibit guidelines including all local, state and federal laws.

**• Fire and Safety**

- Cardboard, crepe paper, corrugated paper or other combustible materials are prohibited.
- Exhibitors that have fire alarms, fire extinguishers, fire strobe lights or fire hose cabinets within the exhibit space must have them visible with an unobstructed path from the aisle to the fire device location.
- Spray painting is prohibited.
- Helium and gas cylinders used for refilling must be secured in an upright position on American National Standards Institute (ANSI) approved safety stands with the regulators and gauges protected from damage.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency (EPA) and the facility.

**• Flammable and Toxic Materials**

- All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant.
- Samples should also be available for testing.
- Materials that cannot be treated to meet the requirements should not be used.
- A flame-proofing certificate should be available for inspection.
- Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

**18. Food & Beverage Sampling**

- Mandalay Bay Convention Center retains the exclusive rights for all food and beverage services therein. It is not permissible to bring or sell any food or beverage on the Mandalay Bay Convention Center premises without written permission from MBCC. Use of outside catering services is prohibited.
- Exhibitors may distribute SAMPLE food and/or beverages only by completing the Sample Authorization form found at <https://www.mandalaybayexhibitorservices.com> in the Forms Library and following the conditions: Samples dispensed are limited to products manufactured, processed or distributed by the exhibiting company. PLEASE NOTE IF YOU ARE HANDING OUT SAMPLES YOU MAY BE REQUIRED TO HAVE A HAND-WASHING STATION IN YOUR BOOTH (Refer to the SNHD website to verify - [www.southernnevadahealthdistrict.org](http://www.southernnevadahealthdistrict.org)).
- Distribution of food and beverages: All business activities of the exhibitor at the event must be within the exhibitor's allotted space.

**19. Freight Holds**

Show management and the general service contractor reserve the right to hold freight for ANY outstanding balance owed including, but not limited to: booth, electrical, freight, storage fees, etc. Freight will be released when the outstanding balance is paid.

**20. Hanging Signs & Graphics**

- Hanging signs and graphics should be set back 10 feet (3.05 meters) from adjacent booths and be directly over contracted space only.
- Signs, banners or any other exhibit material may not be suspended, taped, nailed, screwed or in any way attached to the ceilings, walls, columns, drapes, floor or on any other facility surface.
- The general service contractor will hang all hanging signs unless otherwise noted.

**21. Install/Dismantle****• Installation and Dismantlement**

- Materials for an exhibit display may not be delivered to the exhibition facility before the official move-in period.
- Under no circumstances will the delivery or removal of any exhibit or portion thereof be permitted during the exhibition without permission first being secured from show management.
- No displays may be dismantled prior to the official closing of the exhibition. Such activity will be considered a violation of these rules and regulations.
- All materials must be removed from the facility by the end of the official move-out period. (Official move-in, move-out, and exhibition dates and times may be subject to change. Show management will notify exhibitor of official dates, times and any changes.)
- Show management reserves the right to assign specific days to exhibitor for delivery of equipment and/or display items. Failure by exhibitor to abide by such delivery schedule shall obligate that exhibitor to pay all charges incurred for labor as a result of the disruption of the delivery schedule.

**22. Insurance**

Show management requires each exhibiting company and exhibitor appointed non-official contractor to carry general liability insurance, automotive liability insurance and workmen's compensation coverage. Please refer to the "Insurance Requirements Policy" in the Exhibitor Manual for specifics on insurance requirements.

**23. Lighting**

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to show management for approval.
- Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved by show management.
- Lighting that spins, rotates or pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the exhibition.
- Currently, some facilities do not allow quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with show management for rules specific to the event facility.
- Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring exhibit booths or guests.
- Use of halogen rules vary by facility and should be verified prior to booth construction. To ensure safety, halogen lamps are limited to 75-watts and must be of the sealed variety which prevents direct handling of the bulb. The use of any stem mounted halogen or other fixtures employing either a linear quartz bulb or a non-shielded halogen bulb is strictly prohibited.

**24. Literature Distribution/Giveaways**

- Circulars, catalogs, magazines, folders, promotional, educational or other giveaway matter may be distributed only at the exhibitor's display and must be related strictly to the products and/or services on display or eligible for display and for products which are directly available from the exhibitor. Distribution from booth to booth or in the aisles is forbidden and exhibitors must confine their exhibit activities to the space for which they have contracted.
- No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, shuttle buses, parking garages, etc., without written prior approval of show management.
- Only literature published or approved by show management may be distributed in the registration area, meeting rooms, exhibit hall (outside the individual displays) or on transportation provided by show management. Canvassing on any part of the facility property is strictly prohibited and any person doing so will be requested to leave the premises and their material will be removed at the same time. The only exception to this rule is for authorized survey organizations that have obtained show management approval.

**25. Material Handling & Storage**

- The official material handling contractor will handle and provide storage space for crates, boxes, skids, etc., during the exhibition and return properly marked materials at the completion of the meeting. Materials not in accordance with these regulations will be discarded.
- Fire regulations prohibit storing product, literature, empty packing containers or packing materials behind back drapes or under draped tables. However, exhibitors may store a daily supply of literature or product appropriately within the exhibit space area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly. Any excess samples beyond a daily supply can be stored during the show through the general service contractor.
- Empty crates, cartons and boxes must be removed from the exhibitor's booth. Empty containers will be picked up by the general service contractor and returned at the conclusion of the show.
- Exhibitors may obtain labels marked "EMPTY STORAGE" at the Exhibitor Service Desk and should affix them to each empty crate, carton and box. Please be certain to mark your exhibit booth number on each label.
- Exhibitors are cautioned not to leave any merchandise in boxes being stored with "EMPTY STORAGE" labels.

**26. Paging & Announcements**

Show management will restrict announcements to general show information. Announcements will not be made for exhibitor drawings, lost persons or articles, etc.

**27. Photography/Video Recording**

- Photography and video recording are NOT permitted in the exhibit hall except by members of the press who received pre-approval.
- Photography or video recording of any area outside an exhibitor's booth (including but not limited to Registration Areas, General Sessions, and Meeting Rooms) is prohibited.
- Members of the press must first receive permission from the exhibitor to photograph the exhibitor's booth. Only official photographers and audio/video producers appointed by show management are permitted to photograph or record audio/video of the entire event.
- Conference sessions may not be photographed or video/audio recorded.

**28. Sales from Exhibitors' Booths**

Retail sales are NOT permitted on the exhibition floor at any time. Exhibitors who are found to be in violation will be subject to the loss of priority points and could be excluded from future events.

**29. Security**

- Exhibitors are solely responsible for the care, custody and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.
- Twenty-four-hour access control will be provided from the start of move-in to the end of move-out. Show management shall not be held responsible for the loss of any material by any cause and urges the exhibitor to exercise normal precautions to discourage loss due to theft or any other cause. Show management assumes no responsibility for goods delivered to the exhibit areas, or for materials left in the exhibit areas at any time. Exhibitors are encouraged to insure exhibit property against loss or theft.
- Small electronic equipment such as video players, monitors, cameras, etc., should never be left unattended.
- In cases where valuable equipment may not be removed to storage on a daily basis, the services of a private booth guard is available.
- When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship PC's and other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.
- At the close of the show, when your materials have been packed and bills of lading have been prepared, turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.

**30. Show Directory**

Exhibitor information will be published as part of the official show directory, if directory information is submitted by the deadline date. Only exhibitors with valid exhibit contracts will be listed in the event directory. The exhibitor waives and indemnifies show management and its agents from and against any and all claims against show management with respect to errors and omissions in the directory. The exhibitor shall be responsible for the content of its entries.

**31. Sound/Music/Noise**

- In general, exhibitors may use sound equipment in their booths so long as the noise level does not, in the exclusive judgment of show management, disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle.
- Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth.
- Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Show management does not have a license with any licensing agencies; therefore, exhibitor is responsible for obtaining licensing directly. Adherence to these federally mandated copyright licensing laws is of critical importance.

**32. Staffing of Booth**

- The exhibitor will not dismantle their display prior to the stated closing of the show. No exhibit or any part thereof may be removed during the period of such exhibition without the approval of show management. Exhibitors should make travel and staffing arrangements accordingly.
- Exhibition space must be fully operational and staffed during published exhibition hours.
- Unless arrangements are made prior to the event, any space not claimed and occupied by 6:00pm on Tuesday, September 19, may be resold or reassigned by show management, without obligation on the part of show management for any refund to the exhibitor whatsoever.
- Any exhibitor that fails to occupy its assigned exhibit space by the end of published set-up hours, leaves its exhibit space unattended during event hours, or begins dismantling of exhibit space prior to the close of the event, may forfeit its right to the exhibit space and its eligibility to exhibit at future events.
- Exhibit personnel shall wear professional attire consistent with the event decorum.

**September 20-22, 2017 • Mandalay Bay Convention Center • Las Vegas, Nevada**

- Attendants, models and other employees must confine their activities to the contracted exhibit space. Exhibitor's personnel and representatives may not enter the exhibit space of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed. Neither the exhibit area nor other areas of the facility shall be used for any improper, immoral, illegal or objectionable purpose. All personnel of exhibitor, including personnel retained by exhibitor to be in or around its booth, must wear appropriate apparel at all times. Nudity is not permitted. Show management reserves the right to make determinations on appropriate apparel and entertainment activities conducted by exhibitors. Violators may be escorted from the event and exhibitor may be subject to a loss of priority points.

**33. Strolling Entertainment**

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space are not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations and loss of priority points.

**34. Suitcasing**

- Suitcasing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or event without the proper authorization by show management or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund and additional penalties.
- The selling or solicitation of product or services may only be conducted by companies in good standing, within their exhibit space, confirmed meeting or conference space or within the event as authorized by show management. Companies conducting business outside the confines of the exhibit hall, booth location or in unauthorized properties within [state restriction—include metrics if needed] of the exhibit facility without the permission of show management are in violation of this clause.

**35. Sweepstakes, Drawings and Contests**

Sweepstakes, drawings and contests, if permitted by law, are allowed in an exhibitor's booth but will be regulated by show management. Show management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere.

**36. Vehicles on Display**

- All vehicles on display will require spotting service from the general service contractor, at the exhibitor's expense.
- Display vehicles must have battery cables disconnected and taped, alarm systems deactivated, fuel tanks no more than 1/4-tank full or five gallons (include metric), whichever is less, and fuel tank filler caps locked and/or sealed.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Display vehicles are permitted to occupy no more than 80 percent of the contracted exhibit space, and must conform to line-of-sight rules.
- Tractor/Trailer/Rigs/RVs/Trailers and oversize vehicles are not permitted as exhibits in the exhibit hall unless on the perimeter of the exhibit hall exhibition floor and must be approved by show management.
- Booth vehicles must be set back 10 inches (.26 meters) from the aisle to prevent damage from aisle carpet installation.
- Once placed, display vehicles cannot be started or moved without the approval of show management and the direction of the general service contractor.
- Auxiliary batteries not connected to engine starting system may remain connected.
- External chargers or batteries are allowed for demonstration purposes.
- No battery charging is permitted inside the building.

**FIRE DEPARTMENT REGULATIONS**

Telephone: 702/455-7311

1. There is no smoking permitted in the exhibit hall, meeting rooms and lobbies during move-in, show days and move-out.
2. All materials used in the construction and decoration of an exhibit must be flame retardant. This includes scenery, backdrops, drapes, tables and dust covers. Cardboard boxes may not be utilized as part of an exhibit or display per Clark County Fire Department.
3. Any vehicle or other apparatus which has a fuel tank and needs to be displayed, must have a locked gas cap, battery cables disconnected, and one gallon or less of fuel in the gas tank.
4. All fire exits must be kept clean and unobstructed.
5. Fire extinguishers and hose cabinets are to remain visible and accessible at all times.
6. **NO storage of any kind is allowed behind the back drapes, display wall or inside display area. All cartons, crates, containers, packing materials, etc., which are necessary for repackaging should be labeled with "EMPTY" stickers and removed from the show floor.**
7. All vehicles not on display must be removed from the facility BEFORE attendees are allowed onto the exhibit floor.
8. No painting of signs, displays, or other objects will be permitted on-site of the facility.
9. During move-in, set-up and move-out periods, we will require designated "NO FREIGHT" aisles. The Fire Department requires these aisles must be kept clear at all times.
10. All enclosed booths with enclosed rooms must have at least two exits leading directly to the aisle. These booths must possess a smoke detector and fire extinguisher for each enclosed area.
11. If any exhibiting booths have multiple levels or room(s) with enclosures, visible notification must appear on the stairway(s) or outside the room. This notice must state the maximum occupancy permissible or total weight load allowable on the second story at one time. If the second story occupancy level allows more than ten (10) people at one time, a second stairway must be present. Plans must be submitted to Interbike and the Fire Marshall for approval prior to the show.
12. All electrical material and equipment must meet national and local electrical codes. The use of any two-wire extension cords is not permissible. Multiple outlets and electrical cords must have a "ground" and cannot exceed their listed amp rating. All electrical wiring must be accessible and free from debris and storage material.

**SPECIAL PERMITS**

Clark County Zoning Code 29.44.130 states that the promoter or organizer of an event erecting any temporary structures, i.e., tents, bleachers, fencing, balloons, or changes in the outside appearance in any way in conjunction with the expo, must obtain zoning and building permits. For further details, please contact Clark County Planning Department.

**Special permits are required by the Clark County Fire Department for the following:**

1. Display or operation of any heater, barbeque, heat-producing device, open flame, candles, lamps, lanterns torches, pyrotechnics etc.
2. Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the fire department.
3. Use or storage of flammable liquids, compressed gasses or dangerous chemicals.

## What is the Green Steps Program?

**It is simple....**

**It's reducing the negative impact on the environment... one Step at a time**

There are two parts to this program. One is what Interbike does to make a difference and the other is what you do, the exhibitors and attendees, to make a difference.

### **What Steps does Interbike take?**

- We implemented the first "Step" in renewable energy purchases. Offsetting the energy used to operate Interbike by purchasing RECs (renewable energy credits). This is equivalent to taking approx. 30 cars off the road for an entire year or planting 20 acres of trees.
- Working with The Mandalay Bay Convention Center, Las Vegas, Shepard and other service vendors to find out what they were doing and how we could work together to drive initiatives and support additional "steps" toward a healthier environment
- Implementation of Recycled aisle carpet.
- Offer recycled booth carpet to exhibitors.
- Recycled paper badges printed with soy ink instead of plastic.
- Reduced printing and increase use of electronic communication.  
For example: online registration, online exhibitor service manuals and e-newsletters.

### **ODD Green Steps:**

- Organic food and biodegradable foodware.
- Exhibitors provided with biodegradable trash bags.
- Recycle bins throughout event and green teams collecting trash for recycling.

### **What's new?**

- The **Carbon Neutral Travel Program**. Calculate your carbon footprint for travel to Interbike. Whether by plane, train or automobile, the CO2 emissions have a negative effect on the environment. You will now have an opportunity to offset those emissions by purchasing VERs (Verified Emissions Reductions). Carbon offsets allow you to ensure that in the future, clean alternative wind energy is produced in lieu of carbon intensive coal fired energy. You are offsetting the carbon that you have already emitted, reducing future carbon emissions, and helping to grow the availability of clean energy by supporting new wind energy projects.






### **What's in the future?**

- Alternative transportation vs. the standard hotel shuttle program. Pending bio-diesel availability.
- Bio-degradable food and beverage containers and utensils at the Mandalay Bay. Pending further research.
- Composting bio-degradable items and reuse for local fertilizer. Pending further research and city participation.

### **What steps can you take?**

- Continue to check back online to see what programs are available and what's new as we add new steps each year.
- Part two of the Green Steps Program is highlighting what your company does to take steps toward a healthy environment. Contact us with information you want to share about what your company is doing for the environment. We will highlight your company on our green steps page.
- Continue to practice or implement the three R's – Reduce, Reuse and Recycle

Mandalay Bay and MGM Resorts International are committed to being the leader in bringing environmental responsibility to the gaming and hospitality industry. Since 2006, MGM Resorts and Mandalay Bay have been working strategically to reduce our environmental impacts through:

-  Energy and Water Conservation
-  Green Building
-  Recycling and Waste Management
-  Sustainable Supply Chain
-  Outreach and Education

As a result of our efforts, Mandalay Bay was awarded the highest 5 key rating in the Green Key Eco-Hospitality rating program, which evaluates properties based on their green operations. Below are some of the highlights of our efforts on:

### **SAVING WATER**

Las Vegas is located in the Mojave Desert. We recognize that water is a precious resource and have implemented strategies that reduce our annual water usage by over 70 million gallons - enough to fill the shark reef 44 times per year.

- To conserve water, your linens will be laundered on the third day of your stay.
- 90% of the Shark Reef water is reused and recycled, resulting in over 2.1 million gallons of reclaimed water per year.
- Cooling towers were upgraded to increase efficiency and use less water.

### **SAVING ENERGY**

Combined our energy saving initiatives conserve enough energy to power over 1,200 homes each year.

- We have installed more than 200,000 energy efficient light bulbs throughout the property which use less power than incandescent bulbs.
- In the Convention Center we replaced more than 1,000 metal halide fixtures with an equal number of energy efficient linear fluorescent fixtures that included state-of-the-art fixture controls, saving enough energy to power 370 homes per year, and allowing for lighting customization based on a convention's requirements.
- The Shoppes at Mandalay Place features the first publicly available electric car charging station on the Strip, open 24 hours a day free of charge.

### **RECYCLING**

Out of sight does not always mean out of mind. Behind the scenes, we have a comprehensive sorting center where waste is sorted and sent to recycling facilities.

- Mandalay Bay generates almost 18,500 tons of waste and 47% of all of the waste is diverted from landfill and sent to recycling facilities to be processed and re-used.
- Our convention center is diverting more than 81% of waste from its show floors.
- We recycle un-eaten food scraps. We ship 2,520 tons of food scraps to the local pig farm for feed and to composting.

- We recycle 1,100 tons of cardboard, 1,238 tons of paper, 680 tons of plastic, 582 tons of glass, 246 tons of metal, 159 tons of yellow kitchen grease, and donate almost 9.5 tons of clothing a year.

### **SUSTAINABLE SUPPLY CHAIN**

The size and scale of our resort means that we can greatly reduce the resort's environmental impacts by changing the products we buy and we use them.

Some of the changes made at Mandalay Bay to reduce our impacts include:

- Replace all CO2 emitting aerosol cleaning products and air fresheners with non-aerosol products.
- Use Green Seal approved carpet and wood floor cleaners.
- Provide sample menus which contain 100% sustainable ingredients.
- Offer sustainable and biodynamic wines and champagne on the Catering Menu.
- Serve 100% Organic and Rainforest Alliance Certified Coffee at banquet events.
- China and glassware is utilized for all functions unless otherwise requested; if disposable products are requested, Mandalay Bay provides compostable cups, plates, and cutlery.

