

Dear RadTech 2022 Exhibitor:

This exhibitor service manual contains the information and order forms for your participation in RadTech UV&EB 2022! Even though you may have participated in RadTech events in prior years, it is important that you carefully review the contents of the manual.

Shepard Exposition Services (SES), which provides freight handling, furnishings, carpenters, display erectors, etc is the Official Service Contractor for RadTech UV&EB 2022. Other services for catering, electrical, telephone, and plumbing are also detailed in this manual.

Please note especially the information about deadlines and important contacts.

We have tried to anticipate most of your questions with information sheets on our services, but if you have any questions, please do not hesitate to contact us.

Best Regards,



Mickey Fortune
RadTech UV&EB 2022 Show Manager

IMPORTANT CONTACTS

| | |
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| Show & Conference Management | RadTech North America Mickey Fortune 240-643-0517 mickey@radtech.org |
| Shipping/Drayage/Furnishings | Shepard Exposition Services 407-888-9669 orlando@shepardes.com |
| Audio/Visual, Internet, & Phone | Encore Lola Sorensen lola.sorensen@encoreglobal.com |
| Electrical | Edlen Electrical Caitlin Ritchey critchey@edlen.com |
| Food Service/Catering | Hyatt Regency Orlando Marissa Wojcik marissa.wojcik@hyatt.com |
| Hospitality Suites, Meeting Rooms | Reservations.mcoro@hyatt.com |

ABOUT THIS MANUAL AND HOW TO USE IT

This Manual is separated into easy-to-read sections, beginning with Helpful Hints where you'll find basic information and a Glossary of Terms. The remaining sections, noted below, relate specifically to equipment and services, that you may require in your exhibit. All forms that need to be completed and returned for these services are found at the back of this Manual under the Forms section.

Rules & Regulations

Covers general setup and operation rules including display rules, fire safety rules, general union rules (where applicable), non-official contractor rules, etc.

Security and Insurance Please abide by these rules. They exist for your safety.

Shipping and Drayage

This section details your options for the transportation of things to the exhibition hall (shipping) and the movement and placement of things from the dock to your booth (drayage). Carefully orchestrated timing is the key to efficient use of these services.

Labor

This section offers guidelines for the services of skilled labor. Display installation and equipment assembly are the key areas covered.

Furnishings

This section explains the standard issue with exhibit space, details the various furnishings offered, and describes in full any package plans that are available.

Utilities

Here you will find information on electricity, water and drain, compressed air, and telephone. Advanced order of these services is crucial and in some cases mandatory. Please adhere strictly to the deadlines for utilities orders.

Specialties

This contains information on a wide variety of show services, most of which offer a way to round out your presentation or display. Cleaning, audiovisual, floral and photography are the kinds of services you'll find in Specialties.

Forms

All forms for services are found here.



HOTEL RESERVATIONS

To make your reservations, please book your rooms online via the site below.

RadTech UV&EB Technology Expo & Conference 2022

Official Convention Hotel

Book Hotel Rooms Online Direct: <https://www.radtech2022.com/hotel-travel/>

Hyatt Regency Orlando (Conference & Tradeshow Site & Official Hotel)

\$229 per night if booked prior to April 18, 2022

9801 International Drive

Orlando, Florida 32819

(402) 593-5048 (Reservations)

Book Hotel At: <https://www.radtech2022.com/hotel-travel/>

Hospitality

Hospitality suites and meeting rooms at the Hyatt Regency Orlando may be available on a first-come basis to exhibiting companies. **All requests for RadTech UV&EB 2022 suites or meeting rooms at official hotels must be approved by RadTech to ensure suites and hospitality rooms are reserved only for exhibiting companies.** If you need more information, email Mickey Fortune at mickey@radtech.org.

REMEMBER: You MAY NOT host hospitality or functions of any kind (this includes meetings, golf outings, food functions, etc.) during show and conference hours without special permission from RadTech Show Management.

Beware of Hotel Booking Scams

Beware of scams. RadTech 2022 hotel reservations should only be made following the instructions listed on the event website. Do not provide your personal or credit card information to any parties that solicit hotel reservations via phone or fax. RadTech does not employ any third-party services to coordinate hotel reservations. Beware of telephone/fax scams offering "special" hotel rates on behalf of RadTech.

SHOW MANAGEMENT RULES AND REGULATIONS

Exhibits and Exhibitors are subject to the following Rules & Regulations. "Management" refers to RadTech International, manager of the exhibit, and its service contractors. It is the responsibility of the exhibitor to read, understand and be familiar with all Rules & Regulations.

I. Contract for Space

This application, properly, executed by Exhibitor, shall upon written acceptance and notification of space assigned by Management, be a valid and binding contract between the exhibiting company RadTech International N.A. owner of RadTech UV & EB 2022. After assignment, space location may not be changed without Management's prior written approval. Should the facility or designated halls change after initial space has been confirmed, Management reserves the right to re-layout the exhibit hall and reassign space.

II. Use of Exhibit Space

Exhibits may not project beyond allotted space or interfere with the lighting or space of other Exhibitors. Aisles must be kept clear of exhibits and Exhibits may not interfere with the free flow of traffic. No Exhibitor may assign, sublet or share all or part of its space with other Exhibitors. Exhibitors may display only products and services they officially represent.

Demonstrations or related activities must be confined to Exhibitor's assigned space, as must distribution of circulars, catalogs, folders, promotion materials and devices. None of these may be distributed in the aisles, meeting rooms, registration areas, or any other rooms or areas of the Exhibit and Conference. Exhibits may not contain sound systems or noise-making devices that annoy or disturb adjacent Exhibitors. Management may restrict, reject, eject or, prohibit any exhibit, in whole or part, which detracts from the exhibition due to sound, appearance, distribution of materials, personal conduct, or anything Management rules to be objectionable. In enforcing these regulations, Management is not liable for refunds of space rental or other expenses incurred by Exhibitor.

Management reserves the right to limit the rental of exhibit space, and the assignment of hospitality suites at the convention center and participating hotels, to those companies exhibiting products and/or services which are directly related to UV and EB technology.

III. Booth Specifications

A standard booth is 10 x 10 ft. Standard back wall and side rails will be furnished by Management. A complementary two-line identification sign will be provided if requested through the Exhibitor Services Manual. In-line booths may not exceed eight feet in height. Island booths may not exceed sixteen feet in height. Signs hung from the ceiling may only be hung above island booths or peninsula booths 600 sq. ft. and larger. You must email Mickey Fortune via mickey@radtech.org for hanging sign permission. All Exhibitors wishing to hang signs from the ceiling MUST obtain permission in writing from Management prior to the show. Peninsula booths MUST adhere to back wall specifications listed in TYPES OF EXHIBITS and following these "Rules & Regulations.

IV. Installation and Removal of Exhibits

All exhibits must be installed one hour prior to the opening of the show on the first day and remain open until the published closing time on the final day. Failure to occupy space one hour prior to show opening gives Management the right to use such space as they deem fit without any obligation of returning any amount paid by Exhibitor. Exhibitor shall not dismantle or start packing prior to the closing time. No exhibit will be installed or removed during Exhibit hours. Exhibits must be removed by the time and date set forth by Management. Any exhibitor dismantling or removing their exhibit prior to the close of the show on the final day will forfeit all of the accrued space selection points for this show.

V. Conference Registration

Exhibitors will receive information on conference registration discounts in their Exhibitor Services Manual.

VI. Cancellation/Refund Policy

Original 50% deposit is non-refundable. Management will refund 50% of remaining payments made if space or any portion thereof is canceled in writing up to 90 days prior to the exhibition opening. No refund thereafter. Upon receipt of cancellation in writing by an exhibitor, ALL rights associated with being an exhibitor are relinquished. Exhibit space may be released by Management for non-payment of rental space fees that are more than 30 days past due. Any payments made to the date of release will be non-refundable.

VII. Liability

Neither Management, Show Co-Sponsors or the Convention Facility, its officers, employees or representatives are responsible for the loss, damage or injury to Exhibitor or Exhibitor's employees or property from any cause, before, during or after period covered by this contract. Exhibitor, upon signing this contract, releases Management, Show co-sponsors, the Convention Facility, its officers, employees and representatives from, and agrees to indemnify same against, any claims for loss, damage or injury.

Exhibitor assumes responsibility for accident, injury, or property damage to any person visiting their exhibit, where such accident, injury or damage is caused by negligence of the Exhibitor, or their employees or agents.

Exhibitors insuring exhibits, materials and/or personnel do so at their own expense. Exhibitors utilizing independent (non-official) contractor services agree to forward to Management a Certificate of Insurance naming RadTech International N.A., Hyatt Regency Orlando, and official service contractors as co-insured.

Management is not liable for non fulfillment of commitment for delivery of space if the event is cancelled due to circumstance beyond the control of Management or the Show Co-Sponsors including fire, accident, act of God or public enemy including terrorist attack, strike, authority of law, curtailment of transportation or any other cause. If exhibition is cancelled, Management's sole liability is to reimburse Exhibitor the space rental fee, less any costs of charges paid or incurred by Management up to the date of cancellation for promotion, administration and similar purposes. This shall be the sole remedy and terminate this agreement without further claim or damage.

VIII. Protection of Exhibit Facility Property

Use of screws, bolts, nails, staples, tacks, pins, tape or other items that may deface or damage floors, walls, ceilings, doors or other exhibit facility property is prohibited. Exhibitor agrees to repair damage caused by their employees or hired contractors at their own expense.

IX. Security

Management shall provide guard service throughout the hours of installation, non-exhibit hours, and tear-down period, and exercise reasonable care for the protection of Exhibitors' materials and displays. Beyond this, Management, the Convention Facility or, any officer or staff member thereof will not be responsible for the safety of the property of the Exhibitor, their employees; or agents, from theft, damage by fire, accident, or any other cause. Exhibitors must provide their own insurance and/or policy riders to cover all booth contents.

X. Licensing Agreement/Fees

Exhibitor acknowledges and accepts responsibility for securing any licensing agreements and royalty payments for the use of music, video or printed materials that may be protected under United States copyright laws.

XI. Photography & Videotaping

The taking of photograph and/or videotaping is restricted exclusively to your own booth at all times. You may not photograph or videotape other Exhibitors' booths at any time.

XII. Utilities

Management will exercise proper and reasonable care to insure all services are installed and operational during show hours. However, Management cannot be held responsible for late installation or interruption of service.

XIII. Union Regulations

Exhibitor agrees to abide by any union regulations that might be in force at the Convention Facility or with authorized service contractors hired by Management.

XIV. Handling and Storage

Management and the owners/managers of the facility where the exhibition is to be held shall not accept or store display materials or empty crates. Exhibitors shall make their own arrangements for shipments, delivery, receipt, and storage of such materials and crates directly with the Official Drayage Company. The Exhibitor must provide the Official Drayage Company with all bills of lading. All shipments and deliveries to the Exhibition must be prepaid

XV. Outside Activities

Exhibitors agree to refrain from hosting any kind of activities that occur outside of the show floor during conference and show hours. This includes meetings, hospitality and off-site-functions of any kind. Hospitality suites at the official RadTech hotel or the convention facility must be approved by Management.

XVI. Age Restrictions

No one under the age of 18 will be allowed on the exhibit show floor at any time during set-up, teardown and show hours.

XVII. Amendments

These rules may be revised by Management and all points not covered are subject to Management's decision.

GENERAL DISPLAY RULES

Arrangements of Exhibits

Displays are to be arranged in such a fashion as to not obstruct the general view or hide the displays of others. Any special displays that do not adhere to this rule must be reviewed by Show Management prior to set-up. All booths must allow for sight clearance as outlined in the diagrams that follow.

Unfinished Displays

No display material exposing an unfinished surface to neighboring exhibits or an aisle will be permitted. Any unfinished booth areas will be draped by show management at the exhibitor's expense.

Sound Equipment

All exhibitors that operate sound equipment and/ or amplifying equipment are asked to be sensitive to those exhibitors surrounding them and keep sound at a comfortable level. We appreciate your courtesy.

Music Licensing

Exhibitors are strictly forbidden to play live or recorded music in their booths, due to the current controversies surrounding music licensing. Any exhibitor wishing to play video containing music must submit proof of copyright or music licensing permission prior to the Show opening.

Show Aisles

The aisles are the property of all exhibitors. Therefore, each exhibitor has the responsibility to assist in the proper flow of traffic through the entire show. When large crowds gather to watch a demonstration, the subsequent interference with the flow of traffic down aisles is an infringement on exhibitors' rights. Exhibitors may not obstruct aisles at any time, and need to be sensitive to crowd control during demonstrations. Equipment and displays may not completely fill your booth preventing attendees from entering into your booth and clearing the aisles.

Demonstrations and Lectures

Demonstrations are to be held within your exhibit area. Your exhibit should be designed to have sufficient space within its confines to absorb the majority of the viewing crowd. If spectators interfere with the normal traffic flow in the aisle or overflow in the exhibits of your neighbors on either side or across the aisle, the Show Management may have no alternative but to request that you limit or eliminate the presentation.

Press Conferences and General Meetings

If you want to schedule either a press conference or general meeting in your booth, the following rules will apply:

1. Such activities are restricted to 1-1/2 hours prior to the show opening
2. All persons must be registered attendees, press, or booth personnel and must remain at the booth only. Entry will not be permitted without a badge. Exhibitor must meet the group at the show entrance and escort them to and from their booth.
3. If the press conference is over prior to the show opening, non-exhibit participants must be escorted to the registration area.
4. Any early entry pass must be secured from the Show Office a minimum of one day prior to the planned activity

Display Houses and Contractors

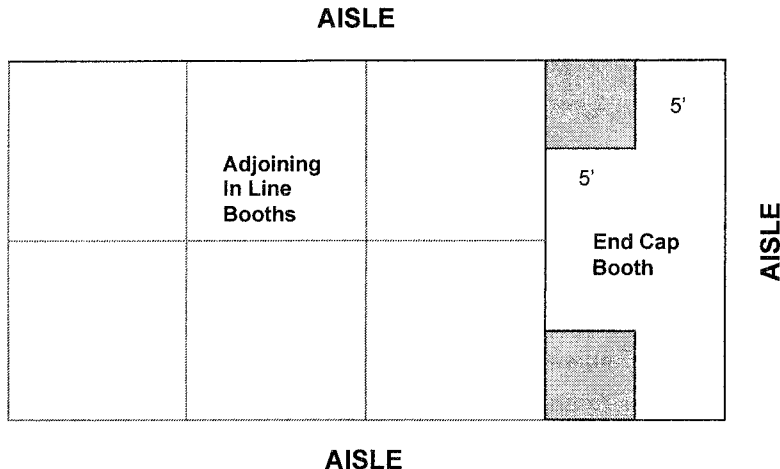
Only contractors designated as official by Show Management will be permitted to work in the hall. If an outside display house or other type of contractor is to be used to install and/or manage an exhibit, the exhibitor must notify Show Management in writing at least 45 days prior to the event that it wishes this particular contractor to work for it, and submit plans of the display or describe the other services in detail for Show Management approval. In union facilities, only the appropriate crafts can be employed.

An "Exhibitor Appointed Contractor" form is in the forms section of this manual. This form, along with the contractor's Certificate of Insurance, must be returned to show management at least 30 days prior to show set-up.

If the booth you have selected fits one of the types below, the limits here will be placed on your booth's back wall at RadTech 2022. Non-conforming booths will need to be dismantled on-site

End Cap Booth

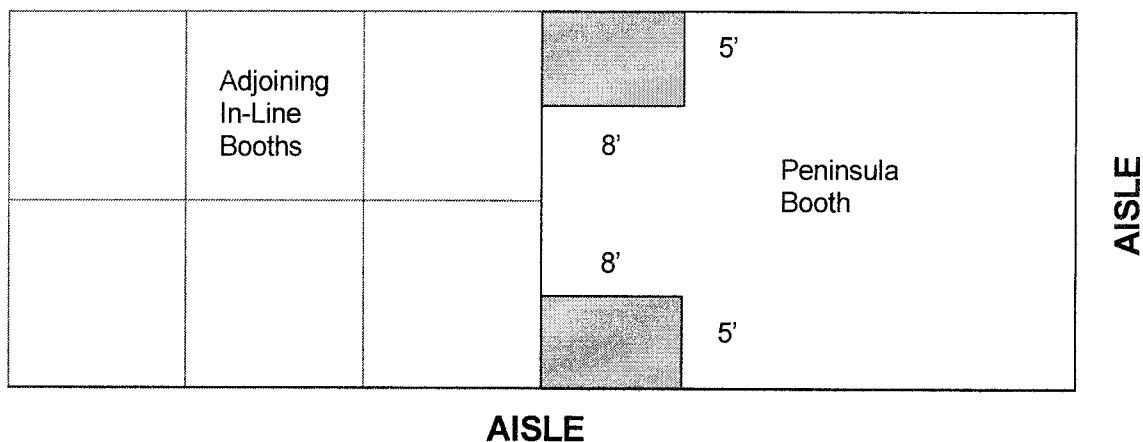
A 10'x 20' exhibit with an aisle on three sides



Displays within the gray shaded areas (including a back wall) are restricted to a maximum of 4' high to allow a line of sight into neighboring booths. This area extends in 5 feet from either side aisle and from the back of the booth. Because the back of the booth faces into other booths, all exposed areas on the back of the back wall must be finished, and may not carry identification

Peninsula Booth

An exhibit with an aisle on three sides, of at least 400 sq. ft



Displays within the gray shaded areas (including a back wall) are restricted to a maximum of 4' high to allow line of sight into neighboring booths. This area extends in 5 feet from either side aisle and 8 feet from the back of the booth. Because the back of the booth faces into other booths, all exposed areas on the back of the back wall must be finished, and may not carry identification signs or other copy that would detract from any adjoining exhibits.

These rules will be strictly enforced! Non-conforming booths will be removed from the show floor at the exhibitor's expense.

EXHIBITOR APPOINTED CONTRACTORS

These guidelines have been established for the purpose of providing smooth show operation and satisfaction for all concerned parties.

An EXHIBITOR APPOINTED CONTRACTOR is defined as any company other than the Official Contractor designated by Show Management which will be providing exhibit services on the show floor, including exhibit installation and dismantling, audiovisual, floral, photography, display rental, display house services, etc.

1. Exhibitors are allowed to employ outside services to install and dismantle their display; however, exhibitors may not use an outside drayage contracting service. This service is provided by the exhibition's official drayage contractor as listed in this Manual.
2. An exhibitor appointed contractor shall have the right to provide services requested by an exhibitor for the set-up/ dismantling of their exhibit on the show floor and to utilize qualified employees, provided Show Management is notified by the exhibitor 45 days prior to the first scheduled installation date.
3. All exhibitors using an Exhibitor Appointed Contractor MUST complete and return the appropriate form - INDEPENDENT DISPLAY HOUSE CONTRACTORS - contained in the forms section in the back of this manual.
4. These services shall not conflict with existing labor regulations or contracts, and the exhibitor appointed contractor shall adhere to the entrance regulations set by the hall and Show Management.
5. The exhibitor appointed contractor shall possess, and have a copy of the same, on file with Show Management, a public liability and property damage insurance policy, naming specified insured and in the amounts required by the facility, be a signatory and conform with the current and acceptable labor contracts.
6. The exhibitor appointed contractor shall have a true and valid order for service from an exhibitor in advance of the show installation dates, and shall not solicit business upon the show floor or during installation and dismantling periods.
7. The exhibitor appointed contractor MUST provide notice to Show Management, in letter form, 30 days prior to scheduled installation dates, of the exhibitors who have retained its services. Show Management and the official, contractor will keep this information confidential. Show Management will make every effort to meet the desires of the exhibitors, provided this can be done without disrupting the smooth installation of the show.
8. The exhibitor appointed contractor, prior to starting work, will furnish the show office, at the exhibit hall, with the names of all employees who will be working in the hall, as well as names, addresses, and telephone numbers of key executives for emergency contact. Upon verification by the exhibitor of intent to Use an exhibitor appointed contractor, the contractor will be supplied with the appropriate notification form. All exhibitor appointed contractor workers must check-in each day to obtain a work pass. Work pass must be visible at all times.
9. The exhibitor appointed contractor is responsible for adherence to all rules of ingress and egress in a timely, professional manner and should complete their assigned services within prescribed time limits.
10. Exhibitor appointed display installation firms must remain within the perimeter of the booths they are erecting. They will not be allowed to set up work/dispatch stations in the aisles or other unused areas of the exhibit hall. Storage and dispatch areas will be assigned by Show Management.
11. The exhibitor appointed contractor will share with the official contractor all reasonable costs related to their operation, including the sharing of payment of union stewards, any required restoration of exhibit space to its initial condition, etc.

12. The exhibitor appointed contractor shall cooperate fully with the official show contractor and assist them when necessary in filling their scheduled responsibilities, especially by refraining from interfering with the efficient utilization of labor by the official show contractor.

13. It is the responsibility of the exhibitor to provide the exhibit appointed contractor with information pertinent to the installation and servicing of the exhibit, e.g., utilities, service order forms, installation and dismantling dates, shipping instructions and labels, display regulations, work passes, etc.

TYPES OF EXHIBITS

Standard Exhibit (In-Line booth)

An exhibit with neighboring exhibits on each side, which faces only one main aisle.

Walk Through Exhibit

An exhibit with neighboring exhibits on each side and faces two main aisles (basically, this is two standard exhibits, back-to-back, facing on two different aisles).

Corner Exhibit

A standard exhibit with at least 15' of main aisle frontage, with an adjoining neighboring exhibit on one side and a cross aisle on the other.

Double Corner Exhibit

Double corner exhibits have three open sides, two sides on the cross aisles and one large open side on the main aisle.

Peninsula and End Cap Exhibits

An exhibit with three open sides, two sides on the main aisles and one side on the cross aisle. These booths have limits placed on back wall size and placement. Please review the diagrams on the next page and in the Rules & Regulations Section.

Island Exhibit

An exhibit with no adjoining neighbors and with two sides in the main two side on the cross aisle (basically, this is two double corner units).

Perimeter Exhibits

Standard exhibit located on the perimeter wall of the floor plan.

Interior Exhibit

Any exhibit with a neighboring exhibit behind its back wall.

Canopies

A canopy or false ceiling over the exhibit which uses vertical supports up to 3" in width in the corner of their space. Vertical supports which are strictly decorative will not be permitted if the manner in which they are used obscures the sightline of the adjoining exhibit.

IMPORTANT RULE REMINDERS FOR ALL BOOTHS

- Exhibits may not project beyond their allotted space or interfere with the lighting or space of other exhibitors.
- Demonstrations or related activities must be confined to exhibitors' assigned space. Booths must be designed to accommodate expected attendees within the booth area.
- Exhibits may not contain sound systems or noisemaking devices that annoy or disturb neighboring exhibitors.

SAFETY REGULATIONS

Exhibitors are responsible for compliance with all pertinent regulations and codes concerning fire, safety, and health which may be applicable in the exhibit hall during this event.

Safety Regulations

Safety precautions involving operating equipment and displays materials must be taken including:

- Shielding from chips, sparks, strong lights, radiation, moving machinery, smoke or any toxic substances must be complete. Safety markings, masking, flagging of railings must be placed around or on any projection or other object where attendees could injure themselves.
- Machinery, operational equipment and other objects which might cause bodily harm must be adequately safeguarded. Management will have sole judgment and authority regarding the adequacy of safeguarding shields and barriers. Storage of materials is NOT permitted behind any backwalls or between two backwalls.
- Show Management will inspect the show floor daily. All unsafe displays, machinery demonstrations or exhibit operations will be brought to the exhibitor's attention. Any violation not corrected within the time allotted following notification will be corrected or removed (as deemed necessary) by Show Management at the exhibitor's expense.
- No one under the age of 18 will be allowed on the exhibit show floor at any time, including set-up, teardown and show hours.

SECURITY

Security

It is very important to us and to the success of the conference and exhibits that a safe and secure environment is provided for all exhibitors.

Show Management shall provide guard service throughout the hours of installation, exhibition and dismantling period, and exercise reasonable care for the protection of exhibitors' materials and display. Beyond this, Show Management, the Show facility, or any officer or staff member there are not responsible for the safety of the property of the Exhibitor, their employees or agents, from theft, damage by fire, accident, or any other cause. Exhibitors must provide their own insurance and/ or policy riders to cover all booth contents.

You may provide your own personnel for security, where permitted by the hall. However, you must advise the Show Management in writing and meet certain basic requirements for licensing and insurance.

You'll find a list of suggestions regarding security in the "Helpful Hints" section of this service manual. Please be sure to look it over.

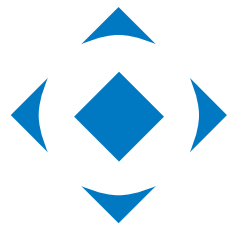
Insurance

Extensive security measures do not preclude the need for you to have insurance where your exhibit is concerned. Show Management and all organization and individuals who are employed by or associated with the Exhibition are not responsible for injury that may occur to an Exhibitor, their employees or agents, nor the safety of an exhibit or other property against robbery, fire, accident, or any other destructive causes.

Insurance coverage against damage and loss, and public liability insurance against injury to the person and property of others is required. Exhibit materials must be covered from the time your exhibit shipments leave your plant, during move-in, on show days, during move-out, and until all materials have been returned to point-of-origin. It is recommended that you seek this coverage through your current insurance carrier.

Safety precautions must be taken with operating equipment and display materials. Be sure your exhibit includes all necessary shielding and safety markings for safe and efficient operation.

If you have any questions on a special circumstance or need regarding your exhibit, please feel free to contact RadTech International N.A.



Shepard

EXHIBITOR SERVICE MANUAL



RadTech UV & EB

Hyatt Regency Orlando Convention Center | Orlando, FL
May 10 - 12, 2022

F130320522



RadTech UV & EB

Hyatt Regency Orlando Convention Center | Orlando, FL
May 10 - 12, 2022

SHOW INFORMATION

F130320522

Booth Package

Items provided in your booth, per exhibitor:

- 8' High Backwall Drape with 3' High Sidewall Drape
- 7" x 44" Cardstock Identification Sign

Show Colors

Show Drape Color(s): Black, Grey

Aisle Carpet Color: Facility is carpeted

Exhibit Show Schedule

GENERAL EXHIBITOR MOVE-IN

Monday, May 9, 2022 • 12:00PM to 8:00PM

EXHIBIT HOURS

Tuesday, May 10, 2022 • 10:00AM to 6:00PM

Wednesday, May 11, 2022 • 10:00AM to 6:00PM

Thursday, May 12, 2022 • 10:00AM to 2:00PM

EXHIBITOR MOVE OUT

Thursday, May 12, 2022 • 2:00PM to 6:00PM

FREIGHT REROUTE BEGINS*

*All outbound carriers must be checked in by this time

Thursday, May 12, 2022 | 6:00PM

Due to limited access time and loading dock availability, we strongly recommend that exhibitors ship their materials to the ADVANCE WAREHOUSE to expedite on-site unloading time.

IMPORTANT DEADLINES

Discount Price Deadline for Custom Shepard Rentals

Monday, April 11, 2022

Exhibitor Appointed Contractor Notification Deadline

Monday, April 11, 2022

First Day for Warehouse Deliveries Without a Surcharge

Monday, April 11, 2022

Discount Price Deadline for Standard Shepard Orders

Tuesday, April 19, 2022

Last Day for Warehouse Deliveries Without a Surcharge

Monday, May 2, 2022

Last Day for Warehouse Deliveries*

Friday, May 6, 2022

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

First Day Freight Can Arrive at Show Site

Monday, May 9, 2022 | 8:00AM

Shipping Addresses

ADVANCE WAREHOUSE SHIPMENT ADDRESS

Exhibiting Co. Name & Booth Number

RadTech UV & EB

c/o Shepard Exposition Services

1701 Boice Pond Rd STE 101

Orlando, FL 32837

DIRECT TO SHOW SITE SHIPMENT ADDRESS

c/o Shepard Exposition Services

Exhibiting Co. Name & Booth Number

RadTech UV & EB

Hyatt Regency Orlando Convention Center

9801 International Dr

Orlando, FL 32819



RadTech UV & EB

Hyatt Regency Orlando Convention Center | Orlando, FL
May 10 - 12, 2022

INFORMATION

F130320522

ADVANCE DEADLINE DATE (STANDARD ORDERS): TUESDAY, APRIL 19, 2022

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

Shepard Mailing Address

1531 Carroll Drive, NW
Atlanta, GA 30318
Phone: 404-720-8600
Email: orders@shepardes.com

Service Desk Hours *(subject to change)*

Monday, May 9, 2022 • 12:00PM to 8:00PM
Tuesday, May 10, 2022 • 10:00AM to 6:00PM
Wednesday, May 11, 2022 • 10:00AM to 6:00PM
Thursday, May 12, 2022 • 10:00AM to 6:00PM

Exhibitor Move Out

Thursday, May 12, 2022 • 2:00PM to 6:00PM

Dismantle & Move Out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed and/or plastic protection is installed on top of the floor. All exhibitor materials must be removed from the facility by **Thursday, May 12, 2022 | 6:00PM**.

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, May 12, 2022 | 6:00PM**.

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 on-site. Make sure your carrier knows your company name, booth number, and the carrier check in deadline.

Outbound Shipping

It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event. Our Customer Service Representatives are available pre show, during the show, and during move out to assist you in arranging shipping through our official carrier Shepard Logistics. For peace of mind and easy set up, contact Shepard Logistics before the event for transportation services to and from the event. Shepard does not provide UPS, FED-EX, or other carrier specific labels. Exhibitors must schedule pick ups directly with all carriers as well as provide carrier specific shipping labels.

