







April 13 - 14, 2018

Omni Atlanta Hotel at CNN Center, Atlanta, GA

### **BOOTH PACKAGE**

Items provided in your booth, per exhibitor: 8' High backwall drape, 3' High sidewall drape

7" x 44" Cardstock Identification Sign

(1) 6' Skirted Table - Blue

General Exhibitor Move-in:

(2) Side Chairs

(1) Wastebasket

5 AMP Electricity

Wireless Internet

### **EXHIBIT SHOW SCHEDULE**

Exhibitor Schedule for the Wood Bioenergy Conference & Expo

Tuesday, April 10, 2018 5:00 PM - 10:00 PM

**Exhibit Hours:** Wednesday, April 11, 2018 7:30 AM - 5:00 PM

5:00 PM - 7:00 PM

Thursday, April 12, 2018 7:30 AM - 1:00 PM

**Exhibitor Move-out:** Thursday, April 12, 2018 1:00 PM - 4:00 PM

Driver check In Time: Thursday, April 12, 2018 4:00 PM

Exhibitor Schedulefor the Panel & Engineered Lumber International Conference & Expo

General Exhibitor Move-in: Thursday, April 12, 2018 4:00 PM - 10:00 PM

**Exhibit Hours:** Friday, April 13, 2018 7:30 AM - 5:00 PM

**PELICE Reception** 5:00 PM - 7:00 PM

Event Code: G168940418

Blue, Grey

Facility is carpeted

phone

fax

mail

atlanta@shepardes.com

Atlanta, GA 30318

1531 Carroll Drive, NW

(404) 720-8600

(404) 720-8755

Connect With email

Us!

Show drape color(s):

Aisle carpet color:

Saturday, April 14, 2018 8:00 AM - 11:00 AM

11:00 AM - 1:00 PM **Brunch** 

**Exhibitor Move-out:** Saturday, April 14, 2018 1:00 PM - 6:00 PM

Driver check In Time: 5:00 PM Saturday, April 14, 2018

SHIPPING ADDRESSES

**Advance Shipments Address** 

[Exhibiting Co. Name & Booth Number]

**BIO/PELICE 2018** 

c/o Shepard Exposition Services

1790 Marietta Blvd Atlanta, GA 30318

**Direct Shipments Address** 

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

**IMPORTANT DEADLINES** 

Tuesday, March 13, 2018 Exhibitor appointed contractor notification deadline:

Discount price deadline for standard Shepard orders: Tuesday, March 20, 2018

Discount price deadline for custom Shepard rentals: Friday, March 9, 2018

First day for warehouse deliveries without a surcharge: Tuesday, March 13, 2018

Last day for warehouse deliveries without a surcharge: Tuesday, April 3, 2018

Friday, April 6, 2018 Last day for warehouse deliveries\*:

Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.

See Material

**Handling Rate** sheet for all MH

**Wood Bio Reception** 

(Heavy Hors d'oeuvres)

(Heavy Hors d'oeuvres)









April 13- 14, 2018

Omni Atlanta Hotel at CNN Center, Atlanta, GA

Discount Deadline Tuesday, March 20, 2018

**Ancillary Vendor Information** 

Electrical Services Encore
Audio Visual Encore
Catering

YOU! experience.

404-828-4490

404-828-4490 404-659-0000

Event Code: G168940418

Connect With email atlanta@shepardes.com

Us! phone (404) 720-8600 fax (404) 720-8755

mail 1531 Carroll Drive, NW

Atlanta. GA 30318

### **Exhibitor Move Out**

Saturday, April 14, 2018 1:30 PM - 6:00 PM

### **Dismantle & Move out Information**

All Wood Bioenergy Conference & Expo exhibitor's materials must be removed from the facility by

Thursday, A

Thursday, April 12, 2018 4:00 PM

Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than

Thursday, April 12, 2018

4:00 PM

All PELICE exhibitor's materials must be removed from the facility by

Saturday, April 14, 2018 5:00 PM

Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Saturday, April 14, 2018 5:00 PM

### **Post Show Paperwork & Labels**

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

### **Outbound Shipping**

It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event. Our Customer Service Representatives are available pre show, during the show, and during move out to assist you in arranging shipping through our official carrier Shepard Logistics. For peace of mind and easy set up, contact Shepard Logistics before the event for transportation services to and from the event.

Shepard does not provide UPS, FED-EX, or other carrier specific labels. Exhibitors must schedule pick ups directly with all carriers.









April 13- 14, 2018

Omni Atlanta Hotel at CNN Center, Atlanta, GA

Event Code: G168940418

Connect With email atlanta@shepardes.com

Us! phone (404) 720-8600 fax (404) 720-8755

mail 1531 Carroll Drive, NW

Atlanta, GA 30318

### Online Ordering is Easy!

GO TO <u>www.shepardes.com/intro.asp</u>

**CLICK ON** BIO/PELICE 2018

LOG IN from the Show Information page by clicking

LOGIN

at the top right corner of the page.

**ENTER** your email address and password then click

Login

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

Password = PELICE18

Prior users: User name = Your Email Address

Password = Your pre-existing password

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

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

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

After making your selections, click the

Add to Cart

button on the bottom right of the page.

To view your order click the

SHOPPING CART

Shopping Cart Icon at the top right of the page.

Confirm your order, click

**Checkout Booth** 

and complete the payment process.

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

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

**Need Tips and Tricks for exhibiting? Click the directed to our Exhibitor Academy!** 



icon on your show page to be

**QUESTIONS?** 

We love to help! Contact us!

**Shepard Customer Service** 

(404) 720-8600

atlanta@shepardes.com









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



Event Code: G168940418

Connect With email atlanta@shepardes.com

Us! phone (404) 720-8600

fax (404) 720-8755 mail 1531 Carroll Drive, NW

Atlanta, GA 30318

### Omni Atlanta Hotel at CNN Center, Atlanta, GA

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

Please complete the following information:

<b>EXHIBITING</b>	COMP	NFORM	ATION
	COM		AIIUI

Company Name:		Booth #
Street Address:		Phone:
City, St, Zip:		Fax:
Contact Name:		
Email:		
CREDIT CARD INFORMATION	(Required for all forms of payment) Pay by Check	Pay by Wire
MasterCard VISA	You may chool to study the study of the stud	use to pay by Check or Wire Transfer, however a credit card is required on file to process all orders.
Credit Card #:		
Expiration Date:		
Billing Address:	Year Security Code	
City, ST, Zip:		
Name on (Please Card: Print)		
Please Sign Card Holder Sign	ature	nd that All convices rendered in the little of

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

### **WIRE TRANSFER**

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

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

Name of show that you are attending BIO/PELICE 2018

**Exhibiting Company Name** 

**Booth Number** 

Account Name: Shepard Exposition Services, Inc. Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA

Routing Number: 041000124 Account Number: 42-6061-9772 SWIFT CODE (US): PNCCUS33 SWIFT CODE (INTL PNCCUS33

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

TAX EXEMPT? Please submit tax exemption certificate to:

atlanta@shepardes.com



### **BIO/PELICE 2018**



You are entering a contract which limits your possible recovery in case of loss or damage.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Inbound and Outbound Shipments: Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the 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."

Terms & Conditions









Event Code: G168940418

Connect With email atlanta@shepardes.com

Us! phone (404) 720-8600 fax (404) 720-8755

mail 1531 Carroll Drive, NW

Atlanta, GA 30318

April 11- 12, 2018 April 13-14, 2018
Omni Atlanta Hotel at CNN Center, Atlanta, GA **Discount Deadline** Tuesday, March 13, 2018

Return this form when a third party (any party other than exhibiting company) should be billed for services.

Step 1: Provide the Exhibiting Company Contact Information and Signature

Exhibiting Company Name			Booth #
Exhibiting Company Address	City	State	Zip
Phone Fax  Please Sign  Exhibiting Company Authorized Signature	Contact Email Addre	ss	
Exhibiting Company Authorized Name - Please	rty All	-	☐ Logistics/Transportation
Step 3: Provide Third Party Contact Information			
3rd Party Name			
3rd Party Address	City	State	Zip
Phone Fax  Step 4: Complete Third Party Credit Card Charge Autho  CREDIT CARD INFORMATION (Required for all forms of party)  VISA	•		
Credit Card #:			
Expiration Date:  Month Year Security Code  Billing Address:			
City, ST, Zip: Name on (Please Card: Print) Please Sign  Card Holder Signature			

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

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

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

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

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.







**Exhibiting Company Name** 

April 13-14, 2018

Omni Atlanta Hotel at CNN Center, Atlanta, GA

**Discount Deadline** Tuesday, March 13, 2018

Event Code: G168940418

Connect With email atlanta@shepardes.com

fax

Contact Email Address

Us! phone (404) 720-8600

> (404) 720-8755 1531 Carroll Drive, NW mail

Atlanta, GA 30318

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your

Booth #

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

booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the event organizer in a contract as an exclusive service for the "general or official: service provided or other third party.
No EAC will be allowed to work in an exhibitor's booth if this EAC form, a valid form of insurance, a third party payment authorization form and an exhibitor payment authorization is not completed by an authorized representative and received by Shepard by the due date indicated above. The Form must be completed for every third party (as well as any other ordering third party ordering or requesting services from Shepard on behalf of exhibitor) at the above event. Multiple booths are not to be listed on one form. If form is not submitted by deadline date, the EAC will not be allowed to perform work in the hall except to supervise the official contractor provided labor.  Exhibitor Appointed Contractor
Exhibitor Appointed Contractor
Contact Name
Street Address
City
Phone #
Description of proposed service for Exhibitor

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

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

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

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

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

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

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

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

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











April 13-14, 2018

Omni Atlanta Hotel at CNN Center, Atlanta, GA

**Discount Deadline** 

Tuesday, March 20, 2018

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

Event Code: G168940418

Connect With email atlanta@shepardes.com

Us! phone (404) 720-8600

fax (404) 720-8755

mail 1531 Carroll Drive, NW

Atlanta, GA 30318

Grid

### **Save Time and Money!**

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

Company Name:	E	Booth #
Contact Name	Contact Email Address	

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

# Above Booth #

Left Booth #

Right Booth #







Street Address



April 11- 12, 2018

April 13-14, 2018

Omni Atlanta Hotel at CNN Center, Atlanta, GA

Event Code: G168940418

State

Zip

Connect With email

logistics@shepardes.com

Us!

phone (888) 568-8858

fax mail (404) 596-5620

Atlanta, GA 30318

1531 Carroll Drive, NW

Step 1: Complete Ext	nibiting	company	/ informa	tion:					Shepar Service
Exhibiting Company Name							E	Booth #	क ॐ
Contact Name					Phone #	Sta	te	Zip	
Email Address  Step 2: Tell us the Loc	nation o	f itoms fo	or pick ur	·					
Step 2. Tell us the Lot	Sation 0	i items i	or pick up	).					
Company									
Street Address  Is there a loading do  Is your building in a  Any thing else we sh	residenti		our building	Do we need a li	City ft gate on our truck? go inside your office to pi	State ck up your	items?		Zip
Step 3: Tell us When	we are p	oicking it	up:						
Step 4: Tell us Where	this is g	going:	☐ Adv	Date ance Warehou	se Direct to	showsite		s of Operati sday, Apri	on I 10, 2018
Step 5: Tell us What w	ve are s	hipping:							
Qty Crates Cartons (cardboard) Cases/trucks Skids/pallets	L	W	H	Weight	Qty Carpet (color) Monitors Other Total	L )	W	Н	Weight
Step 6: Tell us what T  Standard Ground  Step 7: After the even	2nd	l day Air	☐ Nex	t Day Air	Other (Truckload, Spe	cialized)	Order mus	t be received equested pick	eet delivery date. within 24 hours of c up date ner carrier
Company							Booth #		

City



### **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







### SHIPPING VERSUS MATERIAL HANDLING

### WHAT IS SHIPPING?

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



### WHAT IS MATERIAL HANDLING?

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



### ONE EASY WAY TO KEEP YOUR CHARGES LOWER?

### Consolidate, Consolidate, Consolidate!

Skid items as much as possible so that they are sure to arrive together. Each shipment that arrives at a separate time is assessed the minimum charge. Whether you ship to the advance warehouse or show site it is in your best interest to consolidate as much as possible.