### **EDUCATION AND OUTREACH**

Mandalay Bay employees help drive the success of our environmental responsibility efforts. Through our Green Team and our Company's "Conservation Begins at Home Program," Mandalay Bay:

- Holds employee Green Fairs to show employees ways to save resources at home.
- Encourages employees to carpool and use alternative transportation through the Club Ride program.
- Provides newsletters and weekly sustainability tips to educate employees about the benefits of green activities.
- Shark Reef has partnered with these like-minded organizations such as the Monterey Bay Aquarium, Saddle Cove Clean-Up, and the Conservation District of Southern Nevada to help educate our guests on the benefits of conservation.



**Shepard Exposition Services**

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118  
Customer Service Phone: (702) 507-5278  
Customer Service Fax: (702) 948-0341  
Customer Service Email: [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

# SHOW INFORMATION

## Interbike

September 20 - 22, 2017

Mandalay Bay Convention Center, Las Vegas, NV

Event Code: L184680917

### BOOTH PACKAGE

Items provided in your booth, per exhibitor: 8' High backwall drape, 3' High sidewall drape  
7" x 44" Cardstock Identification Sign

Show drape color(s): Black  
Aisle carpet color: Black

### EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Sunday, September 17, 2017	8:00 AM - 6:00 PM
	Monday, September 18, 2017	8:00 AM - 6:00 PM
	Tuesday, September 19, 2017	8:00 AM - 6:00 PM
Exhibit Hours:	Wednesday, September 20, 2017	9:00 AM - 6:00 PM
	Thursday, September 21, 2017	9:00 AM - 6:00 PM
	Friday, September 22, 2017	9:00 AM - 2:00 PM
Exhibitor Move-out:	Friday, September 22, 2017	2:00 PM - 12:00 AM
	Saturday, September 23, 2017	8:00 AM - 12:00 PM
Freight Re-route Time:	Saturday, September 23, 2017	12:00 PM

### IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	Wednesday, August 23, 2017	
Discount price deadline for standard Shepard orders:	Wednesday, August 30, 2017	
Discount price deadline for custom Shepard rentals:	Monday, August 21, 2017	
First day for warehouse deliveries without a surcharge:	Wednesday, August 23, 2017	
Last day for warehouse deliveries without a surcharge:	Friday, September 8, 2017	
Last day for warehouse deliveries:	Friday, September 15, 2017	
<b>Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.</b>		
First day freight can arrive at show facility:	Sunday, September 17, 2017	at 8:00 AM

### SHIPPING ADDRESSES

#### Advance Shipments Address

[Exhibiting Co. Name & Booth Number]  
Interbike  
c/o Shepard Exposition Services  
5845 Wynn Road, Suites A,B,C,D  
Las Vegas, NV 89118

#### Direct Shipments Address

c/o Shepard Exposition Services  
[Exhibiting Co. Name & Booth Number]  
Interbike  
Mandalay Bay Convention Center  
3950 Las Vegas Blvd. South  
Las Vegas, NV 89119

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.



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# ONLINE ORDERING INSTRUCTIONS

Interbike



September 20 - 22, 2017

Mandalay Bay Convention Center, Las Vegas, NV


Event Code: L184680917

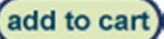
## \*\*\*ATTENTION EXHIBITORS\*\*\*

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

- 1. GO TO:** [www.shepardes.com/intro.asp](http://www.shepardes.com/intro.asp)
2. Click on **Interbike**
3. **LOG IN** from the Show Information page.
4. **ENTER** your email address and password then click 
  - a. NEW users :** User name = Your Email Address (provided by Show Management)  
Password = IB17
  - 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 
  - 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  or  buttons to scroll through all your options.

Use the  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**

**(702) 507-5278**

[lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)



Shepard Exposition Services

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PAYMENT AUTHORIZATION

Interbike

September 20 - 22, 2017

Mandalay Bay Convention Center, Las Vegas, NV

Event Code: L184680917

Discount Deadline: August 30, 2017

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 - Interbike
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: MasterCard, VISA, American Express, Pay by Check, Pay by Wire
Credit Card #:
Expiration Date:
Billing Address:
City, ST, Zip:
Name on Card:
Security Code:
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: lasvegas@shepardes.com



# SHEPARD TERMS & CONDITIONS

## Interbike

### PAYMENT POLICY

**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 your invoice by check or cash, 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 Transfers:** A \$25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

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

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

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

### 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 of or damage to material.

### INBOUND AND OUTBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations 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."





# EXHIBITOR APPOINTED CONTRACTOR

## Shepard Exposition Services

## Interbike

September 20 - 22, 2017

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118  
Customer Service Phone: (702) 507-5278  
Customer Service Fax: (702) 948-0341  
Customer Service Email: [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

Mandalay Bay Convention Center, Las Vegas, NV

Event Code: L184680917

**Deadline Date: August 23, 2017**

**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 #** \_\_\_\_\_

## Signature Series FABEX Booth Rentals

### 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



(66534)



(66536)

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

### 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



(66538)



(66542)



(66544)



(66540)

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

## Package Options and Pricing

FABEX Signature FX2 Options		
QTY	Item Description	Standard
66534	10' Backwall Package	2224.80
66536	20' Backwall Package	3856.30
66542	10' Backwall package with Header	2722.30
66544	20' Backwall Package with Header	4301.30

FABEX Signature FX3 Options		
QTY	Item Description	Standard
66538	10' Backwall Package	3263.05
66540	20' Backwall Package	4924.20

\*\* Add mounted monitor to the back wall (66546) for FX2 & FX3 Options!

Qty	Price
66546	1500.00

(Please note: Maximum 42" monitor. Standard monitor placement is centered on backwall, please call for details. Client is responsible for ordering electrical services)

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.

### Please complete the following.

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Total FABEX Signature Packages:	\$	_____
8.150% Tax*:	\$	_____
Amount Due:	\$	_____

Authorized Signature: \_\_\_\_\_

## 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**



(66530)

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

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



(66531)

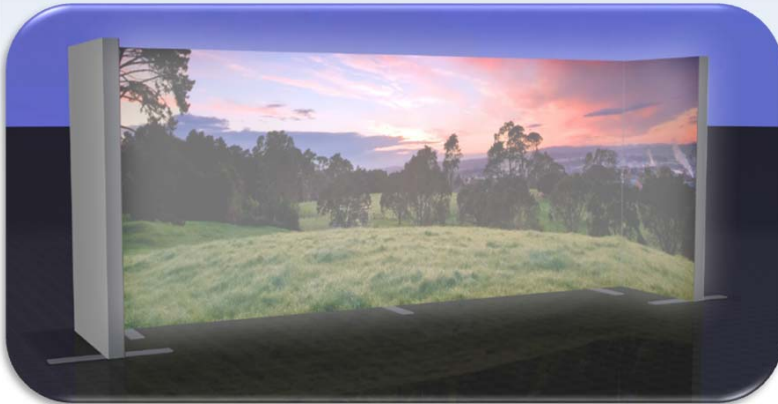
**FX1.2L - 20' Wide x 8' High Backlit wall with (1)  
Endcap and full color graphics**



(66533)

\*\*Endcap measures 1 Meter Wide x 8' High  
\*\*\*

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



\*\*Endcaps measure 1 Meter Wide x 8' High

(66549)

**FX1F - Backlit Freestanding Panel  
Available in Double sided or Single sided**



(66548)

### Package Options and Pricing

FABEX Signature FX1 Options		
QTY	Item Description	Standard
66530	FX1-10' Freestanding Backlit Wall	2243.35
66532	FX1.2-20' Freestanding Backlit Wall	3467.00
66547	FX1.3-30' Freestanding Backlit Wall	4690.60

FABEX Signature FX1 Options		
QTY	Item Description	Standard
66531	FX1L-10' Backlit Wall with Endcap	2685.25
66533	FX1.2L-20' backlit Wall with Endcap	3908.90
66549	FXU-20' Backlit Wall with Endcaps	4350.70
66548	FX1F- Freestanding Backlit Panel	883.75

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.

Please complete the following.

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Booth Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Total FABEX Signature Packages: \$ \_\_\_\_\_  
8.150% Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

Authorized Signature: \_\_\_\_\_



(702) 507-5278

(702) 948-0341

lasvegas@shepardes.com

EVENT CODE  
L184680917

DISCOUNT DEADLINE  
August 21, 2017

## Signature Series Furniture



### 6 Foot Fabric Table Cover w/ Table



Available Colors:

### Lighting & Accessories



#### Natural Feel Furniture

Qty.	Item	Discount	Regular	Amount
50704	Natural Feel Business Chair	146.40	190.30	
50705	Natural Feel Business Stool	178.25	231.75	
50706	Natural Feel Business Table 30"	299.15	388.90	
50707	Natural Feel Business Table 40"	311.90	405.45	

#### Natural Feel Accessories

Qty.	Item	Discount	Regular	Amount
50709	Natural Feel Floor Lamp	159.10	206.85	
50710	Natural Feel Table Lamp	114.60	149.00	
50708	Natural Feel Waste Receptacle	70.00	91.00	

#### Fabric Table Covers (50700)

Qty.	Item	Discount	Amount
	White - Fabric Table Cover w/ Table	248.30	
	Red - Fabric Table Cover w/ Table	248.30	
	Blue - Fabric Table Cover w/ Table	248.30	
	Black - Fabric Table Cover w/ Table	248.30	

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: \_\_\_\_\_

Total Signature Furnishings:	\$
8.150% Tax*:	\$
Amount Due:	\$

Authorized Signature: \_\_\_\_\_

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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(702) 948-0341

lasvegas@shepardes.com

EVENT CODE  
L184680917

DISCOUNT DEADLINE  
August 21, 2017

# Signature Series Flooring

Elevated Hardwood Flooring

Premium Plush Carpet  
50 oz.



Light Maple

Rustic Cherry

Blackwood

Ivory

Barnwood

Checkerboard

## Premium Vinyl Floor Covering

Use the below formula to calculate the square footage (sq. ft.)

X  =  sq. ft.  
length width

### Premium Plush Carpet (46004)

Sq. Ft.	Item	Per Sq. Ft.
(03)	White	3.25
(06)	Black	3.25
(74)	Crimson	3.25
(35)	Dark Grey	3.25
(91)	Electric Blue	3.25
(34)	Silver Dollar	3.25
(33)	Sand	3.25
(22)	Navy	3.25

\*Actual colors may vary\*

### Premium Vinyl Floor (46005)

Sq. Ft.	Item	Per Sq. Ft.	Amount
(83)	Light Maple	12.50	
(84)	Rustic Cherry	12.50	
(80)	Blackwood	12.50	
(31)	Ivory	12.50	
(85)	Barnwood	12.50	
(82)	Checkerboard	12.50	

### Elevated Hardwood Floor

Sq. Ft.	Item	Per Sq. Ft.	Amount
50712	Light Oak - Elevated Hardwood Floor		Call for Quote
50711	Dark Oak - Elevated Hardwood Floor		Call for Quote

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

All Signature Series Flooring must be ordered 30 days before move-in for availability.  
Minimum 100 square feet is required per flooring order.

Please complete the following.

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Booth Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Total Signature Flooring:	\$
8.150% Tax*:	\$
Amount Due:	\$

Authorized Signature: \_\_\_\_\_



**Shepard Exposition Services**

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118  
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 Customer Service Fax: (702) 948-0341  
 Customer Service Email: [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

# BOOTH CARPETING

**Interbike**

**September 20 - 22, 2017**

**Mandalay Bay Convention Center, Las Vegas, NV**

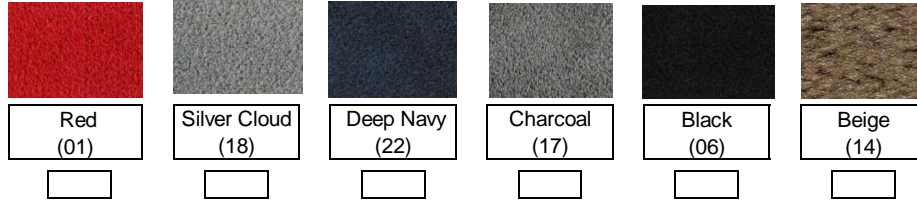
Event Code: L184680917

**Discount Deadline: August 30, 2017**

*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:**



Qty.	Item	Discount	Regular	Amount
46001	Rental/sq ft	2.65	3.45	
46003	Rental 1000+/sq ft	5.90	7.65	
Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.				

**PURCHASED PREMIUM CARPET**

Qty.	Item	Discount	Regular	Amount
46002	Purchase/sq ft	16.60	21.60	
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.)?**

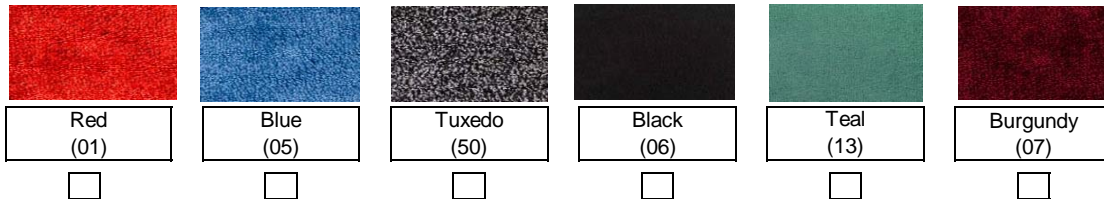
X  =  sq. ft.

**PADDING & VISQUEEN**

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	1.10	1.45	
50008	1" Padding	2.40	3.10	
50010	Visqueen	0.30	0.40	

**EXPO CARPET - 13 OZ.**

**Choose Color:**



Qty.	Item	Discount	Regular	Amount
50255	10' x 10'	97.00	126.10	
50256	10' x 20'	190.55	247.70	
50257	10' x 30'	281.70	366.20	
50258	10' x 40'	377.10	490.25	

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

**SPECIAL CUT EXPO CARPET**

Qty.	Item	Discount	Regular	Amount
50580	0 - 399 sq ft*	2.80	3.65	
50581	400 - 900 sq ft	2.60	3.40	
50582	900+ sq ft	2.35	3.05	

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.

Total Carpeting	\$
8.15% 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.



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# EXPO FURNISHINGS

Interbike

September 20 - 22, 2017

Mandalay Bay Convention Center, Las Vegas, NV

Event Code: L184680917

Discount Deadline: August 30, 2017

## TABLES - ALL DISPLAY TABLES ARE 24" WIDE



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)

### SKIRTED TABLES

Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	67.05	87.15	
50046			6'L X 30"H	76.85	99.90	
50050			8'L X 30"H	88.00	114.40	
50043			4'L X 42"H	90.65	117.85	
50047			6'L x 42"H	103.60	134.70	
50051			8'L x 42"H	119.80	155.75	
50052			4th Side 30"	41.10	53.45	
50171			4th Side 42"	41.10	53.45	

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

### UNSKIRTED TABLES

Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	53.80	69.95	
50044		6'L X 30"H	61.60	80.10	
50048		8'L X 30"H	70.65	91.85	
50041		4'L X 42"H	72.70	94.50	
50045		6'L x 42"H	82.80	107.65	
50049		8'L x 42"H	96.00	124.80	

## RISERS - WOODEN PLANKING, 8" WIDE

### DRAPED RISERS

Code	Qty.	Color	Size	Discount	Regular	Amount
50082			4'L X 6"H	53.35	69.35	
50084			6'L X 6"H	68.75	89.40	
50086			8'L X 6"H	92.15	119.80	
50083			4'L X 12"H	115.45	150.10	
50085			6'L x 12"H	143.75	186.90	
50087			8'L x 12"H	160.15	208.20	

### UNDRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	27.40	35.60	
50078		6'L X 6"H	38.60	50.20	
50080		8'L X 6"H	49.90	64.85	
50077		4'L X 12"H	53.20	69.15	
50079		6'L x 12"H	76.00	98.80	
50081		8'L x 12"H	92.80	120.65	

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.

## STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	70.25	91.35	
50021		Arm Chair	64.65	84.05	
50024		Stool w/back	61.50	79.95	

## STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	17.30	22.50	
50094		Floor Easel	42.40	55.10	
50245		Literature Rack	160.60	208.80	



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	62.80	81.65	
50092		Coat Rack	42.40	55.10	
50093		Garment Rack	55.65	72.35	



Code	Qty.	Item	Discount	Regular	Amount
50427		Sensabarrier Stanchion	67.05	87.15	
50095		Sign Holder, 22x28	55.40	72.00	

## SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	18.20	23.65	
-------	--	-----------------	-------	-------	--

Please select sateen color from below:

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

Total Expo Furnishings:	\$
8.150% Tax*:	\$
Amount Due:	\$



# SPECIALTY FURNISHINGS & ACCESSORIES

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**Interbike**

**September 20 - 22, 2017**

**Mandalay Bay Convention Center, Las Vegas, NV**

Event Code: L184680917

**Discount Deadline: August 30, 2017**

## SPECIALTY CHAIRS AND TABLES



Qty.	Item	Discount	Regular	Amount
51086	Director's Chair	88.70	115.30	
51090	Director's Stool	158.70	206.30	
51089	Ped. Table,42"	145.50	189.15	
50032	Ped. Table,30"	145.50	189.15	
50030	Rnd Side Table	111.70	145.20	
50031	Sq. Side Table	111.70	145.20	

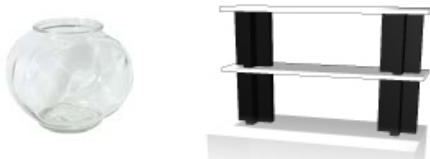
## SHOWCASES



Qty.	Item	Discount	Regular	Amount
50067	Full View 4'	402.00	522.60	
50068	Full View 6'	474.35	616.65	
50069	Quarter View 4'	402.00	522.60	
50070	Quarter View 6'	402.00	522.60	

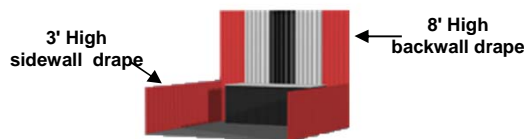
Standard Showcases are a gray finish.

## MISCELLANEOUS ITEMS



Qty.	Item	Discount	Regular	Amount
50185	Drawing Bowl	43.60	56.70	
50088	8' Upright	30.70	39.90	
50349	6'-10' Crossbar	20.45	26.60	
50348	7'-12' Crossbar	20.45	26.60	
50296	4' x 12" Display Riser *	98.15	127.60	
50297	6' x 12" Display Riser *	122.15	158.80	

\* These display risers are stackable up to four (4) shelving units. It is also important to note that all risers will be delivered to your booth, but it is your responsibility to install them.



## SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

Ln. Ft.	Item	Discount	Regular	Amount
50073	8' High	9.75	12.70	
50074	3' High	5.60	7.30	

Choose Color: Minimum 10 linear feet rental required

- Red (01)     Blue (05)     Grey (10)  
 White (03)     Black (06)     Burgundy (07)

## GRID AND GRID ACCESSORIES



Qty.	Size	Discount	Regular	Amount
50236	2'x8' w/legs, each	209.45	272.30	
50237	2'x8' w/o legs, each	156.95	204.05	
50242	7-Ball Waterfall	14.40	18.70	

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

## VELCRO TACK BOARD



Qty.	Item	Discount	Regular	Amount
50060	4' x 8' Horz.	104.15	135.40	
50061	4' x 8' Vert.	104.15	135.40	

Total Specialty Furnishings/Accessories: \$  
 8.150% Tax\*: \$  
 Amount Due: \$

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

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# 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

Available in Power 



## ROMA

**A) CHR003 Chair**  
(white vinyl)  
37"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)



C. 

# Soft Seating Collections



## HEATHROW

### HS008 Sectional 3pcs

(black vinyl)  
72"L 48"D 28"H



### HCH08 Heathrow Chair

(black vinyl)  
24"L 24"D 28"H



### HC008 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



A.



B.

## 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



A.



B.

## TANGIERS

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



A.



B.



C.

## 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



A.

B.

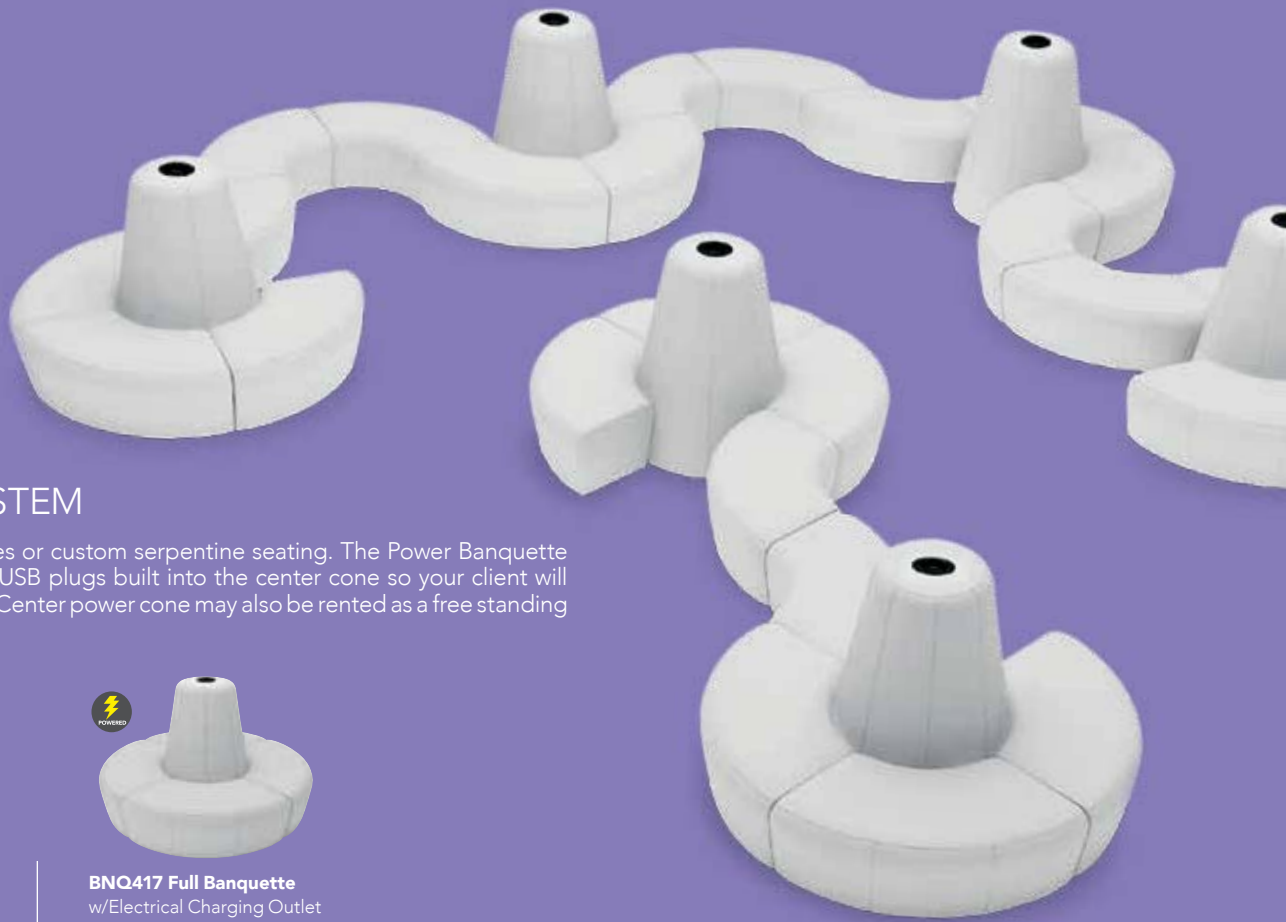
C.

## 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.

Denotes Powered Products



## MODULAR SYSTEM

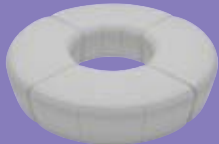
Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.



**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



Detail of Electrical  
Charging Outlet

# Accent Chairs



## SWANSON

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

## KEY WEST

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



## MADDEN

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



## Accent Chairs



A.



B.



C.



D.

**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



A.



B.



C.

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




**VIBE CUBE**  
18"L 18"D 18"H

<b>A) VIB09</b> (white vinyl)	<b>F) VIB02</b> (blue vinyl)
<b>B) VIB10</b> (black vinyl)	<b>G) VIB08</b> (orange vinyl)
<b>C) VIB07</b> (beige vinyl)	<b>H) VIB06</b> (gold/bronze vinyl)
<b>D) VIB04</b> (red vinyl)	<b>I) VIB01</b> (green vinyl)
<b>E) VIB05</b> (yellow vinyl)	<b>J) VIB03</b> (pink vinyl)

D.

H.

I.

J.

E.

F.

G.

# Ottomans

# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.

## ENDLESS Square

34"L 34"D 15"H

**A) END02B** (black)

**B) END02W** (white)

## ENDLESS Curved

60.5"L 37.5"D 15"H

**C) END01B** (black)

**D) END01W** (white)

## Bench Ottomans

60"L 20"D 18"H

**E) BNO08** (black vinyl)

**F) BNO75** (white vinyl)

## G) SAL Sally Stool

(white)

12" Round 17"H

## H) CUBL20 Edge

### LED Cube Ottomans

(white plastic)

20"L 20"D 20"H

A/C power only

## I) WHT12 Half Bench

(white vinyl)

39"L 22.5"D 18"H

## J) BNQ7 Quarter Curve

(white vinyl)

53"L 22"D 18"H

## K) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H

# Marche Swivel



## Marche Swivel Ottomans

17"RND 18"H

**A) MAR001** (white vinyl)

**B) MAR005** (red fabric)

**C) MAR009** (pear yellow fabric)

**D) MAR007** (plum fabric)

**E) MAR010** (blue fabric)

**F) MAR002** (gray fabric)

**G) MAR006** (rose quartz fabric)

**H) MAR003** (linen fabric)

**I) MAR004**

(raspberry fabric)

**J) MAR008**

(meadow green)

# Accent Tables

## ALONDRA

### Cocktail Table

47"L 24"D 16"H

A) ALC100 (glass, chrome)

B) ALC200 (wood, chrome)



B.



C.



D.



## ALONDRA

### End Table

20"L 20"D 20"H

C) ALE100 (glass, chrome)

D) ALE200 (wood, chrome)

## GEO

### Cocktail Table

50"L 22"D 16"H

A) C1C (glass, chrome)

B) C1FWB (wood, black)



A.

B.



C.



D.



## GEO

### End Table

26"L 26"D 20"H

C) E1C (glass, chrome)

D) E1FWB (wood, black)

# Styles & Shapes

Available in Power 



## SYDNEY

(brushed steel)

### Cocktail Tables

48"L 26"D 18"H

**A) C1W** (white)

**C1WP** (Powered)

**B) C1Y** (black)

**C1YP** (Powered)

### End Tables

27"L 23"D 22"H

**C) E1W** (white)

**D) E1Y** (black)

## REGIS

(brushed metal)

### E) REGBEN Bench Table

47"L 15.5"D 16"H,

### F) REGOTT End Table

16"L 15.5"D 16.5"H

## SILVERADO

(glass, chrome)

### G) E1E End Table

24" Round 22"H

### H) C1E Cocktail Table

36" Round 17"H

## OLIVER

(walnut finish)

### I) EOLI End Table

22" Round 22"H

### J) COLI Cocktail Table

47"L 27"D 19"H

## RUSTIC

(wood)

### K) ETBL E-Table

21"L 15.5"D 27.5"H

### L) TMBTBL Timber Table

16" Round 17"H

### M) 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



# EXECUTIVE FURNITURE

Shepard Exposition Services

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Interbike

September 20 - 22, 2017

Mandalay Bay Convention Center, Las Vegas, NV

Event Code: L184680917

**Discount Deadline: August 30, 2017**

## SEATING

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
<b>Sofas &amp; Sectionals</b>					<b>Group &amp; Accent Chairs</b>				
	SO1-South Beach Sofa, P. Suede	544.85	708.30			CCE-ICE, Transparent/Chrome	199.30	259.10	
	HEA08-Heathrow Sofa, Black Vinyl	514.10	668.35			OCH-Madrid Black Leather	662.75	861.60	
	HS008-Heathrow 3 pc. Sectional	1261.40	1639.80			BCW-Madrid Chair, White	785.45	1021.10	
	SFA002- Allegro Sofa	714.20	928.45			LABREA-La Brea Swivel Chair	376.30	489.20	
	NPLSOF-Naples Sofa, Black Vinyl	555.45	722.10			OCB-Key West Tub, Black	320.10	416.15	
	NPLSOP-Naples Sofa, powered	1315.50	1710.15			MADGRY-Madden Arm Chair, Grey	386.90	502.95	
	SO2-3pc. South Beach, P. Suede	1600.60	2080.80			SWAN-Swanson Swivel, White Vinyl	239.55	311.40	
	TANSOF-Tangiers Sofa, Beige	474.90	617.35			HOPCH-Hopi Chair, Grey Linen	302.40	393.10	
	SFA003-Roma Sofa, White	912.15	1185.80		<b>Loveseats</b>				
	SFAPWR-Roma Sofa, powered	1315.50	1710.15			NPLLOV-Naples, Black Vinyl	442.00	574.60	
	KEYSOF-Key Largo Sofa	466.15	606.00			NPLLOP-Naples Loveseat, powered	1145.75	1489.50	
	FAIRSW-Fairfax Sofa	621.25	807.65			KEYLOV-Key Largo Loveseat	415.00	539.50	
<b>Club Chairs</b>						HOPLV-Hopi Loveseat, Grey Linen	470.40	611.50	
	HC008-Heathrow Corner, Black Vinyl	356.15	463.00		<b>Meeting Chairs</b>				
	HCH08-Heathrow Chair, Black Vinyl	286.20	372.05			OCMESP-Meeting Chair, Espresso	361.70	470.20	
	NPLCHR-Naples Chair, Black Vinyl	369.95	480.95			OCMTAU-Meeting Chair, Taupe	354.70	461.10	
	NPLCHP-Naples Chair, powered	849.75	1104.70			OCMWHM-Meeting Chair, White	318.25	413.75	
	TANCHR-Tangiers Chair, Beige	332.85	432.70		<b>Modular System</b>				
	CHR002-Allegro Chair	591.20	768.55			BNQTL7-Center Cone	914.40	1188.70	
	CHR003-Roma Chair, White	563.15	732.10			BNQ417-Full Banquette	2896.80	3765.85	
	CHRPWR-Roma Chair, powered	849.75	1104.70			BNQR17-Ottoman Ring, White Vinyl	2227.20	2895.35	
	KEYCHR-Key Largo Chair	552.70	718.50			BNQ7-Quarter Curve, White Vinyl	621.60	808.10	
	FAIRCW-Fairfax Chair	448.20	582.65			WHT12-Half Bench, White Vinyl	475.20	617.75	
<b>Ottomans</b>						CUBL20-Edge Lighted Cube	256.10	332.95	
	BNO08-Bench, Black Leather	320.10	416.15			SAL Sally Stool	120.55	156.70	
	BNO75-Bench, White Leather	320.10	416.15			WHT12-Half Bench, White Vinyl	475.20	617.75	
	END02B-Square, Black Leather	96.45	125.40			MAR010-Marche Swivel, Blue	235.20	305.75	
	END02W-Square, White Leather	96.45	125.40			MAR002-Marche Swivel, Grey	235.20	305.75	
	END01W-Curved, White Leather	543.35	706.35			MAR003-Marche Swivel, Linen	235.20	305.75	
	END01B-Curved, Black Leather	543.35	706.35			MAR008-Marche Swivel, Mdw Grn	235.20	305.75	
	VIB02-Vibe Cube, Blue	134.60	175.00			MAR009, Marche Swivel, Pear	235.20	305.75	
	VIB04-Vibe Cube, Red	134.60	175.00			MAR007-Marche Swivel, Plum	235.20	305.75	
	VIB05-Vibe Cube, Yellow	134.60	175.00			MAR004-Marche Swivel, Raspberry	235.20	305.75	
	VIB07-Vibe Cube, Champagne	134.60	175.00			MAR005-Marche Swivel, Red	235.20	305.75	
	VIB03-Vibe Cube, Pink	134.60	175.00			MAR006-Marche Swivel, Rose Qtz	235.20	305.75	
	VIB06-Vibe Cube, Gold/Bronze	134.60	175.00			MAR001-Marche Swivel, White	235.20	305.75	
	VIB08-Vibe Cube, Orange	134.60	175.00			BNQR17-Ottoman Ring, White Vinyl	2227.20	2895.35	
	VIB01-Vibe Cube, Green	134.60	175.00			BNQ7-Quarter Curve, White Vinyl	621.60	808.10	
	VIB10-Vibe Cube, Black W/trproof	91.15	118.50			OTS-South Beach Wedge	208.05	270.45	
	VIB09-Vibe Cube, White W/trproof	91.15	118.50						

## COCKTAIL AND END TABLES

Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
<b>Occasional Cocktail Tables</b>					<b>Occasional End Tables</b>				
	C1E-Silverado	211.45	274.90			E1E-Silverado	201.15	261.50	
	ALC100-Alondra, Glass/Chrome	422.40	549.10			ALE100-Alondra, Glass/Chrome	304.80	396.25	
	ALC200-Alondra, Wood/Chrome	422.40	549.10			ALE200-Alondra, Wood/Chrome	304.80	396.25	
	C1FWB-Geo, Wood/Black	197.95	257.35			E1FWB-Geo, Wood/Black	188.15	244.60	
	C1C-Geo Rect., Glass/Chrome	197.95	257.35			E1C-Geo, Glass/Chrome	188.15	244.60	
	COLI - Oliver Cocktail Table	252.55	328.30			EOLI-Oliver End Table	222.60	289.40	
	C1W-Sydney, White	312.15	405.80			E1W-Sydney, White	270.85	352.10	
	C1Y-Sydney, Black	312.15	405.80			E1Y-Sydney, Black	270.85	352.10	
	C1YP-Sydney Black, powered	514.40	668.70			CUBTBL-Edge LED Cube	257.80	335.15	
	C1WP-Sydney White, powered	514.40	668.70			AURA End Table	125.10	162.65	
	G30CMS-Table, Maple	482.75	627.60			ETBL-E Table, Wood	117.65	152.95	
	G30CMW-Table w/ Grrt, Maple	482.75	627.60			NEMSAC Mosaic Tables, Set of 3	231.10	300.45	
	G30CWS-Table, White	482.75	627.60			TMBTBL Timber Table, Wood	146.30	190.20	
	G30CWW-Table w/ Grrt, White	482.40	627.10			REGOTT-Regis End Table	408.30	530.80	
	REGBEN-Regis Bench Table	320.90	417.15						

Please complete the following:

Company Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

8.150% Tax: \$ \_\_\_\_\_

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.

# Conference Tables



**PWRUSB**

**Powered Conference Table Module**  
(black) 5"L 2.25"D 2"H

Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin and Work Tables.



**42" Round Conference Table**

42"RND 29"H

**A) CONF42** (white laminate)

**B) CB1** (graphite nebula)

**C) CB8** (Madison/gray acajou)



**MADISON**

(Madison/gray acajou)

**D) MADC05 5' Table**

60"L 48"D 29"H

**E) MADC08 8' Table**

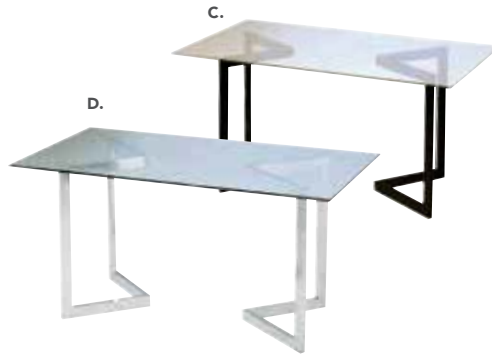
96"L 60"D 29"H

**F) MADC10 10' Table**

120"L 48"D 29"H



# Styles & Shapes



## Geo Rounded Square Tables

42"L 42"D 29"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

# Mix & Match

**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.



# Executive Seating



A.



B.



C.



D.



E.



F.

## 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

## 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.





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

# Group Seating

# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.

## 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)

15"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

# 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



J.

K.

# Communal Tables

# G30

Powered Tables



Denotes AC and USB charging outlets

### G30 Communal Tables

(maple tops)

- 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"H
- G30CMS** (solid top)
- G30CMW** (grommet holes)

- 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.