Pick Up Address

Hyatt Regency Orlando Convention Center
9801 International Dr
Orlando, FL 32819

ONLINE ORDERING


IT'S EASY.


RadTech UV & EB

Hyatt Regency Orlando Convention Center | Orlando, FL

F130320522

May 10 - 12, 2022

Order online through the Shepard Exhibitor Portal at <https://apps.shepardes.com/olk/intro.asp>. Login or Create an Account and follow the simple instructions for ordering. If you need assistance during your shopping experience, contact us using our  chat feature on the right side of the screen. Representatives are available Monday - Friday, 8AM - 5PM EST.

1. Go to: <https://apps.shepardes.com/olk/intro.asp>.
2. Select the Event.
3. Login from the Show Information page by clicking the  button.
4. Select your event, enter your email address and password then click Login.
User Name = **Your Email Address**
(provided by Event Management)
Password = **RTUVEB22**
5. Don't have an account, click "Create an Account."
6. Once logged in, please confirm your profile information. If you need to update your information, please contact us at customerservice@shepardes.com.
7. To order, utilize the grey category drop-down menus above the Welcome message.
8. After making your selections, click the add to cart button on the bottom right of the page.
9. To view your order click the Shopping Cart Icon at the top right of the page.
10. Confirm your order, click and complete the payment process.

Login

If you are already registered for online ordering, please login below.

You'll need to select and event first. After you login you will have access to your other events as well.

Select an Event

Select a Show ▼

Email Address

youremail@yourcompany.com ▼

Password

.....

Login

[Forgot your password?](#)

Create an Account

Registration is easy. To create an account we need your email address, name, and company information.

Select an Event

Select a Show ▼

Creating an account will allow you to order online.

First, we will need your email address.

youremail@yourcompany.com 

METHOD OF PAYMENT

RadTech UV & EB

Hyatt Regency Orlando Convention Center | Orlando, FL

F130320522

May 10 - 12, 2022

Please review the information and complete your payment information online.

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 your online credit card information to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative including material handling and logistics charges for shipments received on your company's behalf and any unpaid balance due for Shepard services.** Credits for services will be issued at show site only.

Shepard no longer accepts cash payments for any Shepard Services. Once a payment is processed by credit card, any changes to the payment method will be charged a fee of 5% of the total invoice. 10010-Change Of Payment Method Transaction Fee

Shepard Exposition Services only accepts payment information electronically. Place your order online with Shepard or follow the steps below to provide your payment information electronically and submit your order forms.

Complete your payment information online.

Login to your account at <https://www.shepardes.com/payment-methods> and choose the event you are submitting payment for.

Discount Pricing Deadlines

Orders received without payment or after the discount price deadline will be charged at the standard price.

Online: Tuesday, April 19, 2022 All paid orders placed online prior to the deadline date.

Discount Deadline: Tuesday, April 19, 2022 All paid orders placed via pdf prior to the deadline date.

ACH/Wire Transfers

You may choose to pay by Check or ACH/Wire Transfer, however a credit card is required on file to process all orders.

In order to accurately process the transfer of funds from your account, please complete the following information and email it along with a copy of the wire receipt to the email 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 BEING ATTENDED: **RadTech UV & EB**

EVENT CODE: **F130320522**

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

| | | | |
|---|---------------------------------|--------------------------------|---|
| Account Name: Shepard Exposition Services, Inc. | Routing Number: 041000124 | SWIFT CODE (US): PNCCUS33 | Please include the show name, event code and your booth number if you are sending a physical check. |
| Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA | Account Number: 42-6061-9772 | SWIFT CODE (INTL): PNCCUS33 | |

TAX EXEMPT? Please submit tax exemption certificate to: orders@shepardes.com. If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.

TERMS & CONDITIONS

RadTech UV & EB

Hyatt Regency Orlando Convention Center | Orlando, FL

F130320522

May 10 - 12, 2022

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 accept these terms and conditions when any of the following conditions are met:

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

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

Indemnification: The exhibitor agrees to indemnify, forever hold harmless, and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, 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. If EXHIBITOR provides a credit card for payment and the credit card transaction is declined, EXHIBITOR hereby authorizes Shepard to process the outstanding balance in multiple smaller increments that total the amount of the outstanding payment obligation. In the event that a THIRD PARTY (AGENT) orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

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

Third Party Orders: If you contract your work to a display or exhibit house 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. If your elected Third Party Provider fails to pay for Shepard Services, the exhibitor is still responsible for paying all invoices to Shepard.

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

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

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

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

continued on the next page

TERMS & CONDITIONS (continued)

RadTech UV & EB

Hyatt Regency Orlando Convention Center | Orlando, FL

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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 Method of Payment form. The credit card portion of the form must still be completed before your order will be processed.

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

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

Exhibitor Information: Exhibitor permits all contact information provided to Shepard to be used by Shepard and shared with other entities assisting in the production of the event in question. Facsimiles and email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing.

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

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, Shepard's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighted weight of the shipment. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to 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 their representative. All previous labels should be removed. Shepard assumes no responsibility for removal or mis delivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."

COVID-19 CANCELLATION POLICY

RadTech UV & EB

Hyatt Regency Orlando Convention Center | Orlando, FL

F130320522

May 10 - 12, 2022

Cancellation Policy Statement for Exhibitors on Events Impacted by Coronavirus

(COVID-19) The impact of COVID-19 has been unlike anything our live events industry and the global community have ever experienced. We understand that our exhibitors are disappointed in the lost opportunity to connect with attendees and grow their businesses. Due to these unprecedented circumstances, we have temporarily revised our policy to support our customers.

This policy will apply to events that cancel prior to Shepard's commencement of moving in the event:

- We will offer 100% refunds on standard furnishings, accessories, executive furnishings and standard carpet/padding. Custom products such as premium, special cut carpets and graphics will be refunded at 70-100%, based on cancellation date.
- Custom rental exhibits will be refunded based on cancellation date and production status.
- We will charge for work performed on labor, material handling and transportation.
- Custom fabrication items are non-refundable.
- All products/services not listed above will be charged per contracted terms.
- The Shepard customer services team will reach out to exhibitors to assist with freight, as well as answer any questions regarding orders. They will be able to assist on both cancelled and postponed shows.

Frequently Asked Questions

How do I cancel my order?

As soon as we are informed of a cancelled event, we will begin working through canceling orders. You will be emailed a final invoice showing any applicable charges and/or credits.

If I just sent in my order, will it be processed, and will my card be charged?

If we have been notified by the event organizer that the event has been cancelled, we will not process the order.

When will I get a refund?

If a refund is due, we will send a check for monies due to the address on file. Wire transfers will be refunded and issued by the Shepard Accounts Receivable department as soon as invoices are finalized.

Will I still be charged material handling for my shipment?

Yes, material handling charges will apply and will be based on where your freight was shipped and if it had been taken to show site by the time of cancellation.

I already shipped my freight to the Shepard advance warehouse or the event. Can you send it back to me?

Yes, with the shipment already in our possession, we can easily return your freight to the destination of your choice using Shepard Logistics. Please contact us at logistics@shepardes.com.

Shepard reserves the right to modify this and other policies at any time.

SAFETY FIRST PLAN

CREATING SAFE & SUCCESSFUL LIVE EVENTS IN A COVID WORLD.

Changes are taking place at our events.
With Shepard, You Can.

To support the production and maintenance of clean and healthy environments—both at Shepard offices and event sites—we've implemented a series of solutions and standards for all associates and event personnel.

Our Commitment!

Shepard is committed to partnering with our facility, organizer and vendor partners to implement an enhanced safety environment.



Masks Required

Associates and union personnel are required to wear a mask while working at Shepard offices and event sites.



Health Screening

Associates and union personnel are required to complete a daily health screening before reporting in for work.



Temperature Check

Shepard is conducting a temperature check for all personnel entering Shepard offices and event sites.



Hand Hygiene

Personnel is required to follow hand hygiene protocols placed in all restrooms and break areas.



Safety Signage

Shepard signage with health and safety reminders are placed at entrance and exit points.



Hand Sanitizing Stations

Hand sanitizing stations are placed at Shepard check-in areas and work stations.



Exhibitor Service Center

Area has enhanced safety measures, including sneeze guards to protect customer service associates and customers during all interactions.



Daily Safety Briefings

We have incorporated COVID-19 preventative practices into existing daily safety briefings.



Social Distancing/No Contact Rule

Personnel is encouraged to keep a distance of at least 6 feet away from other associates in all areas. Please refrain from physical contact greetings.



COVID-19 Training

All associates are required to complete training and courses on COVID-19 safety and infectious disease prevention.



Team Meeting Areas

General meeting areas will follow social distancing guidelines and any additional preventative measures.

**RadTech UV & EB**

Hyatt Regency Orlando Convention Center | Orlando, FL
May 10 - 12, 2022

THIRD PARTY PAYMENT**F130320522****DEADLINE: MONDAY, APRIL 11, 2022**

Return this form when a third party (any party other than exhibiting company) should be billed for services. Both parties **MUST** sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed. By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges. **In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.** The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

Step 1. Provide the exhibiting company contact information and signature.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

EXHIBITING COMPANY ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT EMAIL ADDRESS: _____ PHONE NUMBER: _____

EXHIBITING COMPANY AUTHORIZED NAME (please print): _____

SIGNATURE FROM EXHIBITING COMPANY: _____

Step 2. Check services below to bill to the third party.☐ **ALL SERVICES**☐ Booth Cleaning☐ Material Handling☐ Carpet☐ Furniture☐ Exhibit Rentals☐ Overhead Rigging/Labor☐ Installation/Dismantling Labor☐ Logistics/Transportation

Other (please specify): _____

Step 3. Provide third party contact information.

3RD PARTY COMPANY NAME: _____

CONTACT NAME: _____

EXHIBITING COMPANY ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT EMAIL ADDRESS: _____ PHONE NUMBER: _____

Step 4. Complete your payment information online.

Login to your account at <https://www.shepardes.com/payment-methods> and choose the event you are submitting payment for.



RadTech UV & EB

Hyatt Regency Orlando Convention Center | Orlando, FL

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EXHIBITOR APPOINTED CONTRACTOR (EAC)

F130320522

DEADLINE: MONDAY, APRIL 11, 2022

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

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT EMAIL ADDRESS: _____ PHONE NUMBER: _____

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the event organizer in a contract as an exclusive service for the "general or official" service provided or other third party.

No EAC will be allowed to work in an exhibitor's booth if this EAC form, a valid form of insurance, a third party Method of Payment form and an exhibitor Method of Payment 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: _____

CONTACT NAME: _____ PHONE NUMBER: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DESCRIPTION OF PROPOSED SERVICE FOR EXHIBITOR: _____

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

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

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

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

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

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

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

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

EXHIBITOR SIGNATURE: _____



Email completed form to: customerservice@shepardes.com

With Shepard, You Can.

CONTACT NAME: _____ CONTACT EMAIL ADDRESS: _____

ABOVE BOOTH NUMBER: _____

[illegible]

BELOW BOOTH NUMBER: _____

SHIPPING VS. MATERIAL HANDLING

Make freight management easy.
With Shepard, You Can.



What is Shipping?

Shipping is the process of a carrier picking up items from your office or any place of origin and transporting it to the dock of either the advance warehouse or event facility. Shipping 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 a shipment from your carrier and managing on-site handling of the shipment through the event cycle. It is a standard event procedure with associated costs typically based on shipment weight.

Material Handling Process:

- Unloading freight from your carrier once it arrives at the receiving dock.
- Transporting freight from dock 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 at the close of event.
- Transferring your freight back to the loading dock.
- Loading your freight into your carrier's delivery vehicle for return shipping.

One easy way to keep charges low?

Consolidate. Whether you ship to the advance warehouse or directly to show site, it is in your best interest to consolidate your shipment as much as possible. Each shipment that arrives separately is assessed the minimum charge.

So, keep your charges low by skidding items so that they are sure to arrive together.

SHEPARD LOGISTICS

EFFICIENT. ON-TIME. GUARANTEED.

Enjoy convenience and confidence.
With Shepard Logistics, You Can.

Shepard Logistics is the official event carrier. Our dedicated team of logistics specialists will provide you with personalized and efficient shipping solutions to make sure your freight arrives on time.



Inbound & Outbound Services

- Small package
- Standard ground
- Next Day, 2-Day, and 3-Day service levels
- Air-ride
- Flatbed
- Dedicated truckload
- Volume discounts
- Caravan services



Material Handling

- Handle-with-care approach
- On-time delivery
- Fast resolution in case of damage
- Signature series material handling 10% discount to all round-trip customers



Value-Added Services

- Personalized service
- Priority empty return for all inbound with Shepard Logistics
- Transparent quotes with no hidden fees
- Available 7-days a week
- Late fees waived at Shepard events
- Outbound shrink wrap at no charge
- Shepard Logistics personnel on-site at your service for assistance



SHEPARD LOGISTICS SERVICES (SLS)

RadTech UV & EB

F130320522

Hyatt Regency Orlando Convention Center | Orlando, FL
May 10 - 12, 2022

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

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

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL ADDRESS: _____

Step 2. Where are we picking up the shipment?

COMPANY NAME: _____

STREET ADDRESS: _____ PHONE NUMBER: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Is there a loading dock? ☐ Yes ☐ No

Is the building in a residential area? ☐ Yes ☐ No

Do we need a lift gate on our truck? ☐ Yes ☐ No

Do we need to go inside your office to pick up your items? ☐ Yes ☐ No

Any thing else we should know about your building?

Step 3. When are we picking up the shipment?

DATE: _____ HOURS OF OPERATION: _____

Step 4. Where is the shipment going?

☐ Advanced Warehouse ☐ Direct to Facility/Show Site

Step 5. What are we shipping?

| QTY | ITEM | LENGTH | WIDTH | HEIGHT | WEIGHT |
|-----|---------------------|--------|-------|--------|--------|
| | Crates | | | | |
| | Cartons (cardboard) | | | | |
| | Cases/Trunks | | | | |
| | Skids/Pallets | | | | |

| QTY | ITEM | LENGTH | WIDTH | HEIGHT | WEIGHT |
|-------|----------------|--------|-------|--------|--------|
| | Carpet (color) | | | | |
| | Monitors | | | | |
| | Other | | | | |
| TOTAL | | | | | |

Step 6. What type of service is need (how fast do you need it)?

☐ Standard Ground ☐ 2nd Day Air ☐ Next Day Air ☐ Other (Truckload, Specialized) _____

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

Step 7. After the event is over, are we shipping it back to you?

☐ YES! ☐ No, I will arrange another carrier.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

A credit card must be on file to order Shipping Services. Please complete the Method of Payment form. Shipping services do not include material handling charges at show site. Material handling fees will be charged to the credit card on file.



Email completed form to: logistics@shepardes.com



DSV - Agility is the preferred International Freight Forwarder and Customs Broker for Shepard Exposition Services events.

Our complete services include:

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

**Your one stop source for
trade show, exhibition and
event shipping worldwide**

DSV - Agility
1100 Tamiami Trail S.
Suite B
Venice, FL 34285

Tel: 941-861-8930
Contact: Kelly O'Neill-Exley
koneill@agility.com

www.dsv.com
colin.may@dsv.com

Contact us for a free quote today!



<https://www.agility.com/en/dsv-global-integrated-logistics/>



OUTBOUND MATERIAL HANDLING AUTHORIZATION & LABEL REQUEST

RadTech UV & EB

F130320522

Hyatt Regency Orlando Convention Center | Orlando, FL
May 10 - 12, 2022

All outbound shipments require a Shepard Outbound Material Handling Authorization (MHA) form and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard. Your pre-printed MHA and labels will be delivered to your booth prior to the close of the show.

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

\$\$\$\$\$
SAVING TIP!

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

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

Step 2. Where is the shipment going?

COMPANY NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Step 3. How many pieces are in your shipment?

OF CRATES: _____ # OF SKIDS: _____ # OF CASES: _____ # OF CARTONS: _____ APPROX. TOTAL WEIGHT: _____

Step 4. What are we shipping?

| QTY | ITEM | LENGTH | WIDTH | HEIGHT | WEIGHT |
|-----|---------------------|--------|-------|--------|--------|
| | Crates | | | | |
| | Cartons (cardboard) | | | | |
| | Cases/Trunks | | | | |
| | Skids/Pallets | | | | |

| QTY | ITEM | LENGTH | WIDTH | HEIGHT | WEIGHT |
|-------|----------------|--------|-------|--------|--------|
| | Carpet (color) | | | | |
| | Monitors | | | | |
| | Other | | | | |
| TOTAL | | | | | |

Is there a loading dock? ☐ Yes ☐ No

Is the building in a residential area? ☐ Yes ☐ No

Do we need a lift gate on our truck? ☐ Yes ☐ No

Do we need to go inside your office to pick up your items? ☐ Yes ☐ No

Any thing else we should know about your building?

Step 5. How many labels do you need? _____

Step 6. Who is picking up your shipment?

☐ Official Show Carrier: SHEPARD LOGISTICS ☐ Other (Truckload, Specialized) _____

If selecting a carrier other than Shepard Logistics, you must schedule the pickup. This includes Fed Ex, UPS, etc. If using FedEx or UPS you must have and apply their shipping labels.

Step 7. What type of service is need (how fast do you need it)?

☐ Ground ☐ 2nd Day ☐ Expedited Ground (3-5 Days) ☐ Overnight

Step 8. What do we do with your items if your carrier doesn't show up?

☐ Send out via Shepard Logistics or available carrier ☐ Return to warehouse for pickup, \$400 minimum charge

In order to process your order, we require payment on file. Please complete the Method of Payment 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.



Email completed form to: logistics@shepardes.com

Print at least one advanced shipping 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.

| | |
|-------------------------------|--|
| ADVANCED WAREHOUSE |  Shepard |
| | ADVANCED WAREHOUSE |
| | TO: |
| | _____ (Exhibiting Company Name) |
| | _____ (Exhibiting Company Booth Number) |
| RUSH | c/o Shepard Exposition Services 1701 Boice Pond Rd STE 101 Orlando, FL 32837 |
| | FOR: RadTech UV & EB |
| | Delivery Hours: Monday - Friday, 8:00AM - 4:00PM |
| | First day freight can arrive without a surcharge: Monday, April 11, 2022 |
| | Last day freight can arrive without a surcharge: Monday, May 2, 2022 |

Print at least one advanced shipping 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.

**DIRECT TO
SHOW SITE**

RUSH

 **Shepard**
DIRECT TO SHOW SITE

TO:

(Exhibiting Company Name)

(Exhibiting Company Booth Number)

**c/o Shepard Exposition Services
Hyatt Regency Orlando Convention Center
9801 International Dr
Orlando, FL 32819**

**FOR:
RadTech UV & EB**

MUST NOT BE DELIVERED PRIOR TO:
Monday, May 9, 2022 | 8:00AM



RadTech UV & EB

Hyatt Regency Orlando Convention Center | Orlando, FL
May 10 - 12, 2022

MATERIAL HANDLING RATES

F130320522

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

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

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

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

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

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

Advanced Warehouse Shipments**

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

FIRST DAY FREIGHT CAN ARRIVE: Monday, April 11, 2022

LAST DAY FREIGHT CAN ARRIVE: Friday, May 6, 2022

| CODE | ITEM | WEIGHT | | PRICE/CWT | TOTAL |
|-------|------------------|--------|---|-----------|-------|
| 35010 | Crated | | X | \$172.00 | |
| 35036 | Special Handling | | X | \$223.50 | |

Light Weight Shipments****

**** Shipments 40 pounds or less.

| CODE | ITEM | WEIGHT | | PRICE | TOTAL |
|-------|--------------|--------|---|---------|-------|
| 35400 | Light Weight | | X | \$86.00 | |

| | |
|---|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 6.50% |
| AMOUNT DUE | \$ _____ |

Direct to Facility/Show Site Shipments***

*** Large pieces of machinery and uncrated shipments can be accepted at show site.

FIRST DAY FREIGHT CAN ARRIVE: Monday, May 9, 2022

| CODE | ITEM | WEIGHT | | PRICE/CWT | TOTAL |
|-------|------------------|--------|---|-----------|-------|
| 35030 | Crated | | X | \$175.50 | |
| 35043 | Uncrated | | X | \$263.25 | |
| 35038 | Special Handling | | X | \$228.25 | |

Other Material Handling Services

| CODE | ITEM | QTY | | PRICE | TOTAL |
|-------|---|-----|---|---------|-------|
| 35490 | Banding Service Per 4x4 Skid/Pallet | | X | \$75.00 | |
| 35491 | Shrink-wrap Service Per 4x4 Skid/Pallet | | X | \$75.00 | |

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

MATERIAL HANDLING INFORMATION

RadTech UV & EB

Hyatt Regency Orlando Convention Center | Orlando, FL

F130320522

May 10 - 12, 2022

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.

Padded Van Deliveries

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.

Disposal Fee

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

Overtime/Double-time

SURCHARGE: Overtime: 30% • Double Time: 50%
Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

Warehouse Overtime/Double-time

SURCHARGE: Overtime: 30% • Double Time: 50%
Advanced shipments may be received during straight time hours at the warehouse location, however an overtime/double time surcharge may be applied to an advanced warehouse shipment due to required delivery schedule based on show move-in and move out hours beyond our control. This would also be true if freight was received after hours at the warehouse trapping facility.

Early/Late Shipments to the Warehouse

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

Uncrated Shipments

Rate as shown on Material Handling 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

SURCHARGE: 15% • 35004
For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

Marshaling Yard

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

Reweigh of Shipments

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

Empty Crate Storage

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

Light Weight Shipments

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

Envelope Deliveries

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

Priority Empty Labels

FEE: \$75.00 per label • 35064
Limited quantities available on a per event basis.

Mobile Spotting

FEE: \$200 per round trip
All vehicles must be escorted in and out of building by Shepard personnel.

MATERIAL HANDLING 101

Shepard Exposition Services is the sole provider of Material Handling Services. Exhibitors or their hired EAC/Carriers may not deliver freight to exhibit spaces or operate any type of mechanical or powered equipment. Material handling is a billable service.

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

What is the definition of "freight"? Any exhibit materials shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is the difference between material handling and shipping? Shipping is the process of transporting your shipment from its origin to its final destination. Material handling begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.) These are 2 different items and are billed differently.

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

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

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

How do I calculate material handling charges? Material handling, whether used completely or in part are offered as a round trip service. When recording weight, round up to the next 100 lbs. EXAMPLE: 285 lbs. = 300 lbs./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.

How do I calculate my Light Weight shipment?

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

What are Crated Materials? Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no additional handling required.

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

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

What are Advanced 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 AM - 4:00 PM, excluding holidays. Shipments must arrive by advanced warehouse deadline date to avoid 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 (MHA) with all required information, and return to the customer service desk. If you have questions on how to complete your bill of lading (MHA), please ask a Shepard customer service representative located at the customer service desk.

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

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



Cartload Service provides service to exhibitors arriving in personally owned vehicles (POVs) and have small hand-carried items that need to be delivered to and from the dock/booth location. Exhibitors may not utilize mechanical or powered equipment to unload their items.

Cartload Service includes:

Includes:

- One laborer
- One cart
- One trip (per rate listed below)

Please remember:

- If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.
- No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.
- All items must fit on flat bed cart (approximately 3' x 4' in size) and weigh less than 200 pounds. If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.
- Your vehicle must unload on the receiving dock of the exhibit hall. Shepard personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.

Labor Hours

Straight Time (ST): Monday - Friday | 8:00AM - 5:00PM

Overtime (OT): Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday

Double Time (DT): Holidays

Holidays: NY Day, M.L. King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas.

| CODE | ITEM | # OF TRIPS | RATE | TOTAL |
|-------|------------------|------------|----------|-------|
| 35151 | Dock to Booth ST | | \$162.00 | |
| 35152 | Booth to Dock ST | | \$162.00 | |
| 35153 | Dock to Booth OT | | \$223.00 | |
| 35154 | Booth to Dock OT | | \$223.00 | |

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 6.50%

AMOUNT DUE \$ _____

Only Shepard personnel are allowed to operate mechanical equipment. No refunds or exchanges once service has been rendered. Cancellations must be received in writing within 48 hours of first day of exhibitor move in.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



RadTech UV & EB

Hyatt Regency Orlando Convention Center | Orlando, FL
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MOBILE SPOTTING FEE

F130320522

Displaying a Vehicle at the Event?

(including rolling stock, self-propelled, towed and/or pushed vehicles/machinery)

All vehicles must be escorted on and off the floor by a Shepard representative. Shepard charges a round-trip fee, per vehicle, to place a vehicle on the trade show floor. Additional charges may apply when additional labor and equipment are required.

Step 1.

If you have a vehicle, make sure it is shown on the official floorplan by alerting Customer Service or your Event Management.

Step 2.

Contact Customer Service to schedule your move in and out. Vehicle placement must be supervised by the exhibitor.

Important Rules and Regulations

- Battery Cables must be disconnected.
- Gas Cap must either be taped shut or have a lockable gas cap.
- Must contain less than 1/4 tank of gas.
- Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

All vehicles must be removed no later than:

Thursday, May 12, 2022 | 6:00PM

Any vehicles left after that time are subject to removal by towing or other means. Exhibitors are responsible for all removal charges.

| CODE | ITEM | QTY | RATE | TOTAL |
|-------|---------------------------------|-----|----------|-------|
| 35106 | Motorized Unit/Vehicle Spotting | | \$200.00 | |

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 6.50%

AMOUNT DUE \$ _____

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

No refunds or exchanges once service has been rendered. Cancellations must be received in writing 48 hours prior to first day of exhibitor move in.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

PERSONALLY OPERATED VEHICLE (POV) UNLOADING INFORMATION

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



The types of vehicles shown to the left are considered POVs and will be allowed to unload/load in the designated POV ramp area after checking in at the marshaling yard.



3 ALLOWED POVs INCLUDE:

- Passenger Automobile
- Mini Van
- SUV
- Pick-up Truck



Please refer to the Labor Rules and Regulations page for additional information and guidelines.



The types of vehicles shown to the left are considered rental trucks and trailers and will not be allowed access to the dock spaces to self unload/load. Vehicles like shown at the left will be unloaded by dock personnel and not by exhibitors. **NOT ALLOWED IN THE DOCK AREA:**



7 Trailers of any kind



- 7 No Step Van/Box Truck**
- 7 Full Size Vans**

Exhibitors may not operate or utilize any type of powered and mechanical equipment. See examples to the left of equipment that can and cannot be used.



3 ALLOWED:

- Hand Carried Boxes



NOT ALLOWED:

- 7 2-wheel or 4-wheel Hand Carts**
- 7 Pallet Jacks**





FORKLIFTS & GROUND RIGGING

RadTech UV & EB

F130320522

Hyatt Regency Orlando Convention Center | Orlando, FL

May 10 - 12, 2022

DISCOUNT DEADLINE:* TUESDAY, APRIL 19, 2022

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

Labor Hours

Straight Time (ST): Monday - Friday | 8:00AM - 5:00PM

Overtime (OT): Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday

Double Time (DT): Holidays

Holidays: NY Day, M.L. King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas.

Step 1: Describe the work.

☐ Uncrating Materials ☐ Spotting Equipment ☐ Booth Work/Ground Rigging

Will you need: ☐ Straps ☐ Extended Blades Weight of Heaviest Piece: _____

Step 2. When are we moving it?

(times are not guaranteed)

Install Date/Time: _____

Dismantle Date/Time: _____

Step 3. Choose your lift size.

| FORKLIFT RENTAL - UP TO 5,000 LB. CAPACITY | | | | | | |
|--|------------------|-----|----------|----------|----------|-------|
| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 35028 | ST Hourly Rental | | \$324.90 | \$373.65 | \$418.50 | |
| 35039 | OT Hourly Rental | | \$412.55 | \$474.45 | \$531.40 | |
| 35067 | DT Hourly Rental | | \$500.25 | \$575.30 | \$644.35 | |

| FORKLIFT RENTAL - UP TO 10,000 LB. CAPACITY | | | | | | |
|---|------------------|-----|------------|------------|------------|-------|
| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 35029 | ST Hourly Rental | | \$649.75 | \$747.20 | \$836.85 | |
| 35049 | OT Hourly Rental | | \$825.15 | \$948.90 | \$1,062.75 | |
| 35069 | DT Hourly Rental | | \$1,000.50 | \$1,150.55 | \$1,288.60 | |

| FORKLIFT RENTAL - UP TO 15,000 LB. CAPACITY | | | | | | |
|---|------------------|-----|------------|------------|------------|-------|
| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 35455 | ST Hourly Rental | | \$812.20 | \$934.05 | \$1,046.15 | |
| 35456 | OT Hourly Rental | | \$1,031.40 | \$1,186.10 | \$1,328.45 | |
| 35457 | DT Hourly Rental | | \$1,250.65 | \$1,438.25 | \$1,610.85 | |

| FORKLIFT RENTAL - UP TO 20,000 LB. CAPACITY | | | | | | |
|---|------------------|-----|------------|------------|------------|-------|
| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 35035 | ST Hourly Rental | | \$974.65 | \$1,120.85 | \$1,255.35 | |
| 35066 | OT Hourly Rental | | \$1,237.70 | \$1,423.35 | \$1,594.15 | |
| 35070 | DT Hourly Rental | | \$1,500.75 | \$1,725.85 | \$1,932.95 | |

| FORKLIFT RENTAL - UP TO 30,000 LB. CAPACITY | | | | | | |
|---|------------------|-----|------------|------------|------------|-------|
| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 35255 | ST Hourly Rental | | \$1,299.50 | \$1,494.40 | \$1,673.75 | |
| 35256 | OT Hourly Rental | | \$1,650.25 | \$1,897.80 | \$2,125.55 | |
| 35257 | DT Hourly Rental | | \$2,001.00 | \$2,301.15 | \$2,577.30 | |

| FORKLIFT RENTAL - 4 STAGE | | | | | | |
|---------------------------|------------------|-----|----------|----------|----------|-------|
| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 35593 | ST Hourly Rental | | \$487.30 | \$560.40 | \$627.65 | |
| 35594 | OT Hourly Rental | | \$618.85 | \$711.70 | \$797.10 | |
| 35595 | DT Hourly Rental | | \$750.40 | \$862.95 | \$966.50 | |

Rate structure includes forklift and one (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. **PLEASE NOTE:** Per riggers jurisdiction, a rigging crew (up to 3 riggers) may require a 4-hour minimum to install any hanging sign, truss and/or motors, or structures requiring hoisting. Rates are per lift and crew per hour.

| RIGGING SUPERVISOR RATES (PER MAN HOUR) | | | | | | |
|---|------------------|-----|----------|----------|----------|-------|
| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 35085 | ST Hourly Rental | | \$152.50 | \$175.40 | \$196.45 | |
| 35086 | OT Hourly Rental | | \$228.75 | \$263.05 | \$294.60 | |
| 35099 | DT Hourly Rental | | \$305.00 | \$350.75 | \$392.85 | |

| RIGGERS & MATERIAL HANDLERS (PER MAN HOUR) | | | | | | |
|--|------------------|-----|----------|----------|----------|-------|
| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 35087 | ST Hourly Rental | | \$122.00 | \$140.30 | \$157.15 | |
| 35100 | OT Hourly Rental | | \$183.00 | \$210.45 | \$235.70 | |
| 35101 | DT Hourly Rental | | \$244.00 | \$280.60 | \$314.25 | |

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

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 6.50%

AMOUNT DUE \$ _____

Only Shepard personnel are allowed to operate mechanical equipment. Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



RadTech UV & EB

Hyatt Regency Orlando Convention Center | Orlando, FL
May 10 - 12, 2022

ON-SITE STORAGE

F130320522

On-site Storage is used when you have product you need to replenish during the event, or if you have items you don't want stored with the empty crates. Do not use this service for "Empty" storage. Two different types of storage are available:

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).