### **Material Handling Process:**

- Unloading the trade show freight from your carrier once it arrives at the receiving dock.
- Transporting your shipment to your booth space.
- Removing empty shipping containers (boxes, crates, and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth once the event is over.
- · Transferring the freight back to the loading dock.
- Loading the items into your carrier's delivery vehicle for return shipping.









April 13-14, 2018

Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

	( Shepard		(♣) Shepard
	ADVANCE WAREHOUSE		ADVANCE WAREHOUSE
R	TO:(Exhibiting Company Name)  Booth #:	R	TO:(Exhibiting Company Name)  Booth #:
U	c/o Shepard Exposition Services	U	c/o Shepard Exposition Services
	1790 Marietta Blvd		1790 Marietta Blvd
S	Atlanta, GA 30318	S	Atlanta, GA 30318
ы	<b>Delivery Hours: M-F, 8-4:30 PM</b> For:	Ш	<b>Delivery Hours: M-F, 8-4:30 PM</b> For:
П	BIO/PELICE 2018		BIO/PELICE 2018
	First day freight can arrive w/o a surcharge:		First day freight can arrive w/o a surcharge:
	March 13, 2018		March 13, 2018
	Last day freight can arrive w/o a surcharge:		Last day freight can arrive w/o a surcharge:
	April 3, 2018		April 3, 2018









April 13-14, 2018

### Omni Atlanta Hotel at CNN Center, Atlanta, GA

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

Event Code: G168940418

Connect With email atlanta@shepardes.com

> Us! phone (404) 720-8600

> > fax (404) 720-8755 1531 Carroll Drive, NW mail

Atlanta, GA 30318

### \$\$ Saving Tip!

and outbound and receive a discount on your Material Handling fees!

**Use Shepard Logistics for inbound** 

Step 1:	Complete	Exhibiting	Company	Information
---------	----------	------------	---------	-------------

Exhibiting Company Name			Booth #
Contact Name	Phone #		
Email Address			
Step 2: Tell us Where your items are going:			
Company			
Street Address	City	State	Zip
Step 3 How many Pieces are in your shipment?			
# of Crate # of Skids	# of Cases	# of Cartons	Approx Total Weight
Step 4: How many Labels do you need?			
Step 5: Who is picking up your shipment?			
OFFICIAL SHOW CARRIER: SHEPARD LC	OGISTICS O	THER	
If selecting a carrier other than Shepard Logistics, <u>you</u> If using FedEx or UPS <u>you must have and apply their</u> :	·	kup. This includes Fed	Ex, UPS, etc.
Step 6: What type of Service do you need? (how fast does it need to get there?)	Ground	2nd Day	Overnight
Step 7: If your carrier doesn't show up, what do we with your items?		e via the show carrier ( to warehouse (\$400.00	. • ,

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

Authorization & Shipping Labels Outbound Material Handling



### AGILITY FAIRS & EVENTS The experts in International Logistics

### International Shipping

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

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

Agility can provide the following services:

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

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

### www.agilitylogistics.com/fairseventsenguiry.

For assistance with your international shipment planning please contact:

Rick Blumberg International Project Manager Email: <a href="mailto:rblumberg@agility.com">rblumberg@agility.com</a> Agility – Fairs & Events USA 1100 S. Tamiami Trail, Ste B. Venice, FL 34285 USA

Tel: 714-617-6675 Fax: 941-484-1017









April 13-14, 2018

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> fax (404) 720-8755 1531 Carroll Drive, NW mail

Atlanta, GA 30318

Omni Atlanta Hotel at CNN Center, Atlanta, GA

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

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

### What is Material Handling?

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

Important!

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

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

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

Blended Rates: The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule may result in additional fees.

### Advance Warehouse Shipments

Weight	Crated	Special Handling	Total
	\$125.13	\$162.75	
	35010	35036	
Light We	eight (Ship	ments 40 p	oounds or less)
	Total Shipment	Total	
	\$62.50		
	35400		

### Advance Warehouse Tips

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

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

### Light Weight Shipment Tips

Consolidate! Shipments that weigh 40 pounds or less total will receive this special pricing. If you have multiple lightweight shipments, bundle them together so that you are charged for (1) one 40 pound shipment as opposed to multiple charges for shipments that arrive separately and at different days or times. All shipments must have certified weight noted on the packge or bill of lading.

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

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

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

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

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

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site. I acknowledge that all Material Handling charges are billable and will be charged to the credit card on file.

Company Please Sign



Rooth #

**Amount** 







April 11- 12, 2018

April 13-14, 2018

Omni Atlanta Hotel at CNN Center, Atlanta, GA

### **Discount Deadline**

Tuesday, March 20, 2018

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

### **Labor Hours**

Monday-Friday, 8:00 AM - 4:30 PM ST - Straight time:

Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM OT - Overtime:

All other hours and holidays DT - Double-time:

### **GROUND RIGGING FORKLIFT RENTAL**

Step 1: Tell us what we are moving: # of pieces to be spotted Heaviest piece to be spotted **Step 2: When** are we moving it? Install Date/Time: Dismantle Date/Time:

Code

35035

35066

35070

**Step 3:** Describe the work to be performed:

Step 4: Choose your lift size:

(times are not quaranteed)

### Forklift Rental - Up To 5,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35028		ST Hourly Rental	\$293.75	\$382.00	
35039		OT Hourly Rental	\$359.40	\$467.25	
35067		DT Hourly Rental	\$425.00	\$552.50	

### Forklift Rental - Up To 10,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35029		ST Hourly Rental	\$587.50	\$763.75	
35049		OT Hourly Rental	\$718.75	\$934.50	
35069		DT Hourly Rental	\$850.00	\$1,105.00	

Rate structure includes forklift and (1) operator only.

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

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

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

### Rigging Labor Rates (per man hour)

Code	Qty.	Item	Discount	Regular	Amount
35085		ST Hourly Rental	\$105.00	\$136.50	
35086		OT Hourly Rental	\$157.50	\$204.75	
35099		DT Hourly Rental	\$210.00	\$273.00	

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

Forklift Rental - Up To 20,000 # Capacity

Item

Cranes, Scissor Lifts, and 4 Stage Forklifts are available upon request. Contact Us for Pricing!

Qty.

Code	Qty.	Item	Discount	Regular	Amount
35087		ST Hourly Rental	\$84.00	\$109.20	
35100		OT Hourly Rental	\$126.00	\$163.80	
35101		DT Hourly Rental	\$168.00	\$218.40	

Event Code: G168940418

phone

fax

mail

atlanta@shepardes.com

Atlanta, GA 30318

Discount Regular

Total Forklift:

Amount Due:

Tax\*:

ST Hourly Rental \$881.25 \$1,145.75

OT Hourly Rental \$1,078.15 \$1,401.50

DT Hourly Rental \$1,275.00 \$1,657.50

1531 Carroll Drive, NW

(404) 720-8600

(404) 720-8755

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Us!

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

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

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

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

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

Company Name:	 Booth #
	_







*	
Card Holder Signature	





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

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

What is the definition of "freight"?

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

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

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

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

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

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

How do I calculate material handling charges?

Material handling services whether used completely or in part are offered as a package. When recording weight, round up to the next 100 lbs. EXAMPLE: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees. What are Light Weight shipments?

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

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

How do I calculate my Light Weight shipment?

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

### What are 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 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,  $8:00\,\mathrm{am}$  -  $4:00\,\mathrm{pm}$ , excluding holidays.

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

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

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

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

### What are Direct Shipments?

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

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

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

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

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

### What is and why would I need liability insurance?

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

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

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

### **Outbound Shipping**

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

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

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



Material Handling Info

35004







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

Omni Atlanta Hotel at CNN Center, Atlanta, GA

Event Code: G168940418

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fax

Us! phone (404) 720-8600

> 1531 Carroll Drive, NW mail

> > Atlanta, GA 30318

(404) 720-8755

**Discount Deadline** 

Tuesday, March 20, 2018

SPECIAL HANDLING DEFINITIONS Rate as shown on Material Handling Rate Form, approx 30%

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

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

**DISPOSAL FEE** Fee: .75 Per Lb Per Hour (OT/DT may apply) Labor Rate \$84.00

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

WAREHOUSE OVERTIME/DOUBLE TIME

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

EARLY/LATE SHIPMENTS TO WAREHOUSE

Surcharge: \$50.00 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 Rate 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.

**OFF-TARGET DELIVERIES** 

25%

Minimum:

Minimum:

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.

Surcharge:

PADDED VAN DELIVERIES Surcharge: \$8.00/CWT 35041

This applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery. 35250

MARSHALING YARD \$30 per Shipment Surcharge:

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** \$25.00 per forklift load 35282 Surcharge: 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.

Surcharge: \$25.00 per piece, Minimum \$50.00 **EMPTY CRATE STORAGE** 

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

LIGHT WEIGHT SHIPMENTS

Shipments weighing 40lbs or less will qualify for the light weight shipment rate. Shipments exceeding 40lbs will be billed standard Material Handling fees at the prevailing show rates. All shipments must have certified weight tickets. Shipments without certified weight will be subject to special handling or reweigh fees.

**ENVELOPE DELIVERIES** Surcharge: \$10.50 per envelope 35007

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

MOBILE SPOTTING Fee: \$200 round trip 35106





Event Code: G168940418

phone

fax

mail

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Us!

atlanta@shepardes.com

(404) 720-8600

(404) 720-8755 1531 Carroll Drive, NW

Atlanta, GA 30318





April 11- 12, 2018

April 13-14, 2018

Omni Atlanta Hotel at CNN Center, Atlanta, GA

Discount Deadline

Tuesday, March 20, 2018

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

Step One:	ГеІ	l us w	ho y	you	are:
-----------	-----	--------	------	-----	------

Exhibiting Company Name		Booth #	
Onsite Contact	Onsite Cell Phone #		

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

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

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

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

Materials in Accessible Storage will be accessible during the event, but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus a per hour labor fee each time materials are moved. (\$100.00 Minimum) (35166)

Per Day

Pallets/Skids \$35.00 1/2 a Trailer \$80.00 Full Trailer \$120.00 Labor ST \$84.00 35087 OT \$126.00 35100 DT \$210.00 35101

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

\$

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

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

(35400)

Per Day

Per Day
Per Sq Ft 0.80
Labor ST \$84.00 35087
OT \$126.00 35100
DT \$168.00 35101

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

Total Onsite Storage: \$

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

NA Tax\*:

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

Amount Due: \$

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

Company Name: Booth #



Contact Name











April 13-14, 2018

Omni Atlanta Hotel at CNN Center, Atlanta, GA

**Discount Deadline** 

Tuesday, March 20, 2018

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

As the General Service Contractor, Shepard has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide this service on the show floor.