### TABLE TOP OPTIONS

(G30 Powered Tables only available in white)



MAPLE



WHITE



(ADAPTW)

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

(Choose from solid top tables or with grommet holes)



### G30 Communal Tables

(white tops)

- 72"L 26"D 42"H
- H) Bar Table**  
**G30BWS** (solid top)
- G30BWW** (grommets)
- I) Café Table**  
72"L 26"D 30"H
- G30DWS** (solid top)
- G30DWW** (grommets)
- J) Cocktail Table**  
72"L 26"D 18"H
- 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

# 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

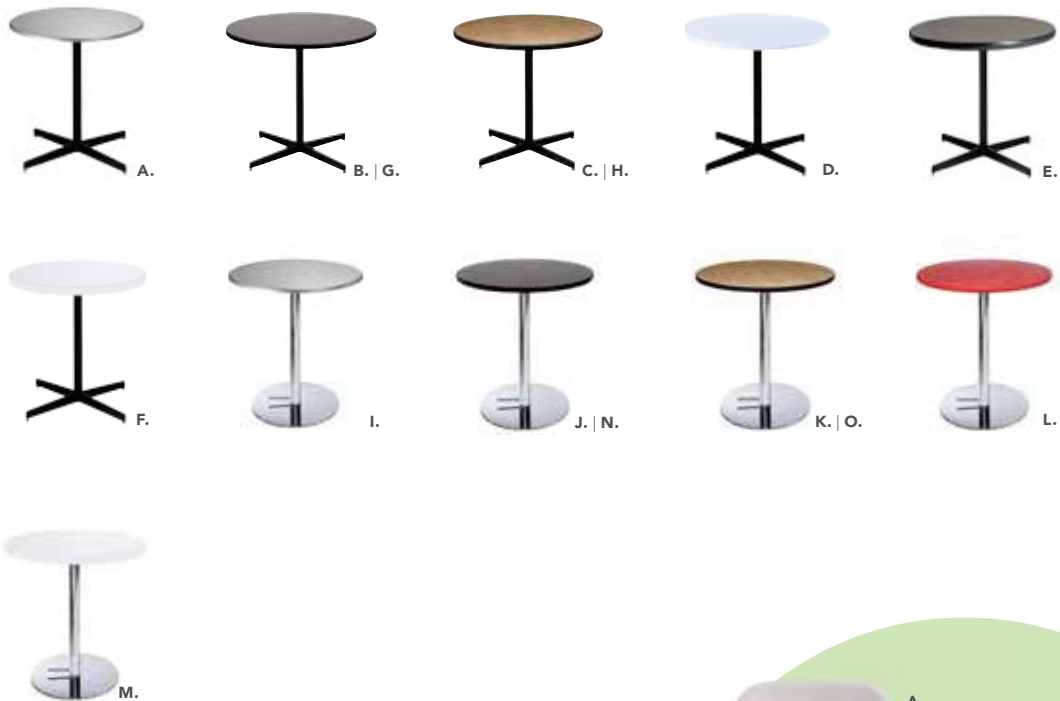
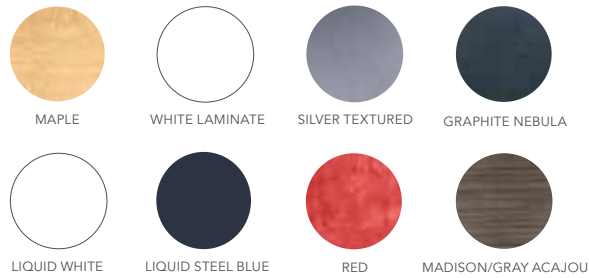
20"L 20"D 32"H

**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) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) LIQ004 (liquid white)
- E) ZTA (Madison/gray acajou)

36" Round 29"H

- F) ZTO (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





**Shepard Exposition Services**

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118  
 Customer Service Phone: (702) 507-5278  
 Customer Service Fax: (702) 948-0341  
 Customer Service Email: [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

# EXECUTIVE FURNITURE

## Interbike

September 20 - 22, 2017

Mandalay Bay Convention Center, Las Vegas, NV

Event Code: L184680917

**Discount Deadline: August 30, 2017**

### CONFERENCE TABLES & CHAIRS

Qty.	Item	Discount	Regular	Amount
<b>Conference Tables</b>				
	CF2-Geo Table, Black	357.20	464.35	
	CE1-Geo Table, Sq, Chrome	242.75	315.60	
	CF1-Geo Table, Sq, Black	242.75	315.60	
	CE2-Geo Table, Chrome	357.20	464.35	
	CB2-6' Graphite Table	384.00	499.20	
	CB3-8' Graphite Table	415.00	539.50	
	CD2-6' Grey Nebula Table	552.95	718.85	
	CD3-8' Grey Nebula Table	670.30	871.40	
	CB1-42" Round, Graphite Nebula	294.95	383.45	
	C508GR-8', Granite	725.05	942.55	
	CT10GR-10', Granite	1088.40	1414.90	
	CT06GR-6', Granite	614.30	798.60	
	PWRUSB-Powered Table Module	108.15	140.60	
	CB8-42" Round Madison, Grey	218.40	283.90	
	MADC10-10' Madison, Grey	1212.00	1575.60	
	MADC05-5' Madison, Grey	607.20	789.35	
	MADC08-8' Madison, Grey	1212.00	1575.60	
	CONF42-42" Round, White laminate	252.30	328.00	
<b>Executive Seating</b>				
	PROEXE-Pro Executive Chair	258.65	336.25	
	PROEXB-Executive Chair High Back	411.00	534.30	
	PROGB-Guest Executive Chair	261.85	340.40	

Qty.	Item	Discount	Regular	Amount
<b>Group &amp; Guest Seating</b>				
	Duet-Black, Chrome	75.25	97.85	
	RSTDIN-Rustique w/ arms, Gunmetal	156.90	203.95	
	CS8-Berline Chair, Black	111.30	144.70	
	CS9-Berlin Chair, Red	111.30	144.70	
	XCHR-Christopher Chr, White Vinyl	113.40	147.40	
	CH002-Wendy Chair, Acrylic	113.40	147.40	
	SC10 Razor Chair	102.10	132.75	
	SC3-Brewer Chair, Onyx	120.05	156.05	
	XC3-Luxor Guest Chair	277.45	360.70	
	XC6-Altura Guest Chair	242.75	315.60	
	LMCHR-Laguna Chair, Maple/Chrome	187.20	243.35	
	MALGRY-Malba Chair, Grey	144.00	187.20	
	MALGRN-Malba Chair, Green	144.00	187.20	
	CS4-Syntax Chair, Black/Chrome	261.60	340.10	
	ZENCHR-Zenith Chair-White/Chrome	211.20	274.55	
	SY1-Altura Task Chair	117.15	152.30	
<b>Executive Seating</b>				
	XC1-Luxor Executive, High-back	331.50	430.95	
	XC2-Luxor Executive Chair	312.15	405.80	
	PROMDB-Exec Mid-Back, Black	290.40	377.50	
	PROMID-Executive Chair Mid Back	460.30	598.40	

### CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
<b>Café Tables- Black Base</b>				
	ZTK-30" Maple Top/Black Base	189.75	246.70	
	ZTP-36" Maple Top/Black Base	206.45	268.40	
	ZTJ-30" Graphite Top/Black Base	189.75	246.70	
	ZTN-36" Graphite Top/Black Base	206.45	268.40	
	ZTG-30" Silver Textured Top	169.60	220.50	
	ZTE-36" Brandy Top/Black Base	206.45	268.40	
	ZTQ-36" White Laminate Top	153.70	199.80	
	ZTB-30" Red Top/Black Base	189.75	246.70	
	ZTH-30" Steel Blue Top/Black Base	292.80	380.65	
	LIQ004-30" Lqd White/Black Base	465.60	605.30	
	ZTA-30" Grey Top/Black Base	292.80	380.65	

Qty.	Item	Discount	Regular	Amount
<b>Café Tables - Chrome Base 30", Hydraulic</b>				
	30MTHC-Maple Top, Chrome	252.55	328.30	
	30GRHC-Graphite Nebula, Chrome	252.55	328.30	
	30STHC-Silver Textured, Chrome	213.05	276.95	
	30BRHC-Brushed Red Top, Chrome	252.55	328.30	
	30SBHC-Steel Blue Top, Chrome	252.55	328.30	
	LIQ009-Liquid White Top, Chrome	588.00	764.40	
	30MAHC-Grey Top, Chrome	379.20	492.95	
<b>Café Tables - Chrome Base 36", Hydraulic</b>				
	36MTHC-Maple Top, Chrome	216.75	281.80	
	36GRHC-Graphite Nebula, Chrome	216.75	281.80	
	36WTHC-White Top, Chrome	208.80	271.45	

### COMMUNAL TABLES

<b>Café Tables</b>				
	G30DMS-Café, Maple Top	690.40	897.50	
	G30DMW-Café w/ Grmt, Maple	690.40	897.50	
	G30DWS-Café, White Top	690.40	897.50	
	G30DWW-Café w/ Grmt, White	690.40	897.50	
	G30DWP-Café Table, powered	1251.85	1627.40	
<b>Cocktail Tables</b>				
	G30CWP-Cocktail Table, powered	900.70	1170.90	

<b>Bar Tables</b>				
	G30BWS-Bar Table, White	863.45	1122.50	
	G30BWW-Bar w/ Grmt, White	863.45	1122.50	
	G30BMS-Bar Table, Maple	863.45	1122.50	
	G30BMW-Bar w/ Grmt, Maple	863.45	1122.50	
	G30BWP-Bar Table, powered	1633.75	2123.90	

Please complete the following:

**Company Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Booth #:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

8.150% Tax: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

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.

# Bar Tables



**A) LIQ010**  
**30" Round Bar Table**  
(liquid white, chrome hydraulic base)  
30"RND 45"H

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

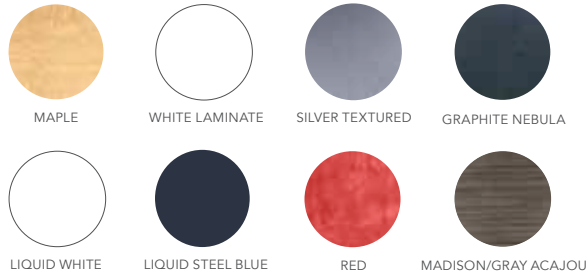
**C) 30SBHB**  
**30" Round Bar Table**  
(liquid steel blue top, chrome hydraulic base)  
30"RND 45"H

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



# Customize And Create

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



## 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.



Q) 30MAHB 30" Round Bar Table w/Hydraulic Chrome Base  
(Madison/gray acajou) 30" RND 45"H

R) VTA 30" Round Bar Table w/ Standard Black Base  
(Madison/gray acajou) 30" RND 42"H

# Barstools



A.

C.

B.

D.

## LIFT BARSTOOLS

- 15" Round 23–33.5"H  
A) ROLLWH (white vinyl)  
B) ROLLRD (red vinyl)  
C) ROLLBL (black vinyl)  
D) ROLLGY (gray vinyl)

# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.



O.

## Apex Barstools

21"L 21"D 33"H

A) APS08 (black vinyl)

B) APS59 (red vinyl)

C) APS75 (white vinyl)

D) APS12 (blue ultra suede)

## Zoey Barstools

15"L 16"D 26-30.5"H

E) BS002 (white, chrome)

F) BS003 (black, chrome)

## Banana Barstools

21"L 22"D 30"H

G) BSS (black, chrome)

H) BST (white, chrome)

## Oslo Barstools

17"L 20"D 30"H

I) BSD (blue)

J) BSC (white)

## K) BSL Gin Barstool

(maple, chrome)

16"L 16"D 29"H

## L) BCE Ice Barstool

(transparent, chrome)

16"L 14"D 33"H

## M) XBAR Christopher Barstool

(white vinyl, chrome)

19"L 15"D 41"H

## N) BS001 Shark Barstool

(white, chrome)

22"L 19"D 34-44"H

## O) BSR Syntax Barstool

(black, chrome)

23"L 19"D 32"H

# 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

A.



D.

## 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

C.



B.




DESK BACK



CREENZA BACK

## POWERED PEDESTALS

 Denotes AC and USB charging outlets

**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. 



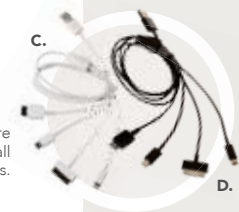
B. 

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

**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) ADAPT B (black)



Charging adapters are available to rent for all powered products.

## ACCENT LAMPS



A.




B.

**A) LA15 Mason Floor Lamp**  
(brushed silver)  
18" Round 55"H

**B) LA14 Mason Table Lamp**  
(brushed silver)  
16" Round 26"H

## TECH COLLECTION

 Denotes AC and USB charging outlets



A. 



B. 



C.

**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) ADAPT B (black)



Charging adapters are available to rent for all powered products.

# Show Essentials

A.



## MARTINI BAR

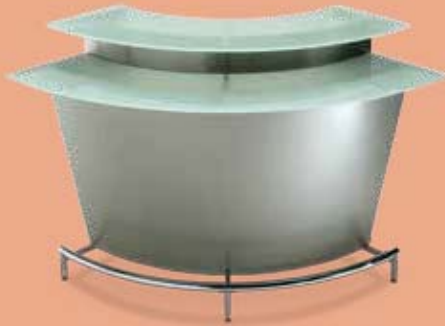
### A) BRC Martini Bar Circle

Comprised of three BR1 Martini Bars  
100"L 100"D 45"H

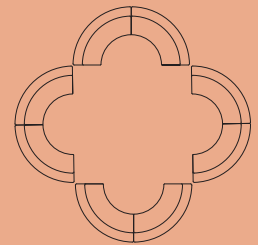
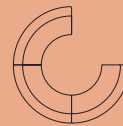
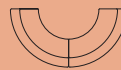
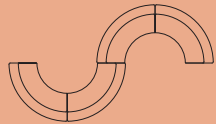
### B) BR1 Martini Bar

(gray metal, frosted glass top)  
67"L 22"D 45"H

B.



### Suggested Uses of Martini Bar



## LIGHTED PRODUCTS

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



A.



B.


### 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

 Denotes AC and USB charging outlets



(BACK VIEW)

Mobile Tablet Stands  
Include 3 AC and 2 USB  
Charging Outlets



### TABLET STANDS

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

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

### ACCESSORIES

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

\* Please note that all tablet stands must be ordered separately



**Shepard Exposition Services**

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

# EXECUTIVE FURNITURE

**Interbike**

**September 20 - 22, 2017**

**Mandalay Bay Convention Center, Las Vegas, NV**

Event Code: L184680917

**Discount Deadline: August 30, 2017**

## BAR TABLES, BARS, & BAR STOOLS

Qty.	Item	Discount	Regular	Amount
<b>Bar Tables - All Black Base</b>				
	VTK-30" Maple Top/Black Base	196.90	255.95	
	VTP-36" Maple Top/Black Base	242.50	315.25	
	VTJ-30" Graphite Top/Black Base	196.90	255.95	
	VTN-36" Graphite Top/Black Base	242.50	315.25	
	VTG-30" Silver Textured Top	184.45	239.80	
	VTE-36" Brandy Top/Black Base	242.50	315.25	
	VTW-36" White Laminate Top	173.85	226.00	
	VTB-30" Red Top/Black Base	196.90	255.95	
	VTH-30" Steel Blue/Black Base	196.90	255.95	
	LIQ003-30" Lqd White/Black Base	436.80	567.85	
	VTA-30" Grey Top/Black Base	312.00	405.60	
<b>Barstools</b>				
	BST-Banana, White/Chrome	134.60	175.00	
	BSS-Banana, Black/Chrome	134.60	175.00	
	BS001-Shark, Swivel White	408.35	530.85	
	BS002-Zoey, Swivel White	371.00	482.30	
	BS003-Zoey, Swivel Black	391.50	508.95	
	RSTSTL-Rustique Barstool, Gunmetal	137.80	179.15	
	APS08-Apex Black Vinyl	334.30	434.60	
	APS59-Apex Red Vinyl	334.30	434.60	
	APS75-Apex White Vinyl	334.30	434.60	
	APS12-Apex Blue Ultra Suede	334.30	434.60	
	XBAR-Christopher White Vinyl	334.30	434.60	
	LMBAR-Laguna, Maple/Chrome	235.20	305.75	
	BSR-Syntax, Black/Chrome	285.60	371.30	
	ZENBAR-Zenith, White/Chrome	211.20	274.55	

Qty.	Item	Discount	Regular	Amount
<b>Bar Tables - Chrome Base 30", Hydraulic</b>				
	30GRHB-Graphite Nebula, Chrome	257.60	334.90	
	30MTHB-Maple Top, Chrome	257.60	334.90	
	30STHB-Silver Texture, Chrome	226.85	294.90	
	30BRHB-Brushed Red, Chrome	257.60	334.90	
	30SBHB-Steel Blue Top, Chrome	257.60	334.90	
	LIQ010-Liquid White Top, Chrome	588.00	764.40	
	30MAHB-Grey Top, Chrome	379.20	492.95	
<b>Bars</b>				
	BRC-Circle Martini Bar	2644.70	3438.10	
	BR1-Martini Bar	994.00	1292.20	
<b>Bar Tables - Chrome Base 36", Hydraulic</b>				
	36GRHB-Graphite Nebula, Chrome	303.15	394.10	
	36MTHB, Maple Top, Chrome	303.15	394.10	
	36WTHB-White Top, Chrome	219.40	285.20	
<b>Barstools</b>				
	BSD-Oslo, Blue	246.70	320.70	
	BSC-Oslo, White	246.70	320.70	
	BSL-Gin, Maple	156.60	203.60	
	BCE-Ice, Transparent /Chrome	198.75	258.40	
	ROLLBL-Lift Barstool, Black Vinyl	108.10	140.55	
	ROLLGY-Lift Barstool, Grey Vinyl	108.10	140.55	
	ROLLRD-Lift Barstool, Red Vinyl	108.10	140.55	
	ROLLWH-Lift Barstool, White Vinyl	108.10	140.55	

## MISCELLANEOUS ITEMS

Qty.	Item	Discount	Regular	Amount
<b>Desks, Credenzas, Files, Bookcases</b>				
	CR8-Madison Credenza, Grey	456.35	593.25	
	JD8-Madison Executive Desk, Grey	384.00	499.20	
	BC8-Madison Bookcase, Grey	404.65	526.05	
	TECH3B-Tech Desk w/drawers, Pwr	725.05	942.55	
	TECH-Tech Desk, Powered	586.60	762.60	
	TECH3-3-drawer File Cbnt w/Castors	193.80	251.95	
<b>Product Display- Pedestals</b>				
	PDL36B-Ped, Locking, Powered	408.10	530.55	
	PDL42B-Ped, Locking, Powered	488.65	635.25	
	PDL36W-Ped, Locking, Powered	408.10	530.55	
	PDL42W-Ped, Locking, Powered	488.65	635.25	
<b>Charging Items</b>				
	ADAPTB-Charging Adapter, black	30.00	39.00	
	ADAPTW-Charging Adapter, white	30.00	39.00	
<b>Lighted Products</b>				
	CUBL20-Edge Lighted Cube	256.10	257.60	
	CUBTBL-Edge LED Cube	257.80	257.60	

Qty.	Item	Discount	Regular	Amount
<b>Lamps</b>				
	LA15-Mason Silver Floor Lamp	235.05	305.55	
	LA14-Mason Silver Table Lamp	316.95	412.05	
<b>Refrigerators</b>				
	R1R-White 14 Cubic Feet	1085.05	1410.55	
	R1Q-White 4 Cubic Feet	286.45	372.40	
<b>Work &amp; Multi-Use Tables</b>				
	MERLIN-Multi Use Table	312.70	406.50	
	WD3-Work Table	294.70	383.10	
<b>Mobile Tablet Stands</b>				
	TBSTDW-Mobile Tablet Stand, White	181.70	236.20	
	TBSTND-Mobile Tablet Stand, Black	181.70	236.20	
<b>Mobile Tablet Accessories*</b>				
	TBCHR-Tablet, brochure holder	84.80	110.25	
	TBSHLF-Tablet, charging shelf	84.80	110.25	
	TBPNT-Tablet, print stand	84.80	110.25	

\* Please note that all tablet stands must be ordered separately

Please complete the following:

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Booth #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

8.150% Tax: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

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.