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).

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

ON-SITE CONTACT NAME: _____ ON-SITE 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 2. Choose the type of storage to fit your needs.

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

Accessible Storage

Step 1:

| CODE | ITEM | QTY | | COST PER DAY | | NUMBER OF DAYS | | EST TOTAL 1 |
|-------|---------------|-----|---|--------------|---|----------------|---|-------------|
| 35166 | Pallets/Skids | | X | \$35.00 | X | | = | |
| 35349 | 1/2 Trailer | | X | \$80.00 | X | | = | |
| 35348 | Full Trailer | | X | \$120.00 | X | | = | |

Step 2:

| CODE | ITEM | COST PER MOVE | | NUMBER OF MOVES | | EST TOTAL 2 |
|-------|-----------------------|---------------|---|-----------------|---|-------------|
| 35087 | Labor - Straight Time | \$122.00 | X | | = | |
| 35100 | Labor - Overtime | \$183.00 | X | | = | |
| 35101 | Labor - Double Time | \$244.00 | X | | = | |

Step 3: Add your Est Total from Step 1 to the Est Total of Step 2.

| EST TOTAL 1 | | EST TOTAL 2 | | EST STORAGE TOTAL |
|-------------|---|-------------|---|-------------------|
| | + | | = | |

Secured Storage

Step 1:

| CODE | COST PER SQ. FT. | | EST SQ. FT. NEEDED | | NUMBER OF DAYS | | EST TOTAL 1 |
|-------|------------------|---|--------------------|---|----------------|---|-------------|
| 35068 | .80 | X | | X | | = | |

Step 2:

| CODE | ITEM | COST PER MOVE | | NUMBER OF MOVES | | EST TOTAL 2 |
|-------|-----------------------|---------------|---|-----------------|---|-------------|
| 35087 | Labor - Straight Time | \$122.00 | X | | = | |
| 35100 | Labor - Overtime | \$183.00 | X | | = | |
| 35101 | Labor - Double Time | \$244.00 | X | | = | |

Step 3: Add your Est Total from Step 1 to the Est Total of Step 2.

| EST TOTAL 1 | | EST TOTAL 2 | | EST STORAGE TOTAL |
|-------------|---|-------------|---|-------------------|
| | + | | = | |

Only Shepard personnel are allowed to operate mechanical equipment. 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. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



RadTech UV & EB

Hyatt Regency Orlando Convention Center | Orlando, FL
May 10 - 12, 2022

WAREHOUSE STORAGE

F130320522

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

Pricing

- Warehouse storage rates are billed \$10.00 per cwt per month (\$100.00 a month minimum charge) (35006).
- Each shipment returned to the warehouse for storage will be billed \$20.00 per cwt (\$400.00 minimum) (35005).
- 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 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

ON-SITE CONTACT NAME: _____ ON-SITE CELL PHONE: _____

EMAIL ADDRESS: _____

Step 2. What needs to be stored?

TOTAL NUMBER OF PIECES TO BE STORED: _____

| PIECE | LENGTH | WIDTH | HEIGHT | WEIGHT | CRATE/SKID |
|-------|--------|-------|--------|--------|------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |

| PIECE | LENGTH | WIDTH | HEIGHT | WEIGHT | CRATE/SKID |
|-------|--------|-------|--------|--------|------------|
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |

| | |
|---|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 6.50% |
| AMOUNT DUE | \$ _____ |

Step 3. How long are we storing your items?

FROM DATE: _____ TO DATE: _____

Fees will continue until storage is picked up.

Step 4. What do we do with your items at the end of the storage period?

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

☐ Ship to another destination via Shepard Logistics* ☐ Transport to another Shepard event*

*Additional fees will apply

☐ Pick-up is arranged with another carrier: _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Storage Items will not be stored or released without a valid credit card on file.

PRINTED NAME: _____



Email completed form to: orders@shepardes.com



RadTech UV & EB

Hyatt Regency Orlando Convention Center | Orlando, FL
May 10 - 12, 2022

BOOTH & CARPET CLEANING

F130320522

ONLINE & DISCOUNT DEADLINE:* TUESDAY, APRIL 19, 2022

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

As the General Service Contractor, Shepard has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide this service on the show floor. Minimum 100 square foot order for all cleaning services.

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

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

Booth Vacuuming

| VACUUM ONCE | | | | | | |
|-------------|-----------------|---------|--------|----------|---------|-------|
| CODE | SERVICE | SQ. FT. | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 47050 | 0-399 sq. ft. | | \$0.42 | \$0.50 | \$0.55 | |
| 47051 | 400-900 sq. ft. | | \$0.40 | \$0.45 | \$0.50 | |
| 47052 | 900+ sq. ft. | | \$0.35 | \$0.40 | \$0.45 | |

| VACUUM DAILY | | | | | | |
|--------------|-----------------|---------|--------|----------|---------|-------|
| CODE | SERVICE | SQ. FT. | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 47055 | 0-399 sq. ft. | | \$1.26 | \$1.45 | \$1.60 | |
| 47056 | 400-900 sq. ft. | | \$1.15 | \$1.30 | \$1.45 | |
| 47057 | 900+ sq. ft. | | \$1.05 | \$1.20 | \$1.35 | |

Porter Service

Includes emptying wastebaskets within the booth every two hours during the show.

| PORTER SERVICE | | | | | | |
|----------------|-----------------|---------|--------|----------|---------|-------|
| CODE | SERVICE | SQ. FT. | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 47030 | One Time Porter | | \$0.50 | \$0.60 | \$0.65 | |
| 47031 | Daily Porter | | \$1.45 | \$1.65 | \$1.85 | |

Specialty Services

| MOPPING & CARPET SHAMPOOING | | | | | | |
|-----------------------------|------------------|---------|--------|----------|---------|-------|
| CODE | SERVICE | SQ. FT. | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 47042 | Mop One Time | | \$0.55 | \$0.65 | \$0.75 | |
| 47022 | Mop Daily | | \$1.40 | \$1.60 | \$1.80 | |
| 47013 | Shampoo One Time | | \$0.55 | \$0.65 | \$0.75 | |

| DISPLAY WIPE DOWN (CHARGED PER HOUR) | | | | | | |
|--------------------------------------|----------|---------|----------|----------|----------|-------|
| CODE | SERVICE | SQ. FT. | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 47043 | One Time | | \$124.80 | \$143.50 | \$160.70 | |
| 47044 | Daily | | \$340.36 | \$391.40 | \$438.35 | |

| | |
|---|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 6.50% |
| AMOUNT DUE | \$ _____ |

Vacuuming, Porter Service, Mopping, and Shampooing are based on total booth sq. ft. regardless of area being cleaned. Minimum order of 100 sq. ft. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. No refunds once the service has been performed in your booth. Cancellations must be received in writing prior to 48 hours of 1st day of exhibitor move in.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



EXHIBIT DISINFECTING SERVICES

RadTech UV & EB

F130320522

Hyatt Regency Orlando Convention Center | Orlando, FL
May 10 - 12, 2022

ONLINE & DISCOUNT DEADLINE:* TUESDAY, APRIL 19, 2022

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

Clean + Disinfecting Services—specialized protocols to combat biological threats.

In response to the COVID-19 crisis, we elevated our cleaning services to ensure we effectively neutralize environments and safeguard participants from unwanted germs. Following GBAC Star accreditation guidelines and utilizing cleaning products approved by government regulatory agencies, we are committed to the highest standard of cleaning and disinfecting solutions.

As the General Services Contractor, Shepard has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide sanitizing or electrostatic fogging services on the show floor. Minimum 100 square foot order for all cleaning services. If you have any issues at all regarding cleaning services during the event, please contact the Shepard Service Desk immediately so that we can make it right. Please do not wait until the end of the event.

Display Wipe Down with Sanitizing Disinfectant

| CODE | ITEM | PER HOUR | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|---------------------------------|----------|----------|----------|----------|-------|
| 47070 | One Time Wipe Down Disinfectant | | \$129.60 | \$149.05 | \$166.95 | |

Disinfectant and sanitizing of furniture and product delivered to booths. Service provided one time prior to show open.

| CODE | ITEM | SERVICE | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|------------------------------|---------|----------|----------|----------|-------|
| 47071 | Daily Wipe Down Disinfectant | | \$353.45 | \$406.45 | \$455.20 | |

Disinfecting and sanitizing of furniture and product delivered to booths. Service provided each day of the event, prior to show open. Cost covers service for each day of the event.

| CODE | ITEM | PER HOUR | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|------------------------------------|----------|----------|----------|----------|-------|
| 47072 | Multi Visit Wipe Down Disinfectant | | \$117.82 | \$135.50 | \$151.75 | |

Disinfecting and sanitizing of furniture and product delivered to the booths. Service times to be pre scheduled by exhibitor throughout event open days. Minimum order of two (2) visits per day. Each visit billed by hour. **Please provide cleaning schedule to orders@shepardes.com. Include show name, company name, booth number, onsite contact name and cleaning schedule broken down by days and times.**

Electrostatic Fogging

| CODE | ITEM | SQ. FT. | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|-----------------------------------|---------|--------|----------|---------|-------|
| 47073 | Electrostatic Fogging per Sq. Ft. | | \$0.84 | \$0.95 | \$1.05 | |

Nightly fogging of exhibit area and equipment for all event open days. Electrostatic Fogging services may only be performed when booth and surrounding area is clear of people. Fogging is a mist and the exhibitor is responsible for protecting electrical equipment and other fragile/sensitive items.

| | |
|---|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 6.50% |
| AMOUNT DUE | \$ _____ |

Shepard is not responsible for any damage, discoloration etc. of exhibit items resulting from disinfecting or fogging chemicals. Disinfecting wipe down is a minimum of one hour. Electrostatic fogging services are based on total booth sq. ft. regardless of area being cleaned. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no refunds once service has been performed. Cancellations must be received in writing 24 hours prior to first exhibitor move in day.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

**RadTech UV & EB**

Hyatt Regency Orlando Convention Center | Orlando, FL
May 10 - 12, 2022

BULK WASTE REMOVAL**F130320522****ONLINE & DISCOUNT DEADLINE:* TUESDAY, APRIL 19, 2022**

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

Abandoned Carpet/Floor Coverings and Display Materials

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

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

Labor

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|-----------------------|-----|----------|----------|----------|-------|
| 68066 | Labor - Straight Time | | \$124.80 | \$143.50 | \$160.70 | |
| 68067 | Labor - Overtime | | \$187.20 | \$215.30 | \$241.15 | |
| 68068 | Labor - Double Time | | \$249.60 | \$287.05 | \$321.50 | |

Forklift

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|-----------------------------|-----|----------|----------|----------|-------|
| 35028 | 5k Forklift - Straight Time | | \$324.90 | \$373.65 | \$418.50 | |
| 35039 | 5k Forklift - Overtime | | \$412.55 | \$474.45 | \$531.40 | |
| 35067 | 5k Forklift - Double Time | | \$500.25 | \$575.30 | \$644.35 | |

Dumpster Fee

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|-------------------|-----|----------|----------|----------|-------|
| 35330 | Per Full Dumpster | | \$500.00 | \$575.00 | \$644.00 | |

| | |
|--|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 6.50% |
| AMOUNT DUE | \$ _____ |

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

COMPANY NAME: _____ BOOTH NUMBER: _____

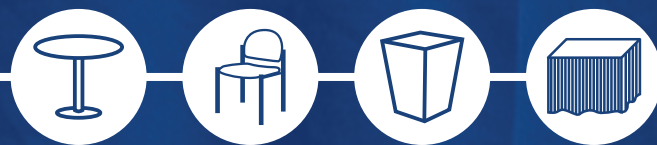
CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

SHEPARD FURNISHINGS & DECOR CATALOG



Dress up your space.
With Shepard, You Can.

TABLES

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

UNSKIRTED



Display Table
#50040
4' x 24" x 30"
Unskirted



Display Table
#50041
4' x 24" x 42"
Unskirted



Display Table
#50044
6' x 24" x 30"
Unskirted



Display Table
#50045
6' x 24" x 42"
Unskirted



Display Table
#50048
8' x 24" x 30"
Unskirted



Display Table
#50049
8' x 24" x 42"
Unskirted

SKIRTED

6' and 8' Long Tables are Skirted on 3 Sides. For Skirting on 4 Sides, please order 4th Side Skirt.



Display Table
#50042
4' x 24" x 30"
Skirted



Display Table
#50043
4' x 24" x 42"
Skirted



Display Table
#50046
6' x 24" x 30"
Skirted



Display Table
#50047
6' x 24" x 42"
Skirted



Display Table
#50050
8' x 24" x 30"
Skirted



Display Table
#50051
8' x 24" x 42"
Skirted

PEDESTAL & SIDE



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



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



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



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



Round Side Table
#50030
18" x 24"



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

CHAIRS

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

STOOLS & CHAIRS WITH ARMS



Director's Stool
#51090
Black Fabric,
Maple Wood



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



Padded Stool
#50024
Padded Stool with
Back, Grey Fabric



Director's Chair
#51086
Black Fabric,
Maple Wood



Upholstered Arm Chair
#50021
Upholstered Arm Chair,
Grey Fabric

CHAIRS WITHOUT ARMS



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



Upholstered Side Chair
#50020
Upholstered Side Chair,
Grey Fabric

DISPLAYS

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

FOR HANGING



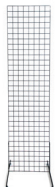
Bag Rack
#50175
9" x 12" x 71"
Adjustable Heights



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



Spiral Garment Rack
#50093
30" x 70"
Silver



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



3.5' x 8' Slatwall
#66147
3.5' x 8'
Grey



8' x 4' & 4' x 8' Peg Board
66148 (horz)
8' x 4'

#66149 (vert)
4' x 8'
White



6" Hooks for Peg Board
#50104
Silver



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

UPRIGHT, CROSSBARS & DRAPERY



8' High Upright with Base
#50088
Crossbar rented separately



6' - 10' Crossbar
#50349
1 1/4" D



7' - 12' Crossbar
#50348
1 1/4" D



3' High Drape
#50074



8' High Drape
#50074

SHELVING



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



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



Tensa Barrier Stanchion
#50427
Barrier with Black Belt
Barrier 13" x 41"
Black Belt 117"
Rented individually,
not a set

BARRIER

DISPLAYS & SHOWCASES

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

FOR SIGNS & LITERATURE



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



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



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



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



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

OTHER



Wastebasket
#50091



Mini Refrigerator
#50098



Drawing Bowl
#50185



Sand Bag
#51087

SHOW CASES



4' Full View Showcase
#50067

6' Full View Showcase
#50068



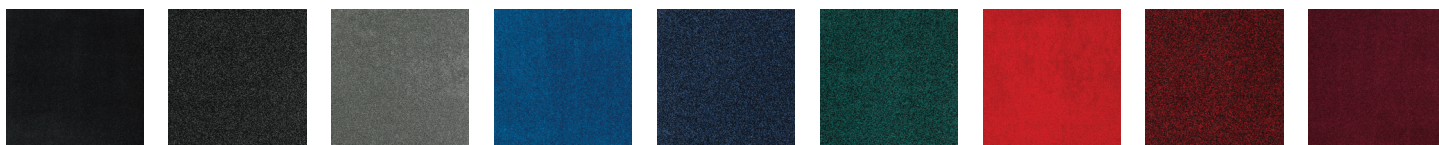
4' Quarterview Showcase
#50069

6' Quarterview Showcase
#50070

FLOORING

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

EXPO - 13 OZ



Black

Tuxedo

Grey

Blue

Eclipse

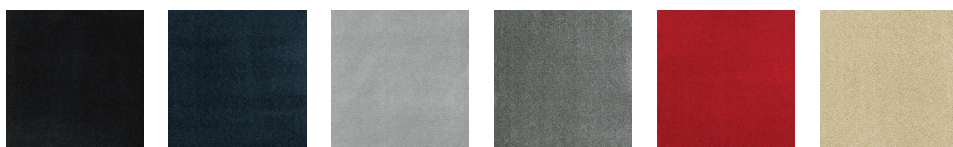
Peacock

Red

Cayenne

Burgundy

PREMIUM - 28 OZ



Black

Deep Navy

Silver Cloud

Charcoal

Red

Beige

PLUSH - 50 OZ



Black

Dark Grey

Silver Dollar

Sand

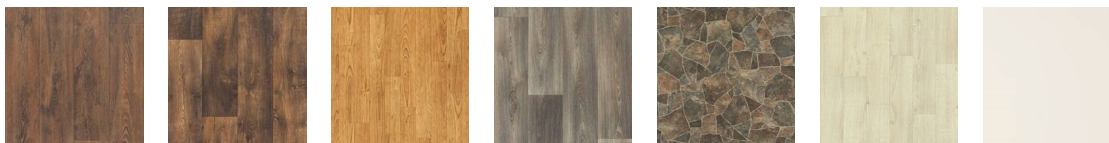
White

Electric Blue

Navy

Crimson

VINYL - CUSTOM ORDER ONLY



Laurel Brown

Vineyard
Brown

Maple

Mountain
Grey

Rosemary
Stone

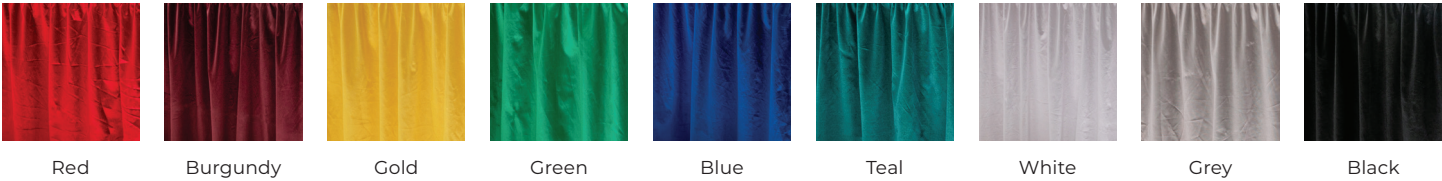
Whitewash

Snow

SKIRT & DRAPE

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

SKIRT



SKIRT - SPANDEX



DRAPE





RadTech UV & EB

Hyatt Regency Orlando Convention Center | Orlando, FL
May 10 - 12, 2022

STANDARD FURNISHINGS

F130320522

ONLINE & DISCOUNT DEADLINE:* TUESDAY, APRIL 19, 2022

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

Tables

6' and 8' Skirted Tables have skirts on 3 sides, to have drape on all 4 sides you must order 4th side drape.

COLORS: Red (01), Green (02), White (03), Gold (04), Blue (05), Black (06), Burgundy (07), Grey (10), Teal (13) • **Spandex:** Red (01), White (03), Blue (05), Black (06)

| CODE | ITEM | QTY | COLOR | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|---|-----|-------|----------|----------|----------|-------|
| 50042 | 4' (l) x 24" (w) x 30" (h) Skirted Table | | | \$158.30 | \$182.05 | \$203.90 | |
| 50046 | 6' (l) x 24" (w) x 30" (h) Skirted Table | | | \$194.50 | \$223.65 | \$250.50 | |
| 50050 | 8' (l) x 24" (w) x 30" (h) Skirted Table | | | \$246.65 | \$283.65 | \$317.70 | |
| 50043 | 4' (l) x 24" (w) x 42" (h) Skirted Table | | | \$192.40 | \$221.25 | \$247.80 | |
| 50047 | 6' (l) x 24" (w) x 42" (h) Skirted Table | | | \$246.40 | \$283.35 | \$317.35 | |
| 50051 | 8' (l) x 24" (w) x 42" (h) Skirted Table | | | \$289.85 | \$333.35 | \$373.35 | |
| 50052 | 4th Side Skirt for 30" High Table | | | \$96.25 | \$110.70 | \$124.00 | |
| 50171 | 4th Side Skirt for 42" High Table | | | \$96.25 | \$110.70 | \$124.00 | |
| 50040 | 4' (l) x 24" (w) x 30" (h) UnSkirted Table | | n/a | \$107.40 | \$123.50 | \$138.30 | |
| 50044 | 6' (l) x 24" (w) x 30" (h) UnSkirted Table | | n/a | \$128.15 | \$147.35 | \$165.05 | |
| 50048 | 8' (l) x 24" (w) x 30" (h) UnSkirted Table | | n/a | \$151.10 | \$173.75 | \$194.60 | |
| 50041 | 4' (l) x 24" (w) x 42" (h) UnSkirted Table | | n/a | \$121.00 | \$139.15 | \$155.85 | |
| 50045 | 6' (l) 24" x (w) x 42" (h) UnSkirted Table | | n/a | \$151.10 | \$173.75 | \$194.60 | |
| 50049 | 8' (l) x 24" (w) x 42" (h) UnSkirted Table | | n/a | \$168.65 | \$193.95 | \$217.20 | |
| 51089 | 42" (h) Pedestal Table, 36" Diameter, Grey Fleck Top | | n/a | \$270.70 | \$311.30 | \$348.65 | |
| 50032 | 30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top | | n/a | \$253.10 | \$291.05 | \$326.00 | |
| 50030 | Round Side Table - 24" (w) x 18" (h) | | n/a | \$127.40 | \$146.50 | \$164.10 | |
| 50031 | Square Side Table - 24" (w) x 18" (h) | | n/a | \$127.40 | \$146.50 | \$164.10 | |
| 50706 | 30" (h) Natural Pedestal Table, 36" Diameter, Maple Top | | n/a | \$331.15 | \$380.80 | \$426.50 | |
| 50707 | 42" (h) Natural Pedestal Table, 36" Diameter, Maple Top | | n/a | \$345.25 | \$397.05 | \$444.70 | |
| 50700 | White Fabric Table Cover w/ 6'x30" Table | | 03 | \$274.85 | \$316.10 | \$354.05 | |
| 50700 | Red Fabric Table Cover w/ 6'x30" Table | | 01 | \$274.85 | \$316.10 | \$354.05 | |
| 50700 | Blue Fabric Table Cover w/ 6'x30" Table | | 05 | \$274.85 | \$316.10 | \$354.05 | |
| 50700 | Black Fabric Table Cover w/ 6'x30" Table | | 06 | \$274.85 | \$316.10 | \$354.05 | |

Seating

| CODE | ITEM | QTY | COLOR | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|---|-----|-------|----------|----------|----------|-------|
| 50020 | Side Chair Grey Fabric | | n/a | \$98.00 | \$112.70 | \$126.20 | |
| 50021 | Arm Chair Grey Fabric | | n/a | \$133.55 | \$153.60 | \$172.05 | |
| 50024 | Stool with Back Grey Fabric | | n/a | \$162.70 | \$187.10 | \$209.55 | |
| 51086 | Director's Chair Black Fabric | | n/a | \$101.10 | \$116.25 | \$130.20 | |
| 51090 | Director's Stool Black Fabric | | n/a | \$180.90 | \$208.05 | \$233.00 | |
| 50705 | Natural Feel Stool Maple Back, Black Fabric Seat | | n/a | \$197.30 | \$226.90 | \$254.15 | |
| 50704 | Natural Feel Chair, Maple Back, Black Fabric Seat | | n/a | \$162.05 | \$186.35 | \$208.70 | |

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

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 6.50%

AMOUNT DUE \$ _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



SPECIALTY, DISPLAYS & DRAPERY

RadTech UV & EB

F130320522

Hyatt Regency Orlando Convention Center | Orlando, FL

May 10 - 12, 2022

ONLINE & DISCOUNT DEADLINE:* TUESDAY, APRIL 19, 2022

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

| CODE | ITEM | QTY | COLOR | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|--|-----|-------|------------|------------|------------|-------|
| 50091 | Wastebasket | | n/a | \$19.00 | \$19.00 | \$19.00 | |
| 50094 | Floor Easel, Chrome | | n/a | \$54.20 | \$62.35 | \$69.85 | |
| 50245 | Literature Rack Silver, Glass | | n/a | \$200.10 | \$230.10 | \$257.70 | |
| 50175 | Bag Rack, Chrome | | n/a | \$264.95 | \$304.70 | \$341.25 | |
| 50092 | Coat Rack, Chrome | | n/a | \$94.05 | \$108.15 | \$121.15 | |
| 50093 | Garment Rack, Chrome | | n/a | \$264.95 | \$304.70 | \$341.25 | |
| 50427 | Tensabarrier, Per Stem, Black | | n/a | \$111.80 | \$128.55 | \$144.00 | |
| 50095 | Sign Holder, 22" x 28" Chrome | | n/a | \$123.45 | \$141.95 | \$159.00 | |
| 50185 | Drawing Bowl, Clear | | n/a | \$49.75 | \$57.20 | \$64.05 | |
| 50296 | 4' x 12" Display Riser White and Black | | n/a | \$111.95 | \$128.75 | \$144.20 | |
| 50297 | 6' x 12" Display Riser White and Black | | n/a | \$139.25 | \$160.15 | \$179.35 | |
| 50098 | Mini Refrigerator, Approx. 3 cubic feet | | n/a | \$422.60 | \$486.00 | \$544.30 | |
| 50067 | 4' Full View Showcase, White | | n/a | \$998.60 | \$1,148.40 | \$1,286.20 | |
| 50068 | 6' Full View Showcase, White | | n/a | \$1,101.35 | \$1,266.55 | \$1,418.55 | |
| 50069 | 4' Quarter View Showcase, White | | n/a | \$998.60 | \$1,148.40 | \$1,286.20 | |
| 50070 | 6' Quarter View Showcase, White | | n/a | \$1,101.35 | \$1,266.55 | \$1,418.55 | |
| 50060 | 4' x 8' Horizontal Posterboard Grey Fabric | | n/a | \$323.40 | \$371.90 | \$416.55 | |
| 50061 | 4' x 8' Vertical Posterboard Grey Fabric | | n/a | \$323.40 | \$371.90 | \$416.55 | |
| 50236 | Grids 2' x 8' with Legs, Each | | n/a | \$238.85 | \$274.70 | \$307.65 | |
| 50237 | Grid 2' x 8' without Legs, Each | | n/a | \$178.90 | \$205.75 | \$230.45 | |
| 50242 | 7-Ball Waterfall for Grids | | n/a | \$16.45 | \$18.90 | \$21.15 | |
| 50104 | 6" Hooks (12) for Peg Boards | | n/a | \$51.75 | \$59.50 | \$66.65 | |

| | | | | | | | |
|-------|---|--|-----|---------|---------|---------|--|
| 50073 | 8' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental) | | | \$25.35 | \$29.15 | \$32.65 | |
| 50074 | 3' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental) | | | \$18.80 | \$21.60 | \$24.20 | |
| 50088 | 8' Upright with Base | | n/a | \$35.00 | \$40.25 | \$45.10 | |
| 52065 | 3' Upright with Base | | n/a | \$35.00 | \$40.25 | \$45.10 | |
| 50349 | 6'-10' Crossbar | | n/a | \$23.30 | \$26.80 | \$30.00 | |
| 50348 | 7'-12' Crossbar | | n/a | \$23.30 | \$26.80 | \$30.00 | |
| 50058 | Sateen, per linear foot (minimum 5' linear feet rental) | | | \$21.75 | \$25.00 | \$28.00 | |

DRAPERY COLORS: Red (01), White (03), Gold (04), Blue (05), Black (06), Burgundy (07), Grey (10)

| | |
|---|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 6.50% |
| AMOUNT DUE | \$ _____ |

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



RadTech UV & EB

Hyatt Regency Orlando Convention Center | Orlando, FL
May 10 - 12, 2022

FLOORING

F130320522

ONLINE & DISCOUNT DEADLINE:* TUESDAY, APRIL 19, 2022
PREMIUM PLUSH & PREMIUM VINYL DEADLINE: MONDAY, APRIL 11, 2022**

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

| CODE | ITEM | SQ. FT. | COLOR | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|---|---------|-------|---------|----------|---------|-------|
| 46004 | Premium Plush Carpet** - 50 oz. (per sq. ft.)*** Rental includes installation and removal of carpet and visqueen. | | | \$10.70 | \$12.30 | \$13.80 | |

AVAILABLE COLORS: White (03), Black (06), Navy (22), Sand (33), Silver Dollar (34), Dark Grey (35), Crimson(74), Electric Blue (91) *** Minimum 100 sq. ft. order required.

| CODE | ITEM | SQ. FT. | COLOR | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|---|---------|-------|---------|----------|---------|-------|
| 46005 | Premium Vinyl** (per sq. ft.)*** Rental includes installation and removal of carpet and visqueen. | | | \$13.80 | \$15.85 | \$17.75 | |
| 46007 | 1/2" Padding for Vinyl (per sq. ft.)*** | | n/a | \$5.05 | \$5.80 | \$6.50 | |

AVAILABLE COLORS: Vineyard Brown (61), Laurel Brown (62), Mountain Grey (63), Rosemary Stone (64), White Wash (65), Maple (66), Snow (89) *** Minimum 100 sq. ft. order required.

| CODE | ITEM | SQ. FT. | COLOR | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|--|---------|-------|---------|----------|---------|-------|
| 46001 | Premium Carpet - 28 oz. Rental/Sq. Ft.*** Rental includes installation and removal of carpet and visqueen. | | | \$7.70 | \$8.85 | \$9.90 | |
| 46003 | Premium Carpet - 28 oz. Rental 1000+ Sq. Ft.*** Rental includes installation and removal of carpet and visqueen. | | | \$6.75 | \$7.75 | \$8.70 | |
| 46002 | Premium Carpet - 28 oz. Purchase Sq. Ft.*** Rental includes installation and removal of carpet and visqueen. | | | \$18.95 | \$21.80 | \$24.40 | |

100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING AVAILABLE COLORS: Red (01), Black (06), Beige (14), Silver Cloud (18), Charcoal (17), Deep Navy (22) *** Minimum 100 sq. ft. order required.

| CODE | ITEM | SQ. FT. | COLOR | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|---|---------|-------------|------------|------------|------------|-------|
| 50255 | Expo Carpet - 13 oz. (Regular & Speical Cut) 10' x 10' | | | \$270.40 | \$310.95 | \$348.25 | |
| 50256 | Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 20' | | | \$504.60 | \$580.30 | \$649.95 | |
| 50257 | Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 30' | | | \$752.60 | \$865.50 | \$969.35 | |
| 50258 | Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 40' | | | \$1,000.65 | \$1,150.75 | \$1,288.85 | |
| 50400 | Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 15' | | Tuxedo ONLY | \$473.25 | \$544.25 | \$609.55 | |

RECOMMENDED FOR: Standard Size and Inline Booths AVAILABLE COLORS: Red (01), Blue (05), Black (06) Tuxedo (50) Teal (13) Burgundy (07) · Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut.

| CODE | ITEM | SQ. FT. | COLOR | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|--|---------|-------|--------|----------|---------|-------|
| 50580 | Special Cut 0-399 Sq. Ft. Rental includes installation and removal of carpet and visqueen. | | | \$5.65 | \$6.50 | \$7.30 | |
| 50581 | Special Cut 400-900 Sq. Ft. Rental includes installation and removal of carpet and visqueen. | | | \$5.10 | \$5.85 | \$6.55 | |
| 50582 | Special Cut 900+ Sq. Ft. Rental includes installation and removal of carpet and visqueen. | | | \$4.70 | \$5.40 | \$6.05 | |

RECOMMENDED FOR: Island and Large Area Exhibits AVAILABLE COLORS: Red (01), Blue (05), Black (06) Tuxedo (50) Teal (13) Burgundy (07) · Order Special Cut when it is important that dye lots match.

| CODE | ITEM | SQ. FT. | COLOR | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|---------------------|---------|-------|--------|----------|---------|-------|
| 50009 | 1/2" Padding | | n/a | \$1.40 | \$1.60 | \$1.80 | |
| 50008 | 1" Padding | | n/a | \$2.70 | \$3.10 | \$3.45 | |
| 50010 | Visqueen | | n/a | \$0.40 | \$0.45 | \$0.50 | |

ENTICE ATTENDEES TO LINGER IN YOUR SPACE WITH SOFT, COMFORTABLE PADDING.