### Event Code: G168940418

Connect With email atlanta@shepardes.com
US! phone (404) 720-8600

phone (404) 720-8600 fax (404) 720-8755

mail 1531 Carroll Drive, NW

Atlanta, GA 30318

Booth and Carpet Cleaning

### **Booth Vacuuming**



### Vacuum Once

Code	Sq Ft	Service	Discount	Regular	Total
47050		0-399 sq. ft	\$0.45	\$0.60	
47051		400-900 sq.ft.	\$0.40	\$0.50	
47052		900+ sq. ft	\$0.35	\$0.45	
Daily Vac	uum				
Code	Sq Ft	Service	Discount	Regular	Total
47055		0-399 sq. ft	\$2.25	\$2.95	
47056		400-900 sq.ft.	\$2.05	\$2.65	
47057		900+ sq. ft	\$1.85	\$2.40	

### Did you know....

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

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



Code	Sq Ft	Service	Discount	Regular	Total
47030		One Time Porter	\$0.50	\$0.65	
47031		Daily Porter	\$2.50	\$3.25	

### **Specialty Services**



### Mopping and Carpet Shampooing

Code	Sq Ft	Service	Discount	Regular	Total
47042		Mop One Time	\$0.60	\$0.80	
47022		Mop Daily	\$2.40	\$3.10	
47013		Sham/One Time	\$0.60	\$0.80	

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



Code	Hours	Service	ST	ОТ	Total
47043		One Time	\$84.00	\$126.00	
47044		Daily	\$84.00	\$126.00	

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

Vacuuming, Porter Service,	, Mopping, and Shampooing a	re based on total booth sq ft regardless o	f area being cleaned.	Minimum order of 100 sq ft.
----------------------------	-----------------------------	--	-----------------------	-----------------------------

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

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

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

Total	Total Cleaning:		
NA	Tax*:	\$	

Amount Due: \$

Company Name:	Booth #
JUHUAHV NAIHE.	DOULL#

Contact Name Contact Email Address











April 13-14, 2018

Omni Atlanta Hotel at CNN Center, Atlanta, GA

### **Discount Deadline**

Friday, March 09, 2018

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

Event Code: G168940418

Connect With email atlanta@shepardes.com

> Us! (404) 720-8600 phone fax (404) 720-8755

mail 1531 Carroll Drive, NW

Atlanta, GA 30318

**Quick and Easy Luxury!** 

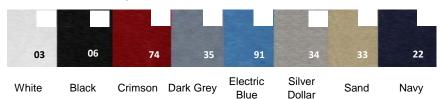
Step One: Choose the flooring to enhance your design

Step Two: Check the box of your selected color

**Step Three:** Determine your booth size (length x width = square footage)

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

### Premium Plush Carpet 50 oz



Code	Sq Ft	Item	Per Sq Ft	Amount
46004		Premium	\$10.05	

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

### **Premium Vinyl Flooring**



Light Maple (83)



Vineyard Brown (61)



Laurel Brown (62)



Mountain Grey (63)



Snow (89)



Checkerboard (82)



Rosemary Stone (64)

**Elevated Hardwood** 



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

Code	Sq Ft	Item	Per Sq Ft	Amount
46005		Premium	\$13.00	

Code	Sq Ft	Item	Per Sq Ft
50712		Light Oak	Call for
50711		Dark Oak	Quote!

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

Code	Sq Ft	Item	Per Sq Ft	Amount
46007		½" Padding for Vinyl	\$4.75	

Total Signature Flooring: \$

8.000% Tax\*: \$

Amount Due: \$

Booth #

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

Company Name:

Contact Name Please Sign



Contact Email Address







April 13-14, 2018

Omni Atlanta Hotel at CNN Center, Atlanta, GA

**Discount Deadline** 

Code

Qty

Tuesday, March 20, 2018

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

Order in just

Event Code: G168940418

Connect With email atlanta@shepardes.com

> Us! phone

(404) 720-8600

fax

mail

(404) 720-8755

1531 Carroll Drive, NW

Atlanta, GA 30318

Item

Step One: Choose the carpet to fit your budget Step Two: Check the box of your selected color

**Step Three:** Determine your booth size (length x width = square footage)

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

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

Discount Regular Amount

46001	Rental/sqft	\$7.25	\$9.45	Rental includes installation and removal of carpet and visqueen. Minimum 100 sq.
46003	Rental 1000+ sqft	\$6.30	\$8.20	ft. required.
46002	Purchase soft	\$17.80	\$23.15	Minimum 100 sq. ft. is required for purchase carnet. No refunds on cancellations

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

Code	Qty	item	Discount	Regular	Amount
50009		1/2" Padding	\$1.30	\$1.70	
50008		1" Padding	\$2.55	\$3.30	
50010		Visqueen	\$0.40	\$0.50	

Need something extra special? Check out our Signature Flooring Option Page

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

Red (01)	Blue (05)	Tuxedo (50)	Black (06)	Teal (13)	Burgundy (07)
					A PROPERTY OF

1	Regular Booth Sizes, Great for inline booths!					Special Cut, Recommended for Island and large area exhibits!						
	Code	Qty	Item	Discount	Regular	Amount	Code	Qty	Item	Discount	Regular	Amount
I	50401		8' x 10'	\$254.50	\$330.85		50580		0 - 399 sq ft*	\$5.80	\$7.55	
I	50402		8' x 20'	\$474.90	\$617.35		50581		400 - 900 sq ft	\$5.30	\$6.90	
I	50403		8' x 30'	\$708.30	\$920.80		50582		900+ sq ft	\$4.80	\$6.25	
I	50404		8' x 40'	\$941.70	\$1,224.20		Order Special Cut when it is important that dye lots match. Rental includes					cludes
1	Variation in	dye lot ma	y occur when ordering	more than on	e cut of carp	et unless	installation and removal of carpet and visqueen protective covering.					

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

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

ordered as Special Cut Carpet.

Total Carpet and Padding: \$

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

\$ 8.000% Tax\*: Amount Due: \$

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

Booth # Company Name:











April 13-14, 2018

Omni Atlanta Hotel at CNN Center, Atlanta, GA

Discount Deadline Tuesday, March 20, 2018

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

### Event Code: G168940418

Connect With email <u>atlanta@shepardes.com</u>
Us! phone (404) 720-8600

fax (404) 720-8755

mail 1531 Carroll Drive, NW

Atlanta, GA 30318

### **Regular Skirted Tables**



Skirted tables are skirted on 3 sides, you must order 4th side skirt for all sides to be draped on 6' and 8' tables

Code	Qty.	Color	Size	Discount	Regular	Total
50042			4'L X 30"H X 24" W	\$141.90	\$184.45	
50046			6'L X 30"H X 24'W	\$174.40	\$226.70	
50050			8'L X 30"H X 24"W	\$221.05	\$287.35	
50043			4'L X 42"H X 24"W	\$172.45	\$224.20	
50047			6'L x 42"H x 24"W	\$220.90	\$287.15	
50051			8'L x 42"H X 24" W	\$259.75	\$337.70	
50052			4th Side 30"	\$86.25	\$112.15	
50171			4th Side 42"	\$86.25	\$112.15	

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

Red (01) White (03)

Blue (05)

Burgundy (07)

Green (02) Gold (04) Black (06) Grey (10) Teal (13)

### **Unskirted Regular Tables**

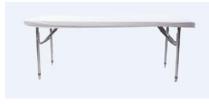


Table is delivered with plastic sheeting on top

Code	Qty.	Size	Discount	Regular	Total
50040		4'L X 30"H X 24" W	\$101.05	\$131.35	
50044		6'L X 30"H X 24'W	\$120.65	\$156.85	
50048		8'L X 30"H X 24"W	\$142.20	\$184.85	
50041		4'L X 42"H X 24"W	\$113.90	\$148.05	
50045		6'L x 42"H x 24"W	\$142.20	\$184.85	
50049		8'L x 42"H X 24" W	\$158.70	\$206.30	

### **Stretch Fabric Table Covers**



Code	Qty.	Item	Regular
50700		White - Fabric Table Cover w/ Table	\$258.65
50700		Red - Fabric Table Cover w/Table	\$258.65
50700		Blue - Fabric Table Cover w/Table	\$258.65
50700		Black - Fabric Table Cover w/Table	\$258.65

Stretch Fabric Table Covers must be ordered 30 days in advance

Total Tables: \$ 8.000% Tax\*: \$

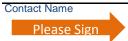
Amount Due: \$

Total

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

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

Company Name:	Booth #











April 13-14, 2018

Omni Atlanta Hotel at CNN Center, Atlanta, GA

### **Discount Deadline**

Tuesday, March 20, 2018

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

Event Code: G168940418

Connect With email

atlanta@shepardes.com

Us!

Code

51089

50032

Qty

phone

(404) 720-8600

fax mail (404) 720-8755

1531 Carroll Drive, NW

Discount Regular

\$254.75 \$331.20

\$238.20 \$309.65

**Total** 

Atlanta, GA 30318

### **Natural Feel Pedestal**

Maple Top



Code	Qty	Item	Discount Regular	Total
50707		40"H X 30"R	\$324.90 \$422.35	
50706		30"H X 30" R	\$311.65 \$405.15	

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

Item

42"H X 36"R

30"H X 36" R

### **Regular Pedestal**

Gray fleck top



Brand our table with your custom Graphic! See Graphic and Sign Order for Details!

18" H X 24"W



Code	Qty	Item	Discount	Regular	Total
50030		Rnd 18"H X 24"R	\$119.90	\$155.85	
50031		Sq 18"H X 24" W	\$119.90	\$155.85	

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Booth#

Total Sp Tables: \$ 8.000% Tax\*:

Amount Due: \$

\$

Contact Name Please Sign

Company Name:









April 13-14, 2018

Omni Atlanta Hotel at CNN Center, Atlanta, GA

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Tuesday, March 20, 2018

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Us! phone (404) 720-8600 fax (404) 720-8755

mail 1531 Carroll Drive, NW

Atlanta, GA 30318

### Safety First! Chairs and Stools are meant for sitting only. Do not use as a ladder or step stool!

### **Natural Feel**



Code	Qty	Item	Discount	Regular	Total
50705		Natural Feel Stool	\$185.70	\$241.40	
50704		Natural Feel Chair	\$152.50	\$198.25	

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



Code	Qty	Item	Discount	Regular	Total
50024		Padded Stool	\$153.15	\$199.10	
50020		Side Chair	\$92.20	\$119.85	
50021		Arm Chair	\$125.70	\$163.40	

**Specialty Seating** 





Code	Qty	Item	Discount	Regular	Total
51090		Director Stool	\$170.25	\$221.35	
51086		Director Chair	\$95.15	\$123.70	

Total Chairs: \$

Amount Due: \$

Tax\*: \$

8.000%

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

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

Company Name:

Booth#











April 13-14, 2018

Omni Atlanta Hotel at CNN Center, Atlanta, GA

### **Discount Deadline**

Tuesday, March 20, 2018

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### Event Code: G168940418

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Us! ph

phone (404) 720-8600

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Atlanta, GA 30318

### **Standard Display Accessories**

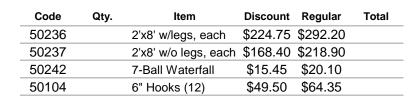


Code	Qty.	Item	Discount	Regular	Total
50245		Literature Rack	\$188.30	\$244.80	
50094		Floor Easel	\$51.00	\$66.30	
50095		22x28 Sign Holder	\$116.20	\$151.05	
50175		Bag Rack	\$249.40	\$324.20	
50092		Coat Rack	\$88.50	\$115.05	
50093		Garment Rack	\$249.40	\$324.20	









Tack/Posterboards





information.	

Other accessories available, please contact customer service for more

Code	Qty.	Item	Discount	Regular	Total
50060		4' x 8' Horz.	\$304.30	\$395.60	
50061		4' x 8' Vert.	\$304.30	\$395.60	

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

Total Display Furnishings: \$

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

8.000% Tax\*: \$
Amount Due: \$

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

Company Name: Booth #











April 13-14, 2018

Omni Atlanta Hotel at CNN Center, Atlanta, GA

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Tuesday, March 20, 2018

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Connect With email atlanta@shepardes.com phone

Us!