# INLINE BOOTH RENTALS

Interbike

September 20 - 22, 2017

Mandalay Bay Convention Center, Las Vegas, NV

Event Code: L184680917

**Discount Deadline: August 21, 2017**

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)

## EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

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

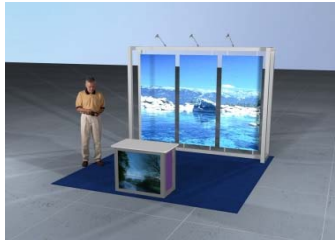
- \*Custom Design for Rentals
- \*Onsite Logistics Management
- \*Freight Management
- \*Graphic Development/Printing
- \*Installation/Dismantle
- \*Custom Furniture Rental

Please visit us online for additional options and information: <http://www.shepardes.com/shep-gallery.html>

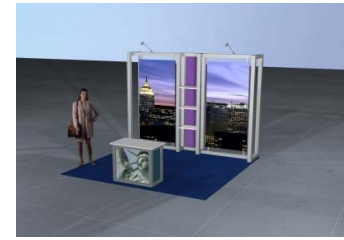
### The Eddie



### The Jonathon



### The Pierce



Qty.	Description	Discount	Regular
	10' x 10'	3373.90	4386.05
	10' x 20'	5494.20	7142.45
<b>Subtotal</b>			

(66470, 66471)

Qty.	Description	Discount	Regular
	10' x 10'	2353.75	3059.90
	10' x 20'	4120.00	5356.00
<b>Subtotal</b>			

(66474, 66475)

Qty.	Description	Discount	Regular
	10' x 10'	2919.55	3795.40
	10' x 20'	5543.45	7206.50
<b>Subtotal</b>			

(66477, 66478)

### The Madison



### The Grant



### The Harrison



Qty.	Description	Discount	Regular
	10' x 10'	3540.50	4602.65
	10' x 20'	4196.10	5454.95
<b>Subtotal</b>			

(66484, 66485)

Qty.	Description	Discount	Regular
	10' x 10'	3737.10	4858.25
	10' x 20'	5179.50	6733.35
<b>Subtotal</b>			

(66486, 66487)

Qty.	Description	Discount	Regular
	10' x 10'	3435.55	4466.20
	10' x 20'	5048.40	6562.90
<b>Subtotal</b>			

(66492, 66493)

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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.**

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_ Subtotal \$ \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ 8.150% Tax\*: \$ \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_

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

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\* All tax rates are subject to change.



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# INLINE BOOTH RENTALS

**Interbike**

**September 20 - 22, 2017**

**Mandalay Bay Convention Center, Las Vegas, NV**

Event Code: L184680917

**Discount Deadline: August 21, 2017**

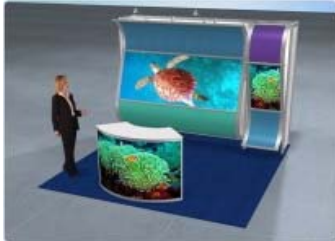
## EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

**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

Please visit us online for additional options and information: <http://www.shepardes.com/shep-gallery.html>

### The Jackson



### The Lincoln



### The Roosevelt



Qty.	Description	Discount	Regular
	10' x 10'	3665.00	4764.50
	10' x 20'	5540.10	7202.15
<b>Subtotal</b>			

(66490, 66491)

Qty.	Description	Discount	Regular
	10' x 10'	3474.90	4517.35
	10' x 20'	4786.15	6222.00
<b>Subtotal</b>			

(66482, 66483)

Qty.	Description	Discount	Regular
	10' x 10'	3638.75	4730.40
	10' x 20'	5769.60	7500.50
<b>Subtotal</b>			

(66488, 66489)

### The Lucy



### The Dale



Qty.	Description	Discount	Regular
	10' x 10'	2163.60	2812.70
<b>Subtotal</b>			

(66473)

Qty.	Description	Discount	Regular
	10' x 10'	3776.45	4909.40
<b>Subtotal</b>			

(66481)

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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.

Please complete the following:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal	\$
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	8.150% Tax*:	\$
<b>Authorized Signature:</b> _____		Amount Due:	\$

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

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# ISLAND BOOTH RENTALS

**Interbike**

**September 20 - 22, 2017**

**Mandalay Bay Convention Center, Las Vegas, NV**

Event Code: L184680917

**Discount Deadline: August 21, 2017**

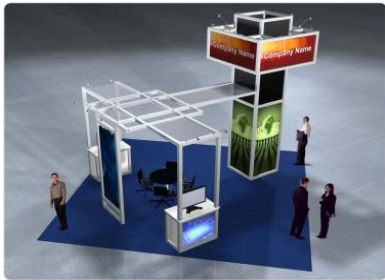
## EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

**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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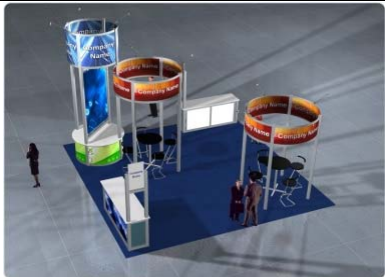
### The Monroe



Qty.	Description	Discount	Regular
	20' x 20'	8588.80	11165.45
<b>Subtotal</b>			

(66494)

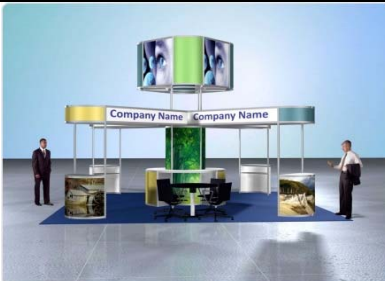
### The Jefferson



Qty.	Description	Discount	Regular
	20' x 20'	12784.90	16620.35
<b>Subtotal</b>			

(66498)

### The Washington



Qty.	Description	Discount	Regular
	20' x 20'	12325.90	16023.65
<b>Subtotal</b>			

(66368)

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Please complete the following:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal	\$
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	8.150% Tax*:	\$
<b>Authorized Signature:</b> _____		Amount Due:	\$

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.

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# ISLAND BOOTH RENTALS

**Shepard Exposition Services**  
 1531 Carroll Drive, NW Atlanta, GA 30318  
 Exhibit Solutions Sales Phone: 404-720-8652  
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 Exhibit Solutions Email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)

**Interbike**  
**September 20 - 22, 2017**  
**Mandalay Bay Convention Center, Las Vegas, NV**  
 Event Code: L184680917  
**Discount Deadline: August 21, 2017**

## 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

Please visit us online for additional options and information: <http://www.shepardes.com/shep-gallery.html>

### The Adams



Qty.	Description	Discount	Regular
	20' x 20'	12457.10	16194.25
<b>Subtotal</b>			

(66497)

### The Tyler



Qty.	Description	Discount	Regular
	20' x 20'	9172.40	11924.10
<b>Subtotal</b>			

(66495)

### The Garfield



Qty.	Description	Discount	Regular
	20' x 20'	8982.20	11676.85
<b>Subtotal</b>			

(66496)

### The Cleveland



Qty.	Description	Discount	Regular
	20' x 20'	13375.00	17387.50
<b>Subtotal</b>			

(66499)

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

Please complete the following:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal \$	
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	8.150% Tax: \$	
<b>Authorized Signature:</b> _____		Amount Due: \$	

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# ARTISAN BOOTH RENTALS

**Interbike**

**September 20 - 22, 2017**

**Mandalay Bay Convention Center, Las Vegas, NV**

Event Code: L184680917

**Discount Deadline: August 21, 2017**

## 10' x 10' Artisan RENTALS



Code	Qty.	Description	Discount	Regular
66601		Van Gogh 10' x 10' Rental	2394.00	3591.00
66602		Kahlo 10' x 10' Rental	2903.40	4355.10
66604		Warhol 10' x 10' Rental	3720.00	5580.00
66605		O'keefe 10' x 10' Rental	3150.00	4725.00

## 10' x 20' Artisan RENTALS



Code	Qty.	Description	Discount	Regular
66607		DaVinci 10' x 20' Rental	5821.20	8731.80
66608		Pollock 10' x 20' Rental	5580.00	8370.00
66609		Bansky 10' x 20' Rental	6150.00	9225.00

**Monitors are not included in the rental price. Rates available upon request.**

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

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

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

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Subtotal	\$
8.150% Tax*	\$
Amount Due:	\$

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. \* All tax rates are subject to change.



**Shepard Exposition Services**  
 1531 Carroll Drive, NW Atlanta, GA 30318  
 Exhibit Solutions Sales Phone: 404-720-8652  
 Exhibit Solutions Sales Fax: 404-720-8757  
 Exhibit Solutions Email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)

# ARTISAN BOOTH RENTALS

**Interbike**  
 September 20 - 22, 2017  
 Mandalay Bay Convention Center, Las Vegas, NV

Event Code: L184680917

**Discount Deadline: August 21, 2017**

## 20' x 20' Artisan Booth Rentals

### The Picasso



Code	Qty.	Description	Discount	Regular
66610		20' x 20' Rental	12660.00	18990.00

### The Rembrandt



Code	Qty.	Description	Discount	Regular
66611		20' x 20' Rental	17700.00	26550.00

## Artisan Kiosks



Code	Qty.	Description	Discount	Regular
66606		Monet Kiosk	1440.00	2160.00
66603		Dali Kiosk	2394.00	3591.00

**Monitors are not included in the rental price. Rates available upon request.**

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

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

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

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_ Subtotal \$ \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ 8.150% Tax\*: \$ \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_

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. \* All tax rates are subject to change.

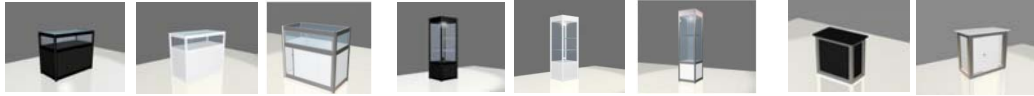


# EXHIBIT RENTAL ACCESSORIES

**Shepard Exposition Services**  
 1531 Carroll Drive, NW Atlanta, GA 30318  
 Exhibit Solutions Sales Phone: 404-720-8652  
 Exhibit Solutions Sales Fax: 404-720-8757  
 Exhibit Solutions Email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)

**Interbike**  
 September 20 - 22, 2017  
 Mandalay Bay Convention Center, Las Vegas, NV  
 Event Code: L184680917  
**Discount Deadline: August 21, 2017**

## SHOWCASES AND LOCKING CABINETS



**Quarterview Showcase**  
 4' 6" W x 1' 9" D x 3' 3" H

**Square Showcase**  
 1' 9" W x 1' 9" D x 7' H

**LC3**  
 3' 9" W x 2' 3" D x 3' 6" H

Showcases					
Code	Qty.	Description	Discount	Regular	Amount
66270		Quarterview	1119.10	1454.85	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66272		Square	1207.85	1570.20	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					



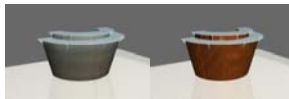
**LC1 - 1 meter wide**  
 3' 6" W x 1' 9" D x 3' 6" H

Locking Cabinets					
Code	Qty.	Description	Discount	Regular	Amount
66282		LC1	829.50	1078.35	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66283		LC2	1006.60	1308.60	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66284		LC3	611.90	795.45	
Please choose panel color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					



**LC2 - 1.5 meters wide**  
 5' W x 1' 9" D x 3' 6" H

## RECEPTION COUNTERS AND COMPUTER STANDS



**RC1**  
 7' 9" W x 3' 5" D x 3' 9" H



**RC2**  
 4' 9" W x 2' 3" D x 3' 3" H



**RC3\***  
 5' 3" W x 3' 3" D x 3' 6" H



**CS1\***      **CS2\***  
 CS1 - 3' W x 1' 9" D x 6' 3" H  
 CS2 - 2' 3" W x 1' 6" D x 6' 3" H

Reception Counters and Computer Stands					
Code	Qty	Description	Discount	Regular	Amount
66274		RC1	2308.30	3000.80	
Please choose metal color: <input type="checkbox"/> Chrome (CH) <input type="checkbox"/> Wood (W)					
66275		RC2	853.00	1108.90	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66276		RC3*	1850.40	2405.50	
66285		CS1*	1076.10	1398.95	
66286		CS2*	627.20	815.35	

\*Item includes graphics. A Shepard Representative will contact you with art requirements.

## PRODUCT DISPLAY AND TRAFFIC BUILDERS

Product Display					
Code	Qty	Description	Discount	Regular	Amount
66277		Gondola	581.20	755.55	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66278		GL1*	574.60	747.00	
66279		GL2*	990.50	1287.65	

\*Item includes graphics. A Shepard Representative will contact you with art requirements.

Phone Charging Station					
Code	Qty	Description	Discount	Regular	Amount
66430		Phone Station*	1901.35	2471.75	



**Gondola**  
 3' 6" W x 1' 9" D x 5' H



**GL1\***      **GL2\***  
 GL1 - 5' 4" W x 1' 3" D x 8' H  
 GL2 - 4' 3" W x 1' 3" D x 7' H



Please note that electrical services must be ordered separately. You may find the forms in the Utilities section of the service manual.

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

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_ Subtotal \$ \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_ 8.150% Tax\*: \$ \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_ Amount Due: \$ \_\_\_\_\_

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.



**Shepard Exposition Services**

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118  
 Customer Service Phone: (702) 507-5278  
 Customer Service Fax: (702) 948-0341  
 Customer Service Email: [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

# SIGN ORDER FORM

## Interbike

September 20 - 22, 2017

Mandalay Bay Convention Center, Las Vegas, NV

Event Code: L184680917

**Discount Deadline: August 30, 2017**

### SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
<b>Standard Foamcore Signs, Single-sided</b>					
70009		Vertical, 22" x 28"	197.45	256.70	
70010		Horz., 22" x 28"	177.35	230.55	
70011		Vertical, 28" x 44"	270.25	351.35	
70012		Horz., 28" x 44"	270.25	351.35	
70025		Meterboard, 39" x 90.75"	546.95	711.05	
<b>Accessories</b>					
70017		Blank Foamcore, 4' x 8'	48.20	62.65	
70021		Velcro, per ft, min. 5 ft.	3.10	4.05	

Code	Qty.	Description	Discount	Regular	Amount
<b>Vinyl Banners with Digital Printing</b>					
70065		grommets, per sq. ft.-Vertical	22.50	29.25	
70071		grommets, per sq. ft. - Horizontal	22.50	29.25	
70066		Pockets, per sq. ft. - Vertical	24.20	31.45	
70072		Pockets, per sq. ft.- Horizontal	24.20	31.45	

<b>Replacement ID Sign - Cardstock</b>					
70004		7" x 44" Horz.	53.05	68.95	

**Sign prices are based on customer supplying print-ready graphics in the requested format (see below).**

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Subtotal	\$
8.150% Tax*	\$
Amount Due:	\$

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 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 (70069)

**Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.**

# HANGING SIGNS



Attention Getting • High Visibility • Great Branding

Easy • Cost Effective Rental • Durable Dye Sublimation Graphics



CIRCLE DESIGN			
Code	Size	Discount*	Regular
69140	10' x 48"	5409.00	7572.60
69142	16' x 48"	8596.75	12035.45

## 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



SQUARE DESIGN			
Code	Size	Discount*	Regular
69143	10' x 48"	6577.40	9208.35



TRIANGULAR DESIGN			
Code	Size	Discount*	Regular
69144	10' x 48"	5322.40	7451.35



WAVE DESIGN			
Code	Size	Discount*	Regular
69145	10' x 48" Single	2343.95	3281.55
69146	10' x 48" Double	3212.65	4497.70

**Call today to order! 404-720-8652**

- Additional shapes and sizes available
  - Artwork requirements available
- Jessica Dominguez, Regional Planning Coordinator

Phone Number: **702-948-0343**  
 Fax Number: **702-948-0341**  
 Email Address: [jdominguez@shepardes.com](mailto:jdominguez@shepardes.com)  
 Event Code: L184680917

**Discount deadline: Monday, August 21, 2017**

*\*Artwork, hanging sign order and payment authorization form must be received by the Discount Deadline to receive discount pricing.*

**Interbike**  
 September 20 - 22, 2017  
 Mandalay Bay Convention Center,  
 Las Vegas, NV

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal \$	
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	8.150% Tax*: \$	
<b>Authorized Signature:</b> _____		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.



# HANGING SIGNS 101

Interbike

**Encore is the exclusive provider of all truss and motors for exhibitor hanging signs at Mandalay Bay. All signs weighing over 250lbs with truss and/or motor needs must contact Encore, exhibitors are not permitted to bring their own truss or motors and Shepard Exposition Services cannot provide these as a rental due to the exclusive service agreement with Encore. Any Signs that are less than 250lbs but need Electrical must contact Elden services for hanging.**

**If you have questions, please contact Jessica Dominguez, Regional Planning Coordinator  
5845 Wynn Road, Suites A-D, Las Vegas, NV 89118  
Phone: (702) 400-2021 o Fax: (702) 948-0341  
[jdominguez@shepardes.com](mailto:jdominguez@shepardes.com)**

## 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: Friday, September 08, 2017**



# HANGING SIGN OVERHEAD RIGGING

Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

Interbike

September 20 - 22, 2017

Mandalay Bay Convention Center, Las Vegas, NV

Event Code: L184680917

Discount Deadline: August 30, 2017

## SIGN ASSEMBLY/DISASSEMBLY LABOR

Please indicate who will be supervising ASSEMBLY:

Shepard Supervision  Exhibitor Supervised

Please indicate who will be supervising DISASSEMBLY:

Shepard Supervision  Exhibitor Supervised

SIGN ASSEMBLY LABOR					
Code	Est Total Hours	Item	Discount	Regular	Amount
69150		ST	63.34	82.35	\$
69151		OT	108.12	140.55	\$
69152		DT	127.20	165.35	\$

SIGN DISASSEMBLY LABOR					
Code	Est Total Hours	Item	Discount	Regular	Amount
69153		ST	63.34	82.35	\$
69154		OT	108.12	140.55	\$
69155		DT	127.20	165.35	\$

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

Sup install: 68069 Sup dismantle: 68073

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 - Doubletime: All other hours and holidays

Total Estimated Assembly/Dismantle: \$

N/A Tax\*: \$

Estimated Amount Due: \$

Date of Assembly: \_\_\_\_\_ Start Time \_\_\_\_\_

Date of Disassembly: \_\_\_\_\_ Start Time \_\_\_\_\_

Completion Time: \_\_\_\_\_ Number of Laborers \_\_\_\_\_

Completion Time: \_\_\_\_\_ Number of Laborers \_\_\_\_\_

Please Note: Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity.

## OVERHEAD RIGGING CREW

RIGGING INSTALLATION				
Code	Est Hours	Discount	Regular	Amount
69156		402.00	522.60	

RIGGING REMOVAL				
Code	Est Hours	Discount	Regular	Amount
69157		402.00	522.60	

Date of Install: \_\_\_\_\_ Start Time: \_\_\_\_\_

Date of Removal: \_\_\_\_\_ Start Time: \_\_\_\_\_

\*If additional crew or Labor is needed, additional charges may apply.