Interested in Elevated Hardwood? Contact us for a quote at: exhibits@shepardes.com.

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TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 6.50%

AMOUNT DUE \$ _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



TRADESHOW

FURNISHINGS | 2021

Soft Seating Collections

Valencia

VALCHA Chair
(spice orange velvet)
28"L 30.5"D 31"H

VALSOF Sofa
(coffee brown velvet)
63"L 30.5"D 31"H



Level The Field!:

Low and casual seating makes clients more comfortable and open to learn about your product.

Pair loveseats and sofas with the Sofa/Table Divider to create individual spaces.



Fairfax

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

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



Sterling

STECOA Chair
(gray fabric)
33"L 33.5"D 32"H

STESOF Sofa
(gray fabric)
82"L 33.5"D 32"H



NOTE: Items may be discontinued without notice at any time.

Soft Seating Collections

Allegro

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

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



Palm Beach

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



Key Largo

KEYSOF Sofa
(black fabric)
79"L 35"D 34"H

KEYCHR Chair
(black fabric)
35"L 35"D 34"H

KEYLOV Loveseat
(black fabric)
57"L 35"D 34"H



NOTE: Items may be discontinued without notice at any time.

Soft Seating Collections

Baja

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

BSFWHT Sofa
(white vinyl)
86"L 30"D 28"H

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



Powered Products 



Naples

NPLCHP Chair, Powered
(black vinyl)
36"L 30"D 33.25"H
Also available with
standard arm (NPLCHR).

NPLSOP Sofa, Powered
(black vinyl)
87"L 30"D 33.25"H
Also available with
standard arms (NPLSOF).

NPLLLOP Loveseat, Powered
(black vinyl)
62"L 30"D 33.25"H
Also available with
standard arms (NPLLLOV).

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.

NOTE: Items may be discontinued without notice at any time.

Powered[⚡] Seating

Naples Collection



A) NPLSOP Naples Sofa, Powered
(black vinyl) 87"L 30"D 33.25"H

B) NPLCHP Naples Chair, Powered
(black vinyl) 36"L 30"D 33.25"H

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



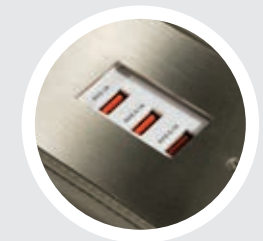
Charge It!

Providing powered capabilities within your booth encourages guests to stay longer as they recharge and engage with your brand.



Tech Tablet Chair

TCHGRY Tech Tablet Chair
(gray vinyl, white metal tablet,
chrome base)
30.5"L 29"D 33.5"H
Also available without tablet.



POWERED
DETAIL

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.

NOTE: Items may be discontinued without notice at any time.

Accent Chairs



Bowery
BOWCHA Swivel Chair
(ochre fabric, chrome)
29.75"L 31"D 27.25"H



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



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

Make it ●
swivel



10'x20' - Meeting Booth



Wentworth
WENCHA Swivel Chair
(brown vinyl, black)
31"L 24"D 31.5"H

NOTE: Items may be discontinued without notice at any time.

Accent Chairs



**Madrid
BCW Chair**
(white, chrome)
30"L 30"D 31"H



A.



B.



C.



D.



E.



F.



**Montreal
MONCHA Chair**
(blue, black metal)
30"L 23.25"D 30"H



**Lena
LENCHA Chair**
(moss green leather, bronze)
27"L 25"D 31"H



Create Space

Design with a wide selection of standout accent chairs to facilitate sales and demos while properly distancing. Pair each seat with an end table for individually-owned spaces.

A) TCHP Tech Chair, No Tablet
(gray vinyl, chrome base)
30.5"L 29"D 33.5"H

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

C) CNTCHR Century Chair
(gray velvet) 30"L 30"D 31"H

D) ATHCHA Atherton Chair
(distressed brown leather,
blackened steel) 27"L 31"D 30"H

**E) PROGB Pro Executive
Guest Chair**
(black vinyl) 24"L 26"D 36"H

F) PASCHR Pasadena Chair
(white molded plastic w/ chrome
tower base) 27"L 25"D 26"H

NOTE: Items may be discontinued without notice at any time.



CHAIRS

17.5"L19.5"D35"H



A) MARCBR (brown fabric) **B) MARCBE** (ocean blue fabric)
C) MARCRD (red fabric) **D) MARCWH** (white vinyl) **E) MARCBK** (black vinyl)

All frames brushed metal.

NOTE: Items may be discontinued without notice at any time.

Individual Seating

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



**Lucent
LUCHCL Chair**
(frosted acrylic, chrome)
19.5"L 19.75"D 32.5"H



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.

A) CS4 Syntax Chair
(black, chrome)
23"L 19"D 32.25"H

B) XCHR Christopher Chair
(white vinyl, chrome)
17"L 19"D 35"H

C) SC3 Brewer Chair
(onyx, black) 20"L 20"D 32"H

**D) RSTDIN Rustique
Chair w/arms**
(gunmetal) 20"L 18"D 31"H

E) ZENCHR Zenith Chair
(white, chrome)
18.25"L 22"D 32"H

F) Duet Stack Chair
(black, chrome) 21"L 23"D 33"H

G) SC10 Razor Armless Chair
(white) 15.5"L 15.5"D 30.5"H

H) OCMWHT Meeting Chair
(white vinyl, wenge)
25.5"L 23.5"D 34"H

Malba Chair
I) MALGRN (green, chrome)
J) MALGRY (gray, chrome)
20"L 20"D 32"H

Blade Chair
K) BLDCSB (sky blue)
L) BLDCRD (red)
20.5"L 19"D 30.5"H



SMALL BENCH

OTTOMANS

30"L20"D18"H



- A) BVSMOR** (orange fabric) **B) BVSMON** (olive green fabric) **C) BVSMWH** (white vinyl)
D) BV SMBK (black vinyl) **E) BV SMBL** (ocean blue fabric) **F) BV SMBN** (brown fabric)
G) BV SMGY (gray fabric) **H) BV SMLN** (linen fabric) **I) BV SMLV** (lavender fabric)
J) BV SMRD (red fabric) **K) BV SMYL** (yellow fabric)

NOTE: Items may be discontinued without notice at any time.



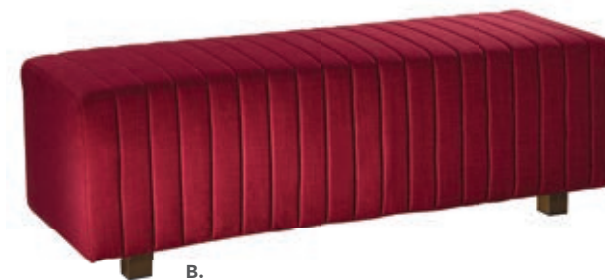
BENCH

OTTOMANS

60"L20"D18"H



A.



B.



C.



D.



E.



F.



G.

A) BVLYWH (white vinyl) **B) BVLYRD** (red fabric) **C) BVLYGR** (gray fabric) **D) BVLYOB** (ocean blue fabric)
E) BVLYBK (black vinyl) **F) BVLYLN** (linen fabric) **G) BVLYBN** (brown fabric)

NOTE: Items may be discontinued without notice at any time.

Ottomans

Squares

Endless

END02B (black vinyl, chrome)

END02W (white vinyl, chrome)

34"L 34"D 15"H



Demo Down

Square, circular, or curved - ottomans are a great way to design theater-style seating for demonstrations.

Curves

Endless

END01W (white vinyl, chrome)

END01B (black vinyl, chrome)

60.5"L 37.5"D 15"H

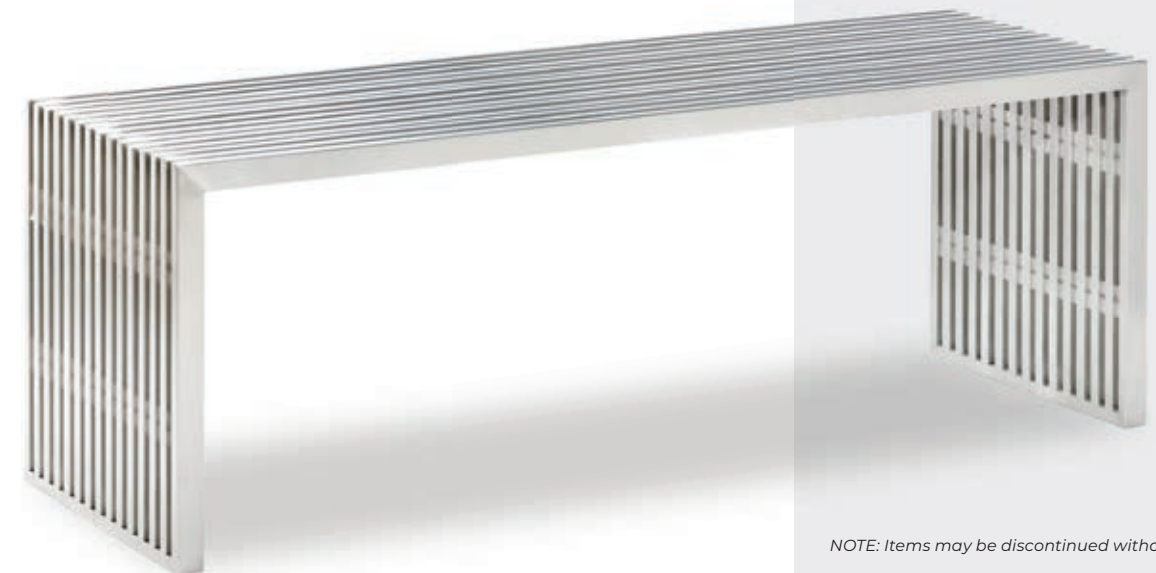


Bench

REGBEN Regis

(brushed metal)

47"L 15.5"D 16"H



NOTE: Items may be discontinued without notice at any time.

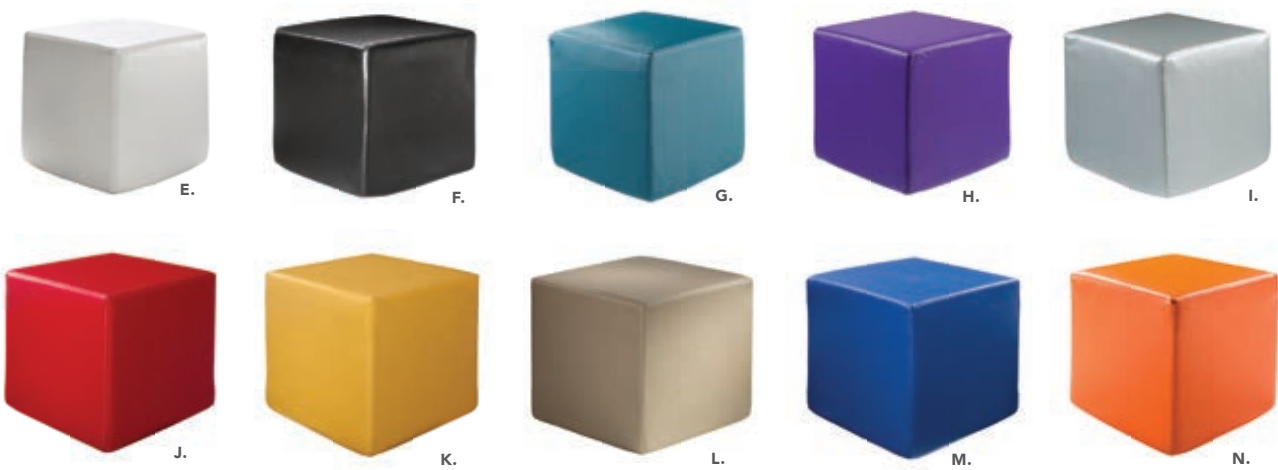
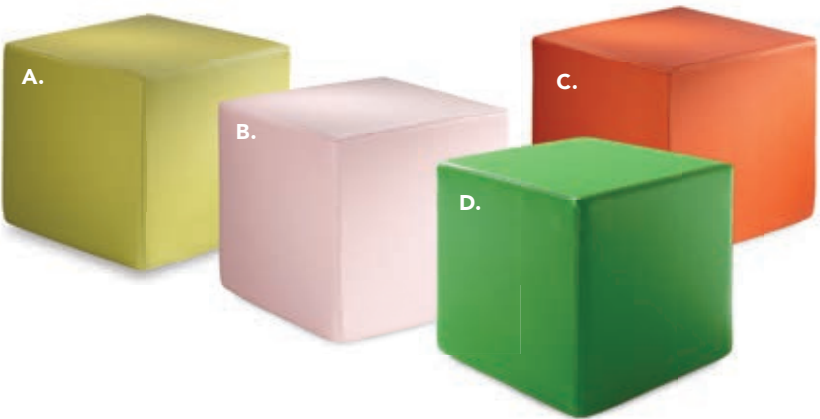


Provide a Pop!
Colorful furnishings attract more attention while reinforcing brand themes. Amplify your organization's color palette, or simply go bold to catch passing eyes.

CUBE

OTTOMANS

18"L18"D18"H



- A) VIB14** (citrus green vinyl) **B) VIB17** (desert rose vinyl) **C) VIB16** (spice orange vinyl)
D) VIB01 (green vinyl) **E) VIB09** (white vinyl) **F) VIB10** (black vinyl) **G) VIB11** (steel blue vinyl)
H) VIB13 (purple vinyl) **I) VIB12** (silver vinyl) **J) VIB04** (red vinyl) **K) VIB05** (bright yellow vinyl)
L) VIB15 (taupe vinyl) **M) VIB02** (blue vinyl) **N) VIB08** (orange vinyl)

NOTE: Items may be discontinued without notice at any time.



SWIVEL

OTTOMANS

17" RND 18"H



- A) MAR011** (orange fabric) **B) MAR16** (Ivory Faux Sheep Fur) **C) MAR009** (pear yellow fabric)
D) MAR001 (white vinyl) **E) MAR006** (rose quartz fabric) **F) MAR007** (plum fabric)
G) MAR010 (blue fabric) **H) MAR002** (gray fabric) **I) MAR003** (linen fabric) **J) MAR004** (raspberry fabric)
K) MAR008 (meadow green fabric) **L) MAR015** (black vinyl) **M) MAR012** (forest green vinyl)
N) MAR013 (teal velvet) **O) MAR014** (distressed brown vinyl)

NOTE: Items may be discontinued without notice at any time.



M E S A



ACCENT

COCKTAIL & END TABLES

32.25" RND 17.25" H | 20.5" RND 21.25" H



- A) MESCTW Cocktail Table / B) MESETW End Table (barnwood top)
C) MESCTB Cocktail Table / D) MESETB End Table (black top)
E) MESCTG Cocktail Table / F) MESETG End Table (glass top)

All frames bronze finish.

NOTE: Items may be discontinued without notice at any time.



A L O N D R A



ACCENT

COCKTAIL & END TABLES

47" L 24" D 16" H | 20" L 20" D 20" H



A) ALC100 Cocktail Table / B) ALE100 End Table (glass top)
C) ALC200 Cocktail Table / D) ALE200 End Table (wood top)

All frames chrome finish.

NOTE: Items may be discontinued without notice at any time.



ACCENT

COCKTAIL & END TABLES



A) C1C Cocktail Table / B) E1C End Table (glass top, chrome) 50"L 22"D 16"H | 26"L 26"D 20"H
C) C1FWB Cocktail Table / D) E1FWB End Table (wood top, black) 47"L 24"D 17"H | 20"L 20"D 21"H

NOTE: Items may be discontinued without notice at any time.



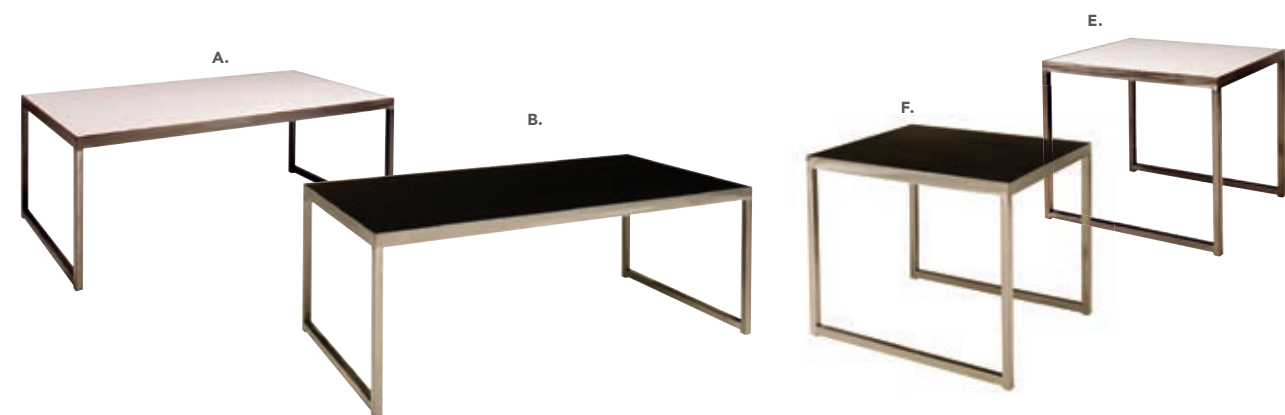
S Y D N E Y



ACCENT

COCKTAIL & END TABLES

48" L 26" D 18" H | 27" L 23" D 22" H



A/B Powered options available.



Cocktail Tables A) C1W (white) B) C1Y (black) C) SYDBEC (blue) D) SYDWDC (barnwood)
End Tables E) E1W (white) F) E1Y (black) G) SYDBEE (blue) H) SYDWDE (barnwood)

All frames brushed steel.

NOTE: Items may be discontinued without notice at any time.



TAOS | SEDONA

SIDE

TABLES

15.75 "L 15.75 "D 24 "H

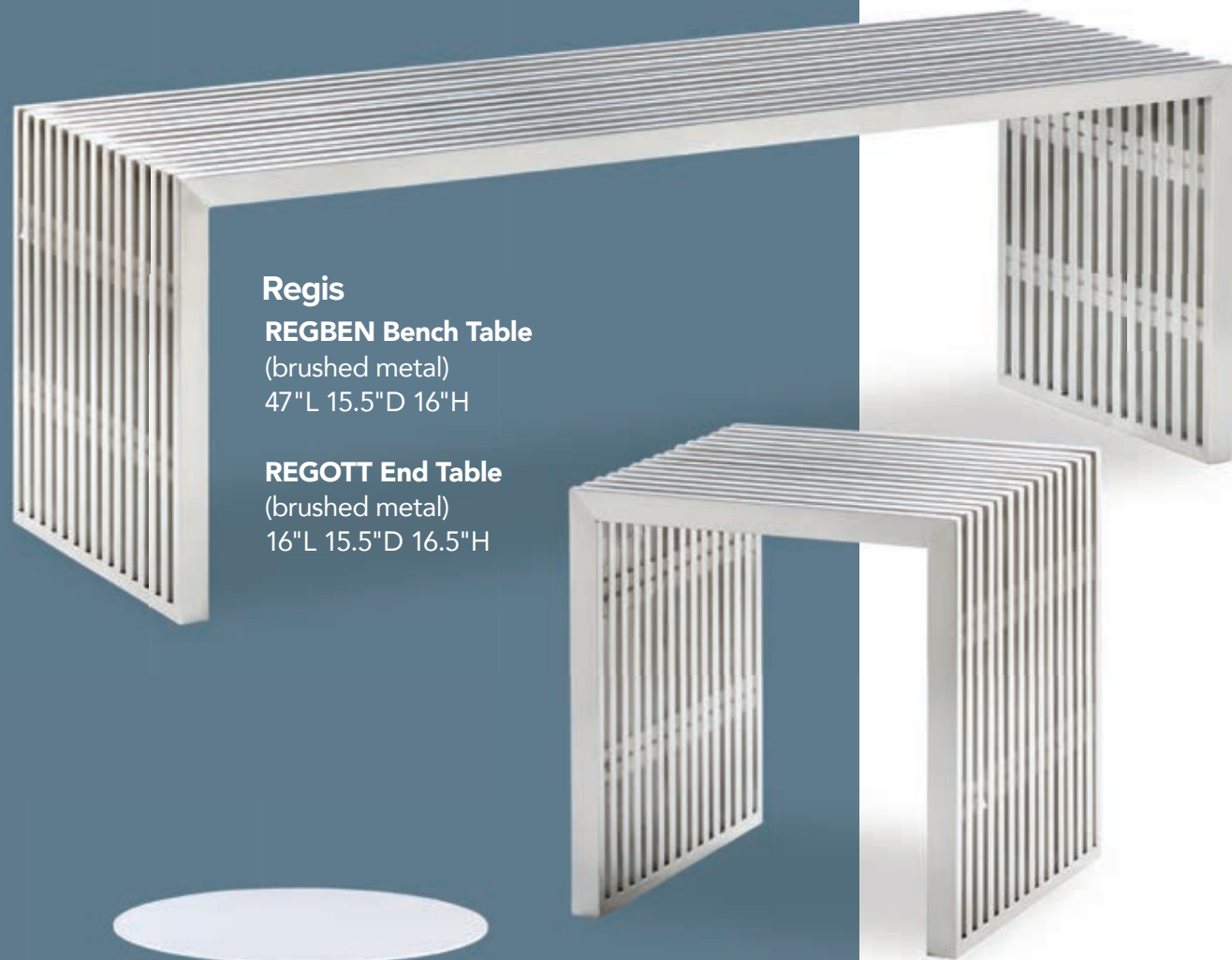


Taos Tables A) TAOBWH (white top) **B) TAOBBK** (black top) **C) TAOBWD** (barnwood top)
Sedona Tables D) SEDBWH (white top) **E) SEDBBK** (black top) **F) SEDBWD** (barnwood top)

All frames bronze finish.

NOTE: Items may be discontinued without notice at any time.

Accent Tables



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

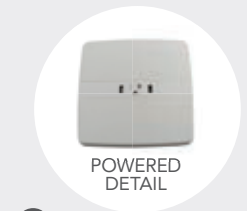
REGOTT End Table
(brushed metal)
16"L 15.5"D 16.5"H



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



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



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

Gather Round

Seat guests around accent tables to create an informal campfire setting for small group discussions, or pair with individual seats for a safely "owned" space.



Silverado
C1E Cocktail Table
(glass top, chrome)
36"RND 17"H
E1E End Table
(glass top, chrome)
24"RND 22"H

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

NOTE: Items may be discontinued without notice at any time.

Bar & Cafe Tables

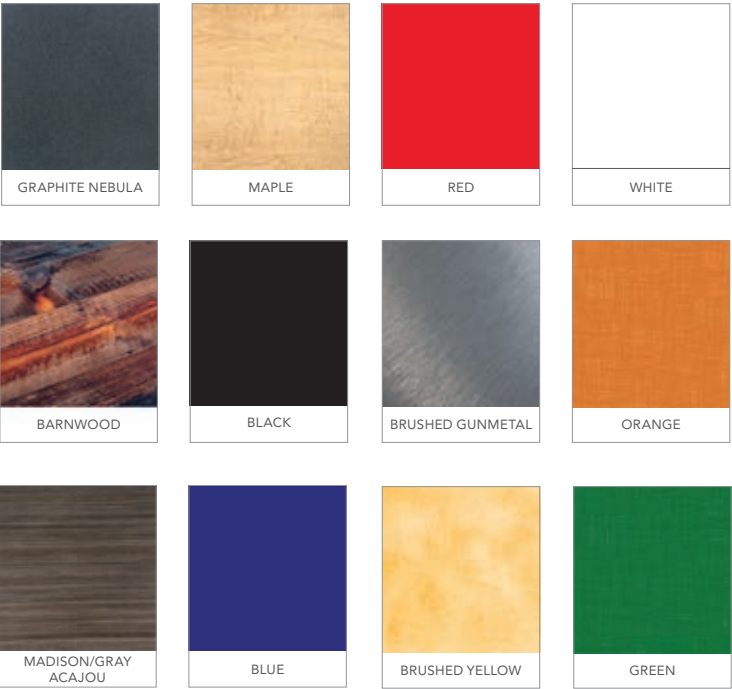


Rustique
RSTSQT Square
Metal Bar Table
(gunmetal)
23.75"L 23.75"D 41.25"H

- Bar Tables**
Standard Black Base
30" RND 42"H
VTJ (graphite nebula top)
VTK (maple top)
VTB (red top)
30WH42 (white top)
30WDBB (barnwood top)
30BKSB (black top)
30AGBB
(brushed gunmetal top)
30OSBB (orange top)
VTA
(Madison/gray acajou top)
30BEBB (blue top)
30YBBB (brushed yellow top)
30GSBB (green top)
- 36" RND 42"H
VTN (graphite nebula top)
VTP (maple top)
VTW (white top)
36BKSB (black top)

- Bar Tables**
Hydraulic Chrome Base
30" RND 45"H
30GRHB
(graphite nebula top)
30MTHB (maple top)
30BRHB (red top)
30WHHB (white top)
30WDHB (barnwood top)
30BKHB (black top)
30AGHB
(brushed gunmetal top)
30OSHB (orange top)
30MAHB
(Madison/gray acajou top)
30BEHB (blue top)
30YSHB (brushed yellow top)
30GSHB (green top)
- 36" RND 45"H
36GRHB (graphite nebula)
36MTHB (maple top)
36WTHB (white)
36BKHB (black top)

1. Choose your base: black or chrome...
2. Then pick a color that suits your design.



Create Space
Mix and match table
tops with base options
to create the perfect
combination for
your needs.