(404) 720-8600 fax (404) 720-8755

mail 1531 Carroll Drive, NW

Atlanta, GA 30318

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

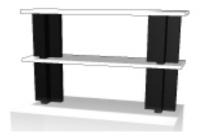
### **Showcases**



Code	Qty	Item	Discount	Regular	Total
50067		4' Full View	\$939.75	\$1,221.70	
50068		6' Full View	\$1,036.50	\$1,347.45	
50069		4' Quarter View	\$939.75	\$1,221.70	
50070		6' Quarter View	\$1,036.50	\$1,347.45	

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

### **Stacking Shelves**



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

Code	Qty	Item	Discount	Regular	Total
50296		4'x12" Display Shelf	\$105.30	\$136.90	
50297		6' x12" Display Shelf	\$131.05	\$170.35	

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

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

### **Skirting of Exhibitor Equipment**

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

Code	Ft	Color	ltem	Discount	Regular	Total
50058			Sateen Skirting	19.50	25.35	
			Order per linear fo	ot		

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

Total Showcase & Risers: \$

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

8.000% Tax\*: \$ Amount Due: \$

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

Company Name: Booth#

Contact Name Contact Email Address











April 13-14, 2018

Omni Atlanta Hotel at CNN Center, Atlanta, GA

### **Discount Deadline**

Tuesday, March 20, 2018

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

### Event Code: G168940418

Connect With email

atlanta@shepardes.com

Us!

phone

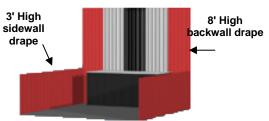
(404) 720-8600

fax mail (404) 720-8755

1531 Carroll Drive, NW

Atlanta, GA 30318

### **Drapes and Bars**



Drape is per linear foot, 10' minimum order

### Code Color Item Discount Regular Qtv Total 50073 8' high drape \$23.90 \$31.05 50074 3' high drape \$17.70 \$23.00 50088 NA 8' upright with base \$32.95 \$42.85 50349 NA 6'-10' cross bar \$21.95 \$28.55 50348 NA 7'-12' crossbar \$21.95 \$28.55

Red 0	1
White	03



Code	Qty	Color	Item	Discount	Regular	Total
50058			Sateen Skirting	\$19.50	\$25.35	

### Order per linear foot

### **Skirting of Exhibitor Equipment**

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

### Accessories



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







	Code	Qty	Item	Discount	Regular	Total
	50709		Natural Feel Flr Lamp	\$165.75	\$215.50	
	50710		Natural Feel Tab Lamp	\$119.40	\$155.20	
-	50708		Natural Feel Recept	\$72.95	\$94.85	
	50091		Wastebasket	\$25.15	\$32.70	
	50185		Drawing Bowl	\$46.80	\$60.85	
	50427		Tensa Stanchion, each	\$105.20	\$136.75	

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

Total Drape and Accessories: \$

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

8.000% Tax\*: <u>\$</u>
Amount Due: \$

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

Company Name: Booth#

Contact Name

Please Sign





### Power Up In Style.











### Powered Seating

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



### Powered Seating

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





### A) NPLCHP Naples Chair, Powered (black vinyl)

(black vinyl) 36"L 30"D 33.25"H

### B) NPLSOP Naples Sofa, Powered

(black vinyl) 87"L 30"D 33.25"H **C) NPLLOP** 

### Naples Loveseat, Powered

(black vinyl) 62"L 30"D 33.25"H





### Ventura Powered Tables A) VNTWHT Bar

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

(black top) 72.25"L 26.25"D 42"H

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

### Sydney Powered Cocktail Tables D) C1WP

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

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

### Charging Adapters F) ADAPTW (white) G) ADAPTB (black)

### **POWERED**

# Powered Banquettes.



### **MODULAR SYSTEM**

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



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



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



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



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



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



Detail of Electrical Charging Outlet

## Soft Seatino Create Engaging Booth Environments



### Soft Seating Collections







### BAJA

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

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



### FAIRFAX

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

B) FAIRCW Chair (white vinyl, brushed metal) 27"L 26"D 30"H



### NAPLES **2**



(black vinyl) 36"L 30"D 33.25"H NPLCHP (Powered)

**B) NPLSOF Sofa** (black vinyl) 87"L 30"D 33.25"H **NPLSOP** (Powered)

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

# Modular Seating to Design Custom Exhibits



### Soft Seating Collections



### **ALLEGRO**

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

### **TANGIERS**

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

C) TANLOV Loveseat (beige textured) 57.5"L 37"D 37"H

### **KEY LARGO**

A) KEYCHR Chair (black fabric) 35"L 35"D 34"H B) KEYLOV Loveseast (black fabric) 57"L 35"D 34"H C) KEYSOF Sofa (black fabric) 79"L 35"D 34"H

### SOUTH BEACH

A) SO1 Sofa (platinum suede) 69"L 29"D 33"H B) OTS Ottoman (platinum suede) 25"L 31"D 18"H C) SO2 Sofa Sectional 3pc. (platinum suede) 152"L 40"D 33"H

### Accent Chairs



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





## Accent Chairs













#### A) BCW Madrid Chair

(white vinyl) 30"L 30"D 31"H

#### B) OCH Madrid Chair (black vinyl)

(black vinyl) 30"L 30"D 31"H

#### C) FAIRCW Chair

(white vinyl, brushed metal) 27"L 26"D 30"H

#### D) LABREA La Brea Swivel Chair

(charcoal gray, fabric) 35"L 27"D 40"H

#### E) MNCHCH Munich Armless Chair

(gray fabric) 22.5"L 27"D 28.5"H

#### F) HOPCH, Chair

(gray linen) 21"L 25"D 34"H

# Meeting & Stage Chairs







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

#### ZENITH

A) ZENCHR Chair

B) 30MAHC Madison Hydraulic Café Table

acajou top) 30"RND 29"H

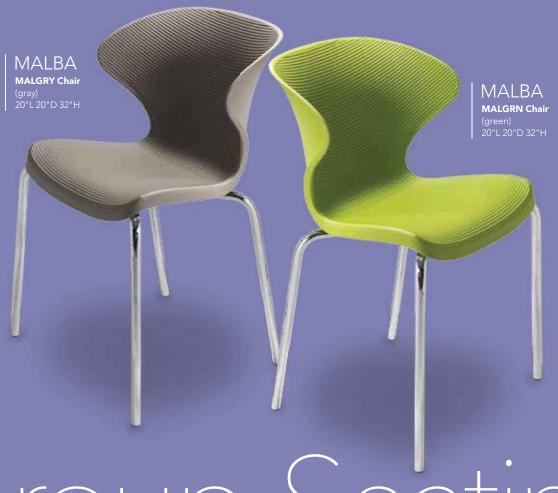


#### LAGUNA

C) LMCHR Chair

D) 30WHHC Round Café Table (white laminate top, chrome hydraulic base) 30" Round 29"H





Group Seating

# Styles & Shapes









23"L 19"D 32.25"H

**Berlin Chair** 18"L 22"D 32"H







D) XCHR Christopher Chair (white vinyl, chrome) 17"L 19"D 35"H E) CH002 Wendy Chair (clear acrylic)

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) 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.

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





### Styles & Shapes



































#### **Beverly Bench**

60"L 20"D 18"H

A) BVLYWH (white vinyl) B) BVLYBK (black vinyl) C) BVLYGR (gray fabric) D) BVLYRD (red fabric) E) BVLYOB (ocean blue fabric)

F) BVLYLN (linen fabric) **G) BVLYBN** (brown fabric)

#### H) WHT12 Half Bench (white vinyl)

39"L 22"D 18"H

#### **ENDLESS Square**

34"L 34"D 15"H

I) END02B (black) J) END02W (white)

**ENDLESS Curved** 60.5"L 37.5"D 15"H

K) END01B (black) L) END01W (white)

#### M) BNQ7 Quarter Curve

(white vinyl) 53"L 22"D 18"H

#### N) BNQR17 Ring

(4 ottoman seats) (white vinyl)

#### 72"RND 18"H O) SAL Sally Stool

(white) 12" Round 17"H

P) CUBL20 Edge

#### **LED Cube**

(white plastic) 20"L 20"D 20"H A/C power only

#### Q) REGBEN **Regis Bench**

(brushed metal) 47"L 15.5"D 16"H

### Marche Swivel



















#### **Marche Swivel Ottomans**

17"RND 18"H

A) MAR001 (white vinyl) B) MAR005 (red fabric)

C) MAR009

(pear yellow fabric)

D) MAR007 (plum fabric) E) MAR010 (blue fabric)

F) MAR002 (gray fabric)

G) MAR006

(rose quartz fabric)

H) MAR003 (linen fabric) I) MAR004

(raspberry fabric)

J) MAR008

(meadow green fabric)

# Accent Tables







# Styles & Shapes



















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

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





#### PWRUSB Powered Conference Table Module

(black) 5"L 2.25"D 2"H

cludes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Table:



42" Round Conference Table

A) CONF42 (white laminate)

B) CR1 (graphite nebula)

B) CB1 (graphite nebula)
C) CB8 (Madison/gray acajou)



# E. D.

#### **MADISON**

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



# Styles & Shapes







### Atomic Round Tables (glass, chrome)

**A) 42ATO** 42"RND 30"H (not shown) **36ATO** 36"RND 30"H

#### Geo Rounded Square Tables

42"L 42"D 29"H C) CE1 (glass, chrome) D) CF1 (glass, black)

#### **Geo Rectangular Tables**

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

#### G) MERLIN Merlin Multi Use Table

(gray laminate, black) 46"L 29"D 30"H

**H) WD3 Work Table** (white laminate, white)

48"L 24"D 30"H

#### **Conference Tables**

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

#### Conference Tables

(granite) **K) C508GR 8'** 96"L 44"D 29"H **L) CT10GR 10'** 120"L 46"D 29"H

**M) CT06GR 6'** 72"L 36"D 29"H



Mix & Match

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



# Executive Seating





PROMDB Pro Executive Mid Back Chair (black vinyl) 24"L 22"D 40"H Adjustable



PROMID Pro Executive Mid White Chair (white vinyl) 24"I 22"D 40"H Adjustable



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



SY1 Altura Steno Chai (black crepe) 25"L 26"D 21"H

# Café Tables



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

#### B) MALGRN Malba Chair

30" Round 29"H **A) ZTH** (liquid steel blue top)

#### **Hydraulic Chrome Base**



## 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) 30WH29 (white laminate) E) ZTA (Madison/ gray acajou)

36" Round 29"H

F) ZTQ (white laminate)

G) ZTN (graphite nebula)

H) ZTP (maple)

#### Café Tables

Hydraulic Chrome Base 30" Round 29"H I) 30SBHC (liquid steel blue) J) 30GRHC (graphite nebula) K) 30MTHC (maple) L) 30BRHC (red)

36" Round 29"H

M) 36WTHC (white laminate)

N) 36GRHC (graphite nebula)

O) 36MTHC (maple)

# Mix & Match

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

A) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H





/entu<u>ra</u>

(ADAPTW)

Denotes AC and USB charging outlets

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

Choose from Powered, Solid or Grommet Hole Table Tops.