Total Estimated Install/Removal: \$

N/A Tax\*: \$

Estimated Amount Due: \$

Rates are per lift and crew (up to 3 riggers) per hour. One hour minimum per lift/crew - lift/crew thereafter is charged in 1/2 increments.

\*Please Note: Shepard will process requests for rigging in the order they are received and will make all attempts to honor requested start times.

Should hanging sign or supervision not be present at time the crew arrives a 1 Hour Crew Minimum charge will be applied.

Must order by discount deadline date to receive advance pricing.

Additional charges will apply for additional supplies required to ensure structural integrity of overhead sign.

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.

## 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: \_\_\_\_\_

Subtotal: \$

N/A Tax\*: \$

Amount Due: \$

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.



### **UNION LABOR**

The installation and dismantling of prefabricated displays comes under the jurisdiction of the Teamster union. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

### **EXHIBIT LABOR JURISDICTION**

Teamster union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, exhibitors may set up their own exhibit display if one person can accomplish without the use of hand tools. The Union's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc) on booths of any size.

When union labor is required, you may provide your company personnel to work along with a union installer on a one to one basis. All company working personnel must have proof of employment with the said exhibiting company. If the exhibiting company chooses to hire an EAC for install or dismantle they are required to use local union members.

### **MATERIAL/FREIGHT HANDLING JURISDICTION**

The Teamsters have jurisdiction over all unloading and reloading of materials. The union also has jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

An exhibitor may “hand carry” material provided they do not use any material handling equipment to assist them. When exhibitors choose to hand carry material, they may not be permitted access to the loading dock/freight door areas. Items must be carried by hand, by one person.

### **GRATUITIES /BREAKS**

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

### **IN GENERAL**

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

### **SAFETY**

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



# LABOR ORDER FORM

## Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118  
 Customer Service Phone: (702) 507-5278  
 Customer Service Fax: (702) 948-0341  
 Customer Service Email: [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

## Interbike

September 20 - 22, 2017

Mandalay Bay Convention Center, Las Vegas, NV

Event Code: L184680917

**Discount Deadline: August 30, 2017**

### INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

#### 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 Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
<b>Shepard Supervised Labor (Exhibitor not present)</b>						
68066		ST	63.34	82.35	30% **	
68067		OT	108.12	140.55	30% **	
68068		DT	127.20	165.35	30% **	

Dismantle: 68070/68071/68072 Sup install: 68069 Sup dismantle: 68073

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

#### I will need Exhibitor Supervised Labor for (please check one):

Installation  Dismantling  Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Amount
<b>Exhibitor Supervised Labor</b>					
68060		ST	63.34	82.35	
68061		OT	108.12	140.55	
68062		DT	127.20	165.35	

Dismantle: 68063/68064/68065

- 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 in half-hour increments.
  - **When ordering dismantle labor, due to show break down 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.**

Subtotal \$ \_\_\_\_\_  
 N/A Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

#### 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:

<b>Exhibitor-Owned Carpet Installation/Dismantling</b>					
Code	SQ FT	Description	Discount	Regular	Amount
68080		Flooring Only	1.00	1.30	
68083		Padding + Flooring	1.50	1.95	
68079		MINIMUM	126.68	164.70	

Requested install date/time: \_\_\_\_\_

#### Flooring type(s):

Carpet  Padding  Other \_\_\_\_\_

#### What is your booth size (ft.)?

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ SQ FT

Subtotal \$ \_\_\_\_\_  
 N/A Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

### SHEPARD SUPERVISION INFORMATION

**Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.**

#### Inbound Freight Information

Carrier Company Name: \_\_\_\_\_  
 # of pieces: \_\_\_\_\_ Weight of Shipment: \_\_\_\_\_  
 Is shipment?  Crated  Uncrated  
 Tracking/Pro #: \_\_\_\_\_  
 Estimated arrival date: \_\_\_\_\_  
 Shipment to arrive at:  Warehouse  Show site

#### Outbound Freight Information

Carrier Company Name: \_\_\_\_\_  
 Deliver Shipment To: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, ST, Zip: \_\_\_\_\_  
 Type of Service (air, van line, ground, etc.): \_\_\_\_\_

If for any reason your shipment is not picked up by your carrier, please choose one of the following options:

Force freight through preferred carrier:   
 Send shipment back to Shepard warehouse:  (\$400 min. fee)

#### Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size: \_\_\_\_\_ x \_\_\_\_\_  
 Forklift required?  Yes  No  
 Carpet is?  owned  rented from Shepard  
 Carpet padding?  Yes  No  
 Drawings are?  Faxed to Shepard  Shipped w/exhibit crates

#### Services You Have Ordered

(please check all that apply)

Electrical  Furniture  A/V Equipment  
 Booth Cleaning  Telephone/Internet  
**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

#### 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

## Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118  
 Customer Service Phone: (702) 507-5278  
 Customer Service Fax: (702) 948-0341  
 Customer Service Email: [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

## Interbike

September 20 - 22, 2017

Mandalay Bay Convention Center, Las Vegas, NV

Event Code: L184680917

**Discount Deadline: August 30, 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: \_\_\_\_\_ (times are not guaranteed)

Description of work to be performed: \_\_\_\_\_

Code	Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY</b>					
35028		Straight-time Hourly Rental	251.00	326.25	
35039		Overtime Hourly Rental	318.20	413.75	
35067		Double-time Hourly Rental	346.80	450.75	

Code	Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY</b>					
35029		Straight-time Hourly Rental	502.00	652.50	
35049		Overtime Hourly Rental	636.35	827.25	
35069		Double-time Hourly Rental	693.60	901.75	

Code	Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY</b>					
35035		Straight-time Hourly Rental	753.05	979.00	
35066		Overtime Hourly Rental	954.55	1241.00	
35070		Double-time Hourly Rental	1040.40	1352.50	

### CRANES, SCISSOR LIFTS, AND 4-STAGE FORKLIFTS 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

Code	Qty.	Item Description	Discount	Regular	Amount
<b>RIGGING FOREMAN LABOR PER MAN HOUR</b>					
35085		Straight-time Hourly Rate	79.18	102.95	
35086		Overtime Hourly Rate	135.15	175.70	
35099		Double-time Hourly Rate	159.00	206.70	

Code	Qty.	Item Description	Discount	Regular	Amount
<b>RIGGERS AND MATERIAL HANDLERS PER MAN HOUR</b>					
35087		Straight-time Hourly Rate	63.34	82.35	
35100		Overtime Hourly Rate	108.12	140.55	
35101		Double-time Hourly Rate	127.20	165.35	

### 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 notices will be charged a one (1) hour cancellation fee.

### PLEASE NOTE:

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.

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

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

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.



# SHEPARD LOGISTICS SERVICES

## Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858

Shepard Logistics Fax: 404-596-5620

Shepard Logistics Email: [logistics@shepardes.com](mailto:logistics@shepardes.com)

## Interbike

September 20 - 22, 2017

Mandalay Bay Convention Center, Las Vegas, NV

Event Code: L184680917

**FAX OR EMAIL THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES**

### 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: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip)

### SHIPPING INFORMATION

#### Items to be shipped

Number of Pieces	Est. Dims	Est. Weight
Crates		
Cartons (cardboard)		
Cases/Trunks (fiber) (color)		
Skids/Pallets		
Carpet (color)		
TV/Monitor		
Other		
<b>Total Pieces</b>	<b>Total Dims.</b>	<b>Total Wt.</b>

Size of largest piece: L \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_

Loading Dock  Yes  No Lift Gate \_\_\_\_\_

Residential \_\_\_\_\_ Inside Pick up \_\_\_\_\_ Inside Delivery \_\_\_\_\_

Special Instructions: \_\_\_\_\_

• Please note: All Shepard Logistics quotes include transportation cost only. Additional material handling fees may apply on show site

### SHIP TO

I will be shipping to the **WAREHOUSE**  
(Company Name, Booth #)

Interbike

c/o Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D

Las Vegas, NV 89118

Warehouse Deadline September 8, 2017  
Date

I will be shipping to **SHOW SITE**  
(Company Name, Booth#)

Interbike

Mandalay Bay Convention Center

3950 Las Vegas Blvd. South

Las Vegas, NV 89119

Delivery date: September 17, 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.

#### Ship to Address:

\_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Deliver By Date: \_\_\_\_\_

Number of labels: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

### TYPE OF SERVICE - Choose One

Next Day Air  2nd Day Air

Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.

Standard Ground  Other (Truck Load, Specialized)

### 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  Authorize ALL charges

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

A REPRESENTATIVE FROM SHEPARD LOGISTICS 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.**



# Shepard Logistics

Complete Transportation Services

## 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](mailto:logistics@shepardes.com)**



# SHIPPING LABELS

Interbike

## ADVANCE SHIPPING ADDRESS LABELS

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>c/o Shepard Exposition Services 5845 Wynn Road, Suites A,B,C,D Las Vegas, NV 89118</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
For: <b>Interbike</b>	
First day freight can arrive w/o a surcharge: <b>August 23, 2017</b>	
Last day freight can arrive w/o a surcharge: <b>September 8, 2017</b>	

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>c/o Shepard Exposition Services 5845 Wynn Road, Suites A,B,C,D Las Vegas, NV 89118</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
For: <b>Interbike</b>	
First day freight can arrive w/o a surcharge: <b>August 23, 2017</b>	
Last day freight can arrive w/o a surcharge: <b>September 8, 2017</b>	

## DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: <b>SHEPARD EXPOSITION SERVICES</b>
	<b>Mandalay Bay Convention Center 3950 Las Vegas Blvd. South Las Vegas, NV 89119</b>
For: <b>Interbike</b>	
MUST NOT BE DELIVERED PRIOR TO: <b>September 17, 2017 @ 8:00 AM</b>	

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: <b>SHEPARD EXPOSITION SERVICES</b>
	<b>Mandalay Bay Convention Center 3950 Las Vegas Blvd. South Las Vegas, NV 89119</b>
For: <b>Interbike</b>	
MUST NOT BE DELIVERED PRIOR TO: <b>September 17, 2017 @ 8:00 AM</b>	

# **ADVANCE RECEIVING WAREHOUSE**

5845 Wynn Road, Suites A-D

Las Vegas NV 89118

Warehouse Hours: 8AM to 4PM Monday through Friday, Holidays excluded

**Directions:**

From I-15 Northbound or Southbound

Exit Russell Road – West

Left on Wynn Road (1<sup>st</sup> Left after Valley View)

Shepard Warehouse will be on the Right

From US-93 / I-515 Northbound

Exit Russell Road – West

Left on Wynn Road (1<sup>st</sup> Left after Valley View)

Shepard Warehouse will be on the Right

---

## **SHEPARD MARSHALLING YARD**

4668 Arville St

Las Vegas, NV 89103

Please note:

All delivering carriers must check in at the Shepard Marshalling Yard prior to delivering to the facility. Please note; a certified weight ticket is a required documented measurement used for shipping exhibit properties. If your driver has valid certified weight tickets, Shepard will accept these tickets and your driver will not have to scale at the Shepard Marshalling Yard.

All carriers will be assigned an unloading number according to driver check-in time.

**Directions:**

From I-15 Northbound or I-15 Southbound

Exit Tropicana- West

Right on Arville St

Marshaling Yard will be on the Left

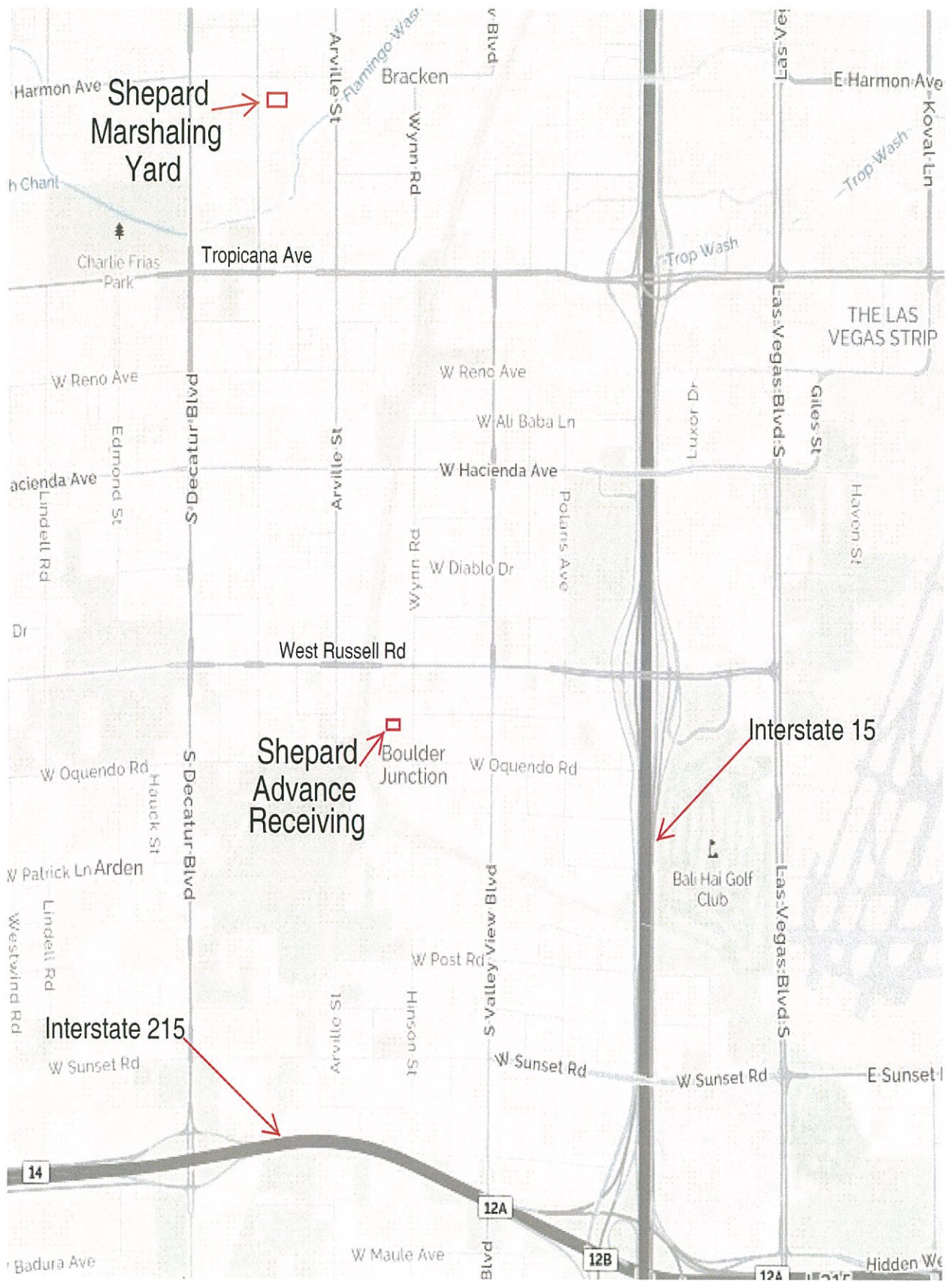
From US-93 / I-515 Northbound

Exit Tropicana- West

Right on Arville St

Marshaling Yard will be on the Left





Shepard  
Marshaling  
Yard

Shepard  
Advance  
Receiving

Interstate 15

Interstate 215

THE LAS  
VEGAS STRIP

14

12A

12B

12A

Hidden We



**Shepard Exposition Services**

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

# HAND CARRY/POV INFORMATION

## Interbike

September 20 - 22, 2017

Mandalay Bay Convention Center, Las Vegas, NV

Event Code: L184680917

### POV INFORMATION

**To expedite the movement of POVs in and out of one of the designated unloading areas, Shepard Exposition Services will follow the following procedures:**

1. Upon arrival at MBCC all drivers **must check in** at the POV sign-in trailer. You will need to provide:
  - o *Your name*
  - o *Your cell phone number*
  - o *Company name*
  - o *Booth number*
  - o *Are you utilizing the cart load service offered by Shepard?*
  - o *Vehicles make, model, color, and license plate number*
  - o *Estimated number of pieces you will unload?*
  - o *Estimated time needed to unload and remove your vehicle from unload area?*
2. Each vehicle will be given a color POV window card with instruction and directions to the designated line or unloading area for your booth. **(EXHIBITORS WITHOUT THE CORRECT WINDOW CARD WILL NOT BE PERMITTED INTO THE POV UNLOAD AREAS)**
3. Upon arrival at the POV unload area, Shepard staff will direct you to the place where you will unload.
4. When your vehicle is parked and ready to unload, a Shepard staff member will put your arrival time on your window card.
5. Your vehicle must be moved out of the unload area and dock area within **30 minutes** of the arrival time.
6. If you will remain on property after your vehicle is unloaded you must park in the exhibitor parking area. Staff members in the unload areas will have directions to the exhibitor parking area.

**ALL POVs MUST CHECK INTO THE POV CHECK-IN AREA**

# CARTLOAD AND HAND CARRY CHECK-IN

## PRIVATELY OWNED VEHICLE – P.O.V



Only a P.O.V. is allowed for hand carry and cartload service. A P.O.V. is any small to full-size car, van or S.U.V. It is NOT a commercial truck, commercial van, a vehicle with a trailer or any rental company vehicle.

## DIRECTIONS TO MANDALAY BAY

Yard address 4207 S Las Vegas Blvd, Las Vegas, NV 89119





# HANGING SIGN SHIPPING LABELS

Interbike

## HANGING SIGN SHIPPING ADDRESS LABELS

**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.

R U S H	 <b>ADVANCE WAREHOUSE</b>
	<b>HANGING SIGN</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services 5845 Wynn Road, Suites A,B,C,D Las Vegas, NV 89118  Delivery Hours: M-F, 8-4:30 PM
For: <b>Interbike</b>	
	First day freight can arrive w/o a surcharge: <b>August 23, 2017</b> Last day freight can arrive w/o a surcharge: <b>September 8, 2017</b>

R U S H	 <b>ADVANCE WAREHOUSE</b>
	<b>HANGING SIGN</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	c/o Shepard Exposition Services 5845 Wynn Road, Suites A,B,C,D Las Vegas, NV 89118  Delivery Hours: M-F, 8-4:30 PM
For: <b>Interbike</b>	
	First day freight can arrive w/o a surcharge: <b>August 23, 2017</b> Last day freight can arrive w/o a surcharge: <b>September 8, 2017</b>



# MATERIAL HANDLING AUTHORIZATION

## Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

## Interbike

September 20 - 22, 2017

Mandalay Bay Convention Center, Las Vegas, NV

Event Code: L184680917

### SHIPMENT INFORMATION

#### 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: \_\_\_\_\_

#### Please indicate number of pieces and the estimated weight:

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
	Total Weight	

### MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

**SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH *Signature Series Shipping*.**

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*. (35572)

#### 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.

Standard Material Handling											
Weight	Description			Price	Total	Weight	Description			Price	Total
<b>Direct Shipments to Showsite</b>						<b>Advance Shipments to Warehouse</b>					
	\$59.00	\$88.50	\$76.75				\$57.00	\$74.00			
	Crated	Uncrated	Special Handling				Crated	Special Handling			
	35030	35043	35038				35010	35036			
<b>Pieces Small Packages (FedEx/UPS/DHL under 30 lbs.)</b>						<b>Overtime</b>					
	\$25.00	\$5.00				Overtime: 30% fee for each overtime application based on ST rate					
	First Package	Each Additional				<b>Double Time</b>					
	35263	35264				Double Time: 50% fee for each double time application based on ST rate					

**RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM**

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.