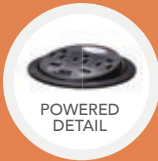


- Cafe Tables**
Hydraulic Chrome Base
30" RND 29"H
30GRHC (graphite nebula top)
30MTHC (maple top)
30BRHC (red top)
30WHHC (white top)
30WDHC (barnwood top)
30BKHC (black top)
30AGHC (brushed gunmetal top)
30OSHC (orange top)
30MAHC (Madison/gray acajou top)
30BEHC (blue top)
30YSHC (brushed yellow top)
30GSHC (green top)
- 36" RND 29"H
36GRHC (graphite nebula top)
36MTHC (maple top)
36WTHC (white top)
36BKHC (black top)

- Cafe Tables**
Standard Black Base
30" RND 29"H
ZTJ (graphite nebula top)
ZTK (maple top)
ZTB (red top)
30WH29 (white top)
30WDBC (barnwood top)
30BKSC (black top)
30AGBC (brushed gunmetal top)
30OSBC (orange top)
ZTA (Madison/gray acajou top)
30BEBC (blue top)
30YSBC (brushed yellow top)
30GSBC (green top)
- 36" RND 29"H
ZTN (graphite nebula top)
ZTP (maple top)
ZTQ (white top)
36BKSC (black top)

NOTE: Items may be discontinued without notice at any time.

Midtown Counter & Bar



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



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.



20'x20' - Midtown
Greenery Booth

Bar
60”L 18”D 42”H (taupe glass top, pewter)
A) MTBUUL (unlighted)
B) MTBLPI (lighted with plug-in)



NOTE: Items may be discontinued without notice at any time.



MARINA

BARSTOOL

COLLECTION

21" L 17.5" D 41.5" H



A.

B.



C.

D.

E.

A) MARBBE (ocean blue fabric) **B) MARBBR** (brown fabric)
C) MARBRD (red fabric) **D) MARBWH** (white vinyl) **E) MARBBK** (black vinyl)

All frames brushed metal.

NOTE: Items may be discontinued without notice at any time.



BARSTOOL

COLLECTION

15 "RND 23 - 33.5 "H



A) ROLLWH (white vinyl) **B) ROLLRD** (red vinyl)
C) ROLLBL (black vinyl) **D) ROLLGY** (gray vinyl)

All bases crome finish.

NOTE: Items may be discontinued without notice at any time.



ZOEY | BANANA

BARSTOOL

COLLECTIONS



Zoey Barstool 15"L 16"D 30-34.75"H **A) BS002** (white)
Banana Barstool 21"L 22"D 41"H **B) BSS** (black) **C) BST** (white)

All bases chrome finish.

NOTE: Items may be discontinued without notice at any time.



42" ROUND



CONFERENCE

TABLES
42" RND 29" H



A) CONF42 (white top) **B) CB1** (graphite nebula top)
C) CB8 (Madison/gray acajou top) **D) 42BKCT** (black top)

All bases black finish.

NOTE: Items may be discontinued without notice at any time.

G E O

CONFERENCE

TABLES



Rounded Square Tables 42"L 42"D 29"H **A) CF1** (glass top, black) **B) CE1** (glass top, chrome)
Rectangular Tables 60"L 36"D 29"H **C) CF2** (glass top, black) **D) CE2** (glass top, chrome)

NOTE: Items may be discontinued without notice at any time.

Conference Tables

Styling Tip:

Create safe separation with clear dividers, and limit the number of seats at each table. Looking to spruce up plain conference tables? Use them as product displays, or bring in tabletop greenery for an organic touch.

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



Rectangular

A) BKC10N 10' Table (black top, silver) 120"L 48"D 29"H

B) BKCT8N 8' Table (black top, silver) 96"L 48"D 29"H

C) BKCT5N 5' Table (black top, silver) 60"L 48"D 29"H



Work Table

WD3

(white top, white)
48"L 24"D 30"H

NOTE: Items may be discontinued without notice at any time.



MADISON



CONFERENCE TABLES



A.



B.



C.



Dividers | pg 16

- A) MADC05 5' Table (gray acajou top) 60"L 48"D 29"H
- B) MADC08 8' Table (gray acajou top) 96"L 60"D 29"H
- C) MADC10 10' Table (gray acajou top) 120"L 48"D 29"H

All frames silver finish.

NOTE: Items may be discontinued without notice at any time.

Ventura

Powered & Communal Tables



Powered Bar Table

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

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

Communal Bar Table

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

C) VNTMNP (solid)
VNTBMW (grommets)
White Top
D) VNTBWW (grommets)
VNTWNP (solid)
Black Top
E) VNTBNP (solid)



TABLE TOP OPTIONS

Colors not available in all table options.
Please check options listed.



Powered Cafe Table

(silver frame)
72.25"L 26.25"D 30"H

F) VNTCBK (black top)
G) VNTCWH (white top)

Communal Cafe Table

(silver frame)
72.25"L 26.25"D 30"H
Maple Top

H) VNTCMN (solid)
VNTCMW (grommets)
White Top
I) VNTCWW (grommets)
VNTCWN (solid)
Black Top
J) VNTCBN (solid)

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.

NOTE: Items may be discontinued without notice at any time.

Powered⚡ Communal Tables



Ventura Bar Tables, Powered

A) VNTWHT (white top)

B) VNTBLK (black top)

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



Styling Tip:

One chair or barstool at each end of a communal table is exactly 6' apart, perfect for safe networking in any sized space.

Ventura Cafe Tables, Powered

C) VNTCWH (white top)

D) VNTCBK (black top)

(silver frame) 72.25"L 26.25"D 30"H



Use Ventura 6' Bar or Cafe Tables

in your design to facilitate conversations while physical distancing.

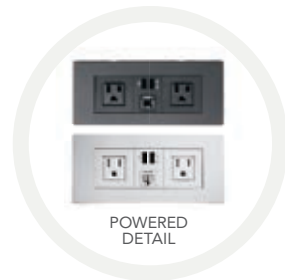


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NOTE: Items may be discontinued without notice at any time.

Powered[⚡] Tables

Sydney Powered Cocktail Tables



**Sydney Powered
Cocktail Tables**
C1WP (white top)
C1YP (black top)
(brushed steel)
48"L 26"D 18"H



10'x20' -
Wireless Charging
Demonstration
Booth

Wireless Charging Table

**CUBPOW Wireless
Charging Table, Powered**
(white, AC plug-in) 20"L 20"D 18"H
Mobile devices must have Qi
wireless charging capability.



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NOTE: Items may be discontinued without notice at any time.

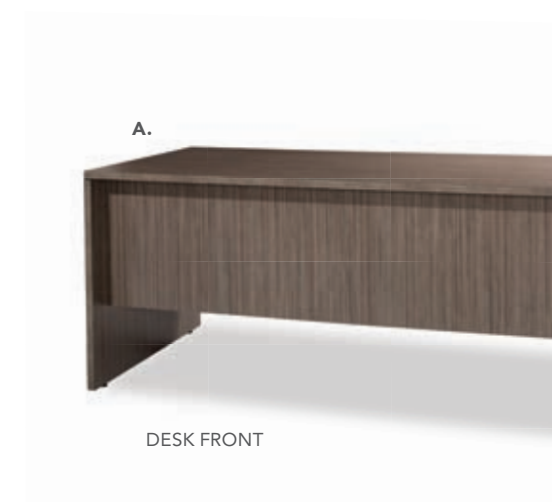


MADISON



10'x20' Madison Presentation Booth

EXECUTIVE DESK & STORAGE



- A) JD8 Executive Desk** (gray acajou) 60"L 30"D 29"H
B) BC8 Bookcase (gray acajou) 36"L 12"D 72"H

NOTE: Items may be discontinued without notice at any time.

Executive Seating

**Pro High Back
Executive Chairs**
A) PROEXE
(white vinyl, chrome)

B) PROEXB
(black vinyl, chrome)
25"L 24"D 45 48"H
Adjustable height



**Pro Mid Back
Executive Chairs**
C) PROMID
(white vinyl, chrome)

D) PROMDB
(black vinyl, chrome)
24"L 22"D 36.75 39.75"H
Adjustable height



**Pro Guest
PROGB Executive Chair**
(black vinyl, chrome)
24"L 26"D 36"H



**Cupertino
CUPCHA Mid Back Chair**
(black vinyl, chrome)
27"L 30.5"D 40-43"H
Adjustable height



**Genesis
GENCHA Chair**
(black fabric, black)
27.5"L 27.5"D 40-43.5"H
Adjustable height



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



NOTE: Items may be discontinued without notice at any time.

Dividers

- Clear Dividers**
A) DIVFRE Freestanding
(Silver, Clear) 39"L 1.5"D 72"H
- B) DIVFWL Freestanding Wall Unit**
(Silver, Clear) 40"L 1.5"D 72"H
- C) DIVFCR Freestanding Corner**
(Silver, Clear) 39"L 39"D 72"H



A.



D.



- Clear Dividers**
D) DIVBAR Bar/Counter
(Silver, Clear)
48-70"L 12"D 31.5"H

- E) DIVFST Sofa/Table**
(Silver, Clear)
34"L 11"D 47-74"H
Adjustable height.

Attract, Connect and Inspire.

Choose from a complete collection of trendy furnishings, helping you design unique and safely spaced selling environments that are clean, comfortable, and give your clients peace of mind.



Locking Hinge Detail

B.



C.

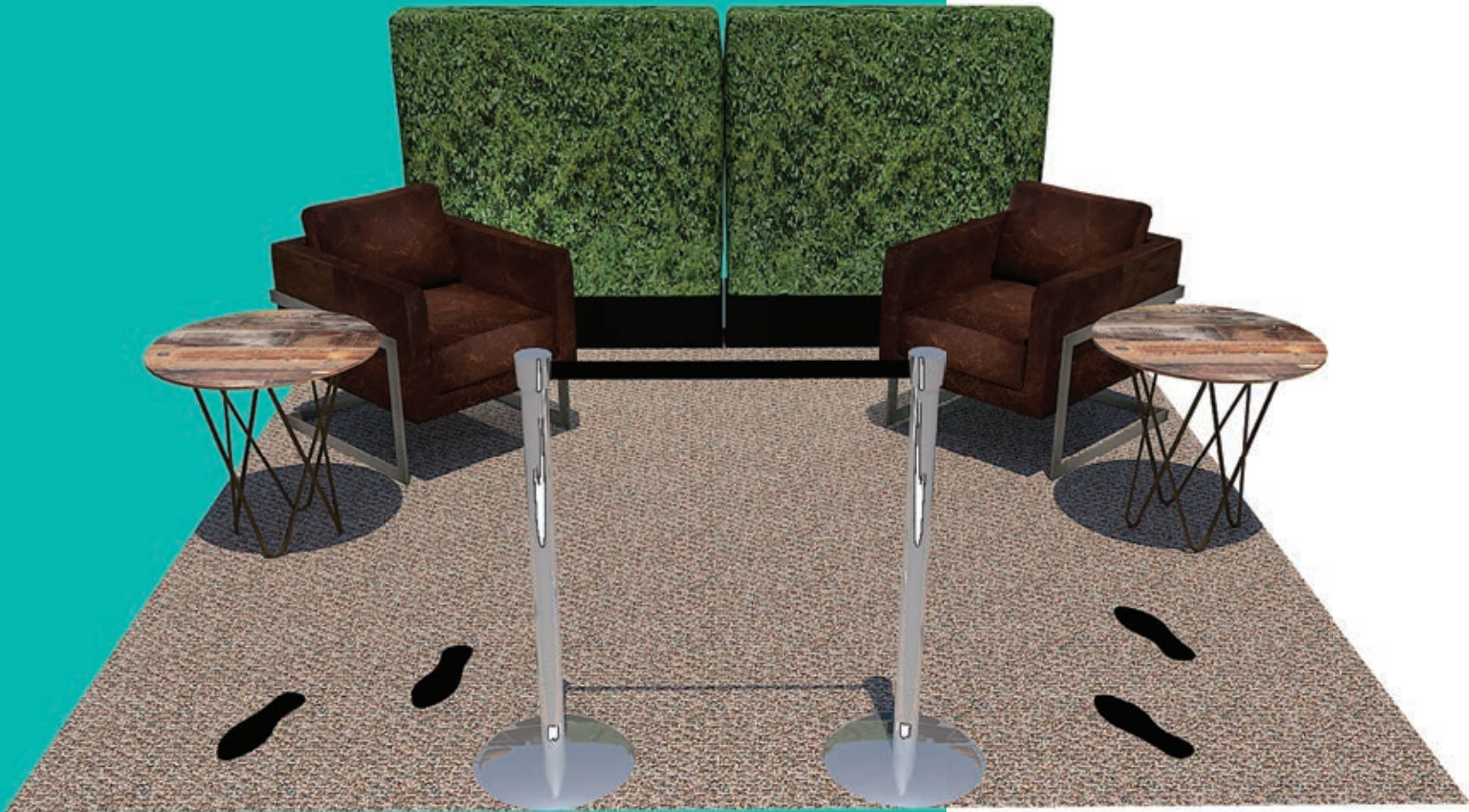


E.



NOTE: Items may be discontinued without notice at any time.

Dividers



A) STNCH1
(black, chrome) 96"L 37"H

B) STNSGN Stanchion Sign Holder
(black, chrome) 10"L 13"H



C) DIVFWB Clear Divider, Freestanding Whiteboard
(Silver, Clear) 39"L 1.5"D 72"H



D) MIRWHT Miramar Divider, White
(molded plastic)
Vertical: 63"L 23"D 83"H
Horizontal: 83"L 23"D 63"H



NOTE: Items may be discontinued without notice at any time.

Boxwood Hedges

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

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



Keep it Green

Lifelike greenery is an easy yet sophisticated way to bridge the distance between seats for a warmer, organic environment.

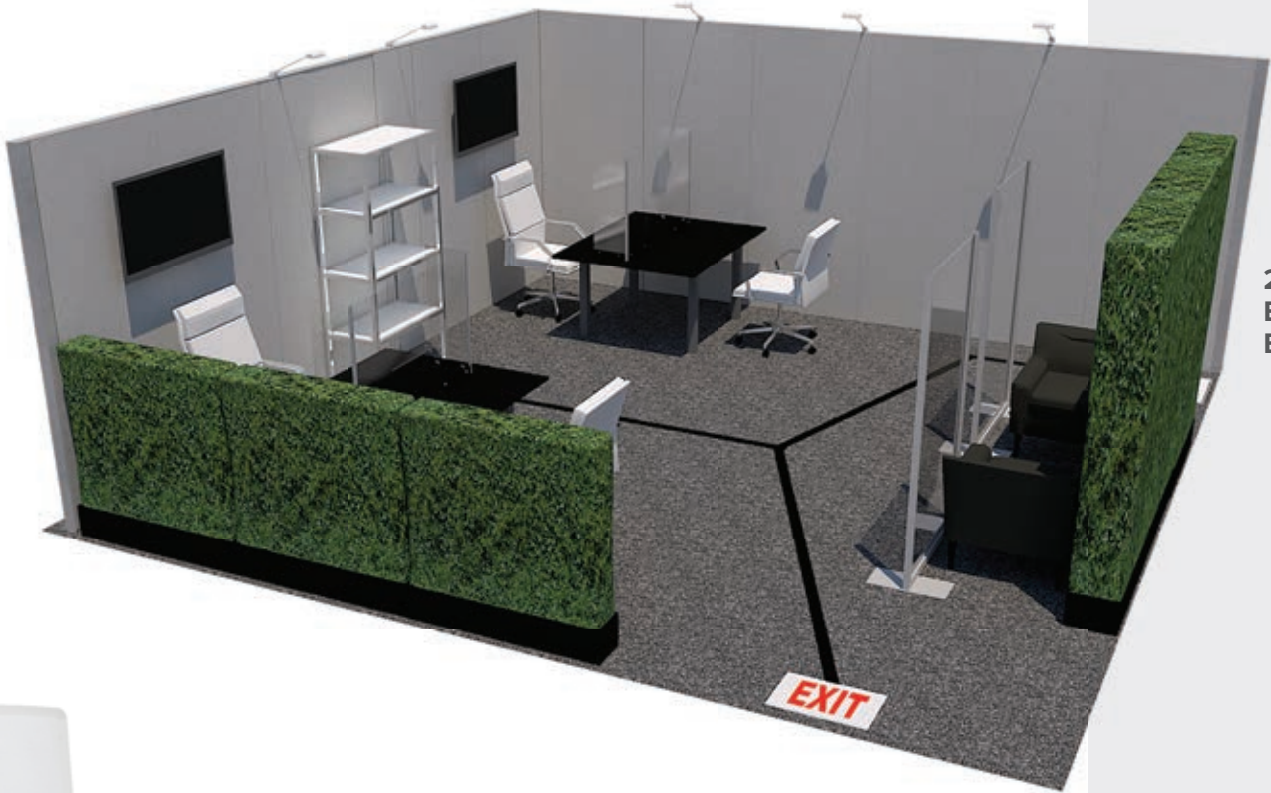


NOTE: Items may be discontinued without notice at any time.

Office Accessories & Decor

Embrace The Organic

It's easy to divide space and maintain distance by adding greenery to your booth environment for a warm organic feel.



20'x20' -
Executive Meeting
Booth



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



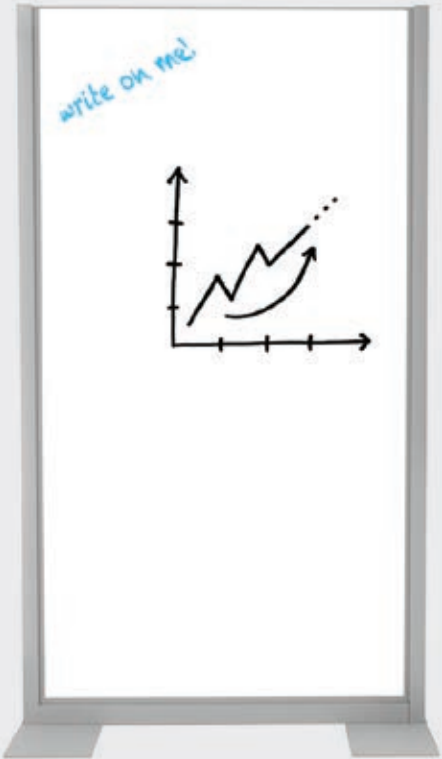
Mason Lamps
(brushed silver)
A) LA15 Floor Lamp
18" RND 55"H
B) LA14 Table Lamp
16" RND 26"H



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



**Clear Divider,
Freestanding Whiteboard**
DIVFWB (silve, white)
39"L 9"D 72"H



NOTE: Items may be discontinued without notice at any time.

Powered[⚡] Products

Village Charging Hub



VILHUB
Village Charging Hub
(cream)
12"L 12"D 28.25"H



Styling Tip:
Standalone hubs let guests plug in with a minimal footprint, while powered pedestals serve a dual purpose: keeping items secure while charging devices.



Powered Pedestals

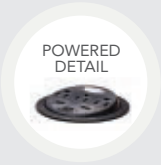
The flip-top electrical units rotate 180° to let devices charge on or inside the cabinet.



Powered Locking Pedestals

White
PDL36W 24"L 24"D 36"H
PDL42W 24"L 24"D 42"H

Black
PDL36B 24"L 24"D 36"H
PDL42B 24"L 24"D 42"H



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

NOTE: Items may be discontinued without notice at any time.



SOFT SEATING COLLECTIONS

RadTech UV & EB


F130320522

Hyatt Regency Orlando Convention Center | Orlando, FL
May 10 - 12, 2022


ONLINE & DISCOUNT DEADLINE:* TUESDAY, APRIL 19, 2022


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

Loveseats

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|--|-----|------------|------------|------------|-------|
| BLVWHT | Baja Loveseat - White Vinyl | | \$1,146.45 | \$1,318.40 | \$1,476.60 | |
| KEYLOV | Key Largo Loveseat - Black Fabric, Wood | | \$528.10 | \$607.30 | \$680.20 | |
| NPLLOV | Naples Loveseat - Black Vinyl | | \$1,012.35 | \$1,164.20 | \$1,303.90 | |
| NPLLOP |  POWERED Naples Loveseat - Black Vinyl | | \$1,261.45 | \$1,450.65 | \$1,624.75 | |

Sofas

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|--|-----|------------|------------|------------|-------|
| SFA002 | Allegro Sofa - Blue Fabric, Brushed Metal | | \$1,006.95 | \$1,158.00 | \$1,296.95 | |
| BSFWHT | Baja Sofa - White Vinyl | | \$1,218.85 | \$1,401.70 | \$1,569.90 | |
| FAIRSW | Fairfax Sofa - White Vinyl, Brushed Metal | | \$686.80 | \$789.80 | \$884.60 | |
| KEYSOF | Key Largo Sofa - Black Fabric, Wood | | \$681.30 | \$783.50 | \$877.50 | |
| NPLSOF | Naples Sofa - Black Vinyl | | \$1,203.95 | \$1,384.55 | \$1,550.70 | |
| NPLLOP |  POWERED Naples Sofa - Black Vinyl | | \$1,466.65 | \$1,686.65 | \$1,889.05 | |
| PALSOF | Palm Beach Sofa - White Vinyl | | \$956.35 | \$1,099.80 | \$1,231.80 | |
| STESOF | Sterling Sofa - Grey Fabric | | \$1,135.35 | \$1,305.65 | \$1,462.35 | |
| VALSOF | Valencia Sofa - Coffee Brown Velvet | | \$640.70 | \$736.80 | \$825.20 | |

 = **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.)
NOTE: Items may be discontinued without notice at any time.

| | |
|---|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 6.50% |
| AMOUNT DUE | \$ _____ |

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



RadTech UV & EB



Hyatt Regency Orlando Convention Center | Orlando, FL
May 10 - 12, 2022

ACCENT CHAIRS

F130320522

ONLINE & DISCOUNT DEADLINE:* TUESDAY, APRIL 19, 2022

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

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|--|-----|------------|------------|------------|-------|
| CHR002 | Allegro Chair - Blue Fabric, Brushed Metal | | \$706.00 | \$811.90 | \$909.35 | |
| ATHCHA | Atherton Chair - Brown Leather, Black Metal | | \$585.45 | \$673.25 | \$754.05 | |
| BCHWHT | Baja Chair - White Vinyl | | \$782.55 | \$899.95 | \$1,007.95 | |
| BOWCHA | Bowery Chair - Ochre Fabric | | \$549.90 | \$632.40 | \$708.30 | |
| CNTCHR | Century Chair - Gray Velvet | | \$560.35 | \$644.40 | \$721.75 | |
| FAIRCW | Fairfax Chair - White Vinyl, Brushed Metal | | \$495.25 | \$569.55 | \$637.90 | |
| KEYCHR | Key Largo Chair - Black Fabric, Wood | | \$451.50 | \$519.20 | \$581.50 | |
| LABREA | La Brea Swivel Chair - Charcoal Gray Fabric, Chrome | | \$591.00 | \$679.65 | \$761.20 | |
| LENCHA | Lena Chair - Moss Green Leather, Bronze | | \$493.45 | \$567.45 | \$635.55 | |
| BCW | Madrid Chair - White Vinyl, Chrome | | \$1,075.35 | \$1,236.65 | \$1,385.05 | |
| MONCHA | Montreal Chair - Blue, Black Metal | | \$604.25 | \$694.90 | \$778.30 | |
| MNCHCH | Munich Armless Chair - Gray Fabric, Black | | \$812.65 | \$934.55 | \$1,046.70 | |
| NPLCHP |  POWERED Naples Chair - Black Vinyl | | \$911.20 | \$1,047.90 | \$1,173.65 | |
| NPLCHR | Naples Chair - Black Vinyl | | \$840.00 | \$966.00 | \$1,081.90 | |
| STECHE | Sterling Chair - Gray Fabric | | \$779.90 | \$896.90 | \$1,004.55 | |
| SWAN | Swanson Swivel Chair - White Vinyl, Chrome | | \$514.40 | \$591.55 | \$662.55 | |
| TCHP | Tech Chair, No Tablet - Gray Vinyl, Chrome Base | | \$430.75 | \$495.35 | \$554.80 | |
| TCHGRY |  POWERED Tech Tablet Chair - Gray Vinyl, White Metal Tablet, Chrome Base | | \$420.25 | \$483.30 | \$541.30 | |
| VALCHA | Valencia Chair - Spice Orange Velvet | | \$431.10 | \$495.75 | \$555.25 | |
| WENCHA | Wentworth Swivel Chair - Brown Vinyl | | \$472.60 | \$543.50 | \$608.70 | |

 = **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.)

NOTE: Items may be discontinued without notice at any time.

| | |
|---|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 6.50% |
| AMOUNT DUE | \$ _____ |

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



RadTech UV & EB

Hyatt Regency Orlando Convention Center | Orlando, FL
May 10 - 12, 2022

INDIVIDUAL SEATING

F130320522

ONLINE & DISCOUNT DEADLINE:* TUESDAY, APRIL 19, 2022

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

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|---|-----|----------|----------|----------|-------|
| BLDCRD | Blade Chair - Red | | \$97.00 | \$111.55 | \$124.95 | |
| BLDCSB | Blade Chair - Sky Blue | | \$97.00 | \$111.55 | \$124.95 | |
| SC3 | Brewer Chair - Onyx, Chrome | | \$251.70 | \$289.45 | \$324.20 | |
| XCHR | Christopher Chair - White Vinyl, Chrome | | \$150.55 | \$173.15 | \$193.95 | |
| DUET | Duet Stack Chair - Black, Chrome | | \$93.05 | \$107.00 | \$119.85 | |
| LMCHR | Laguna Chair - Maple, Chrome | | \$213.45 | \$245.45 | \$274.90 | |
| LUCHCL | Lucent Chair - Frosted Acrylic, Chrome | | \$261.15 | \$300.30 | \$336.35 | |
| MALGRN | Malba Chair - Green, Chrome | | \$164.15 | \$188.75 | \$211.40 | |
| MALGRY | Malba Chair - Gray, Chrome | | \$164.15 | \$188.75 | \$211.40 | |
| MARCBE | Marina Chair - Ocean Blue Fabric, Brushed Metal | | \$211.45 | \$243.15 | \$272.35 | |
| MARCBK | Marina Chair - Black Vinyl, Brushed Metal | | \$211.45 | \$243.15 | \$272.35 | |
| MARCBR | Marina Chair - Brown Fabric, Brushed Metal | | \$211.45 | \$243.15 | \$272.35 | |
| MARCRD | Marina Chair - Red Fabric, Brushed Metal | | \$211.45 | \$243.15 | \$272.35 | |
| MARCWH | Marina Chair - White Vinyl, Brushed Metal | | \$211.45 | \$243.15 | \$272.35 | |
| OCMWH | Meeting Chair - White | | \$361.15 | \$415.30 | \$465.15 | |
| PASCHR | Pasadena Chair - White Molded Plastic w/Chrome Tower Base | | \$340.80 | \$391.90 | \$438.95 | |
| SC10 | Razor Armless Chair - White | | \$112.20 | \$129.05 | \$144.55 | |
| RSTDIN | Rustique Chair w/ Arms - Gunmetal | | \$188.75 | \$217.05 | \$243.10 | |
| CS4 | Syntax Chair - Black, Chrome | | \$298.25 | \$343.00 | \$384.15 | |
| ZENCHR | Zenith Chair - White, Chrome | | \$240.75 | \$276.85 | \$310.05 | |

NOTE: Items may be discontinued without notice at any time.

| | |
|--|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 6.50% |
| AMOUNT DUE | \$ _____ |

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RadTech UV & EB

Hyatt Regency Orlando Convention Center | Orlando, FL
May 10 - 12, 2022

BENCHES & OTTOMANS

F130320522

ONLINE & DISCOUNT DEADLINE:* TUESDAY, APRIL 19, 2022

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Beverly Benches

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|---------|--|-----|----------|----------|----------|-------|
| BVSMBK | Beverly Small Bench Ottoman - Black Vinyl | | \$303.20 | \$348.70 | \$390.55 | |
| BVSMBL | Beverly Small Bench Ottoman - Ocean Blue Fabric | | \$303.20 | \$348.70 | \$390.55 | |
| BVSMBN | Beverly Small Bench Ottoman - Brown Fabric | | \$303.20 | \$348.70 | \$390.55 | |
| BVSMGN | Beverly Small Bench Ottoman - Olive Green Fabric | | \$303.20 | \$348.70 | \$390.55 | |
| BVSMGY | Beverly Small Bench Ottoman - Grey Fabric | | \$303.20 | \$348.70 | \$390.55 | |
| BVSM LN | Beverly Small Bench Ottoman - Linen Fabric | | \$303.20 | \$348.70 | \$390.55 | |
| BVSM LV | Beverly Small Bench Ottoman - Lavender Fabric | | \$303.20 | \$348.70 | \$390.55 | |
| BVSMOR | Beverly Small Bench Ottoman - Orange Fabric | | \$303.20 | \$348.70 | \$390.55 | |
| BVSMRD | Beverly Small Bench Ottoman - Red Fabric | | \$303.20 | \$348.70 | \$390.55 | |
| BVSMWH | Beverly Small Bench Ottoman - White Vinyl | | \$303.20 | \$348.70 | \$390.55 | |
| BVSMYL | Beverly Small Bench Ottoman - Yellow Fabric | | \$303.20 | \$348.70 | \$390.55 | |
| BVLYBK | Beverly Bench - Black Vinyl | | \$580.05 | \$667.05 | \$747.10 | |
| BVLYBN | Beverly Bench - Brown Fabric | | \$580.05 | \$667.05 | \$747.10 | |
| BVLYGR | Beverly Bench - Grey Fabric | | \$580.05 | \$667.05 | \$747.10 | |
| BVLYLN | Beverly Bench - Linen Fabric | | \$580.05 | \$667.05 | \$747.10 | |
| BVLYOB | Beverly Bench - Ocean Fabric | | \$580.05 | \$667.05 | \$747.10 | |
| BVLYRD | Beverly Bench - Red Fabric | | \$580.05 | \$667.05 | \$747.10 | |
| BVLYWH | Beverly Bench - White Vinyl | | \$580.05 | \$667.05 | \$747.10 | |