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







G30 Powered Café



A) G30DWP

(silver frame, white top)

#### G30 Communal Café **Tables**

(silver frame) 72"L 26"D 30"

Maple Top

B) G30DMS (solid) C) G30DMW (grommets)

White Top

**D) G30DWS** (solid) E) G30DWW (grommets)





Ventura Powered **Bar Tables** 

(silver frame) 72.25"L 26.25"D 42"H

A) VNTBLK (black top) **VNTWHT** (white top)

#### Ventura Communal **Bar Tables**

(silver frame) 72.25"L 26.25"D 42"H

Maple Top

B) VNTMNP (solid) **VNTBMW** (grommets)

White Top

C) VNTBWW (grommets) **VNTWNP** (solid)

Black Top **VNTBNP** (solid)

# Bartables



#### 30" Round Bar Table

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

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

#### D) LMBAR

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

#### E) RSTSQT

#### Rustique Square Metal Bar Table

#### F) RSTSTL





# 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) 30WH42 (white laminate)

**F) VTH** (liquid steel blue)

**G) VTA** (Madison/gray acajou)

36" Round 42"H

H) VTW (white laminate)
I) VTN (graphite nebula)
J) VTP (maple)

#### **Bar Tables**

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

36" Round 45"H

O) 36WTHB (white laminate)
P) 36GRHB (graphite nebula)
Q) 36MTHB (maple)

# Style & Design

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

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

S) ZENBAR Zenith Barstool (white, chrome) 19  $^{\circ}\text{L}$  20  $^{\circ}\text{D}$  44  $^{\circ}\text{H}$ 





# Styles & Shapes











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

E) BS002 (white, chrome) F) BS003 (black, chrome)

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

Oslo Barstools 17"L 20"D 45"H I) BSD (blue) J) BSC (white)

K) XBAR Christopher Barstool

(white vinyl, chrome) 19"L 15"D 41"H L) BS001 Shark Barstool

(white, chrome) 22"L 19"D 34-44"H

M) BSR Syntax Barstool (black, chrome) 23"L 19"D 43.25"H

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

























# Mix & Matc

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

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



# Office. -ssentials

#### **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

Mid Back Chair

(black vinyl) 24"L 22"D 40"H Adjustable **D) PROEXE Pro Executive** 

High Back Chair







# TECH COLLECTION





#### A) TECH3B Tech Desk, Powered, w/3 Drawer File Cabinet

(black metal, laminate) 60"L 30"D 30"H

#### B) TECH Tech Desk, Powered

(black metal, laminate) 60"L 30"D 30"H

#### C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate) 16"L 20"D 28"H

Charging Adapters
D) ADAPTB (black)



Charging adapters are available to rent for all powered products.





#### LIGHTING & PRODUCT DISPLAY







#### ACCENT LAMPS

#### MASON LAMPS

(brushed silver) **A) LA15 Floor Lamp**18" Round 55"H **B) LA14 Table Lamp**16" Round 26"H

#### **SHELVING**

C) PSHCCS Posh Shelving

(Chrome, Acrylic) 36"L 18"D 72"H

D) BC8 Madison Bookcase

(gray acajou) 36"L 12"D 72"H

### Powered Pedestals



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

# POWERED DETAIL

A. | B.



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

#### Powered Locking Pedestal A) PDL36W (white)

24"L 24"D 36"H

B) PDL42W (white)

24"L 24"D 42"H

C) PDL36B (black)

24"L 24"D 36"H

**D) PDL42B** (black) 24"L 24"D 42"H

#### Charging Adapters E) ADAPTW (white) F) ADAPTB (black)

Charging adapters are available to rent for all powered products.



## Powered Tech Desk



Denotes AC and USB charging outlets

#### 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 Adapter D) ADAPTB (black)

Charging adapters are available to rent for all powered products.





# Essentials

### **REFRIGERATORS** C) R1R Large

(White, 14.0 cubic feet) 28"L 28"D 64"H D) R1Q Small

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





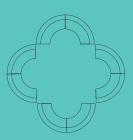
#### **MARTINI BAR**











#### LIGHTED PRODUCTS

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













#### A) CUBL20 Edge **LED Cube Ottoman**

(white plastic) 20"L 20"D 20"H A/C power only

#### B) CUBTBL Edge LED Cube Table

(plexi top, white plastic) 20"L 20"D 20"H A/C power only

#### MOBILE TABLET STANDS & ACCESSORIES





#### **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 3.3"L 1.9"D 5.28"H









April 13-14, 2018

Omni Atlanta Hotel at CNN Center, Atlanta, GA

**Discount Deadline** 

Tuesday, March 20, 2018

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

#### **Cocktail Tables**

Qty.	Item	Discount	Regular	Amount
	C1E-Silverado	\$365.00	\$474.50	
	ALC100-Alondra, Glass/Chrome	\$440.00	\$572.00	
	ALC200-Alondra, Wood/Chrome	\$440.00	\$572.00	
	C1FWB-Geo, Wood/Black	\$385.00	\$500.50	
	C1C-Geo Rect., Glass/Chrome	\$330.00	\$429.00	
	COLI - Oliver Cocktail Table	\$315.00	\$409.50	
	C1W-Sydney, White	\$370.00	\$481.00	(
	C1WP-Sydney White, Powered!	\$470.00	\$611.00	
	C1Y-Sydney, Black	\$370.00	\$481.00	
	C1YP-Sydney Black, Powered!	\$470.00	\$611.00	
	REGBEN-Regis Bench Table	\$377.50	\$490.75	

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

Event Code: G168940418

phone

fax

mail

atlanta@shepardes.com

(404) 720-8600

(404) 720-8755

Atlanta, GA 30318

1531 Carroll Drive, NW

#### Adapters/Chargers

Connect With email

Us!

	, pro: 0, 011an go: 0			
Qty.	Item	Discount	Regular	Amount
	ADAPTB-Charging Adapter, black	\$32.50	\$42.25	
	ADAPTW-Charging Adapter, white	\$32.50	\$42.25	

#### **Occasional End Tables**

Qty.	Item	Discount	Regular	Amount
	E1E-Silverado	\$347.50	\$451.75	
	ALE100-Alondra, Glass/Chrome	\$317.50	\$412.75	
	ALE200-Alondra, Wood/Chrome	\$317.50	\$412.75	
	E1FWB-Geo, Wood/Black	\$335.00	\$435.50	
	E1C-Geo, Glass/Chrome	\$325.00	\$422.50	
	EOLI-Oliver End Table	\$280.00	\$364.00	
	E1W-Sydney, White	\$335.00	\$435.50	
	E1Y-Sydney, Black	\$335.00	\$435.50	
	CUBTBL-Edge LED Cube	\$260.00	\$338.00	
	AURA End Table	\$190.00	\$247.00	
	ETBL-E Table, Wood	\$235.00	\$305.50	
	TMBTBL Timber Table, Wood	\$225.00	\$292.50	
	REGOTT-Regis End Table	\$277.50	\$360.75	

Signature indicates you read and accept the Payment Policy and Terms & Conditions.	Total Exe	ec Tables Furn	ishings:	\$
There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received	ed in	8.000%	Tax*:	\$
writing within 14 days prior to first exhibitor move in day.		Amou	ınt Due:	\$
Rental items found and in use in your booth are subject to "Regular" pricing.				
Company Name:		Booth#		

Contact Name

Please Sign



Contact Email Address

Cocktail & Occasional Tables

**Amount** 

**Amount** 







April 11- 12, 2018

Styles and Shapes

April 13-14, 2018

#### Omni Atlanta Hotel at CNN Center, Atlanta, GA

Discount Deadline Tuesday, March 20, 2018

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

Event Code: G168940418

Connect With email atlanta@shepardes.com

Us! phone (404) 720-8600 fax (404) 720-8755

mail 1531 Carroll Drive, NW

Atlanta, GA 30318

Discount

\$530.00

\$530.00

\$530.00

\$530.00

\$530.00

\$530.00

\$530.00

Discount

\$245.00

Regular

\$689.00

\$689.00

\$689.00

\$689.00

\$689.00

\$689.00

\$689.00

Regular

\$318.50

Beverly Bench

Qty.	Item	Discount	Regular	Amount	Qty.
	END02B-Square, Black Leather	\$345.00	\$448.50		I
	END02W-Square, White Leather	\$345.00	\$448.50		I
	END01B-Curved, Black Leather	\$550.00	\$715.00		I
	END01W-Curved, White Leather	\$550.00	\$715.00		I
	SAL Sally Stool	\$120.00	\$156.00		I
	CUBL20-Edge Lighted Cube	\$260.00	\$338.00		I
	WHT12-Half Bench, White Vinyl	\$495.00	\$643.50		I
	BNQ7-Quarter Curve, White Vinyl	\$647.50	\$841.75		
	BNQR17-Ottoman Ring, White Vinyl	\$2,320.00	\$3,016.00		_
	REGBEN Regis Bench, Brushed Metal	\$377.50	\$490.75		-

#### **Marche Swivel**

MAR010-Marche Swivel, Blue

Item

**BVLYBK Bev Bench Black Vinyl** 

**BVLYBN Bev Bench Brown Fabric** 

**BVLYGR Bev Bench Grey Fabric** 

BVLYLN Bev Bench Linen Fabric
BVLYOB Bev Bench Ocean Fabric

**BVLYRD Bev Bench Red Fabric** 

**BVLYWH Bev Bench White Vinyl** 

Item

					MAR002-Marche Swivel, Grey	\$245.00	\$318.50
Vibes					MAR003-Marche Swivel, Linen	\$245.00	\$318.50
Qty.	Item	Discount	Regular	Amount	MAR008-Marche Swivel, Mdw Grn	\$245.00	\$318.50
VIB	01-Vibe Cube, Green	\$185.00	\$240.50		MAR009, Marche Swivel, Pear	\$245.00	\$318.50
VIB	02-Vibe Cube, Blue	\$185.00	\$240.50		MAR007-Marche Swivel, Plum	\$245.00	\$318.50
VIB	03-Vibe Cube, Pink	\$185.00	\$240.50		MAR004-Marche Swivel, Raspberry	\$245.00	\$318.50
VIB	04-Vibe Cube, Red	\$185.00	\$240.50		MAR005-Marche Swivel, Red	\$245.00	\$318.50
VIB	05-Vibe Cube, Yellow	\$185.00	\$240.50		MAR006-Marche Swivel, Rose Qtz	\$245.00	\$318.50
VIB	06-Vibe Cube, Gold/Bronze	\$185.00	\$240.50		MAR001-Marche Swivel, White	\$245.00	\$318.50
VIB	07-Vibe Cube, Champagne	\$185.00	\$240.50				
VIB	08-Vibe Cube, Orange	\$185.00	\$240.50				
VIB	09-Vibe Cube, White Wtrproof	\$185.00	\$240.50		-		

Qty.

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\$185.00

\$185.00

\$185.00

\$185.00

\$240.50

\$240.50

\$240.50

\$240.50

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

Company Name:

Booth#

Total Ottomans: \$

Amount Due: \$

Tax\*: \$

8.000%

Please Sign

Contact Name

VIB10-Vibe Cube, Black Wtrproof

VIB11 Vibe Cube, Steel Blue Vinyl

VIB12 Vibe Cube, Silver Vinyl

Vibe13-Vibe Cube, Purple Vinyl









April 13-14, 2018

Omni Atlanta Hotel at CNN Center, Atlanta, GA

Discount Deadline Tuesday, March 20, 2018

Order with complete Payment Authorization must be received before

Event Code: G168940418

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> Us! phone (404) 720-8600 fax (404) 720-8755