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

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.



# STORAGE AUTHORIZATION FORM

## Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118  
Customer Service Phone: (702) 507-5278  
Customer Service Fax: (702) 948-0341  
Customer Service Email: [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

## Interbike

September 20 - 22, 2017

Mandalay Bay Convention Center, Las Vegas, NV

Event Code: L184680917

**Please Note: This form is for Accessible/Secured Storage only.**

### STORAGE AUTHORIZATION

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.

### SHOWSITE STORAGE

**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).**

(35400)

**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.

(35166)

### POST SHOW TRANSPORTATION AND HANDLING

**Shepard Exposition Services will store your shipments in our warehouse both before and after your event. Please take note of the important information below.**

All shipments selected to be returned to warehouse are subject to applicable transportation and handling fees. Please note that Onsite Material Handling Fees do not include transportation or handling to and from the warehouse.

**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.)** (35005)

**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.)* (35006)

**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.



# MATERIAL HANDLING INFORMATION

Shepard Exposition Services

Interbike

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118  
Customer Service Phone: (702) 507-5278  
Customer Service Email: [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

## MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

### 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

Fee: .75 Per Lb Labor Rate: 59.00 Per Hour ( OT/DT rates may apply)

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

### OVERTIME/DOUBLE TIME

Surcharge: Overtime: 30% Double Time: 50%

Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

### WAREHOUSE OVERTIME/DOUBLE TIME

Surcharge: Overtime: 30% Double Time: 50%

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

### EARLY/LATE SHIPMENTS TO WAREHOUSE

Surcharge: 25% Minimum: \$50.00 35003

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

### UNCRATED SHIPMENTS

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.

### MARSHALING YARD

Surcharge: \$30 per Shipment 35250

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

### REWEIGH OF SHIPMENTS

Surcharge: \$25.00 per forklift load 35282

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

### EMPTY CRATE STORAGE

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

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

### 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

Interbike

## 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 "freight"?

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.

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

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

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

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

## MATERIAL HANDLING CHARGES

### 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.

## CRATED~UNCRATED~SPECIAL HANDLING

### 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 rehandling of materials. Cannot be completed solely with one forklift and operator.

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

**Shipping** is the process of carrying your shipment from your location, pick-up area to its destination and also the process of returning your shipment back to your location after the close of the show. **Material handling** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

### Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

### What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

## 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.

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

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

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

## LIABILITY INSURANCE

### 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 our choice or return to the local warehouse (whichever is indicated on your MHA).

## SIGNATURE SERIES SHIPPING

### 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.



Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118  
Customer Service Phone: (702) 507-5278  
Customer Service Fax: (702) 948-0341  
Customer Service Email: [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

# CARTLOAD MATERIAL HANDLING SERVICE

Interbike

September 20 - 22, 2017

Mandalay Bay Convention Center, Las Vegas, NV

Event Code: L184680917

## CARTLOAD SERVICE

**Cartload service includes one laborer, one cart, one trip per rate listed below.**



Code	# of trips	Item Description	Rate	Amount
<b>ONE-WAY STRAIGHT TIME RATES</b>				
35152		Booth to Dock - ST	38.00	
35151		Dock to Booth - ST	38.00	

Overtime: Booth to dock, 35154; Dock to booth, 35153

Subtotal	\$
N/A Tax	\$
Amount Due	\$

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 - Doubletime: All other hours and holidays

## CARTLOAD SERVICE RESTRICTIONS

Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location.

If you arrive in a truck (such as a U-Haul, Penske, etc.) you will not qualify for this service.

All items must fit on flat bed cart (approximately 3'x4' in size). If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.

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.



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# MOBILE SPOTTING FEE

## Interbike

### September 20 - 22, 2017

### Mandalay Bay Convention Center, Las Vegas, NV

Event Code: L184680917

**Discount Deadline: August 30, 2017**

### MOTORIZED UNIT/VEHICLE SPOTTING FEE

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**

Qty:	Description	Surcharge One way	Total Amount
	Motorized Unit/Vehicle Spotting (35106)	\$150.00	

Subtotal	
N/A 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

## Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118  
Customer Service Phone: (702) 507-5278  
Customer Service Fax: (702) 948-0341  
Customer Service Email: [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)

## Interbike

September 20 - 22, 2017

Mandalay Bay Convention Center, Las Vegas, NV

Event Code: L184680917

### 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:

Ground     Overnight     2nd Day

#### In the event your designated carrier fails to pickup:

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.

# Request for Variance to Assigned Target Time

Interbike 2017  
Mandalay Bay Convention Center  
September 20 - 22, 2017

Form Deadline Date:  
September 1, 2017

---

Company Name

Booth Number

---

Contact Name

---

Phone Number

---

Fax Number

---

Email Address

---

Address

---

City

State

Zip

Country

---

Current Assigned Target Date/Time

---

New Requested Target Date/Time

Reason for request:

---

---

---

## Important information

- All change request forms due by: September 1, 2017
- This form will be reviewed after the deadline date and you will be contacted with the appropriate approval if request is granted.
- Off-target surcharges will apply to all direct shipments received prior to or after your assigned target shipment schedule.
- [Please send completed form to Bobby Granato Email: rgranato@shepardes.com](mailto:rgranato@shepardes.com)

# Interbike September 20 - 22, 2017 Mandalay Bay Convention Center\_Halls B-E Las Vegas, NV

Due to the volume of crates, limited space for set up and to facilitate the installation and cleaning of aisle carpet, Interbike will enforce a Clean Floor Policy.

**Monday, September 18**  
6:00 p.m. Crates for booths targeted Sunday, September 17 at 12:00 pm must be empty and labeled for removal.

**Tuesday, September 19**  
1:00 p.m. Canton, fiber cases and packing material must be empty and labeled for removal.

4:00 p.m. Crates for booths targeted Monday, September 18 at 1:00 pm & 3:00 pm must be empty and labeled for removal.

5:00 p.m. Visqueen on booth carpet should be rolled up by the exhibitor or exhibitor appointed contractor and placed in the aisle.

Please do not remove any crates or additional material from the visqueen or aisle. All aisles must be 100 percent clear of product and any other items that may impede with the installation of aisle carpet.

\*\*\*Please be advised that if your crates are removed on clean floor night and then requested to be brought back from empty storage to your booth before show opening, there will be a charge per hour for a forklift and driver to bring your crate back to your booth.\*\*\*



Show Information	
Show Name	Interbike
Show Dates	09/20-22/17
Move-In	09/16/17
Job #	L19460917
AE	Tyrell Fawar

Inventory as of 07/13/2017		
Description	Size	SNF
5x10'	50	23
10x10'	100	42
10x20'	200	208
10x40'	400	1
20x20'	400	95
20x40'	800	45
20x60'	1,200	4
30x30'	900	12
30x50'	1,500	3
30x60'	1,800	1
40x40'	1,600	2
40x60'	2,400	1
50x50'	2,500	2
50x60'	3,000	1
60x60'	3,600	1
40x120'	4,800	1
<b>Totals:</b>	<b>695</b>	<b>227,630</b>

TARGETED MOVE IN SCHEDULE	
WAREHOUSE 9-16	
SUNDAY 9-17	8AM
SUNDAY 9-17	1PM
MONDAY 9-18	8AM
MONDAY 9-18	1PM
TUESDAY 9-19	8AM
TUESDAY 9-19	3PM
NO FREIGHT AISLE	

Venue Info	
Mailing Name	Mandalay Bay
Hall	Halls B-E
Floor	Level 1
Address	3605 S. Las Vegas Blvd Las Vegas NV 89119

Drawing Information	
File Path	\\c:\p\19460917\19460917.dwg
File Name	19460917.dwg
Drawn By	Lein Gosky
Last Saved	7/13/2017 1:37 PM
Saved By	Interbike
Tab	Exhibition 12
Paper Size	ANSI (11" x 17")
Scale	NTS

1531 Carroll Drive NW  
Atlanta, GA 30318  
(404) 720-8600  
(404) 720-8750



Shepard Exposition Services has made every effort to ensure the accuracy of all information contained on this floor plan. However, no warranties, either expressed or implied, are made with respect to this floor plan. If the location of building columns, utilities or other architectural components of the facility is a sole responsibility of the exhibitor/show management to physically inspect the facility to verify all dimensions and locations. **SUBJECT TO FIRE MARSHAL APPROVAL**

## 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 orders 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 skirting 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.

# BRAND

MODEL AND TALENT AGENCY

# interbike®

## NATION WIDE SERVICE

Sure our models are attractive, attention getting and talented; but that is not the only reason it pays to use a professional model or hostess from the BRAND Model & Talent Agency.

Consider these benefits to your product and business, and let the BRAND professionals assist you.

## OUR MODELS IN YOUR GEAR

From swimsuits to snowgear and anything in between, this season's hottest line will look amazing on our models! Sometimes showing your line to a client just isn't enough. Letting them see it on one of our models will make the difference in your show sales.

## DEMONSTRATING YOUR PRODUCT

Our personnel will compliment your presentation. All of our models are experienced in smooth, informative demonstrations, which leave your sales people free to talk to active buyers.



## DISTRIBUTING YOUR LITERATURE

At your last trade show, did you notice that attractive young lady promoting your competitor's product? Prospective customers did.

Exhibit surveys show that more people will take literature from a professional hostess than from a stack on a table, or even from your own sales people.

## ANSWERING QUESTIONS UNTIL SALESPeOPLE ARE FREE

Our pros study your product and literature, and acquaint themselves with factual information so that initial questions from prospective buyers can be answered. This pre-screening also leaves your sales people available to talk to real prospects instead of "lookers".



PHONE 714.850.1158 FAX 714.850.0806  
601 N. Baker  
Santa Ana, CA 92703  
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**interbike®**

**September 20-22, 2017**  
**Mandalay Bay Convention Center**  
**Las Vegas, NV**

**Official Supplier**  
**LARGE SCREEN**  
**DISPLAYS & Computers**

**Call Jim Clark**  
**609-395-4115**  
**jclark@nmrevents.com**  
*\*please order by September 1st*

**NMR Corporate Headquarters - 28 Abeel Road, Monroe Twp. NJ 08831 - Fax Number 609.395.7142**






EQUIPMENT	SHOW RATE	QTY	TOTAL
<b>NON-TOUCH DISPLAYS</b>			
32" Slim HD LED Monitor (1920 x 1080)	\$295.00		
40" Slim HD LED Monitor (1920 x 1080)	\$495.00		
46" Slim HD LED Monitor (1920 x 1080)	\$595.00		
55" Slim HD LED Monitor (1920 x 1080)	\$895.00		
65" Slim HD LED Monitor (1920 x 1080)	\$1,450.00		
70" Slim HD LED Monitor (1920 x 1080)	\$1,825.00		
80" Slim HD LED Monitor (1920 x 1080)	\$1,995.00		
<b>DESKTOP COMPUTERS</b>			
LENOVO M93p TINY Core i7, 2ghz, 128g, Wifi	\$250.00		
APPLE MAC MINI i5, 8G, 256 SSD	\$280.00		
<b>LAPTOP COMPUTERS</b>			
LENOVO TP T520 i5 2.5GHz,4G,500G,WIDE	\$220.00		
LENOVO TP E550 i7,8G,128G SSD,FULL HD	\$295.00		
MACBOOK PRO 15" Core i7 8GB RAM	\$390.00		
<b>TABLETS</b>			
APPLE IPAD AIR 2 16GB, WiFi	\$195.00		
MICROSOFT SURFACE PRO 3, 64GB	\$395.00		
<b>ALL-IN-ONE COMPUTER</b>			
HP ELITE 8300 ALL-IN-ONE CORE I7	\$390.00		

EQUIPMENT	SHOW RATE	QTY	TOTAL
<b>MULTI-TOUCH DISPLAYS LED DISPLAYS</b>			
SAMSUNG ME32B 32" LED 240Hz w/MULTI-TOUCH OPTION	\$675.00		
SAMSUNG ME46B 46" LED 240Hz w/MULTI-TOUCH OPTION	\$1,575.00		
SAMSUNG ME55B 55" LED 240Hz w/MULTI-TOUCH OPTION	\$1,825.00		
SAMSUNG ME65B 65" LED 240Hz w/MULTI-TOUCH OPTION	\$3,335.00		
<b>FLOOR STANDS (Only rented w/ NMR Monitors)</b>			
DUAL-POST 84" FLOOR STAND (SINGLE DISPLAY)	\$135.00		
ADJUSTABLE SLIDE SHELF	\$45.00		
IPAD FLOOR STAND	\$225.00		
<b>SEAMLESS VIDEO WALL (FLOOR BASED)</b>			
2x2 46" SEAMLESS FULL HD LCD PACKAGE (80.8" wide x 45.6" high)	\$6,350.00		
3 x 3 46" SEAMLESS FULL HD LCD PACKAGE (121.2" wide x 68.4" H)	CALL		
Technical Labor is required and will be quoted Separately			
**Wall Mounted or Ceiling rigged available	CALL		
<b>ADDITIONAL ITEMS</b>			
40",46",55" Floor Standing Kiosk with Touchscreen Option	CALL		
32" LCD Touch Screen Portrait Interactive Kiosk	\$1,995.00		
LED TILE Header or Video Wall	CALL		
<b>**We have 2.6mm LED Tiles</b>			

**See Page 2 for Delivery and Billing Information**

**\*\*Order is not confirmed until Confirmation Order # is sent back by NMR \*\***

<b>DELIVERY</b> Delivery rate is \$250 for all rentals up to \$1000. Rentals more than \$1000 must be quoted on a per order basis.. <b>A representative from your company must be on hand to sign for equipment.</b> Repeat deliveries and/or pick-ups are subject to an additional charge. <b>DRAYAGE NOT INCLUDED.</b> <b>INSTALLATION</b> Installation and Dismantle charges to be quoted as required. <b>PAYMENT</b> <b>NMR requires payment in full at the time your order is placed.</b> Payment includes but is not limited to Equipment Rental, Delivery and Tax. <b>CREDIT CARD</b> For your convenience, we will use this authorization to charge your credit card for your advance orders and any additional fees incurred as a result of on-site orders placed by your representative(s). These fees include any services provided by NMR, Inc. or charges we incur on your behalf.	<b>CANCELLATION</b> Cancellation of rental equipment and services must be made 48 hours prior to delivery. No refunds will be made for any cancellations made less than 48 hours prior to delivery. <b>** UNION HANDLING &amp; SET UP FEE (if applicable)**</b> Union fees will be based on local Union Jurisdiction and current rates. Delivery and Pickup times will also determine whether you are charged Straight Time, Overtime or Double Time. . Calculated rate will be sent back with your confirmation. Send Orders to: <div style="border: 1px solid black; padding: 5px; display: inline-block;"><b>NMR Staging &amp; Events</b> <b>28 Abeel Road</b> <b>Monroe Twp., NJ 08831</b></div> Note: In venues where union participation is necessary, delivery and pick-up times may vary depending upon availability of laborers.	<b>Show Code (NMR Use only)</b>	<b>IBIKE17</b>
		<b>Equipment</b>	
		<b>Delivery</b>	<b>\$250.00</b>
		<b>Install/Dismantle</b>	
		<b>Union Labor</b>	
		<b>Sub Total</b>	
		<b>8.15% Sales Tax</b>	
		<b>Grand Total</b>	

EXHIBITOR INFORMATION	PAYMENT INFORMATION (All orders must be confirmed by NMR Confirmation #)
Company Name: _____	Company Name: _____
Booth #: _____ Booth Location: _____	Credit Card Number: _____ Exp. Date: ____/____/____
Set Up Date: ____/____/____ Set Up Time Range : ____:____ AM PM thru ____:____ AM PM	Billing Address: _____
Pick Up Date: ____/____/____ Pick Up Time Range : ____:____ AM PM thru ____:____ AM PM	City: _____ State: _____ Zip Code: _____
On-Site Contact Name: _____ On-Site Contact Cell #: _____	Authorized Signature: _____
Address: _____	Name on Card: _____ Credit Card Code: _____
City: _____ State: _____ Zip _____	Email Address: _____
Authorized Signature: _____	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> 

ORDER COMMENTS

OTHER SERVICES AVAILABLE NATIONWIDE	
	Large Screen Displays   Booth Lighting   LED Walls   Interactive Content Creation
	<b>Complete Support for Conferences and Meetings</b>
<i>For questions about inventory not listed or to discuss Multiple Show Discounts, Please contact Jim Clark 609-395-4115, <a href="mailto:jclark@nmrevents.com">jclark@nmrevents.com</a></i>	





**ROGERS**  
WORLDWIDE

[import@rerogers.com](mailto:import@rerogers.com)  
[www.rerogers.com](http://www.rerogers.com)

## International Freight Forwarding & Customs

*"You Travel the world with your Business.  
We make sure your Exhibit does too."*

**interbike®**

September 20-22, 2017  
Mandalay Bay Convention Center  
Las Vegas, NV

**ROGERS WORLDWIDE** can provide customs brokerage and international freight forwarding services for **Interbike 2017**. We will supervise the entire shipping process, to include pick up of cargo at its origin, U.S. Customs clearance and re-export formalities after the show.

### **Quick Links:**

- [Get a Quote](#)
- [Find Shipping Instructions](#)
- [Download a Commercial Invoice/Packing List Form](#)
- [Read FAQ About Shipping to Tradeshows in the U.S.](#)

## **CONTACT US**

[Rogers Worldwide Offices & Partners list](#)

Rogers Worldwide has offices and service partners throughout the world available to assist you. Click the above link to find contact information for your country.

### **Rogers Worldwide USA Main Office**

Tel: 1-702-272-1596

Fax: 1-702-648-6968

[import@rerogers.com](mailto:import@rerogers.com)

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

## **CARGO ARRIVAL DEADLINES**

Advance Ocean Freight is to arrive by: **August 30, 2017** at the **Las Vegas CFS**

Advance Air freight is to arrive by: **September 6, 2017** at the **McCarran International Airport (LAS)**

Deadline for Ocean Freight arrival at show site is **September 6, 2017**

Deadline for Air freight arrival at Show Site is **September 13, 2017**

Your shipment should be consigned to:

**Mandalay Bay Convention Center**

**3950 S. Las Vegas Blvd**

**Las Vegas, NV 89119**

**Show Name: Interbike 2017**

Exhibitor name: \_\_\_\_\_ Booth#: \_\_\_\_\_

Notify on arrival: Rogers Worldwide - Tel (702) 272-1596 • Fax (702) 648 6968

## **DOCUMENTATION**

For all shipments, we require three (3) copies of a [Commercial Invoice/Packing List](#) in **ENGLISH**.