Metal Bench

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|---------|-----------------------------------|-----|----------|----------|----------|-------|
| REG BEN | Regis Bench/Table - Brushed Metal | | \$413.15 | \$475.10 | \$532.10 | |

Ottomans

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|--|-----|----------|----------|----------|-------|
| END01B | Endless Curved Ottoman - Black Vinyl, Chrome | | \$601.95 | \$692.25 | \$775.30 | |
| END01W | Endless Curved Ottoman - White Vinyl, Chrome | | \$601.95 | \$692.25 | \$775.30 | |
| END02B | Endless Square Ottoman - Black Vinyl, Chrome | | \$377.60 | \$434.25 | \$486.35 | |
| END02W | Endless Square Ottoman - White Vinyl, Chrome | | \$377.60 | \$434.25 | \$486.35 | |

NOTE: Items may be discontinued without notice at any time.

| | |
|---|----------|
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RadTech UV & EB

Hyatt Regency Orlando Convention Center | Orlando, FL
May 10 - 12, 2022

CUBE & SWIVEL OTTOMANS

F130320522

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Vibe Cubes

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|------------------------------|-----|----------|----------|----------|-------|
| VIB01 | Vibe Cube - Green | | \$202.50 | \$232.85 | \$260.80 | |
| VIB02 | Vibe Cube - Blue | | \$202.50 | \$232.85 | \$260.80 | |
| VIB04 | Vibe Cube - Red | | \$202.50 | \$232.85 | \$260.80 | |
| VIB05 | Vibe Cube - Yellow | | \$202.50 | \$232.85 | \$260.80 | |
| VIB08 | Vibe Cube - Orange | | \$202.50 | \$232.85 | \$260.80 | |
| VIB09 | Vibe Cube - White Waterproof | | \$202.50 | \$232.85 | \$260.80 | |
| VIB10 | Vibe Cube - Black Waterproof | | \$202.50 | \$232.85 | \$260.80 | |
| VIB11 | Vibe Cube - Steel Blue Vinyl | | \$202.50 | \$232.85 | \$260.80 | |
| VIB12 | Vibe Cube - Silver Vinyl | | \$202.50 | \$232.85 | \$260.80 | |
| VIB13 | Vibe Cube - Purple Vinyl | | \$202.50 | \$232.85 | \$260.80 | |
| VIB14 | Vibe Cube - Cirtus Green | | \$202.50 | \$232.85 | \$260.80 | |
| VIB15 | Vibe Cube - Taupe Vinyl | | \$202.50 | \$232.85 | \$260.80 | |
| VIB16 | Vibe Cube - Spice Orange | | \$202.50 | \$232.85 | \$260.80 | |
| VIB17 | Vibe Cube - Desert Rose | | \$202.50 | \$232.85 | \$260.80 | |

Marche Swivel

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|--------------------------------------|-----|----------|----------|----------|-------|
| MAR001 | Marche Swivel - White | | \$268.10 | \$308.30 | \$345.30 | |
| MAR002 | Marche Swivel - Grey | | \$268.10 | \$308.30 | \$345.30 | |
| MAR003 | Marche Swivel - Linen | | \$268.10 | \$308.30 | \$345.30 | |
| MAR004 | Marche Swivel - Raspberry | | \$268.10 | \$308.30 | \$345.30 | |
| MAR005 | Marche Swivel - Red | | \$268.10 | \$308.30 | \$345.30 | |
| MAR006 | Marche Swivel - Rose Qtz | | \$268.10 | \$308.30 | \$345.30 | |
| MAR007 | Marche Swivel - Plum | | \$268.10 | \$308.30 | \$345.30 | |
| MAR008 | Marche Swivel - Meadow Green | | \$268.10 | \$308.30 | \$345.30 | |
| MAR009 | Marche Swivel - Pear | | \$268.10 | \$308.30 | \$345.30 | |
| MAR010 | Marche Swivel - Blue | | \$268.10 | \$308.30 | \$345.30 | |
| MAR011 | Marche Swivel - Orange | | \$268.10 | \$308.30 | \$345.30 | |
| MAR012 | Marche Swivel - Forest Green | | \$268.10 | \$308.30 | \$345.30 | |
| MAR013 | Marche Swivel - Teal Velvet | | \$268.10 | \$308.30 | \$345.30 | |
| MAR014 | Marche Swivel - Distressed Brown | | \$268.10 | \$308.30 | \$345.30 | |
| MAR015 | Marche Swivel - Black Vinyl | | \$268.10 | \$308.30 | \$345.30 | |
| MAR016 | Marche Swivel - Ivory Faux Sheep Fur | | \$268.10 | \$308.30 | \$345.30 | |

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| AMOUNT DUE | \$ _____ |

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RadTech UV & EB

Hyatt Regency Orlando Convention Center | Orlando, FL
May 10 - 12, 2022

ACCENT TABLES: COCKTAIL & END

F130320522

ONLINE & DISCOUNT DEADLINE:* TUESDAY, APRIL 19, 2022

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Cocktail Tables

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|--|-----|----------|----------|----------|-------|
| ALC100 | Alondra Cocktail Table - Glass Top, Chrome | | \$481.55 | \$553.80 | \$620.25 | |
| ALC200 | Alondra Cocktail Table - Brandy Maple Top, Chrome | | \$481.55 | \$553.80 | \$620.25 | |
| CIC | Geo Cocktail Table - Glass Top, Chrome | | \$361.15 | \$415.30 | \$465.15 | |
| CIFWB | Geo Cocktail Table - Brandy Maple Top, Black | | \$421.35 | \$484.55 | \$542.70 | |
| MESCTB | Mesa Cocktail Table - Black Top, Bronze | | \$278.95 | \$320.80 | \$359.30 | |
| MESCTG | Mesa Cocktail Table - Glass Top, Bronze | | \$278.95 | \$320.80 | \$359.30 | |
| MESCTW | Mesa Cocktail Table - Barnwood Top, Bronze | | \$278.95 | \$320.80 | \$359.30 | |
| CIE | Silverado Cocktail Table - Glass Top, Chrome | | \$399.50 | \$459.40 | \$514.55 | |
| CIW | Sydney Cocktail Table - White Top, Brushed Steel | | \$404.90 | \$465.65 | \$521.55 | |
| CIY | Sydney Cocktail Table - Black Top, Brushed Steel | | \$404.90 | \$465.65 | \$521.55 | |
| CIWP | POWERED Sydney Cocktail Table - White Top, Brushed Steel | | \$514.40 | \$591.55 | \$662.55 | |
| CIYP | POWERED Sydney Cocktail Table - Black Top, Brushed Steel | | \$514.40 | \$591.55 | \$662.55 | |
| SYDBEC | Sydney Cocktail Table - Blue Top, Brushed Steel | | \$410.45 | \$472.00 | \$528.65 | |
| SYDWDC | Sydney Cocktail Table - Barnwood Top, Brushed Steel | | \$373.10 | \$429.05 | \$480.55 | |

End Tables

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|---|-----|----------|----------|----------|-------|
| ALE100 | Alondra End Table - Glass Top, Chrome | | \$347.55 | \$399.70 | \$447.65 | |
| ALE200 | Alondra End Table - Brandy Maple Top, Chrome | | \$347.55 | \$399.70 | \$447.65 | |
| CUBPOW | POWERED Wireless Charging Table - White, AC Plug In | | \$619.40 | \$712.30 | \$797.80 | |
| EIC | Geo End Table - Glass Top, Chrome | | \$355.75 | \$409.10 | \$458.20 | |
| EIFWB | Geo End Table - Brandy Maple Top, Black | | \$366.70 | \$421.70 | \$472.30 | |
| MESETB | Mesa End Table - Black Top, Bronze | | \$184.30 | \$211.95 | \$237.40 | |
| MESETG | Mesa End Table - Glass Top, Bronze | | \$184.30 | \$211.95 | \$237.40 | |
| MESETW | Mesa End Table - Barnwood Top, Bronze | | \$184.30 | \$211.95 | \$237.40 | |
| REGOTT | Regis End Table - Brushed Metal | | \$303.75 | \$349.30 | \$391.20 | |
| EIE | Silverado End Table - Glass, Chrome | | \$380.30 | \$437.35 | \$489.85 | |
| EIW | Sydney End Table - White Top, Brushed Steel | | \$366.70 | \$421.70 | \$472.30 | |
| EIY | Sydney End Table - Black Top, Brushed Steel | | \$366.70 | \$421.70 | \$472.30 | |
| SYDBEE | Sydney End Table - Blue Top, Brushed Steel | | \$360.70 | \$414.80 | \$464.60 | |
| SYDWDE | Sydney End Table - Barnwood Top, Brushed Steel | | \$360.70 | \$414.80 | \$464.60 | |

= **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.)
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| | |
|---|----------|
| TOTAL ESTIMATE | \$ _____ |
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| AMOUNT DUE | \$ _____ |

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RadTech UV & EB

Hyatt Regency Orlando Convention Center | Orlando, FL
May 10 - 12, 2022

ACCENT TABLES: SIDE

F130320522

ONLINE & DISCOUNT DEADLINE:* TUESDAY, APRIL 19, 2022

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Side Tables

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|---------------------------------------|-----|----------|----------|----------|-------|
| AURA | Aura Round Table - White Metal | | \$207.90 | \$239.10 | \$267.80 | |
| SEDBBK | Sedona Side Table - Black Top, Bronze | | \$185.95 | \$213.85 | \$239.50 | |
| SEDBWD | Sedona Side Table - Wood Top, Bronze | | \$185.95 | \$213.85 | \$239.50 | |
| SEDBWH | Sedona Side Table - White Top, Bronze | | \$185.95 | \$213.85 | \$239.50 | |
| TAOBBK | Taos Side Table - Black Top, Bronze | | \$185.95 | \$213.85 | \$239.50 | |
| TAOBWD | Taos Side Table - Wood Top, Bronze | | \$185.95 | \$213.85 | \$239.50 | |
| TAOBWH | Taos Side Table - White Top, Bronze | | \$185.95 | \$213.85 | \$239.50 | |
| TMBTBL | Timber Table - Wood | | \$246.25 | \$283.20 | \$317.20 | |

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| | |
|---|----------|
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| AMOUNT DUE | \$ _____ |

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ONLINE & DISCOUNT DEADLINE:* TUESDAY, APRIL 19, 2022

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30" Round Bar Table with Black Base

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|--|-----|----------|----------|----------|-------|
| 30ACBB | 30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top | | \$360.70 | \$414.80 | \$464.60 | |
| 30BEBB | 30" Round Bar Table w/ Standard Black Base - Blue Top | | \$360.70 | \$414.80 | \$464.60 | |
| 30BKSB | 30" Round Bar Table w/ Standard Black Base - Black Top | | \$360.70 | \$414.80 | \$464.60 | |
| 30GSBB | 30" Round Bar Table w/ Standard Black Base - Green Top | | \$360.70 | \$414.80 | \$464.60 | |
| 30OSBB | 30" Round Bar Table w/ Standard Black Base - Orange Top | | \$360.70 | \$414.80 | \$464.60 | |
| 30WDBB | 30" Round Bar Table w/ Standard Black Base - Barnwood Top | | \$360.70 | \$414.80 | \$464.60 | |
| 30WH42 | 30" Round Bar Table w/ Standard Black Base - White Top | | \$374.85 | \$431.10 | \$482.85 | |
| 30YBBB | 30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top | | \$360.70 | \$414.80 | \$464.60 | |
| VTB | 30" Round Bar Table w/ Standard Black Base - Red Top | | \$355.75 | \$409.10 | \$458.20 | |
| VTJ | 30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top | | \$355.75 | \$409.10 | \$458.20 | |
| VTK | 30" Round Bar Table w/ Standard Black Base - Maple Top | | \$355.75 | \$409.10 | \$458.20 | |
| VTA | 30" Round Madison Bar Table w/ Standard Black Base - Gray Acajou Top | | \$355.75 | \$409.10 | \$458.20 | |

36" Round Bar Table with Black Base

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|--|-----|----------|----------|----------|-------|
| 36BKSB | 36" Round Bar Table w/ Standard Black Base - Black Top | | \$355.75 | \$409.10 | \$458.20 | |
| VTN | 36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top | | \$380.30 | \$437.35 | \$489.85 | |
| VTW | 36" Round Bar Table w/ Standard Black Base - White Top | | \$380.30 | \$437.35 | \$489.85 | |
| VTP | 36" Round Bar Table w/ Standard Black Base - Maple Top | | \$380.30 | \$437.35 | \$489.85 | |

30" Round Bar Table with Hydraulic Base

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|---|-----|----------|----------|----------|-------|
| 30AGHB | 30" Round Bar Table w/ Hydraulic Base - Brushed Gunmetal Top | | \$435.35 | \$500.65 | \$560.75 | |
| 30BEHB | 30" Round Bar Table w/ Hydraulic Base - Blue Top | | \$435.35 | \$500.65 | \$560.75 | |
| 30BKHB | 30" Round Bar Table w/ Hydraulic Base - Black Top | | \$435.35 | \$500.65 | \$560.75 | |
| 30BRHB | 30" Round Bar Table w/ Hydraulic Base - Red Top | | \$432.35 | \$497.20 | \$556.85 | |
| 30GRHB | 30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top | | \$432.35 | \$497.20 | \$556.85 | |
| 30GSHB | 30" Round Bar Table w/ Hydraulic Base - Green Top | | \$435.35 | \$500.65 | \$560.75 | |
| 30MTHB | 30" Round Bar Table w/ Hydraulic Base - Maple Top | | \$470.65 | \$541.25 | \$606.20 | |
| 30OSHB | 30" Round Bar Table w/ Hydraulic Base - Orange Top | | \$435.35 | \$500.65 | \$560.75 | |
| 30WDHB | 30" Round Bar Table w/ Hydraulic Base - Barnwood Top | | \$435.35 | \$500.65 | \$560.75 | |
| 30WHHB | 30" Round Bar Table w/ Hydraulic Base - White Top | | \$467.95 | \$538.15 | \$602.75 | |
| 30YSHB | 30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top | | \$435.35 | \$500.65 | \$560.75 | |
| 30MAHB | 30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top | | \$432.35 | \$497.20 | \$556.85 | |

36" Round Bar Table with Hydraulic Base

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|---|-----|----------|----------|----------|-------|
| 36BKHB | 36" Round Bar Table w/ Hydraulic Base - Black Top | | \$435.35 | \$500.65 | \$560.75 | |
| 36GRHB | 36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top | | \$470.65 | \$541.25 | \$606.20 | |
| 36MTHB | 36" Round Bar Table w/ Hydraulic Base - Maple Top | | \$470.65 | \$541.25 | \$606.20 | |
| 36WTHB | 36" Round Bar Table w/ Hydraulic Base - White Top | | \$470.65 | \$541.25 | \$606.20 | |



BAR TABLES, BARS & COUNTERS CONTINUED

RadTech UV & EB

F130320522

Hyatt Regency Orlando Convention Center | Orlando, FL
May 10 - 12, 2022

ONLINE & DISCOUNT DEADLINE:* TUESDAY, APRIL 19, 2022

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Metal Bar Table

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|--|-----|----------|----------|----------|-------|
| RSTSQT | Rustique Square Metal Bar Table - Gunmetal | | \$394.00 | \$453.10 | \$507.45 | |

Ventura Communal Bar Tables

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|--|-----|------------|------------|------------|-------|
| VNTBNP | Ventura Communal Bar Table - Black Top, Silver | | \$954.95 | \$1,098.20 | \$1,230.00 | |
| VNTMNP | Ventura Communal Bar Table - Maple Top, Silver | | \$954.95 | \$1,098.20 | \$1,230.00 | |
| VNTWNP | Ventura Communal Bar Table - White Top, Silver | | \$954.95 | \$1,098.20 | \$1,230.00 | |
| VNTBMW | Ventura Communal Bar Table w/ Grommet Holes - Maple Top, Silver | | \$954.95 | \$1,098.20 | \$1,230.00 | |
| VNTBWV | Ventura Communal Bar Table w/ Grommet Holes - White Top, Silver | | \$954.95 | \$1,098.20 | \$1,230.00 | |
| VNTBLK |  POWERED Ventura Communal Bar Table, Powered - Black Top, Silver | | \$1,127.35 | \$1,296.45 | \$1,452.00 | |
| VNTWHT |  POWERED Ventura Communal Bar Table, Powered - White Top, Silver | | \$1,127.35 | \$1,296.45 | \$1,452.00 | |

 = **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.)

Bars

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|---|-----|------------|------------|------------|-------|
| MTBLPI | Midtown Bar, Lighted w/ Plug In - Taupe Glass Top, Pewter | | \$2,126.75 | \$2,445.75 | \$2,739.25 | |
| MTBUUL | Midtown Bar, Unlighted - Taupe Glass Top, Pewter | | \$1,989.95 | \$2,288.45 | \$2,563.05 | |

Counters

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|---|-----|------------|------------|------------|-------|
| MTCLPI | Midtown Powered Counter, Lighted w/ Plug In - Taupe Glass Top, Pewter | | \$2,126.75 | \$2,445.75 | \$2,739.25 | |
| MTCPUL | Midtown Powered Counter, Unlighted - Taupe Glass Top, Pewter | | \$2,002.40 | \$2,302.75 | \$2,579.10 | |

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| | |
|--|----------|
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CAFÉ TABLES

F130320522

ONLINE & DISCOUNT DEADLINE:* TUESDAY, APRIL 19, 2022

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30" Round Café Table with Black Base

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|---|-----|----------|----------|----------|-------|
| 30AGBC | 30" Round Cafe Table w/ Standard Black Base - Brushed Gunmetal Top | | \$323.40 | \$371.90 | \$416.55 | |
| 30BEBC | 30" Round Cafe Table w/ Standard Black Base - Blue Top | | \$323.40 | \$371.90 | \$416.55 | |
| 30BKSC | 30" Round Cafe Table w/ Standard Black Base - Black Top | | \$323.40 | \$371.90 | \$416.55 | |
| 30GSBC | 30" Round Cafe Table w/ Standard Black Base - Green Top | | \$323.40 | \$371.90 | \$416.55 | |
| 30OSBC | 30" Round Cafe Table w/ Standard Black Base - Orange Top | | \$323.40 | \$371.90 | \$416.55 | |
| 30WDBC | 30" Round Cafe Table w/ Standard Black Base - Barnwood Top | | \$323.40 | \$371.90 | \$416.55 | |
| 30WH29 | 30" Round Cafe Table w/ Standard Black Base - White Top | | \$342.00 | \$393.30 | \$440.50 | |
| 30YSBC | 30" Round Cafe Table w/ Standard Black Base - Brushed Yellow Top | | \$323.40 | \$371.90 | \$416.55 | |
| ZTA | 30" Round Madison Cafe Table w/ Standard Black Base - Gray Acajou Top | | \$333.80 | \$383.85 | \$429.90 | |
| ZTB | 30" Round Cafe Table w/ Standard Black Base - Red Top | | \$322.85 | \$371.30 | \$415.85 | |
| ZTJ | 30" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top | | \$322.85 | \$371.30 | \$415.85 | |
| ZTK | 30" Round Cafe Table w/ Standard Black Base - Maple Top | | \$322.85 | \$371.30 | \$415.85 | |

36" Round Café Table with Black Base

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|---|-----|----------|----------|----------|-------|
| 36BKSC | 36" Round Cafe Table w/ Standard Black Base - Black Top | | \$352.95 | \$405.90 | \$454.60 | |
| ZTN | 36" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top | | \$352.95 | \$405.90 | \$454.60 | |
| ZTP | 36" Round Cafe Table w/ Standard Black Base - Maple Top | | \$352.95 | \$405.90 | \$454.60 | |
| ZTQ | 36" Round Cafe Table w/ Standard Black Base - White Top | | \$352.95 | \$405.90 | \$454.60 | |

30" Round Café Table with Chrome Hydraulic Base

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|--|-----|----------|----------|----------|-------|
| 30AGHC | 30" Round Cafe Table w/ Hydraulic Base - Brushed Gunmetal Top | | \$434.70 | \$499.90 | \$559.90 | |
| 30BEHC | 30" Round Cafe Table w/ Hydraulic Base - Blue Top | | \$435.35 | \$500.65 | \$560.75 | |
| 30BKHC | 30" Round Cafe Table w/ Hydraulic Base - Black Top | | \$434.70 | \$499.90 | \$559.90 | |
| 30BRHC | 30" Round Cafe Table w/ Hydraulic Base - Red Top | | \$432.35 | \$497.20 | \$556.85 | |
| 30GRHC | 30" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top | | \$470.65 | \$541.25 | \$606.20 | |
| 30GSHC | 30" Round Cafe Table w/ Hydraulic Base - Green Top | | \$434.70 | \$499.90 | \$559.90 | |
| 30MTHC | 30" Round Cafe Table w/ Hydraulic Base - Maple Top | | \$432.35 | \$497.20 | \$556.85 | |
| 30OSHC | 30" Round Cafe Table w/ Hydraulic Base - Orange Top | | \$434.70 | \$499.90 | \$559.90 | |
| 30WDHC | 30" Round Cafe Table w/ Hydraulic Base - Barnwood Top | | \$435.35 | \$500.65 | \$560.75 | |
| 30WHHC | 30" Round Cafe Table w/ Hydraulic Base - White Top | | \$467.95 | \$538.15 | \$602.75 | |
| 30YSHC | 30" Round Cafe Table w/ Hydraulic Base - Brushed Yellow Top | | \$434.70 | \$499.90 | \$559.90 | |
| 30MAHC | 30" Round Madison Cafe Table w/ Hydraulic Base - Gray Acajou Top | | \$432.35 | \$497.20 | \$556.85 | |



ONLINE & DISCOUNT DEADLINE:* TUESDAY, APRIL 19, 2022

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

36" Round Café Table with Chrome Hydraulic Base

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|--|-----|----------|----------|----------|-------|
| 36BKHC | 36" Round Cafe Table w/ Hydraulic Base - Black Top | | \$470.65 | \$541.25 | \$606.20 | |
| 36GRHC | 36" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top | | \$470.65 | \$541.25 | \$606.20 | |
| 36MTHC | 36" Round Cafe Table w/ Hydraulic Base - Maple Top | | \$470.65 | \$541.25 | \$606.20 | |
| 36WTHC | 36" Round Cafe Table w/ Hydraulic Base - White Top | | \$470.65 | \$541.25 | \$606.20 | |

Ventura Communal Café Tables

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|---|-----|----------|----------|------------|-------|
| VNTCBN | Ventura Communal Cafe Table - Black Top, Silver | | \$733.80 | \$843.85 | \$945.10 | |
| VNTCMN | Ventura Communal Cafe Table - Maple Top, Silver | | \$733.80 | \$843.85 | \$945.10 | |
| VNTCWN | Ventura Communal Cafe Table - White Top, Silver | | \$733.80 | \$843.85 | \$945.10 | |
| VNTCMW | Ventura Communal Cafe Table w/ Grommet Holes - Maple Top, Silver | | \$733.80 | \$843.85 | \$945.10 | |
| VNTCWW | Ventura Communal Cafe Table w/ Grommet Holes - White Top, Silver | | \$733.80 | \$843.85 | \$945.10 | |
| VNTCBK |  POWERED Communal Ventura Cafe Table - Black Top, Silver | | \$833.30 | \$958.30 | \$1,073.30 | |
| VNTCWH |  POWERED Communal Ventura Cafe Table - White Top, Silver | | \$833.30 | \$958.30 | \$1,073.30 | |

 = **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.)

NOTE: Items may be discontinued without notice at any time.

| | |
|--|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 6.50% |
| AMOUNT DUE | \$ _____ |

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EMAIL ADDRESS: _____



RadTech UV & EB

Hyatt Regency Orlando Convention Center | Orlando, FL
May 10 - 12, 2022

BAR STOOLS

F130320522

ONLINE & DISCOUNT DEADLINE:* TUESDAY, APRIL 19, 2022

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

Bar Stools

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|--|-----|----------|----------|----------|-------|
| BSS | Banana Barstool - Black, Chrome | | \$358.45 | \$412.20 | \$461.65 | |
| BST | Banana Barstool - White, Chrome | | \$358.45 | \$412.20 | \$461.65 | |
| BLDBRD | Blade Barstool - Red | | \$186.55 | \$214.55 | \$240.30 | |
| BLDBSB | Blade Barstool - Sky Blue | | \$186.55 | \$214.55 | \$240.30 | |
| XBAR | Christopher Barstool - White Vinyl, Chrome | | \$259.90 | \$298.90 | \$334.75 | |
| LMBAR | Laguna Barstool - Maple, Chrome | | \$268.10 | \$308.30 | \$345.30 | |
| ROLLBL | Lift Barstool - Black Vinyl, Chrome | | \$303.75 | \$349.30 | \$391.20 | |
| ROLLGY | Lift Barstool - Gray Vinyl, Chrome | | \$303.75 | \$349.30 | \$391.20 | |
| ROLLRD | Lift Barstool - Red Vinyl, Chrome | | \$303.75 | \$349.30 | \$391.20 | |
| ROLLWH | Lift Barstool - White Vinyl, Chrome | | \$303.75 | \$349.30 | \$391.20 | |
| LUBSCL | Lucent Barstool - Frosted Acrylic, Chrome | | \$373.10 | \$429.05 | \$480.55 | |
| MARBBE | Marina Barstool - Ocean Blue Fabric, Brushed Metal | | \$303.20 | \$348.70 | \$390.55 | |
| MARBBK | Marina Barstool - Black Vinyl, Brushed Metal | | \$303.20 | \$348.70 | \$390.55 | |
| MARBBR | Marina Barstool - Brown Fabric, Brushed Metal | | \$303.20 | \$348.70 | \$390.55 | |
| MARBRD | Marina Barstool - Red Fabric, Brushed Metal | | \$303.20 | \$348.70 | \$390.55 | |
| MARBWH | Marina Barstool - White Vinyl, Brushed Metal | | \$303.20 | \$348.70 | \$390.55 | |
| RSTSTL | Rustique Barstool - Gunmetal | | \$207.90 | \$239.10 | \$267.80 | |
| BS001 | Shark Barstool - White, Chrome | | \$456.90 | \$525.45 | \$588.50 | |
| BSR | Syntax Barstool - Black, Chrome | | \$325.60 | \$374.45 | \$419.40 | |
| ZENBAR | Zenith Barstool - White, Chrome | | \$240.75 | \$276.85 | \$310.05 | |
| BS002 | Zoey Barstool - White, Chrome | | \$418.65 | \$481.45 | \$539.20 | |

NOTE: Items may be discontinued without notice at any time.

| | |
|--|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 6.50% |
| AMOUNT DUE | \$ _____ |

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CONFERENCE & WORK TABLES

RadTech UV & EB




F130320522

Hyatt Regency Orlando Convention Center | Orlando, FL
May 10 - 12, 2022

ONLINE & DISCOUNT DEADLINE:* TUESDAY, APRIL 19, 2022


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

Conference Tables

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|---------|--|-----|------------|------------|------------|-------|
| BKCT10N | 10' Table - Black Top, Silver | | \$932.55 | \$1,072.45 | \$1,201.15 | |
| BKCT10P |  POWERED 10' Table - Black Top, Silver | | \$1,164.65 | \$1,339.35 | \$1,500.05 | |
| CB8 | 42" Round Madison Table - Gray Acajou, Black | | \$488.60 | \$561.90 | \$629.35 | |
| 42BKCT | 42" Round Table - Black Top, Black | | \$502.30 | \$577.65 | \$646.95 | |
| CB1 | 42" Round Table - Graphite Nebula Top | | \$552.75 | \$635.65 | \$711.95 | |
| CONF42 | 42" Round Table - White Top | | \$552.75 | \$635.65 | \$711.95 | |
| BKCT5N | 5' Table - Black Top, Silver | | \$468.35 | \$538.60 | \$603.25 | |
| BKCT5P |  POWERED 5' Table - Black Top, Silver | | \$606.35 | \$697.30 | \$781.00 | |
| BKCT8N | 8' Table - Black Top, Silver | | \$932.55 | \$1,072.45 | \$1,201.15 | |
| BKCT8P |  POWERED 8' Table - Black Top, Silver | | \$1,164.65 | \$1,339.35 | \$1,500.05 | |
| 36ATO | Atomic 36" Round Table - Glass Top, Chrome | | \$456.90 | \$525.45 | \$588.50 | |
| 42ATO | Atomic 42" Round Table - Glass Top, Chrome | | \$456.90 | \$525.45 | \$588.50 | |
| CE2 | Geo Table, Rectangle - Glass Top, Chrome | | \$648.50 | \$745.75 | \$835.25 | |
| CF2 | Geo Table, Rectangle - Glass Top, Black | | \$648.50 | \$745.75 | \$835.25 | |
| CE1 | Geo Table, Rounded Square - Glass Top, Chrome | | \$456.90 | \$525.45 | \$588.50 | |
| CF1 | Geo Table, Rounded Square - Glass Top, Black | | \$456.90 | \$525.45 | \$588.50 | |
| MADC05 | Madison 5' Table - Gray Acajou, Chrome | | \$692.25 | \$796.10 | \$891.65 | |
| MADC08 | Madison 8' Table - Gray Acajou, Chrome | | \$1,381.80 | \$1,589.05 | \$1,779.75 | |
| MADC10 | Madison 10' Table - Gray Acajou, Chrome | | \$1,381.80 | \$1,589.05 | \$1,779.75 | |

Work Table

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|------|-------------------------------|-----|----------|----------|----------|-------|
| WD3 | Work Table - White Top, White | | \$476.10 | \$547.50 | \$613.20 | |

 = **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.)
NOTE: Items may be discontinued without notice at any time.

| | |
|--|----------|
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| TAX (All tax rates are subject to change) | 6.50% |
| AMOUNT DUE | \$ _____ |

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Hyatt Regency Orlando Convention Center | Orlando, FL
May 10 - 12, 2022

EXECUTIVE SEATING, DESKS & STORAGE

F130320522



ONLINE & DISCOUNT DEADLINE:* TUESDAY, APRIL 19, 2022

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Seating

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|---|-----|----------|----------|----------|-------|
| CUPCHA | Cupertino Mid Back Chair - Black Vinyl | | \$398.45 | \$458.20 | \$513.20 | |
| GENCHA | Genesis Chair - Black | | \$347.75 | \$399.90 | \$447.90 | |
| PROGB | Pro Executive Guest Chair - Black Vinyl, Chrome | | \$374.85 | \$431.10 | \$482.85 | |
| PROEXB | Pro Executive High Back Chair - Black Vinyl, Chrome | | \$533.55 | \$613.60 | \$687.25 | |
| PROEXE | Pro Executive High Back Chair - White Vinyl, Chrome | | \$533.55 | \$613.60 | \$687.25 | |
| PROMDB | Pro Executive Mid Back Chair - Black Vinyl, Chrome | | \$350.25 | \$402.80 | \$451.15 | |
| PROMID | Pro Executive Mid Back Chair - White Vinyl, Chrome | | \$339.30 | \$390.20 | \$437.00 | |
| TASKST | Task Stool - Black Fabric, Black | | \$211.45 | \$243.15 | \$272.35 | |

Desks

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|--|-----|----------|------------|------------|-------|
| TECH |  POWERED Tech Desk - Black Metal, Black Laminate w/ Electrical Unit | | \$648.50 | \$745.75 | \$835.25 | |
| TECH3B |  POWERED Tech Desk w/ 3 Drawer File Cabinet - Black Metal, Black Laminate w/ Electrical Unit | | \$801.70 | \$921.95 | \$1,032.60 | |
| JD8 | Madison Executive Desk - Gray Acajou, Chrome | | \$872.85 | \$1,003.80 | \$1,124.25 | |

Storage

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|---|-----|----------|----------|----------|-------|
| BC8 | Madison Bookcase - Gray Acajou, Chrome | | \$632.05 | \$726.85 | \$814.05 | |
| TECH3 | Cabinet on Castors - Black Top, Black Metal | | \$213.45 | \$245.45 | \$274.90 | |

 = **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.)