1531 Carroll Drive, NW mail

Atlanta, GA 30318

Disco	unt Deadline date to receive discounted pricing	g.						
	as and Sectionals				Accent Chairs			
Qty.	Item	Discount	Regular	Amount	•	Discount		Amount
	MNCHSC Munich Sectional, 3 pc		\$3,175.25		SWAN-Swanson Swivel, White Vinyl	\$470.00	\$611.00	
	SFA002- Allegro Sofa	\$920.00	\$1,196.00		OCB-Key West Tub, Black	\$522.50	\$679.25	
	NPLSOF-Naples Sofa, Black Vinyl	\$1,100.00	\$1,430.00		MADGRY-Madden Arm Chair, Grey	\$557.50	\$724.75	
	SO2-3pc. South Beach, P. Suede	\$2,097.50	\$2,726.75		BCW-Madrid Chair, White	\$982.50	\$1,277.25	
	TANSOF-Tangiers Sofa, Beige	\$872.50	\$1,134.25		LABREA-La Brea Swivel Chair	\$540.00	\$702.00	
	KEYSOF-Key Largo Sofa	\$622.50	\$809.25		HOPCH-Hopi Chair, Grey Linen	\$315.00	\$409.50	
	FAIRSW-Fairfax Sofa	\$627.50	\$815.75		MNCHCC Munich Corner Chair	\$742.50	\$965.25	
	S01- South Beach Sofa, P.Suede	\$872.50	\$1,134.25		MNCHCH Munich Armless Chair	\$612.50	\$796.25	
Lov	reseats				OCH Madrid Chair, Black	\$982.50	\$1,277.25	
Qty.	Item	Discount	Regular	Amount	Meeting Chairs			
	KEYLOV-Key Largo Loveseat	\$482.50	\$627.25		Qty. Item	Discount	Regular	Amount
	HOPLV-Hopi Loveseat, Grey Linen	\$490.00	\$637.00		OCMTAU-Meeting Chair, Taupe	\$360.00	\$468.00	
	TANLOV Tangiers Loveseat	\$910.00	\$1,183.00		OCMWHT-Meeting Chair, White	\$330.00	\$429.00	
	BLVWHT Baja Loveseat White Vinyl	\$1,047.50	\$1,361.75		OCMESP-Meeting Chair, Expresso	\$365.00	\$474.50	
	MNCHLV- Munich Armless Loveseat	\$1,087.50	\$1,413.75					
	NPLLOV- Naples Loveseat, Blk Vinyl	\$925.00	\$1,202.50		Modular System			
Clu	b Chairs				Qty. Item	Discount	Regular	Amount
Qty.	Item	Discount	Regular	Amount	BNQ417-Full Banquette-Powered!	\$3,017.50	\$3,922.75	
	BCHWHT Baja Chair, White Vinyl	\$715.00	\$929.50		BNQR17-Ottoman Ring, White Vinyl	\$2,320.00	\$3,016.00	
	NPLCHR-Naples Chair, Black Vinyl	\$767.50	\$997.75		BNQ7-Quarter Curve, White Vinyl	\$647.50	\$841.75	
	TANCHR-Tangiers Chair, Beige	\$567.50	\$737.75		BNQTL7- Center Cone, White Vinyl	\$952.50	\$1,238.25	
	CHR002-Allegro Chair	\$645.00	\$838.50		WHT12-Half Bench, White Vinyl	\$495.00	\$643.50	
	KEYCHR-Key Largo Chair	\$412.50	\$536.25		OTS-South Beach Wedge	\$417.50	\$542.75	
	FAIRCW-Fairfax Chair	\$452.50	\$588.25					
						· .		
Pov	vered Seating							
Qty.	Item	Discount	Regular	Amount	Get some extra	time		
	CHRPWR- Roma Chair, powered	\$832.50	\$1,082.25		with your custon			
	SFAPWR-Roma Sofa, powered	\$1,340.00	\$1,742.00		as they sit, relax	•		
	NPLCHP-Naples Chair, powered	\$832.50	\$1,082.25		charge their mo	·	:	

Qty.	Item	Discount	Regular	Amount
	CHRPWR- Roma Chair, powered	\$832.50	\$1,082.25	
	SFAPWR-Roma Sofa, powered	\$1,340.00	\$1,742.00	
	NPLCHP-Naples Chair, powered	\$832.50	\$1,082.25	
	NPLSOP-Naples Sofa, powered	\$1,340.00	\$1,742.00	
	NPLLOP-Naples Loveseat, powered	\$1,152.50	\$1,498.25	

charge their mobile devices in your booth!

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Rental items f	ound and in	use in vou	r booth are	subject to	"Regular"	pricina

Company Name:

Booth#		

Amount Due: \$

Tax\*: \$

Total Soft Seating: \$

8.000%

Please Sign

Contact Name











April 13-14, 2018

Omni Atlanta Hotel at CNN Center, Atlanta, GA

**Discount Deadline** 

Tuesday, March 20, 2018

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

Event Code: G168940418

Connect With email atlanta@shepardes.com Us!

phone (404) 720-8600 fax (404) 720-8755

1531 Carroll Drive, NW mail Atlanta, GA 30318

Conference Tables &

#### **Conference Tables**

#### **Group & Guest Seating**

						3			
Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
	CF2-Geo Table, Black	\$592.50	\$770.25			Duet-Black, Chrome	\$85.00	\$110.50	
	CE1-Geo Table, Sq. Chrome	\$417.50	\$542.75			RSTDIN-Rustique w/ arms, Gunmetal	\$172.50	\$224.25	
	CF1-Geo Table, Sq. Black	\$417.50	\$542.75			CS8-Berlin Chair, Black	\$167.50	\$217.75	
	CE2-Geo Table, Chrome	\$592.50	\$770.25			CS9-Berlin Chair, Red	\$167.50	\$217.75	
	CB2-6' Graphite Table	\$622.50	\$809.25			XCHR-Christopher Chr, White Vinyl	\$137.50	\$178.75	
	CB3-8' Graphite Table	\$732.50	\$952.25			CH002-Wendy Chair, Acrylic	\$155.00	\$201.50	
	CB1-42" Round, Graphite Nebula	\$505.00	\$656.50			SC10 Razor Chair	\$102.50	\$133.25	
	C508GR-8', Granite	\$732.50	\$952.25			SC3-Brewer Chair, Onyx	\$230.00	\$299.00	
	CT10GR-10', Granite	\$1,100.00	\$1,430.00			XC6-Altura Guest Chair	\$405.00	\$526.50	
	CT06GR-6', Granite	\$622.50	\$809.25			LMCHR-Laguna Chair, Maple/Chrome	\$195.00	\$253.50	
	PWRUSB-Powered Table Module	\$100.00	\$130.00			MALGRY-Malba Chair, Grey	\$150.00	\$195.00	
	CB8-42" Round Madison, Grey	\$227.50	\$295.75			MALGRN-Malba Chair, Green	\$150.00	\$195.00	
	MADC10-10' Madison, Grey	\$1,262.50	\$1,641.25			CS4-Syntax Chair, Black/Chrome	\$272.50	\$354.25	
	MADC05-5' Madison, Grey	\$632.50	\$822.25			ZENCHR-Zenith Chair-White/Chrome	\$220.00	\$286.00	
	MADC08-8' Madison, Grey	\$1,262.50	\$1,641.25			SY1-Altura Task Chair	\$260.00	\$338.00	
	CONF42-42" Round, White lam	\$505.00	\$656.50						
	36ATO Atomic 36" Round, Glass	\$417.50	\$542.75						

#### **Executive Seating**

42ATO Atomic 42" Round, Glass

Qty.	Item	Discount	Regular	Amount
	PROEXE-Pro Executive Chair	487.50	633.75	
	PROEXB-Executive Chair High Back	487.50	633.75	
	PROGB-Guest Executive Chair	342.50	445.25	
	PROMDB-Exec Mid-Back, Black	320.00	416.00	
	PROMID-Executive Chair Mid Back	310.00	403.00	

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

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

\$417.50 \$542.75

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

Total Conference: \$ 8.000% Tax\*: \$ Amount Due: \$

Company Name: Booth#











April 13-14, 2018

#### Omni Atlanta Hotel at CNN Center, Atlanta, GA

#### **Discount Deadline**

Tuesday, March 20, 2018

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

#### Café Tables

Café Tables- Black Base

#### Café Tables - Chrome Base 30". Hydraulic

Connect With email

Us!

Event Code: G168940418

phone

fax

mail

atlanta@shepardes.com

1531 Carroll Drive, NW

(404) 720-8600

(404) 720-8755

Atlanta, GA 30318

Care rables black base				Care rables Chrome Base so , riyaradile					
Qty.	Item	Discount	Regular	Amount	Qty.	Item	Discount	Regular	Amount
ZTK-3	0" Maple Top/Black Base	\$295.00	\$383.50		30M	THC-Maple Top, Chrome	\$395.00	\$513.50	
ZTP-3	6" Maple Top/Black Base	\$322.50	\$419.25		30GF	RHC-Graphite Nebula, Chrome	\$395.00	\$513.50	
ZTJ-30	0" Graphite Top/Black Base	\$295.00	\$383.50		30S	THC-Silver Textured, Chrome	\$395.00	\$513.50	
ZTN-3	6" Graphite Top/Black Base	\$322.50	\$419.25		30BF	RHC-Brushed Red Top, Chrome	\$395.00	\$513.50	
ZTG-3	0" Silver Textured Top	\$295.00	\$383.50		30SI	BHC-Steel Blue Top, Chrome	\$435.00	\$565.50	
ZTQ-3	6" White Laminate Top	\$322.50	\$419.25		30M	AHC-Grey Top, Chrome	\$395.00	\$513.50	
ZTB-3	0" Red Top/Black Base	\$295.00	\$383.50		30W	/HHC-White Laminate	\$427.50	\$555.75	
ZTH-30	" Steel Blue Top/Black Base	\$305.00	\$396.50		Café Tal	oles - Chrome Base 36", Hy	/draulic		
ZTA-3	0" Grey Top/Black Base	\$305.00	\$396.50		36M	THC-Maple Top, Chrome	\$430.00	\$559.00	
30WH	29 -30" White Laminate	\$312.50	\$406.25		36GF	RHC-Graphite Nebula, Chrome	\$430.00	\$559.00	
					36W	/THC-White Top, Chrome	\$430.00	\$559.00	

#### **G30** and Ventura Communal Tables

30" High Tables

Qty.	Item	Discount	Regular	Amount
	G30DMS-Café, Maple Top	\$697.50	\$906.75	
	G30DMW-Café w/ Grmt, Maple	\$697.50	\$906.75	
	G30DWS-Café, White Top	\$697.50	\$906.75	
	G30DWW-Café w/ Grmt, White	\$697.50	\$906.75	
	G30DWP-Café Table-Powered!	\$802.50	\$1.043.25	

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

G30DWW-Café w/ Grmt, White	\$697.50	\$906.75	Adapters	s/Chargers				
G30DWP-Café Table-Powered!	\$802.50	\$1,043.25	Qty.	Item		Discount	Regular	Amount
			ADA	APTB-Charging /	Adapter, black	\$32.50	\$42.25	
			ADA	APTW-Charging	Adapter, white	\$32.50	\$42.25	
42" High Tables			Powere	<b>d!</b> 42" High Tal	bles			
VNTBNP Communal Table Black Top	\$872.50	\$1,134.25	VNT	BLK Communal	Table Black Top	\$1,030.00	\$1,339.00	
VNTMNP Communal Table Maple Top	\$872.50	\$1,134.25	VNT	WHT Communal	Table White Top	\$1,030.00	\$1,339.00	
VNTWNP Communal Table White Top	\$872.50	\$1,134.25						
VNTBMW Comm Table Maple Top w/ Grom	\$872.50	\$1,134.25						
VNTBWW Comm Table White w/ Grom	\$872.50	\$1,134.25						

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

Company Name:

Amount Due: \$

8.000%

Booth#

Total Cafe: \$ Tax\*: \$

Contact Name Contact Email Address





Café and Communal Tables









April 13-14, 2018

#### Omni Atlanta Hotel at CNN Center, Atlanta, GA

**Discount Deadline** 

Tuesday, March 20, 2018

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

Event Code: G168940418

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1531 Carroll Drive, NW mail

Atlanta, GA 30318

**Bar Tables - All Black Base Barstools** Discount Qty. Item Regular Amount Qty. Item Discount Regular **Amount** VTK-30" Maple Top/Black Base \$325.00 \$422.50 BST-Banana, White/Chrome \$327.50 \$425.75 VTP-36" Maple Top/Black Base \$347.50 BSS-Banana, Black/Chrome \$327.50 \$425.75 \$451.75 VTJ-30" Graphite Top/Black Base \$325.00 \$422.50 BS001-Shark, Swivel White \$417.50 \$542.75 VTN-36" Graphite Top/Black Base \$347.50 \$451.75 BS002-Zoey, Swivel White \$382.50 \$497.25 VTG-30" Silver Textured Top \$325.00 \$422.50 BS003-Zoey, Swivel Black \$382.50 \$497.25 VTW-36" White Laminate Top \$347.50 \$451.75 RSTSTL-Rustique Barstool, Gunmetal \$190.00 \$247.00 VTB-30" Red Top/Black Base \$325.00 \$422.50 APS08-Apex Black Vinyl \$295.00 \$383.50 VTH-30" Steel Blue/Black Base \$335.00 \$435.50 APS59-Apex Red Vinyl \$295.00 \$383.50 30WH42 30" White Laminate, \$342.50 \$445.25 APS75-Apex White Vinyl \$295.00 \$383.50 VTA-30" Grey Top/Black Base \$325.00 \$422.50 APS12-Apex Blue Ultra Suede \$295.00 \$383.50 RSTSQT Rustique Square Metal Bar Table \$360.00 \$468.00 XBAR-Christopher White Vinyl \$237.50 \$308.75 LMBAR-Laguna, Maple/Chrome \$245.00 \$318.50 Bar Tables - Chrome Base 30", Hydraulic BSR-Syntax, Black/Chrome \$297.50 \$386.75 Item Discount Regular Qty. Amount ZENBAR-Zenith, White/Chrome \$220.00 \$286.00 30GRHB-Graphite Nebula, Chrome \$395.00 \$513.50 BSD-Oslo, Blue \$345.00 \$448.50 30MTHB-Maple Top, Chrome BSC-Oslo. White \$395.00 \$513.50 \$345.00 \$448.50 30STHB-Silver Texture, Chrome \$395.00 ROLLBL-Lift Barstool, Black Vinyl \$277.50 \$513.50 \$360.75 30BRHB-Brushed Red, Chrome ROLLGY-Lift Barstool, Grey Vinyl \$395.00 \$513.50 \$277.50 \$360.75 30SBHB-Steel Blue Top, Chrome ROLLRD-Lift Barstool, Red Vinyl \$277.50 \$395.00 \$513.50 \$360.75 30WHHB White Laminate, Chrome \$427.50 ROLLWH-Lift Barstool, White Vinyl \$277.50 \$555.75 \$360.75 30MAHB-Grey Top, Chrome **Bars** \$395.00 \$513.50 Bar Tables - Chrome Base 36", Hydraulic **BRC-Circle Martini Bar** \$5,095.00 \$6,623.50 BR1-Martini Bar 36GRHB-Graphite Nebula, Chrome \$430.00 \$559.00 \$1,770.00 \$2,301.00 36MTHB, Maple Top, Chrome \$430.00 \$559.00 36WTHB-White Top, Chrome \$430.00 \$559.00 Signature indicates you read and accept the Payment Policy and Terms & Conditions. Total Bar: \$

Please Sign



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

writing within 14 days prior to first exhibitor move in day.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in

Company Name:

8.000%

Booth#

Tax\*: \$

Amount Due: \$







Qty.

April 13-14, 2018

Discount Regular

**Amount** 

#### Omni Atlanta Hotel at CNN Center, Atlanta, GA

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

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

#### Desks, Credenzas, Files, Bookcases Item

CR8-Madison Credenza, Grey	\$675.00	\$877.50	
JD8-Madison Executive Desk, Grey	\$797.50	\$1,036.75	
BC8-Madison Bookcase, Grey	\$577.50	\$750.75	
TECH3B-Tech Desk w/drawers-			
Powered!	\$732.50	\$952.25	
TECH-Tech Desk-Powered	\$592.50	\$770.25	(
TECH3-3-drawer File Cbnt w/Casto	\$195.00	\$253.50	
<b>Product Display- Pedestals</b>			
PDL36B-Ped, Locking-Powered!	\$662.50	\$861.25	
PDL42B-Ped, Locking-Powered!	\$785.00	\$1,020.50	V
PDL36W-Ped, Locking-Powered!	\$662.50	\$861.25	
PDL42W-Ped, Locking-Powered!	\$785.00	\$1,020.50	
Product Display- Shelving			
PSHCCS-Posh Shelving	\$677.50	\$880.75	
Refrigerators			
R1R-White 14 Cubic Feet	\$1,140.00	\$1,482.00	
R1Q-White 4 Cubic Feet	\$400.00	\$520.00	
Lamps			
LA15-Mason Silver Floor Lamp	\$290.00	\$377.00	
LA14-Mason Silver Table Lamp	\$190.00	\$247.00	
Mobile Tablet Stands			
TBSTDW-Mobile Tablet Stand, Black	\$185.00	\$240.50	
TBSTND-Mobile Tablet Stand, White	\$185.00	\$240.50	-
Mobile Tablet Accessories*			
TBBCHR-Tablet, brochure holder	\$85.00	\$110.50	
TBSHLF-Tablet, charging shelf	\$85.00	\$110.50	
TBPNTR-Tablet, print stand	\$85.00	\$110.50	

Event Code: G168940418

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Us!

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Atlanta, GA 30318

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

Chargers and Adapters			
Qty. Item	Discount	Regular	Amount
ADAPTB-Charging Adapter, black	\$32.50	\$42.25	
ADAPTW-Charging Adapter, white	e \$32.50	\$42.25	
Work & Multi-Use Tables			
MERLIN-Multi Use Table	\$452.50	\$588.25	
WD3-Work Table	\$435.00	\$565.50	

**Ordering Tablet Accessories?** 

Don't forget to also order the Tablet Stand!

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

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

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

Booth#		

Amount Due: \$

Tax\*: \$

Total Exec Accessories: \$

8.000%

Contact Name Please Sign

Company Name:









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

**Discount Deadline** 

Friday, March 09, 2018

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

Event Code: G168940418

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mail 1531 Carroll Drive, NW

Atlanta, GA 30318

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

#### Foam Core Signs, Single sided

Qty.	Code	Item	Discount	Regular	Amount
	70009	Vertical, 22" x 28"	\$190.30	\$247.40	
	70010	Horz., 22" x 28"	\$190.30	\$247.40	
	70011	Vertical, 28" x 44"	\$289.95	\$376.95	
	70012	Horz., 28" x 44"	\$289.95	\$376.95	
	70025	Meterboard, 39" x 90.75"	\$586.80	\$762.85	

#### Vinyl Banners with Digital Printing

Qty.	Code	Item	Discount	Regular	Amount
		Grommets, per sq. ft Vertical		•	
	70071	Grommets, per sq. ft Horizontal	\$24.15	\$31.40	
	70066	Pockets, per sq. ft Vertical	\$25.95	\$33.75	
	70072	Pockets, per sq. ft Horizontal	\$25.95	\$33.75	

#### Accessories

Qty.	Code	Item	Discount	Regular	Amount
	70017	Blank Foamcore, 4' x 8'	\$51.70	\$67.20	
	70021	Velcro, per ft, min. 5 ft.	\$3.40	\$4.40	
	70004	7" x 44" ID Sign	\$56.95	\$74.05	
	50094	Floor Easel	\$51.00	\$66.30	
	50095	22x28 Sign Holder	\$116.20	\$151.05	

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

Qty.	Code	Item	Discount	Regular	Amount
	70034	36"x36" Rnd Table Cling	\$202.50	\$263.25	

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

8.000% Tax\*: \$
Amount Due: \$

Total Graphics: \$

**BOOTH** 

Company Name:

Contact Name

Please Sign



Contact Email Address

Please see our **Graphic Guidelines** page for specific file and artwork information.

See our **Graphic Upload** page for a step by step guide on uploading your artwork.









April 13-14, 2018

Omni Atlanta Hotel at CNN Center, Atlanta, GA

Upload Deadline Friday, March 09, 2018

Orders with complete Payment Authorization and graphics must be received before Upload Deadline date

Event Code: G168940418

Connect With email atlanta@shepardes.com

Us! phone (404) 720-8600

fax (404) 720-8755 mail 1531 Carroll Drive, NW

Atlanta, GA 30318

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

Address: https://files.shepardes.com/folders/show?path=FTP+Files%2FDrop+Off%2F-

2018%2F04\_PELICE+2018%2FEXHIBITOR+UPLOADS

**Username:** sesftp

Password: ftpftp

1 Name your files in this format: Company Name\_Booth#\_Panel Letter example: Shepard\_1905\_A

2 When you are in your show folder, you can either drop and drop your files into the folder to initiate upload or

You may click the Upload Files button and select the files you need to upload.

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

Failure to follow these steps could result in delayed graphics.

Please see Graphic Guidelines page for file specifications.











April 13-14, 2018

#### Event Code: G168940418

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fax

Us! phone (404) 720-8600

> 1531 Carroll Drive, NW mail

> > Atlanta, GA 30318

(404) 720-8755

#### Omni Atlanta Hotel at CNN Center, Atlanta, GA

#### **ACCEPTABLE FILE FORMATS**

Shepard uses the most current version of Adobe Creative Cloud. If providing native files from another version, please provide an .idml file.

**Program File Extension Special Considerations** 

Adobe Acrobat .pdf Create using a high-quality output.\*

Adobe Illustrator Vector artwork. Images embedded and fonts changed to .ai, .eps

outlines\*\* or a packaged file.

Adobe InDesign .indd, .idml Fonts changed to outlines\*\* or a packaged file. Adobe Photoshop .tiff, .psd, .eps Raster artwork. File should be in CMYK color space.

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

#### **FONTS**

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

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

#### **ARTWORK GUIDELINES**

#### **Document Size & Specs**

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

#### **COLOR**

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

#### **ARTWORK FILE TYPES & RESOLUTION**

Artwork can be created in several ways. Here are some things to consider.

#### **Vector**

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

#### Raster

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

#### Resolution

Artwork should be 150dpi at 100% scale or 300dpi at half size. This will ensure the artwork remains high resolution when printed at full size. See samples below. Vector Logo at 200%













#### LABOR JURISDICTIONS GEORGIA

#### **LABOR**

Georgia is a "right-to-work" state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

#### **EXHIBIT LABOR JURISDICTION**

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

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

#### MATERIAL/FREIGHT HANDLING JURISDICTION

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

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

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

#### **GRATUITIES /BREAKS**

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

#### **IN GENERAL**

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

#### **SAFETY**

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

Event Code: G168940418

phone

fax

mail

Connect With email

Us!

atlanta@shepardes.com

1531 Carroll Drive, NW

(404) 720-8600

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Atlanta, GA 30318

**Choose Shepard Blue for** 

your worries behind!

your labor needs and leave







April 11- 12, 2018

April 13-14, 2018

Omni Atlanta Hotel at CNN Center, Atlanta, GA

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

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

**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

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

Code		Discount	Regular	+30%	
68066	ST	\$84.00	\$109.20	30%	
68067	ОТ	\$126.00	\$163.80	30%	
68068	DT	\$168.00	\$218.40	30%	