### **Special requirements**

- Specify the **Harmonized tariff code** for each item listed on your invoice. A complete list of these codes can be found at <http://www.usitc.gov/tata/hts/bychapter/index.htm> on the U.S. International Trade Commission website.
- **All solid wood packing material MUST comply with current U.S. Department of Agriculture/APHIS rules to enter the USA.** Please review these requirements at [http://www.aphis.usda.gov/import\\_export/plants/plant\\_imports/wood\\_packaging\\_materials.shtml](http://www.aphis.usda.gov/import_export/plants/plant_imports/wood_packaging_materials.shtml). WPM not in compliance will be returned to origin and fines may be assessed to the exhibitor.
- **Devices that emit radio frequency and/or radiation emissions** (such as televisions, personal computers, laser printers, monitors, CD & DVD players) require clearance through the Federal Communications Commission (FCC) and/or the U.S. Food & Drug Administration (FDA). For further information & to download the required forms, see the following websites: [http://www.fda.gov/cdrh/radhth/eprc\\_imports\\_and\\_exports.html](http://www.fda.gov/cdrh/radhth/eprc_imports_and_exports.html) and <http://www.fcc.gov/>.

## **CASE MARKING**

Each case/crate must be clearly marked as follows:

Exhibitor Name: \_\_\_\_\_

c/o **Interbike 2017**

Hall \_\_\_\_\_, Stand # \_\_\_\_\_

Las Vegas, NV USA

Case # \_\_\_ of \_\_\_ (example: 1 of 10, 2 of 10, etc.)

Made in \_\_\_\_\_ (country of origin)

## **TERMS & CONDITIONS**

Rogers Worldwide offers our services subject to our terms, conditions and limits of liability as indicated in our shipping instructions and written statement of terms and conditions which are available upon request.

**We hope your participation in this event is a great success and we look forward to being of service to you.**



ROGERS WORLDWIDE (USA)

*"You Travel the world with your Business,  
we make sure your Exhibit does too."*

**interbike**<sup>®</sup>  
September 20-22, 2017  
Mandalay Bay Convention Center  
Las Vegas, NV

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## FAQ - Shipping to U.S. Tradeshows

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### **Q: Should I ship to the U.S. via air freight or ocean freight?**

**A:** Shipping via ocean freight is generally less expensive than shipping via airfreight. However, the transit time is much longer. Shipments from most foreign points of origin outside North America require 30-45 days of transit time via ocean freight. Foreign shipments to the U.S. via air freight require 1-7 days of transit time. Some shipments, such as large machinery, can only be sent via ocean freight.

### **Q: How long does it take to clear U.S. Customs and Border Protection?**

**A:** Currently it takes from 1-3 business days to clear air freight shipments and 3-5 days to clear ocean freight shipments through U.S. Customs and Border Protection. If the shipments are chosen for intensive exam, the goods must be transported to an examination station and an additional 5-10 days will be added to the clearance time.

### **Q: What is a Trade Fair Entry?**

**A:** Applies to tradeshows certified under the Trade Fair Act of 1959. A trade fair entry allows shipments to be entered into the U.S. on a temporary basis without penalty if the goods are not re-exported. In lieu of duty, Rogers Worldwide will post a bond on the exhibitor's behalf. Goods may only remain in the U.S. as temporary imports for ninety days from the commencement date of the show. However, this is often ample time for the exhibitors and their buyers to work out payment and delivery arrangements.

In the absence of the duty exempt status, exhibitors have only three other options. They may import goods on a temporary basis (without the use of a trade fair entry), however, the ability to change this entry to a permanent entry is at the discretion of local Customs authorities and is often accompanied by a penalty in addition to the duty. Some Customs ports do not allow this change in status under any circumstances. Another option for the exhibitors is permanent entry and the payment of duties immediately upon importation. The duty is not refundable even if the goods are re-exported. A third option would be use of an ATA Carnet, which requires mandatory re-exportation to the country of origin.

Some items are excluded from use of the trade fair entry such as explosives, fireworks and other materials, which might be dangerous, injurious or unhealthy. Exhibitors with low value items may find it less expensive to pay duties and file a consumption entry instead of a trade fair entry. The trade fair entry may also be inappropriate for other items such as livestock, foodstuffs, plants or beverages.

### **Q: What happens if I miss the deadline for arrival in the U.S.?**

**A:** Adhering to the posted deadlines for arrival (as given in the shipping instructions) is extremely important. Deadlines often take into consideration congestion in the ports and other situations that are being temporarily experienced. Goods arriving after the deadline date may incur additional costs for overtime clearances, special delivery or shipment directly to show site and run the risk of not arriving to the exhibition on time.

**Q: What documents are required to clear shipments through U.S. Customs and Border Protection?**

**A:** Include five (5) copies of a proforma invoice/packing list in **ENGLISH**. The invoices must show the name and address of the shipper, the name of the show, the name of the exhibitor, the correct booth or stand number, identifying marks, quantity and description for each item, harmonized tariff number of each item, weights/dimensions of each package, the country of origin and the F.O.B. value of each item in U.S. dollars.

**Q: How should goods be packed for international transport?**

**A:** Pack giveaway items in cardboard boxes sturdy enough to withstand a high degree of handling. If boxes are exposed to weather, pack contents using waterproof lining. Items that are imported for temporary import and likely to be re-exported, should be crated using a waterproof lining and attached to a skid or pallet for easy lifting. Use wing nuts instead of nails to facilitate re-crating. Make sure that all boxes are individually labeled and, if appropriate, ensure that any special instructions (“this side up,” “fragile,” “hazardous materials”) are indelibly marked on the outside of the crates.

**Q: How has 9/11 changed international exhibition logistics?**

**A:** International exhibition logistics has changed in a number of ways over the past few years. Most prominently are the **post 9/11 regulations** that have increased the degree of difficulty and decreased the speed with which shipments can be cleared through Customs and Border Protection. One of the most significant changes involves restrictions on foreign shippers. In compliance with TSA (Transportation Security Administration) regulations, all foreign exhibitor cargo coming out of US events is considered “unknown shipper” cargo. Unknown shipper cargo is limited to transport on cargo-only aircraft or ocean freighters.

To address these changes, Rogers has added licensed customhouse brokers to the staff as well as additional personnel knowledgeable of the bio-terrorism and Homeland Security regulations and operational procedures.

**Q: How do the U.S. regulations regarding Wood Packaging Materials (WPM) affect shipments to the U.S.?**

**A:** All Wood packaging material (including wood used for dunnage, i.e. pallets or lumber) **MUST** be with fumigated or treated if entering the U.S. after September 15, 2005. All WPM must have an insignia marked on each crate/pallet evidencing proper fumigation. Fumigation certificates only will not be accepted. Plywood and any wood product less than 6mm in thickness are exempt as are imports from Canada. Once a wood product is fumigated and properly marked, it never needs to be treated again. Any freight not complying will immediately be sent back to its origin and the forwarder and/or exhibitor will be assessed a fine.

For further details about this regulation, please visit the U.S. Department of Agriculture/APHIS website:  
<http://www.aphis.usda.gov/ppq/wpm/import.html>.

**Q: How will the CBP’s ISF (Importer Security Filing) requirement or 10+2 Initiative affect the importation of international exhibition shipments to U.S. shows?**

**A:** Customs has initiated an “Importer Security Filing and Additional Carrier Requirements” rule, also known as the *10+2 Initiative* to require that importers provide ten data elements (see below) and the carrier provide two data elements; vessel stow plan and container status message before clearance in the U.S. The information is required before or immediately after (within 24 hours) the shipment’s departure via ocean freight from the port of exportation.

Ten data elements are required from importer:

1. Manufacturer (or seller) name and address
2. Seller name and address
3. Buyer name and address
4. Ship-to name and address
5. Container stuffing location
6. Consolidator (stuffer) name/address
7. Importer identification number
8. Consignee identification number

9. Country of origin
10. U.S. harmonized tariff number

There are a number of implications for international exhibitors. Some of the information being requested is new. Even if exhibitors imported the same merchandise for the exhibition last year, new requirements are now in place. The 10+2 requirements make it extremely difficult to clear shipments that arrive past the shipping deadline dates unless the importer of record is notified in advance. Beginning in January of 2010, penalties will be assessed to importers that do not comply with the ISF (Importer Security Filing) or 10+2 regulations.

First time exhibitors and those that have not established buyer networks in the U.S. are at a disadvantage because they have no official importer of record to designate unless their customs broker will act in this capacity (as Rogers Worldwide does). The importer is liable for all duties (secured by a surety bond) and compliance with all statutory and regulatory requirements resulting from importation of the goods for the show. It is necessary for these companies to designate a U.S. representative or a licensed customs broker for this purpose.

Rogers Worldwide, in its capacity as the importer, represents the interests of the exhibitor and takes responsibility for meeting all customs requirements.

#### **Q: How does the Lacey Act affect international show importations?**

A: In the *Food, Conservation and Energy Act of 2008*, amendments to the hundred-year-old Lacey Act became law, making it unlawful to import, export, transport or possess any goods in violation of plant protection laws of the U.S., Indian Tribes or any foreign country. In order to enforce the law, importers are required to document the scientific name of the plant (genus and species), quantity of the plant and name of the country from which the plant was harvested. Under the amended Lacey Act, "plant" is defined as "any wild member of the plant kingdom including roots, seeds, parts or product thereof, and including trees from either natural or planted forest stands."

While there are some exemptions to the reporting requirements such as packaging (when included with the product), "common cultivars and common food crops," scientific specimens for lab testing and plants that are to remain planted or to be planted or replanted, nearly every category of product (85 of the 97 chapters of the U.S. Harmonized Tariff Schedule) is affected. **This includes anything containing a plant product from a wood button on a sweater to pharmaceuticals, cars, textiles, food products, furniture and paper. It also includes products that are accompanied by instruction manuals (including electronics and appliances) or that have paper or fabric hangtags or content labels.**

Imported display properties are subject to compliance and it is possible that last minute shipments from unknown or unverifiable suppliers will be unable to clear customs. Violations of the Lacey Act provisions can result in civil and/or criminal penalties for importers such as fines and imprisonment as well as forfeiture of the merchandise. Legal experts have estimated potential fines from \$20,000 to \$250,000 and prison terms from one to five years per violation.

As a licensed customs broker, Rogers Worldwide facilitates exhibitor compliance with regulations and streamlines clearance procedures.

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**Rogers Worldwide**  
**Customs Brokerage/International Freight Forwarding**  
1-702-272-1596 or [import@rerogers.com](mailto:import@rerogers.com)  
[www.rerogers.com](http://www.rerogers.com)



*Rogers Worldwide has been the choice of exhibition organizers and exhibit managers who understand the ever-changing complexities of international transportation and customs procedures.*

# Opportunity Village Would Like Your Donations!

Get a tax deduction for your donation!

Opportunity Village serves individuals with intellectual disabilities in Las Vegas. Your donations support valuable programs, helping these individuals in our community.

Opportunity Village is the *Charity of Choice* and is available to accept donations, and provide your company with a donation receipt for a **tax deduction**.

To donate your product and/or booth materials please call:  
702-300-8409

## Choose to Donate!

[www.opportunityvillage.org](http://www.opportunityvillage.org)

Opportunity Village is an independently operated 501(c)(3)



**\*FULL MANNEQUINS - \$145.00 each**

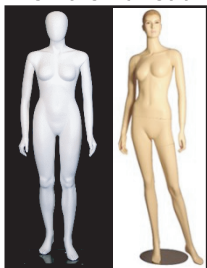
Female Headless



White  Flesh

Qty: \_\_\_\_\_

Female w/Head



White  Flesh

Qty: \_\_\_\_\_

Male Headless



White  Flesh

Qty: \_\_\_\_\_

Male w/Head



White  Flesh

Qty: \_\_\_\_\_

CALF RODS (needed for shoes)

**HANGERS - \$50.00 ea. Rented in 50 Increments**

Rental Hangers



Natural Wood

Dark Wood

Circle the amount of hangers you want on the right side.

**Shirt Hangers**

50 - 100 - 150 - 200 - 250  
 300 - 350 - 400 - 450 - 500

**Pant Hangers (bar)**

50 - 100 - 150 - 200 - 250  
 300 - 350 - 400 - 450 - 500

**Skirt Hangers (clips)**

50 - 100 - 150 - 200 - 250  
 300 - 350 - 400 - 450 - 500

**\*ADULT FORMS - \$90.00 each**

Female Form



Creme  Black

Qty: \_\_\_\_\_

Male Form



Creme  Black

Qty: \_\_\_\_\_

**\*COUNTER TOP - \$75.00 each**

3/4 Torso No Arms/Base



Male  Female

Qty: \_\_\_\_\_

**STEAMERS - \$100.00 each**

Rental Steamer



Steamer

Qty: \_\_\_\_\_

*\*Pictures are not to scale. Measurements can be found on our website LVMannequins.com. All mannequins and forms come with bases unless otherwise noted. We also provide rolling racks, steamers and hangers. Contact us for details.*

**FILL OUT ALL BELOW FIELDS**

**TOTAL AMOUNT OF ORDER: \$ \_\_\_\_\_**

**COMPANY/EXHIBITOR NAME: \_\_\_\_\_ CONTACT: \_\_\_\_\_**

**CC# Below - (VISA or MC ONLY - NO AMEX) BOOTH # \_\_\_\_\_ PHONE: \_\_\_\_\_**

**EXP DATE: \_\_\_\_\_ CVV CODE: \_\_\_\_\_**

**NAME ON CARD: \_\_\_\_\_**

**BILLING ADDRESS: \_\_\_\_\_**

**ZIP: \_\_\_\_\_ EMAIL: \_\_\_\_\_**



Rates are for the entire duration of event and include delivery and pickup. If you prefer to pick up at our facility please let us know. By signing below you acknowledge that you have read and agree to Las Vegas Mannequins' Terms & Conditions and No Refund Policy posted online at [www.lvmannequins.com](http://www.lvmannequins.com) and are responsible for items during the rental period. In case of damaged items, your card will be charged for any repair fees. In the event of missing items, full retail value of said missing items will be charged. Any repair or replacement charges will be an addition to a rental charge.

**SIGNATURE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_**

**Please FAX form to 702.838.4463 - Make checks payable to Las Vegas Mannequins.**

3900 West Desert Inn Road, Las Vegas NV 89102 - PH: 702.987.5830 - LVMannequins.com - Sales@LVMannequins.com

# Lead Management Order Form

**Interbike** September 20 - 22, 2017 • Las Vegas, Nevada

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_  
 Check if information is for:  Exhibiting Company  Third Party 3rd Party Company (if applicable): \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Select your preferred system	on or before 7/26/17	from 7/27/17 to 8/10/17	after 8/10/17	number of units	TOTAL
<b>SWAP® "3 Pack"</b> One license and three activations.	\$499	\$499	\$499		\$
<b>Additional SWAP Activations</b> Additional activations only available with purchase of SWAP "3 Pack" or the RT2000.	\$129	\$129	\$129		\$
<b>Optium™ RT2000</b> Includes Optional Custom Survey	\$470	\$545	\$575		\$
<b>RT2000 Portable Bluetooth printer</b>	\$75	\$100	\$125		\$
<b>SWAP Enabled Tablet</b>	\$399	\$425	\$475		\$
<b>Developer's Kit for Real Time Data Services (RTS)-</b> for all exhibitors who use their own lead system. We provide all information to access our database in real time. Instructions for your IT Dept. to set up data transfer, credentials for downloads and support if needed.	\$650	\$650	\$650		\$
<b>Delivery of Reader to Booth</b> (Post show pickup not available)	\$100	\$100	\$100		\$
<b>See page 2 for system descriptions and requirements.</b>					
<b>NOTE:</b> If you use your own lead retrieval system, you will need Real Time Data Services to acquire full attendee contact information from the QR code on the badge.					
				Sub-Total	\$
				Processing Fee *	\$ 9.99
(Applicable to phone or faxed orders)					
				8.15% Sales Tax	\$
				<b>Total</b>	<b>\$</b>

Order Confirmation will be delivered via email.

Note: All readers must be picked up at the exhibitor services desk unless delivery arrangements are made and paid for in advance of the show.

**Terms and Conditions:**

- Orders cannot be processed unless received with payment. Purchase Orders are not accepted. Send check or credit card information with order form.
- All orders canceled prior to 30 days of the show will incur a \$100 cancellation fee.
- Orders canceled within 30 days of the show will not be refunded.
- Taxable items and rates vary among states and are subject to change. Please call for exact quote.

\* **Processing Fee** is waived when order is placed online.

**Order Online:** <https://exhibitor.experientswap.com>

**Order by Mail:** Experient, 5202 Presidents Court, Suite 310, Frederick, MD 21703

**Order by Fax:** 301.694.3286

## Payment Method

- Check (Orders cannot be processed unless received with payment.)  
 Visa  MasterCard  American Express  DISCOVER

Signature: \_\_\_\_\_

Card #: \_\_\_\_\_ Exp: \_\_\_\_/\_\_\_\_

## For Assistance Contact:

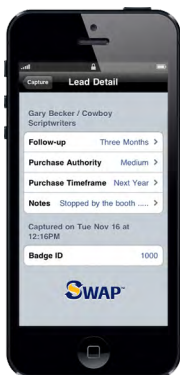
William Harris

**P:** 888.268.0380

**E:** William.Harris@experient-inc.com

*It is against Experient's security policy to accept credit card information via email.*

## Descriptions & Requirements



### SWAP

- Download the app directly to your phone or device
- Collect leads anytime, anywhere
- SWAP automatically tracks leads by salesperson
- Custom lead qualifiers
- All leads consolidate in your SWAP Portal for immediate follow-up

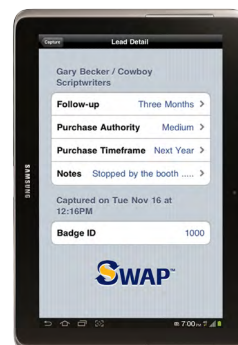


### Optium RT2000

- A mobile device for capturing lead information
- High speed scanning and extended battery life
- Custom lead qualifiers
- All leads consolidate in your SWAP Portal for immediate follow-up

### SWAP Enabled Tablet

- All the mobile lead capture benefits of SWAP, pre-loaded on a 7" Android tablet
- Your device will be set-up, tested and ready for pick-up at the event
- All leads consolidate in your SWAP Portal for immediate follow-up



### Developer's Kit for Real Time Data Services

- All of the credentials you need to access our registration database in real time
- Instructions for your IT Department to set up the data transfer
- Choose whether you want to pull data in real time, nightly or at the end of the event