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| | |
|---|----------|
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| AMOUNT DUE | \$ _____ |

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May 10 - 12, 2022

DIVIDERS

F130320522

ONLINE & DISCOUNT DEADLINE:* TUESDAY, APRIL 19, 2022

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Boxwood Hedges

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|------------------|-----|------------|------------|------------|-------|
| HDC4FT | 4' Boxwood Hedge | | \$634.30 | \$729.45 | \$817.00 | |
| HDC7FT | 7' Boxwood Hedge | | \$1,032.30 | \$1,187.15 | \$1,329.60 | |

Stanchions

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|---|-----|---------|----------|---------|-------|
| STNSGN | Stanchion Sign Holder - Chrome | | \$56.45 | \$64.90 | \$72.70 | |
| STNCHI | Stanchion w/ Retractable Belt - Black, Chrome | | \$64.80 | \$74.50 | \$83.45 | |

Dividers

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|---|-----|----------|----------|----------|-------|
| DIVBAR | Bar/Counter Divider - Clear, Black | | \$181.90 | \$209.20 | \$234.30 | |
| DIVFRE | Freestanding Divider - Clear, Silver | | \$365.90 | \$420.80 | \$471.30 | |
| DIVFCR | Freestanding Corner Divider - Clear, Silver | | \$731.80 | \$841.55 | \$942.55 | |
| DIVFWL | Freestanding Wall Divider - Clear, Silver | | \$365.90 | \$420.80 | \$471.30 | |
| DIVFST | Sofa/Table Divider - Clear, Silver | | \$328.25 | \$377.50 | \$422.80 | |
| DIVFWB | Freestanding Whiteboard Divider - White, Silver | | \$455.80 | \$524.15 | \$587.05 | |
| MIRWHT | Miramar Divider - White Molded Plastic | | \$468.35 | \$538.60 | \$603.25 | |

NOTE: Items may be discontinued without notice at any time.

| | |
|---|----------|
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| AMOUNT DUE | \$ _____ |

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RadTech UV & EB

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May 10 - 12, 2022


ACCESSORIES

F130320522

ONLINE & DISCOUNT DEADLINE:* TUESDAY, APRIL 19, 2022

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Charging Hub

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|---|-----|----------|----------|----------|-------|
| VILHUB |  POWERED Village Charging Hub - Cream | | \$273.90 | \$315.00 | \$352.80 | |

Lamps


| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|------|--|-----|----------|----------|----------|-------|
| LA14 | Mason Silver Table Lamp - Brushed Silver | | \$207.90 | \$239.10 | \$267.80 | |
| LA15 | Mason Silver Floor Lamp - Brushed Silver | | \$317.40 | \$365.00 | \$408.80 | |

Pedestals

| | | | | | | |
|--------|---|--|----------|----------|------------|--|
| PDL36B |  POWERED 36" Locking Pedestal - Black | | \$725.05 | \$833.80 | \$933.85 | |
| PDL36W |  POWERED 36" Locking Pedestal - White | | \$725.05 | \$833.80 | \$933.85 | |
| PDL42B |  POWERED 42" Locking Pedestal - Black | | \$859.15 | \$988.00 | \$1,106.55 | |
| PDL42W |  POWERED 42" Locking Pedestal - White | | \$859.15 | \$988.00 | \$1,106.55 | |

Shelving

| | | | | | | |
|--------|---------------------------------|--|----------|----------|----------|--|
| PSHCCS | Posh Shelving - Chrome, Acrylic | | \$741.50 | \$852.70 | \$955.00 | |
|--------|---------------------------------|--|----------|----------|----------|--|

 = **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.
NOTE: Items may be discontinued without notice at any time.

| | |
|---|----------|
| TOTAL ESTIMATE | \$ _____ |
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Hyatt Regency Orlando Convention Center | Orlando, FL
May 10 - 12, 2022

GRAPHICS & SIGNS

F130320522

DISCOUNT DEADLINE:* MONDAY, APRIL 11, 2022

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

Sign prices are based on customer supplying print-ready graphics in the requested format. Please see our Graphic Guidelines page for specific file/artwork information and the Graphic Upload page for a step by step guide on uploading your artwork.

Foam Core Signs, Single Sided

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|---|-----|----------|----------|----------|-------|
| 70009 | 22" x 28" Vertical | | \$202.30 | \$232.65 | \$260.55 | |
| 70010 | 22" x 28" Horizontal | | \$202.30 | \$232.65 | \$260.55 | |
| 70011 | 28" x 44" Vertical | | \$308.10 | \$354.30 | \$396.80 | |
| 70012 | 28" x 44" Horizontal | | \$308.10 | \$354.30 | \$354.30 | |
| 70027 | 38.25" x 90.75" Meter Board, Trovicel Panel | | \$623.55 | \$717.10 | \$803.15 | |
| 70138 | 39" x 84" Meter Board, Ultraboard | | \$362.25 | \$416.60 | \$466.60 | |

Printed Vinyl Banners (per sq. ft.)

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|--------------------------|-----|---------|----------|---------|-------|
| 70065 | Vertical with Grommets | | \$25.65 | \$29.50 | \$33.05 | |
| 70071 | Horizontal with Grommets | | \$25.65 | \$29.50 | \$33.05 | |
| 70066 | Vertical with Pockets | | \$27.60 | \$31.75 | \$35.55 | |
| 70072 | Horizontal with Pockets | | \$27.60 | \$31.75 | \$35.55 | |

Table Clings

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|--|-----|----------|----------|----------|-------|
| 70034 | 36" x 36" Round Table Cling <i>Table clings are made to fit our standard pedestal table tops.</i> | | \$215.15 | \$247.40 | \$277.10 | |

Accessories

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|-----------------------------------|-----|----------|----------|----------|-------|
| 70017 | 4' x 8' Blank Foamcore | | \$54.90 | \$63.15 | \$70.75 | |
| 70021 | Velcro/per ft. (Minimum of 5') | | \$3.55 | \$4.10 | \$4.60 | |
| 70004 | 7" x 44" ID Sign | | \$60.50 | \$69.55 | \$77.90 | |
| 50094 | Floor Easel | | \$54.20 | \$62.35 | \$69.85 | |
| 50095 | 22" x 28" Chrome Sign Holder | | \$123.45 | \$141.95 | \$159.00 | |
| 50508 | Cardboard Meter Board Base, Black | | \$24.15 | \$27.75 | \$31.10 | |

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 6.50%

AMOUNT DUE \$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

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UPLOADING GRAPHICS 101

ADDING FILES TO THE FTP.

RadTech UV & EB

Hyatt Regency Orlando Convention Center | Orlando, FL

F130320522

May 10 - 12, 2022

All graphic files for ordered products should be uploaded to our FTP site. Please see Graphic Guidelines page for detailed file specifications.

Before Sending Files

1. Please name your files for easy identification using the following format:

Company Name_Booth#_Panel Letter

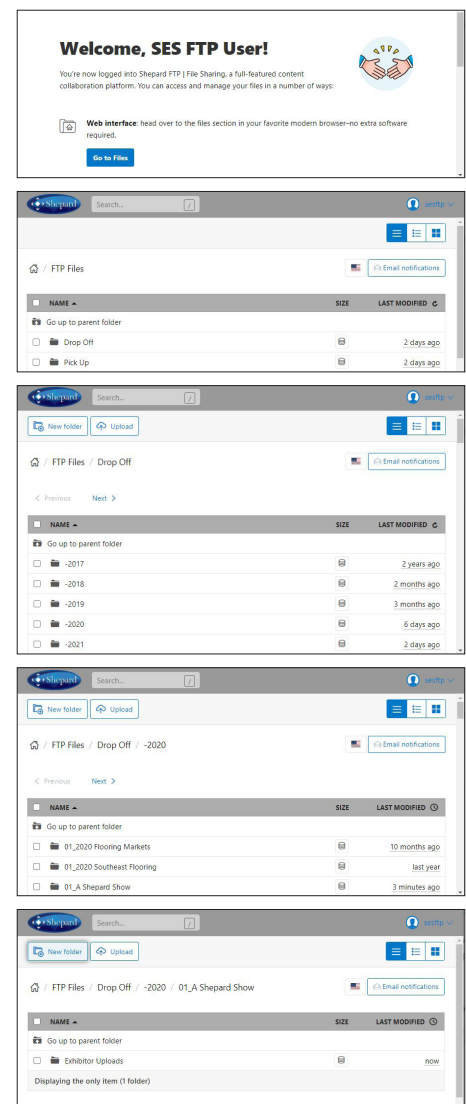
example: Shepard_Booth1905_Panel A.pdf

2. Packaged files should be compressed (.zip) and include document, fonts and images needed.

Submitting Your Files

1. Go to: files.shepardes.com.
2. Login to the FTP site.
User Name = sesftp
Password = ftpftp
3. Click the [Go to Files](#) button.
4. Select the "Drop Off" folder.
5. Navigate to the show folder using the following path:
Year → Month → Show Name → Exhibitor Uploads
example: 2020 → 01_Shepard Show → Exhibitor Uploads
6. Upload files by drag and drop OR by selecting the [Upload](#) button and browse to the files you want to upload.
NOTE: You can create additional folders using the New Folder button to help with organizing uploads. Be careful when doing this, as you can not delete these.
7. When upload is complete, email the name of your files to:
orders@shepardes.com with the subject line: "Show Name" FTP Upload.

Failure to follow these steps could result in delayed graphics.



SHEPARD GRAPHIC GUIDELINES

DIRECT TO SUBSTRATE PRINTING.

Ensure your brand is professionally showcased.
With Shepard, You Can.





Our talented, in-house design team provides graphic layout services to ensure a seamless transfer of files for print and production. If files are being provided, please provide these guidelines to your designer to use as a roadmap for designing and submitting graphics.

Document Size & Specs

- All artwork should be created at 100% size at 150 dpi or in a proportionally scaled down format.
examples: 50% at 300 dpi OR 25% at 600 dpi
- Please mark artwork size if scaled down.
example: DESIGNED AT 50%
- 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.
- When working between Adobe programs, DO NOT copy & paste objects from Illustrator to InDesign files. This causes objects to not print correctly. Save elements from Illustrator and place them in InDesign.

Acceptable File Formats

Shepard uses the most current version of Adobe Creative Cloud®. If providing native files from another version, please also provide an .idml file. **WE DO NOT ACCEPT:** Microsoft® Word®, Excel®, or PowerPoint® files.

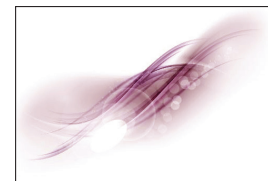
| PROGRAM | FILE EXTENSION | SPECIAL CONSIDERATIONS |
|---|------------------------------|--|
|  Acrobat | .pdf | Must be high resolution with fonts embedded. |
|  InDesign | .indd or .idml | Images embedded and fonts changed to outlines or send a packaged file with fonts and images. |
|  Illustrator | .ai or .eps | Vector artwork. Images embedded and fonts changed to outlines or send a packaged file with fonts and images. |
|  Photoshop | .psd .tiff .jpeg .eps | Raster artwork. Must be built in CMYK color space. |

Color

- Artwork must be created in the **CMYK color space**.
- If **PMS color matching** is required during the printing process, please **use Pantone®+ Solid Coated swatches** in your artwork.
- 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.



RGB Color Space.



CMYK Color Space.

Fonts & Links

If creating artwork in Adobe® InDesign® or Illustrator® there are two options when supplying fonts.

- **Change fonts to outlines.** This prevents fonts defaulting or being substituted throughout the layout and production process. *REMEMBER: if creating outlines, text is no longer editable.*
- **Package the fonts.** From InDesign or Illustrator select File → Package → Check “Copy Fonts” and submit PC format TTF fonts or OTF fonts with your artwork.
- **Package the links.** From InDesign or Illustrator select File → Package → Check “Copy Linked Graphics” and submit all images with your artwork.

SHEPARD GRAPHIC GUIDELINES

CONTINUED

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 Illustrator and used for creation of logos and icons.

Raster

- Raster-based artwork is resolution dependent and will reproduce poorly if the appropriate file resolution is not supplied correctly.
- If supplying raster art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 150 dpi 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 Photoshop and is most often used for photographic images.



Vector Logo at 100% scale.



Vector Logo at 200% scale.



Raster Logo at 100% scale.



Raster Logo at 200% scale.

Resolution

- Artwork should scale to 150 dpi at 100% scale to ensure the artwork remains high resolution when printed at full size. See examples and samples below.

*examples: 1:1 or 100% - resolution no less than 150 dpi
2:1 or 50% - resolution no less than 300 dpi
4:1 or 25% - resolution no less than 600 dpi*

- Images pulled from the Internet are NOT suitable for high quality, large format printing. These images are low resolution and will not reproduce well.
- Verify resolution by viewing artwork on the screen at full size in high definition. Observe image from different distances away, artwork is typically view from a couple feet away.

Before Sending Files

- Please name your files appropriately for easy identification.

*examples: Poster_22x28.pdf
Panel A_1920x898_Qty3.pdf
Shepard_Booth1905_Panel A.pdf*

- Clients should compress information that they transfer electronically (.zip).

NOTE: Please provide a JPEG thumbnail or low resolution PDF of the graphic for the Account Executive to view, this helps when creating/entering orders in our system.

Submitting Your Files

- **FTP.** Ask your Account Executive to create a folder in the "Dropoff Folder." Packaged files should be compressed (.zip).

Website: files.shepardes.com

Login: [sesftp](#)

Password: [ftpftp](#)

- **Email Attachment.** MAXIMUM SIZE: 10MB
- **Large File Transfer Site.** DropBox, YouSendIt, WeTransfer, Hightail, etc.

ELEVATE YOUR EXHIBIT

With Shepard, You Can.

What are *your* exhibit goals?

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

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



High-impact Exhibits

Whatever your needs (or budget), Shepard's got you covered.

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



Offering innovative exhibit frameworks...and more!

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

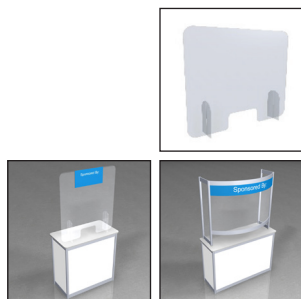


Why Shepard?

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

ONLINE & DISCOUNT DEADLINE:* MONDAY, APRIL 11, 2022

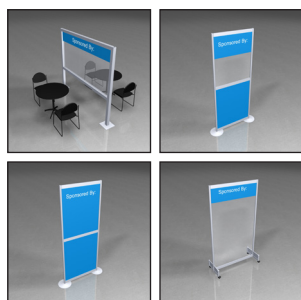
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Counters and Furnishings not included.



Counters not included.

Plexi Shields

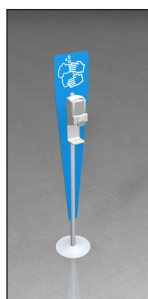
| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|--|-----|----------|----------|----------|-------|
| 66651 | Standard Plexi Shield (CVPS1) 40" (l) x 36" (h) | | \$373.75 | \$429.80 | \$481.40 | |
| 66652 | Tall Plexi Shield (CVPS2) 40" (l) x 44" (h) | | \$460.00 | \$529.00 | \$592.50 | |
| 66653 | Curved Plexi Shield (CVPS3) 4' 8.75" (l) x 4' (h) x 2' 2.25" (d) | | \$575.00 | \$661.25 | \$740.60 | |



Walls & Dividers

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|--|-----|----------|----------|----------|-------|
| 66654 | Large Wall Divider (CVDW1) 9' 1.25" (l) x 7' (h) x 11.85" (d) base 30" from floor | | \$575.00 | \$661.25 | \$740.60 | |
| 66655 | Plexi/Trovice Panel Wall Divider (CVDW2) 3' 4.5" (l) x 8' high x Approx. 6" (d) base | | \$402.50 | \$462.85 | \$518.40 | |
| 66656 | Trovice/Trovice Wall Divider (CVDW3) 3' 4.5" (l) x 8' (h) x 1' 9" (d) base | | \$345.00 | \$396.75 | \$444.35 | |
| 66657 | Plexi Rolling Baffle (CVDW4) 4' 2.5" (l) x 7' (h) x 1' 9" (d) base | | \$718.75 | \$826.55 | \$925.75 | |

Sanitizer Kiosk



| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|---|-----|----------|----------|----------|-------|
| 66650 | Sanitizer Kiosk A (CVSK1) 40" (l) x 36" (h) | | \$431.25 | \$495.95 | \$555.45 | |

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 6.50%

AMOUNT DUE \$ _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 30 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Regular" pricing.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

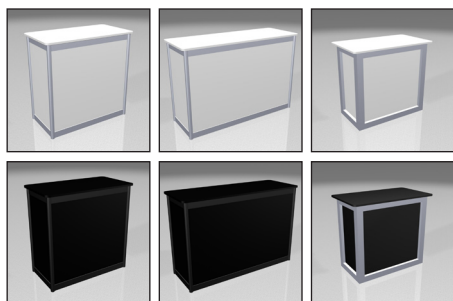
ONLINE & DISCOUNT DEADLINE:* MONDAY, APRIL 11, 2022

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Choose Your Counter & Customize to Fit Your Exhibit!

AVAILABLE COLORS FOR ALL PRODUCTS:

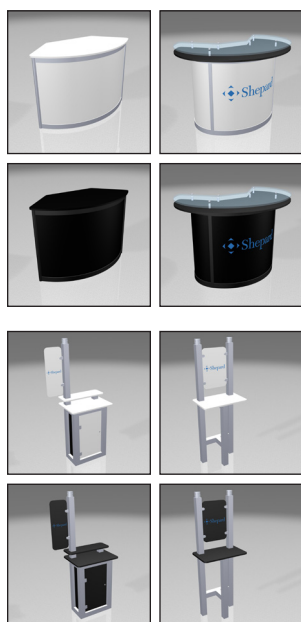
Metal Colors: Black (06) or Silver (15) and **Panel Colors:** White (03) or Black (06)



Locking Cabinets

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | METAL COLOR | PANEL COLOR |
|-------|--|-----|------------|------------|------------|-------------|-------------|
| 66282 | 1 Meter Locking Cabinet (LC1) 3' 6" (l) x 3' 6" (h) x 1' 9" (d) Graphic Size: 968mm x 898mm | | \$945.70 | \$1,087.55 | \$1,218.05 | | |
| 66283 | 1.5 Meter Locking Cabinet (LC2) 5' (l) x 3' 6" (h) x 1' 9" (d) Graphic Size: 1463mm x 898mm | | \$1,147.60 | \$1,319.75 | \$1,478.10 | | |
| 66284 | Locking Cabinet (LC3) 3' 9" (l) x 3' 6" (h) x 2' 3" (d) Graphic Size: 922mm x 872mm | | \$697.60 | \$802.25 | \$898.50 | Silver ONLY | |

Reception Counters



| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | METAL COLOR | PANEL COLOR |
|-------|---|-----|------------|------------|------------|-------------|-------------|
| 66275 | Reception Counter (RC2) 4'10.75" (l) x 40" (h) x 2' 4.75" (d) Graphic Size: 1530mm x 898mm | | \$972.50 | \$1,118.40 | \$1,252.60 | | |
| 66276 | Reception Counter (RC3) 5' 2.75" (l) x 42" (h) x 3' 5.5" (d) Graphic Size: 1080mm x 898mm | | \$2,109.60 | \$2,426.05 | \$2,717.20 | | |

Computer Stands - Silver Metal Only (graphic included!)

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | METAL COLOR | PANEL COLOR |
|-------|---|-----|------------|------------|------------|-------------|-------------|
| 66285 | Computer Stand 1 (CS1) 3' (l) x 6' 3" (h) x 1' 9" (d) Graphic Size: 250mm x 700mm | | \$1,226.80 | \$1,410.80 | \$1,580.10 | Silver ONLY | |
| 66286 | Computer Stand 2 (CS2) 2' 3" (l) x 6' 3" (h) x 1' 6" (d) Graphic Size: 380mm x 580mm | | \$715.05 | \$822.30 | \$921.00 | Silver ONLY | |

| | |
|--|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 6.50% |
| AMOUNT DUE | \$ _____ |

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 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.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

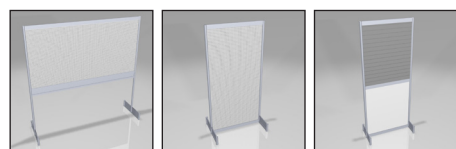
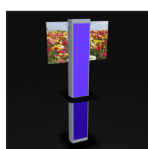
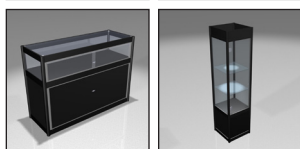
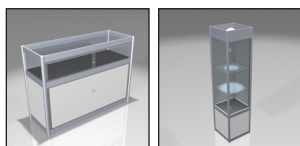
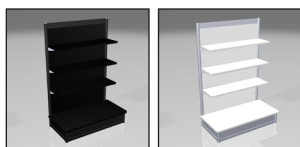
ONLINE & DISCOUNT DEADLINE:* MONDAY, APRIL 11, 2022

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Choose Your Unit & Customize to Fit Your Products!

AVAILABLE COLORS FOR ALL PRODUCTS:

Metal Colors: Black (06) or Silver (15) and **Panel Colors:** White (03) or Black (06)



Product Displays

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | METAL COLOR | PANEL COLOR |
|-------|--|-----|------------|------------|------------|-------------|-------------|
| 66277 | Gondola 3' 6" (l) x 4' 6" (h) x 1' 3" (d) | | \$662.70 | \$762.10 | \$853.55 | | |
| 66278 | GL1 5' 4" (l) x 8" (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm | | \$655.10 | \$753.35 | \$843.75 | Silver ONLY | |
| 66279 | GL2 4' 3" (l) x 7" (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm | | \$1,129.20 | \$1,298.60 | \$1,454.45 | Silver ONLY | |

Showcases

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | METAL COLOR | PANEL COLOR |
|-------|--|-----|------------|------------|------------|-------------|-------------|
| 66270 | Quarterview Showcase (Qtrview) 4' 6" (l) x 3' 3" (h) x 1' 9" (d) | | \$1,275.90 | \$1,467.30 | \$1,643.40 | | |
| 66272 | Square Showcase (Square) 1' 9" (l) x 7" (h) x 1' 9" (d) | | \$1,377.05 | \$1,583.60 | \$1,773.65 | | |

Charging Unit

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | METAL COLOR | PANEL COLOR |
|-------|--|-----|------------|------------|------------|-------------|-------------|
| 66430 | Phone Charging Station (PCS) 3' (l) x 6' 3" (h) x 1' 9" (d) Graphic Size: 250mm x 700mm | | \$2,167.70 | \$2,492.85 | \$2,792.00 | | Black ONLY |

Perforated/Peg Boards

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | METAL COLOR | PANEL COLOR |
|-------|---|-----|----------|----------|----------|-------------|-------------|
| 66148 | 8' x 4' Pegboard Panel (PerfH) | | \$322.15 | \$370.45 | \$414.90 | Silver ONLY | n/a |
| 66149 | 4' x 8' Pegboard Panel (PerfV) | | \$322.15 | \$370.45 | \$414.90 | Silver ONLY | n/a |
| 50104 | 6" Pegs - 1 dozen (6"Pegs) | | \$52.60 | \$60.50 | \$67.75 | n/a | n/a |
| 66147 | 3.5' x 8' Slat Wall, Grey (Slatwall) | | \$322.15 | \$370.45 | \$414.90 | Silver ONLY | n/a |

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 6.50%

AMOUNT DUE \$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

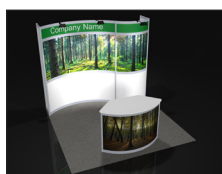
ONLINE & DISCOUNT DEADLINE:* MONDAY, APRIL 11, 2022

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Turnkey Rental Designs Make Exhibiting Easier!

Carpet and Electricity not included. Please order as needed. All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

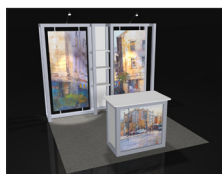
Don't see what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Please contact an Exhibit Team member with any questions or customization requests.



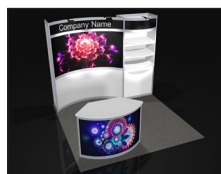
The Eddie



The Jonathon



The Pierce



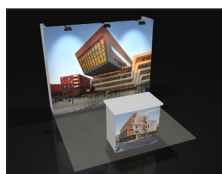
The Madison



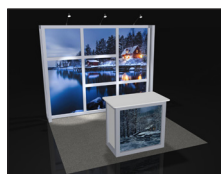
The Grant



The Harrison



The Hamilton



The Lucy

Inline Booths

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|--------------------------|-----|------------|------------|------------|-------|
| 66470 | The Eddie - 10' x 10' | | \$3,846.60 | \$4,423.60 | \$4,954.45 | |
| 66471 | The Eddie - 10' x 20' | | \$6,263.80 | \$7,203.35 | \$8,067.75 | |
| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 66474 | The Jonathon - 10' x 10' | | \$2,683.45 | \$3,085.95 | \$3,456.25 | |
| 66475 | The Jonathon - 10' x 20' | | \$4,697.15 | \$5,401.70 | \$6,049.90 | |
| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 66477 | The Pierce - 10' x 10' | | \$3,328.55 | \$3,827.85 | \$4,287.20 | |
| 66478 | The Pierce - 10' x 20' | | \$6,320.00 | \$7,268.00 | \$8,140.15 | |
| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 66484 | The Madison - 10' x 10' | | \$4,036.45 | \$4,641.90 | \$5,198.95 | |
| 66485 | The Madison - 10' x 20' | | \$4,783.90 | \$5,501.50 | \$6,161.70 | |
| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 66486 | The Grant - 10' x 10' | | \$4,260.60 | \$4,899.70 | \$5,487.65 | |
| 66487 | The Grant - 10' x 20' | | \$5,905.10 | \$6,790.85 | \$7,605.75 | |
| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 66492 | The Harrison - 10' x 10' | | \$3,916.85 | \$4,504.40 | \$5,044.95 | |
| 66493 | The Harrison - 10' x 20' | | \$5,755.50 | \$6,618.85 | \$7,413.10 | |
| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 66467 | The Hamilton - 10' x 10' | | \$2,729.35 | \$3,138.75 | \$3,515.40 | |
| 66468 | The Hamilton - 10' x 20' | | \$4,781.55 | \$5,498.80 | \$6,158.65 | |
| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 66473 | The Lucy - 10' x 10' | | \$2,466.70 | \$2,836.70 | \$3,177.10 | |

| | |
|--|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 6.50% |
| AMOUNT DUE | \$ _____ |

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

ONLINE & DISCOUNT DEADLINE:* MONDAY, APRIL 11, 2022

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

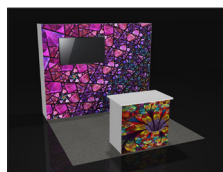
Carpet is not included. Please use the Flooring Order Form to order carpet or other flooring options.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

Please contact an Exhibit Team member with any questions.