#### Spend a Little, Save a Lot

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

(68070/68071/68072)								
Step One:	Step Two:	Step 7	Γhree:			Step Four:		
Choose Your Service	How Many Peo	ople? How N	lany Hours?			When Should	he Build	be Complete?
Installation	#	#				Date:		Time:
Dismantling	#	#				Date:		Time:
Both	#	#				Date:		Time:
Step Five: Tell Us About	Your Exhibit!	(this portion must be cor	mpleted before	Shepai	rd can be	egin any work on y	our exhibit	:)
Inbound Freight								
Carrier Name		Tracking or Pro #	<u> </u>			Estimated	d Weight	
# of Pieces	Advance Warehouse	e or Direct to Show sit	e?			Estimated	l Arrival [	Date
Set Up Information:								
Company Contact Name:		E	mail			Cell	Phone #	
Contact Arrival Date		Ti	me Build Sho	uld be	Comple	ete		
Booth Size:	X Carp	et: Ordered from	m Shepard	E	xhibitor	Owned Carpet	Car	pet Padding
Drawings/Photos/Instruc	ctions: Attac	ched Emailed to S	Shepard	V	Vith the	Exhibit	In o	crate #
Electrical Placement	Emai	iled to Shepard		D	rawing	Attached	Dra	wing with Exhibit
(exhibitor is responsible to order)	Does	Electrical go UNDER	carpet?	Yes		No		
Graphics: With	Exhibit Shipp	ped Separately						
Other Services Ordered:		Overhead Rigging	Cleaning		AV			
Outbound Shipping:	# of Crates	#	of Cartons			#of Fiber Cases		# of Pallets
Ship To:			Phone #					
			Must Arrive		estinatio	on By:	•	
Method: Common	Air Van	Other	Date Carri	er is S	chedule	ed to Pick Up Fre	eight	
If Your Carrier doesn't sho	w? Reroute w	vith SLS	*Allow time	e for e	mpty ret	turn when sched	uling you	r pick up
	Send to w	arehouse for pick up (\$	400 minimum cha	rge)				
Hours are based on estimates, you								\$
Cancellations must be received in	writing within 48 hours of	1st day of exhibitor move in, o	therwise a 1 hour	per mar	ordered v	will apply.	IA Ta	
Company Name:						Воо		Due: <u>\$</u>
Company Name.						Ъ00	u ι π	













April 13-14, 2018

Omni Atlanta Hotel at CNN Center, Atlanta, GA

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

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

**Labor Hours** 

Monday-Friday, 8:00 AM - 4:30 PM ST - Straight time:

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Double-time: All other hours and holidays

**Exhibitor Supervised Labor** 

Code		Discount	Regular	Estimate
68060	ST	\$84.00	\$109.20	
68061	OT	\$126.00	\$163.80	
68062	DT	\$168.00	\$218.40	

(68063/68064/68065)

#### **Helpful Hints!**

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

Event Code: G168940418

phone

fax

mail

atlanta@shepardes.com

Atlanta, GA 30318

1531 Carroll Drive, NW

(404) 720-8600

(404) 720-8755

Connect With email

Us!

Step One: **Step Two: Step Three: Step Four: Choose your service** How many people? How many hours? Any other details? Any special tools needed? Ladders? Lifts? Installation Dismantling # Details: Both Step Five: Schedule Date Start Time **End Time Step Six: Onsite Contact Info** Installation Request Name Dismantle Request Cell Email:

Requested times are not guaranteed and are based on availability.

#### **Exhibitor Owned Carpet Installation/Removal**

Use if you are shipping carpet to the event and require Shepard to install it for you.

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

Carpet and flooring must be shipped to the advance warehouse.

Code	SQ FT	Description	Discount	Regular	Amount		Flooring Type:	
68080		Flooring Only	1.00	1.30		_	Carpet Rolls	Padding
68083		Padding + Flooring	1.50	1.95			Carpet Squares	Other
68079		MINIMUM	168.00	218.40				
Is electrica	al to be ir	nstalled under your c	arpet?		Yes	No	(Please forward Shepa	rd a diagram of your electrical layout.)
		*******		•••••	•••••			

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

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

		· · ·	
Cancellations must be received in writing within 48 hour	s of 1st day of exhibitor move in, other	erwise a 1 hour per man	ordered will apply.

Company Name:		E

oly.	NA	Tax*:	\$
	Am	ount Due:	\$
	Booth #		

Labor Estimate \$

Contact Email Address

Contact Name





<u>Register at www.insurance4exhibitors.com!</u> It's easy and you get an immediate certificate!

General Liability Insurance for \$1,000,000 per Occurrence / \$2,000,000 Aggregate

GENERAL LIABILIT	Y INSURANCE	PREMIUM RATE	S / EVEN	T INFORMATION	
1 Event Day: 2-3 Event Days:	\$89.00 \$109.00	4-10 Event Days: 11-30 Event Days:	\$119.00 _ \$199.00 _	6 Month Policy: Annual Policy:	\$475.00 \$650.00
NAME OF EVENT:		EV	ENT START D	ATE: End Da	ite:
EVENT WEBSITE:		EVENT CONTACT:_		PHONE #	
VENUE ADDRESS with City	, State & Zip:				
EXHIBITOR INFORM	MATION – REG	ISTER AT www	v.insuran	ce4exhibitors.co	om
Exhibiting Company/Insured:					
Address:					
Email:					
Description of Business/Exhi					
Does your exhibit or bus				YES N	0
Alcohol Serving Disc-Jockeys Fireworks, Firearms, Weapons Installation/Service/Repair Medical Testing Tattooing or Piercing	Amusement Devices Bands Health Supplements Massage Motor Sport Activities Vehicles in Motion	Animals Entertainment & Fi Hot Wax Impressio Mechanical/Amuse Oxygen / Aromathe Weight-Loss Produ	ns ment Devices erapy	Athletic Participation Equipment Rental Inflatables Water Activities Storefront Operations Watercraft Exhibits on Water	Mazes Tobacco
If yes, describe (we can still g	get you insurance)				
name and address for each Additional Insured #1:Address,City,ST,Zip:Any special wording or cover Any Additional Information or	age needed:	Addition	nal Insured #2 ,City,ST,Zip:	:	
METHOD OF PAYMEN	T - BY SIGNING B	ELOW YOU AUTHORIZ	E US TO CHAI	RGE YOUR CREDIT CAF	RD
Payment Form: Ameri	can Express Ma	asterCard Visa	Discover (	Check (Payable to "Insuran	ce for Exhibitors")
Card Number		Expiration Date: _	Se	ecurity Code:	_
Cardholder Name:	C	ardholder Address:			
Has any prior coverage been TERMS and CONDITIONS Coverage is only provided for law swhether to provide insurance coverepresent, and confirm that to the Applicant or the Company to compositude a policy be issued. If any ocircumstance concerning this insurcharge by the insurance company, incurred. I also understand that this I accept and understand I understand that no provided in the provided in the same p	suits brought in the U.S. ar rage, will rely on the inform best of my knowledge al in lete the insurance, but it is f the above questions have ance or the subject thereo The exact amount of the s general liability policy do	nd events held in the United Station contained in this form a formation provided is complete understood and agreed that the been answered fraudulently of, the entire policy shall be verified has been disclosed. I also so not provide any property conditions, Cardholder Nar	States. I understan and all other informate, true and correct the information cory or in such a way bid. I understand to understand all acoverage. By typin me (Print)	nation being submitted. I herelet. Signing this application doe ontained herein shall be the bar as to conceal or misrepresent that this policy includes an Age agency fees are not refundable g my name below, I am signing	by warrant, s not bind the sis of the contract any material fact or ncy fee which is not once they are g and agreeing.
Insurance for Exhibitor 30285 Bruce Industrial Pa Solon, OH 44139			Email: info	o://www.insurance4exh o@insurance4exhibitor -349-6650 Fax: 4	

#### **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.

<u>Bill of Lading</u> – 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.

<u>Certified Weight Ticket</u> – 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.

<u>Common Carrier</u> – 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.

<u>CWT</u> – "Century Weight" or "hundredweight". The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt <u>Drayage</u> – 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.

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

<u>Exclusive Contractor</u> – One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event. <u>Exhibitor-Approved Contractor (EAC)</u> – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.

<u>Exhibitor Kit</u> – 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.

<u>Forklift / Ground Rigging</u> – 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.

<u>In-line</u> – 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.

<u>Labor</u> – 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.

<u>Logistics</u> – Point to point transportation services for freight by an appointed carrier.

<u>Marshaling Yard</u> – 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.

<u>Move In</u> – 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. <u>Mobile Spotting Fee</u> – 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.

<u>Pipe and Drape</u> – 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.

<u>Registration</u> – 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.

<u>Rigger</u> – A skilled worker responsible for handling and assembly of machinery.

<u>Right-to-Work state</u> – 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.

<u>Side Rails</u> – 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.

<u>ST labor</u> – Straight time labor, or work performed during normal hours at the standard rate.

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

<u>Visqueen</u> – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.



#### CLIENT / EXHIBITOR INFORMATION

Event Name:	
Contact Name:	
Contact Name.	
Company Name: PELICE	
Email:	Phone Number:
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Room Number:	Booth Number:
Event start date: APRIL 13, 2018	Event end date: APRIL 14, 2018
Dlagge confirms the	following at ma cost:
Please confirm the	following at no cost:
1Mbps Wireless Internet	10amp Electrical



#### **ELECTRICAL SUPPORT**

ITEM	DAILY RATE	ADV. RATE**	QTY.	DAYS	TOTAL
120/208 VOLT SINGLE PHASE SERVICE					
10 Amp 120v					
(includes one extension cord & power strip)	\$95	\$85.50		N/A	
20 Amp 120v					
(includes one extension cord & power strip)	\$190	\$171		N/A	
30 Amp 208v	\$285	\$256		N/A	
208 VOLT THREE PHASE SERVICE					
60 Amp circuit	\$675	\$607		N/A	
Power Strips	\$25	\$22			
25' Extension Cord	\$25	\$22			
50' Extension Cord	\$25	\$22			

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

Subtotal

#### PRINTERS, COMPUTERS & ACCESSORIES

ITEM	DAILY RATE	ADV. RATE**	QTY.	DAYS	TOTAL
Black & White Printer	\$350	\$315			
Color Printer	\$700	\$630			
Laptop Computer	\$250	\$225			
24" LCD Monitor	\$150	\$135			
60" LED Monitor w/ stand	\$650	\$450			
70" LED Monitor w/ stand	\$750	\$540			
Flipchart Package	\$55	\$49			
ALAD MARCED DATE OF THE STATE O				Cl-+-+-1	

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Subtotal

#### A/V EQUIPMENT

ITEM	DAILY RATE	ADV. RATE**	QTY.	DAYS	TOTAL
12" Powered Speaker w/ stand	\$100	\$90			
4 Channel Mixer	\$60	\$54			
Wired Handheld Microphone	\$50	\$45			
Wireless Handheld or Lavaliere Microphone	\$165	\$148			
				- 1 1	

<sup>\*</sup>IMPORTANT Additional Equipment available. Please call for details. \*\* ADVANCED RATE Complete order received ten business days prior to event.

Subtotal

#### COMBINED SUBTOTAL

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







#### CREDIT CARD AUTHORIZATION FORM

Cardnolder's Name			
Card Number	CCID	Ехр	Туре
Billing Address			
City		State	Zip
Cardholder's Phone Number			
Order Number		Amount	
I,	, hereby authorize Encore	Event Technologies to ch	arge my credit card the amount listed above
Authorized Signature			Date

#### PAYMENT INFORMATION

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

#### TERMS AND CONDITIONS

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

1. Cancellation In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges. 2. Risk of Loss Equipment rental is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be. 3. Rentals in the City of Atlanta are subject to city tax of 7%. 4. Insurance for the subject equipment is Lessee's responsibility. 5. On location set-up and take-down by required union labor is not included in the equipment rental price. This fee will be charged by Encore Exhibitor Services. If there are any questions with regards to this charge contact Freeman Exhibitor Services at 904-277-5982 6. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges. 7. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site. Absolutely no credits will be issued after show closing. 8. Encore Event Technologies must supply all Switches and Hubs for the high-speed Internet service.

PLEASE COMPLETE FORM AND RETURN VIA FAX TO 404-818-4491





#### CLIENT / EXHIBITOR INFORMATION

Event Name:	
Contact Name:	
Contact Name.	
Company Name: BIOENERGY	
Email:	Phone Number:
	THORE INUMOCI.
Room Number:	Booth Number:
Event start date: APRIL 11, 2018	Event end date: APRIL 12, 2018
Dlagge confirm the	following at no cost:
Please confirm the	following at no cost:
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Billing Address			
City		State	Zip
Cardholder's Phone Number			
Order Number		Amount	
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Authorized Signature			Date

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