FX2I



FX2M1



FX2H1



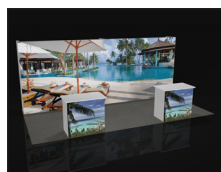
FX2MIH

10' x 10' Fabric Booth

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|--|-----|------------|------------|------------|-------|
| 66557 | 10' x 10' Booth (FX2I) | | \$2,536.45 | \$2,916.90 | \$3,266.95 | |
| 66558 | 10' x 10' Booth with Monitor (FX2M1) | | \$4,588.55 | \$5,276.85 | \$5,910.05 | |
| 66561 | 10' x 10' Booth with Header (FX2H1) | | \$3,103.60 | \$3,569.15 | \$3,997.45 | |
| 66562 | 10' x 10' Booth with Header and Monitor (FX2MIH) | | \$5,155.80 | \$5,929.15 | \$6,640.65 | |

GRAPHIC SIZE SPECIFICATIONS

| | | | |
|-----------------------|-----------------|-------------------|---|
| Backwall Graphic Size | 3042mm x 2432mm | Side Panel Colors | <input type="checkbox"/> White <input type="checkbox"/> Black |
| Counter Graphic Size | 1070mm x 1020mm | Monitor = | 66620 |
| Header Graphic Size | 2440mm x 380mm | | |



FX22



FX2M2



FX2H2



FX2M2H

10' x 20' Fabric Booth

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|--|-----|------------|------------|------------|-------|
| 66559 | 10' x 20' Booth (FX22) | | \$4,396.50 | \$5,055.95 | \$5,662.65 | |
| 66560 | 10' x 20' Booth with Monitor (FX2M2) | | \$6,448.70 | \$7,416.00 | \$8,305.90 | |
| 66567 | 10' x 20' Booth with Header (FX2H2) | | \$4,903.85 | \$5,639.45 | \$6,316.20 | |
| 66563 | 10' x 20' Booth with Header and Monitor (FX2M2H) | | \$6,956.00 | \$7,999.40 | \$8,959.35 | |

GRAPHIC SIZE SPECIFICATIONS

| | | | |
|-----------------------|-----------------|-------------------|---|
| Backwall Graphic Size | 6012mm x 2432mm | Side Panel Colors | <input type="checkbox"/> White <input type="checkbox"/> Black |
| Counter Graphic Size | 1070mm x 1020mm | Monitor = | 66620 |
| Header Graphic Size | 2440mm x 380mm | | |

| | |
|---|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 6.50% |
| AMOUNT DUE | \$ _____ |

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



FABEX BACKLIT BOOTH RENTALS

RadTech UV & EB

F130320522

Hyatt Regency Orlando Convention Center | Orlando, FL
May 10 - 12, 2022

ONLINE & DISCOUNT DEADLINE:* MONDAY, APRIL 11, 2022

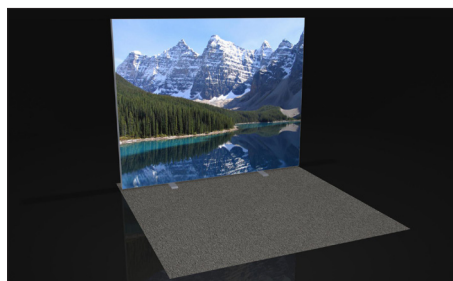
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Freestanding 8' High Backlit Backwalls with Full Color Graphics

Carpet/flooring, furnishings, electrical and accessories not included. Please use the appropriate order forms to order these items.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

Please contact an Exhibit Team member with any questions.



FX11



FX12



FX13

Freestanding 8' High Backlit Backwalls with Full Color Graphics

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|---|-----|------------|------------|------------|-------|
| 66564 | 8' x 10' Backlit Backwall with Graphics (FX11) Graphic Size: 3042mm x 2436mm | | \$2,557.60 | \$2,941.25 | \$3,294.20 | |
| 66565 | 8' x 20' Backlit Backwall with Graphics (FX12) Graphic Size: 6088mm x 2436mm | | \$3,952.60 | \$4,545.50 | \$5,090.95 | |
| 66566 | 8' x 30' Backlit Backwall with Graphics (FX13) Graphic Size: 8992mm x 2436mm | | \$5,347.65 | \$6,149.80 | \$6,887.80 | |

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 6.50%

AMOUNT DUE \$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com

ONLINE & DISCOUNT DEADLINE:* MONDAY, APRIL 11, 2022

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

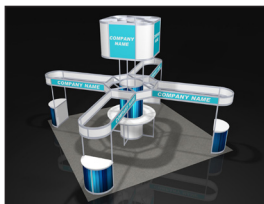
Turnkey Rental Designs Make Exhibiting Easier!

Carpet and electricity not included. Please order as needed. All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available.

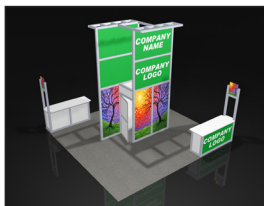
Please contact an Exhibit Team member with any questions.



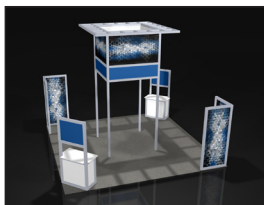
The Monroe



The Washington



The Tyler



The Garfield

Island Booths

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|----------------|-----|-------------|-------------|-------------|-------|
| 66494 | The Monroe | | \$9,791.90 | \$11,260.70 | \$12,612.00 | |
| 66368 | The Washington | | \$14,052.60 | \$16,160.50 | \$18,099.75 | |
| 66495 | The Tyler | | \$10,457.25 | \$12,025.85 | \$13,468.95 | |
| 66496 | The Garfield | | \$10,240.40 | \$11,776.45 | \$13,189.60 | |

| | |
|--|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 6.50% |
| AMOUNT DUE | \$ _____ |

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

LABOR RULES & REGULATIONS

Orlando, Florida

LABOR

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

EXHIBIT LABOR JURISDICTION

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

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

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

MATERIAL/FREIGHT HANDLING JURISDICTION

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates. It is Shepard's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle. Shepard will have complete control of the loading docks at all times.

Exhibitors may hand-carry their own materials into the exhibit facility; however, the use or rental of dollies, flat trucks, pallet jacks, and other mechanical equipment is not permitted.

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

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

GRATUITIES /BREAKS

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

IN GENERAL

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

SAFETY

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



RadTech UV & EB

Hyatt Regency Orlando Convention Center | Orlando, FL
May 10 - 12, 2022

SHEPARD BLUE LABOR

F130320522

ONLINE & DISCOUNT DEADLINE:* TUESDAY, APRIL 19, 2022

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

Labor Hours

Straight Time (ST): Monday - Friday | 8:00AM - 5:00PM

Overtime (OT): Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday

Double Time (DT): Holidays

Holidays: NY Day, M.L. King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas.

Shepard Blue Supervised Labor

| INSTALL LABOR** | | | | | |
|-----------------|------|----------|----------|----------|--------------------|
| CODE | ITEM | ONLINE | DISCOUNT | REGULAR | ESTIMATED TOTAL*** |
| 68066 | ST | \$124.80 | \$143.50 | \$160.70 | |
| 68067 | OT | \$187.20 | \$215.30 | \$241.15 | |
| 68068 | DT | \$249.60 | \$287.05 | \$321.50 | |

| DISMANTLE LABOR** | | | | | |
|-------------------|------|----------|----------|----------|--------------------|
| CODE | ITEM | ONLINE | DISCOUNT | REGULAR | ESTIMATED TOTAL*** |
| 68070 | ST | \$124.80 | \$143.50 | \$160.70 | |
| 68071 | OT | \$187.20 | \$215.30 | \$241.15 | |
| 68072 | DT | \$249.60 | \$287.05 | \$321.50 | |

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

| | |
|---|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 6.50% |
| AMOUNT DUE | \$ _____ |

Step 1. Choose your service.

☐ Installation ☐ Dismantling ☐ Both Installation & Dismantling

Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: _____

DISMANTLING NUMBER OF PEOPLE: _____

BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE: _____

Step 3. How many hours?***

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

INSTALLATION HOURS: _____ DISMANTLING HOURS: _____

BOTH INSTALLATION & DISMANTLING HOURS: _____

Step 4. When should the build be complete?

If using Shepard Blue Labor for both install and dismantle, please complete BOTH date and time fields.

INSTALLATION DATE: _____ INSTALLATION TIME: _____

DISMANTLING DATE: _____ DISMANTLING TIME: _____

Step 5. Tell us about your exhibit.

Section MUST be completed before Shepard can begin any work on your exhibit.

BOOTH SIZE: _____ x _____

INBOUND FREIGHT: ☐ Advanced Warehouse ☐ Direct to Show Site

CARRIER NAME: _____

TRACKING OR PRO NUMBER: _____

ESTIMATED ARRIVAL DATE: _____

NUMBER OF PIECES: _____ ESTIMATED WEIGHT: _____

SET UP INFORMATION

COMPANY CONTACT NAME: _____

EMAIL: _____

CELL PHONE NUMBER: _____

DRAWINGS/PHOTOS/INSTRUCTIONS

☐ Attached ☐ Emailed to Shepard ☐ With the Exhibit ☐ In Crate #: _____

GRAPHICS

☐ With Exhibit ☐ Shipped Separately

ELECTRICAL PLACEMENT (exhibitor is responsible to order)

☐ Emailed to Shepard ☐ Drawing Attached ☐ Drawing with Exhibit
☐ Run Under Carpet

CARPET

☐ Ordered from Shepard ☐ Exhibitor Owned ☐ Carpet Padding

OTHER SERVICES ORDERED

☐ Overhead Rigging ☐ Cleaning ☐ Audio Visual (AV)

Step 6. Tell us about outbound shipping.****

**** Allow time for empty return when scheduling your pick up.

NUMBER OF CRATES: _____ NUMBER OF CARTONS: _____

NUMBER OF FIBER CASES: _____ NUMBER OF PALLETS: _____

METHOD: ☐ Ground ☐ 2-Day Air ☐ Next Day Air ☐ Other

NAME OF CARRIER: _____

PHONE NUMBER: _____

DATE SCHEDULE TO PICKUP FREIGHT: _____

MUST ARRIVE AT DESTINATION BY: _____

IF YOUR CARRIER DOESN'T SHOW UP?

☐ Re-route with Shepard Logistics Service
☐ Send to advanced warehouse for pickup (\$400 minimum charge)

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



EXHIBITOR SUPERVISED LABOR

RadTech UV & EB

F130320522

Hyatt Regency Orlando Convention Center | Orlando, FL
May 10 - 12, 2022

ONLINE & DISCOUNT DEADLINE:* TUESDAY, APRIL 19, 2022

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

Labor Hours

Straight Time (ST): Monday - Friday | 8:00AM - 5:00PM
Overtime (OT): Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday
Double Time (DT): Holidays
Holidays: NY Day, M.L. King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas.

Exhibitor Supervised Labor

| INSTALL LABOR** | | | | | |
|-----------------|------|----------|----------|----------|--------------------|
| CODE | ITEM | ONLINE | DISCOUNT | REGULAR | ESTIMATED TOTAL*** |
| 68060 | ST | \$96.00 | \$110.40 | \$123.65 | |
| 68061 | OT | \$144.00 | \$165.60 | \$185.45 | |
| 68062 | DT | \$192.00 | \$220.80 | \$247.30 | |

| DISMANTLE LABOR** | | | | | |
|-------------------|------|----------|----------|----------|--------------------|
| CODE | ITEM | ONLINE | DISCOUNT | REGULAR | ESTIMATED TOTAL*** |
| 68063 | ST | \$96.00 | \$110.40 | \$123.65 | |
| 68064 | OT | \$144.00 | \$165.60 | \$185.45 | |
| 68065 | DT | \$192.00 | \$220.80 | \$247.30 | |

** When ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.

| | |
|---|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 6.50% |
| AMOUNT DUE | \$ _____ |

Step 1. Choose your service.

☐ Installation ☐ Dismantling ☐ Both Installation & Dismantling

Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: _____

DISMANTLING NUMBER OF PEOPLE: _____

BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE: _____

Step 3. How many hours?***

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

INSTALLATION HOURS: _____ DISMANTLING HOURS: _____

BOTH INSTALLATION & DISMANTLING HOURS: _____

Step 4. Where is the carpet coming from?

☐ Ordered from Shepard ☐ Exhibitor Owned ☐ Carpet Padding

Step 5. Provide a list of any tools or additional details that would be needed.

☐ Ladders ☐ Lifts ☐ Special Tools: _____

ADDITIONAL DETAILS: _____

Step 6. Tell us about the schedule?

Requested times are not guaranteed and are based on availability.

INSTALLATION REQUEST DATE: _____

START TIME: _____ END TIME: _____

DISMANTLE REQUEST DATE: _____

START TIME: _____ END TIME: _____

Step 7. Provide on-site contact information.

ON-SITE CONTACT NAME: _____

ON-SITE CONTACT PHONE NUMBER: _____

EMAIL ADDRESS: _____

Signature and submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

ELECTRICAL ORDER FORM

EDLEN

The Power People

EDLEN ELECTRICAL EXHIBITION SERVICES INC
OF ORLANDO

5858 Lakehurst Drive, Orlando, FL 32819
Phone: (407) 854-9991 Fax: (407) 854-9992
Orlando@edlen.com

Advance Payment Deadline Date: 04/26/22

E ☐ M ☐

COMPANY:

BTH #

EVENT: RADTECH 2022

FACILITY: HYATT REGENCY ORLANDO

DATES: MAY 10-12

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & removal. Complete a floor plan layout of your booth space indicating outlet locations.

208/480V POWER DELIVERY AND CONNECTIONS

The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1.5 hour for installation & 1 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete a floor plan layout of your booth space indicating connection locations.

ISLAND BOOTHS

There is a minimum labor charge of 1.5 hour for installation & 1 hour for removal. A scaled booth plan must accompany orders showing locations of electrical outlets and lighting equipment.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet and please indicate on the floor plan.

MATERIAL DELIVERY

Material requested on this order form will be dropped in booth by an electrician. If not there, please visit Edlen Service Desk.

CANCELLATIONS

Credits will not be made for services delivered and not used. See back of form for additional details.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form 80/190-121514 OR

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

| | QTY Show Hours Only | QTY 24hrs/day Double rate | ADVANCE PAYMENT PRICE | REGULAR PAYMENT PRICE | TOTAL COST |
|----------------------------------|---------------------------|---------------------------------|-----------------------------|-----------------------------|---------------|
| 120 VOLT | | | | | |
| 500 WATTS (5 AMPS) | | | 110.00 | 155.00 | |
| 1000 WATTS (10 AMPS) | | | 170.00 | 245.00 | |
| 2000 WATTS (20 AMPS) | | | 230.00 | 335.00 | |
| For outdoor events 20 AMP | Minimum | Required | | | |
| 208 VOLT SINGLE PHASE | | | | | |
| 20 AMPS | | | 345.00 | 510.00 | |
| 30 AMPS | | | 415.00 | 615.00 | |
| 60 AMPS | | | 570.00 | 845.00 | |
| 100 AMPS | | | 740.00 | 1100.00 | |
| 208 VOLT THREE PHASE | | | | | |
| 20 AMPS | | | 470.00 | 695.00 | |
| 30 AMPS | | | 560.00 | 830.00 | |
| 60 AMPS | | | 780.00 | 1160.00 | |
| 100 AMPS | | | 1020.00 | 1520.00 | |
| 200 AMPS | | | 1520.00 | 2270.00 | |
| 400 AMPS | | | 2820.00 | 4220.00 | |
| LIGHTING | | | | | |
| 150 WATT FLOOD LIGHT | | | 80.00 | 120.00 | |
| 300 WATT FLOOD LIGHT | | | 100.00 | 150.00 | |

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

| | | | |
|--------------------|--|-------|--|
| 15' EXTENSION CORD | | 35.00 | |
| POWER STRIP | | 35.00 | |

ELECTRICAL LABOR

| | | | |
|---|--|--------|--|
| ST (Mon-Fri, 8am-4:30pm; Excluding Holidays) | | 90.00 | |
| OT (Mon-Fri, 4:30pm-8am; Sat, Sun & Holidays) | | 165.00 | |

SUB TOTAL

26% SERVICE CHARGE ON OUTLETS, MATERIAL & LABOR

SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER:
(FLORIDA AND FEDERAL GOVERNMENT ACCEPTED)

6.5% SALES TAX

PLACE TOTAL HERE

PRINT NAME:

AUTHORIZED SIGNATURE:

DATE:

EMAIL:

PHONE:

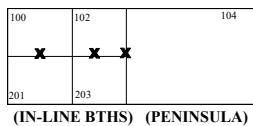
The "Method of Payment Form" must be completed and returned with this order form.

TERMS & CONDITIONS

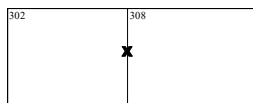
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
4. Outlet rates listed include bringing the services to one location at the rear of in-line and peninsula booths.
5. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
7. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
8. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1.5) hours labor will apply for all installation work. The removal of this work will be charged a minimum of 1 hour.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 21 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
19. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
20. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
21. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
22. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
23. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

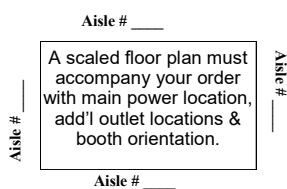
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



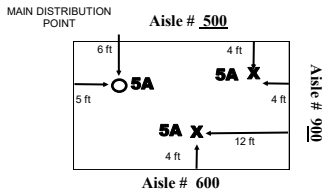
(IN-LINE BTHS) (PENINSULA)



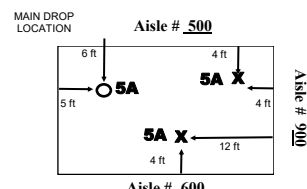
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.**

METHOD OF PAYMENT FORM



The Power People

EDLEN ELECTRICAL EXHIBITION SERVICES INC OF ORLANDO

5858 Lakehurst Drive, Orlando, FL 32819
Phone: (407) 854-9991 Fax: (407) 854-9992
Orlando@edlen.com

Advance Payment Deadline Date: 04/26/22

| | | | |
|-----------|-----------------------|-------|--|
| COMPANY: | | BTH # | |
| EVENT: | RADTECH 2022 | | |
| FACILITY: | HYATT REGENCY ORLANDO | | |
| DATES: | MAY 10-12 | | |

| EXHIBITOR INFORMATION | | | |
|-----------------------|-----|--------|--|
| COMPANY NAME: | | PHONE: | |
| ADDRESS: | | FAX: | |
| CITY: | ST: | ZIP: | |
| COUNTRY: | | CELL: | |
| EMAIL: | | | |

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card and Visa. Please indicate form of payment below.

☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ **COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event listed above on your remittance.

☐ **VISA** ☐ **MASTER CARD** ☐ **AMX**

☐ **MANUAL PROCESSING FEE**

Orders submitted for manual processing **MUST** include a \$25 processing fee. Submit orders online instead @ www.edlen.com

| CHECK AND CREDIT CARD INFORMATION | | | | | | | | | |
|---|--|--|--|-------|--|-------------|-----|------------------------|------|
| CHECK # | | | | | | | | | |
| CREDIT CARD NUMBER: | | | | | | | | EXP DATE: | |
| CARD HOLDER SIGN: | | | | | | PRINT NAME: | | | |
| EMAIL ADDRESS: | | | | | | | | THIRD PARTY: YES or NO | |
| CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE | | | | | | | | | |
| ADDRESS: | | | | CITY: | | | ST: | | ZIP: |

| SERVICE TOTALS | |
|--|---------|
| MANUAL PROCESSING FEE | \$25.00 |
| ELECTRICAL/MATERIAL ORDER | |
| ESTIMATED LABOR | |
| PLUMBING ORDER | |
| SUB TOTAL | |
| 26% SERVICE CHARGE ON OUTLETS, MATERIAL & LABOR | |
| 6.5% SALES TAX. SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER. | |
| TOTAL DUE | |

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

| | | |
|--------------------|----------------------|------|
| PLEASE SIGN | | |
| | AUTHORIZED SIGNATURE | |
| | PRINT NAME | DATE |

5858 Lakehurst Drive, Orlando, FL 32819
Phone: (407) 854-9991 Fax: (407) 854-9992
Orlando@edlen.com

DATES: MAY 10-12

Adjacent Booth or Aisle #

| | | | | |
|--------------------|-------------------------------|--------------|-------------------------|-----------------|
| NAME OF CONFERENCE | | START DATE | END DATE | # OF EVENT DAYS |
| | | | | |
| COMPANY NAME | ON-SITE CONTACT NAME & NUMBER | | ROOM/ BOOTH NAME/NUMBER | |
| | | | | |
| BILLING ADDRESS | | CITY & STATE | | ZIP CODE |
| | | | | |
| DELIVERY DATE | DELIVERY TIME | PICKUP DATE | PICKUP TIME | |
| | | | | |
| ORDERED BY | EMAIL | | PHONE | |
| | | | | |

Email completed form to the Encore Representative listed above.
 Once this request form is submitted, an Encore Representative will contact you for an official order review and signature.
 Labor charges, 6.5% sales tax, loss damage waiver, and 26% service charges may apply.

| PROJECTION | QUANTITY | DAILY RATE |
|--------------------------|----------|------------|
| 5000 LUMEN LCD PROJECTOR | | \$747 |
| 6' TRIPOD SCREEN | | \$100 |
| 8' TRIPOD SCREEN | | \$100 |
| 25' HDMI CABLE | | \$32 |

| MONITOR | QUANTITY | DAILY RATE |
|-----------------------|----------|------------|
| 24" MONITOR TABLE TOP | | \$225 |
| 32" MONITOR TABLE TOP | | \$280 |
| 50" MONITOR | | \$765 |
| 60" MONITOR | | \$910 |
| 70" MONITOR | | \$1,235 |

| AUDIO | QUANTITY | DAILY RATE |
|--|----------|------------|
| Speaker Package (Includes mixer and Direct Box) | | \$480 |

| INTERNET | QUANTITY | DAILY RATE |
|---------------------------|----------|------------|
| SIMPLE WIFI CONNECTION | | \$22 |
| BASIC WIRED CONNECTION | | \$200 |
| SUPERIOR WIFI CONNECTION | | \$33 |
| SUPERIOR WIRED CONNECTION | | \$250 |

| MISCELLANEOUS | QUANTITY | DAILY RATE |
|-------------------|----------|------------|
| LAPTOP | | \$265 |
| FLIPCHART PACKAGE | | \$80 |

If You Are Experiencing Technical Difficulties On Site
 Please Contact Encore At 407-820-6077

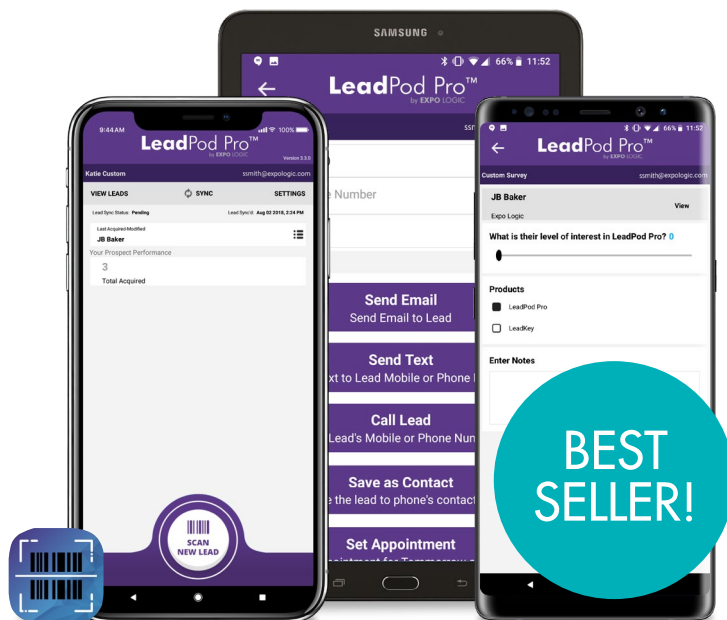
Win **MORE** Business with Advanced Lead Retrieval Tools

You've made the investment to exhibit, now get the **highest ROI** possible by capturing prospect information in just a few seconds. Expo Logic's lead retrieval tools make it easy to scan badges, qualify leads, and even follow-up with leads!

LeadPod Pro

The LeadPod™ Pro app turns any iPhone, iPad or Android device into your own advanced lead retrieval tool. With the LeadPod Pro app you can scan an attendee's badge using the camera on your device, capture their contact information instantly, take notes on each lead, and survey your lead with customizable surveys.

You can also save a lead as a contact on your phone, place a call to your lead or send them an email or text message – all directly from the app! This functionality makes lead follow-up a breeze and ensures you get the most out of the leads you capture.



[LEARN MORE](#)

LeadKey

The LeadKey® is a small, pocket-sized and battery-powered device. LeadKey has no screen and is good for gathering many leads quickly and efficiently; allowing you to focus on your booth and quality conversation.

[LEARN MORE](#)



To order online, go to myexpoleads.expologic.com and use show code: **RT2022**

If you would like to fax or mail your order to us there will be a \$7.95 processing fee.

LeadKey

Battery-powered, hand-held Badge Reader for mobile, data collection/management with online access to scanned sales lead data, via Exhibitor's password protected Internet portal. Sales leads will be uploaded after the show closes.



LeadPod Pro

Mobile solution for iOS and Android devices, includes basic survey questions and note-taking capability.

Minimum iOS Version 9.0, Minimum Android Version 5.0. All devices require AutoFocus Cameras



Device Selection

| | Initial Price | Starting 4/1/22 | Starting 5/8/22 | QTY | TOTAL |
|---|-------------------------------|-------------------------------|-------------------------------|--------------|------------------|
| LeadKey Quick and easy, battery-powered lead capture device. | \$380/1st Unit \$280/Addl. | \$430/1st Unit \$330/Addl. | \$480/1st Unit \$380/Addl. | ____ ____ | \$____ \$____ |
| LeadPod Pro Capture leads, take notes and more with this app. | \$310/1st Unit \$160/Addl. | \$360/1st Unit \$210/Addl. | \$410/1st Unit \$260/Addl. | ____ ____ | \$____ \$____ |

Additional Services

| | | | |
|--|------------|------|--------|
| Insurance quantities must equal device quantities. | COST | QTY | TOTAL |
| Custom Qualifiers | \$95 | ____ | \$____ |
| LeadKey Insurance | \$45 /each | ____ | \$____ |
| Delivery | \$75 | ____ | \$____ |
| Custom Surveys | \$95 | ____ | \$____ |

PROCESSING FEE \$ 7.95
 (for mailed, faxed, emailed or phoned in orders)

GRAND TOTAL \$ _____

Your Contact and Payment Information

| | | | |
|---|--|---|---|
| Company <input style="width: 90%;" type="text"/> | | Billing Contact <input style="width: 90%;" type="text"/> | |
| Billing Street Address (Must match the billing address on the credit card being used for payment) <input style="width: 95%;" type="text"/> | | | |
| City <input style="width: 90%;" type="text"/> | | State <input style="width: 20%;" type="text"/> | Zip <input style="width: 30%;" type="text"/> |
| Phone <input style="width: 90%;" type="text"/> | | Fax <input style="width: 90%;" type="text"/> | |
| Email Address <input style="width: 95%;" type="text"/> | | | |
| Cell Phone Number (for on-site contact) <input style="width: 90%;" type="text"/> | | Booth Number <input style="width: 90%;" type="text"/> | |
| Email Address (for on-site contact) <input style="width: 95%;" type="text"/> | | | |
| First Name (for on-site contact) <input style="width: 90%;" type="text"/> | | Last Name (for on-site contact) <input style="width: 90%;" type="text"/> | |

| | | | |
|--|--|--|--|
| Credit Card (circle one if paying by credit card) <input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover | | Check Number <input style="width: 90%;" type="text"/> | Total Amount Due <input style="width: 90%;" type="text"/> |
| Credit Card Number <input style="width: 90%;" type="text"/> | | CVV <input style="width: 20%;" type="text"/> | Expires <input style="width: 30%;" type="text"/> |
| Name as it appears on card <input style="width: 90%;" type="text"/> | | Signature <input style="width: 90%;" type="text"/> | |

TERMS & CONDITIONS: It is understood the above-named Company is responsible for the pick-up, proper use, safeguarding, and prompt return of the Badge. Reader(s) in his/her possession and is also liable for any loss or damage. Expo Logic reserves the right to terminate services if the rented equipment is found to be improperly used. Replacement fee for lost, stolen, damaged LeadKey® is \$495.00/device. Replacement fee for lost, stolen, damaged Lead Manager is \$2,495.00/device. A credit card deposit will be required on-site if rental payment is made by check or cash. Badge readers must be picked up at our on-site service counter if you did not order 'Delivery' services. All equipment must be returned within 30 minutes after the close of the Show in its original packaging. Refunds will not be made for unclaimed equipment or if above Company decides not to use the ordered service. A \$7.95 processing fee will be added to faxed or mailed orders. It is against Expo Logic's security policy to accept credit card information via email.

CANCELLATION POLICY: You may cancel your order up to 2 weeks before the event's opening date. A \$50.00/Order Cancellation Fee will apply. No refunds will be given for orders cancelled less than 2 weeks prior to the event's opening date.

*LeadPod users will have instant access to their leads, as long as the device has an active internet connection (WiFi, LTE/4G, 3G).