

Shepard

EXHIBITOR SERVICE MANUAL

KnowledgeFest™

KnowledgeFest - Orlando

Orange County Convention Center | Orlando, FL
June 10 - 13, 2022

F148860622

Booth Package

Items provided in your booth, per exhibitor:

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

Please note! Flooring is mandatory for this event. Flooring must be placed in your booth space by 3:00PM on June 10 or flooring will be placed at the exhibitor's expense.

Show Colors

Show Drape Color(s): Blue, Red
Aisle Carpet Color: Tuxedo

Exhibit Show Schedule

GENERAL EXHIBITOR MOVE-IN

Thursday, June 9, 2022 • 12:00PM to 7:00PM
Friday, June 10, 2022 • 7:00AM to 3:00PM

EXHIBIT HOURS

Friday, June 10, 2022 • 4:00PM to 7:30PM
Saturday, June 11, 2022 • 12:00PM to 4:00PM
Sunday, June 12, 2022 • 12:00PM to 2:00PM

EXHIBITOR MOVE OUT

Sunday, June 12, 2022 • 2:00PM to 7:00PM
Monday, June 13, 2022 • 6:00AM to 12:00PM

FREIGHT REROUTE BEGINS*

*All outbound carriers must be checked in by this time

Monday, June 13, 2022 | 11:00AM

IMPORTANT DEADLINES

**Discount Price Deadline
for Custom Shepard Rentals**
Wednesday, May 11, 2022

**Exhibitor Appointed Contractor
Notification Deadline**
Wednesday, May 11, 2022

**First Day for Warehouse Deliveries
Without a Surcharge**
Wednesday, May 11, 2022

**Discount Price Deadline for Standard
Shepard Orders**
Friday, May 20, 2022

**Last Day for Warehouse Deliveries
Without a Surcharge**
Thursday, June 2, 2022

Last Day for Warehouse Deliveries*
Tuesday, June 7, 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
Thursday, June 9, 2022 | 8:00AM

Shipping Addresses

ADVANCE WAREHOUSE SHIPMENT ADDRESS

Exhibiting Co. Name & Booth Number
KnowledgeFest - Orlando
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
KnowledgeFest - Orlando
Orange County Convention Center
9800 International Drive
Orlando, FL 32819

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 20, 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)*

Thursday, June 9, 2022 · 12:00PM to 7:00PM
Friday, June 10, 2022 · 7:00AM to 7:30PM
Saturday, June 11, 2022 · 12:00PM to 4:00PM
Sunday, June 12, 2022 · 12:00PM to 7:00PM
Monday, June 13, 2022 · 6:00AM to 12:00PM

Exhibitor Move Out

Sunday, June 12, 2022 · 2:00PM to 7:00PM
Monday, June 13, 2022 · 6:00AM to 12:00PM

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 **Monday, June 13, 2022 | 11:00AM**.

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 **Monday, June 13, 2022 | 11:00AM**.

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

Orange County Convention Center
9800 International Drive
Orlando, FL 32819

Ancillary Services

To order utility services including electrical and sign rigging please visit the Orange County Convention Center Exhibitor Services portal:

<https://occc-v20.ungerboeck.com/prod/app85.cshtml?AppCode=COE&CC=3&OrgCode=10>

To order internet services please visit the Orange County Convention Center Smart City Internet Order Form link:

<https://view.publitas.com/orange-county-convention-center/075-nt-occc-network-form-06-20-2019/page/1>

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 20, 2022

A Budget and Time Friendly Solution!

Booth Package 10' x 10'

** No substitutions will be accepted.

Each Economy 10' x 10' booth package includes:



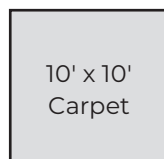
1 - 6' (l) x 24" (w) x 30" (h)
Skirted Table - Black
(5004606)



2 - Upholstered Side Chairs
(50020)



1 - Wastebasket (50091)



1 - 10' x 10' Carpet (50255)

See Step 2 to choose your specific carpet color.

Step 1. Tell us how many packages you want.

| CODE | QTY | ONLINE | DISCOUNT | REGULAR |
|-------|-----|----------|----------|----------|
| 50260 | | \$571.75 | \$657.50 | \$736.40 |

* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Orders received after the discount deadline will no longer be package orders and will be placed for each individual item at the regular catalog rates.

Step 2. Choose your carpet color.



Red (01)



Burgundy (07)



Blue (05)



Tuxedo (50)



Black (06)

| | |
|---|----------|
| 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: _____

CONTACT EMAIL ADDRESS: _____

ONLINE ORDERING


IT'S EASY.


KnowledgeFest - Orlando

Orange County Convention Center | Orlando, FL

F148860622

June 10 - 13, 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 = **KFORL22**
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 an 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

KnowledgeFest - Orlando

Orange County Convention Center | Orlando, FL

F148860622

June 10 - 13, 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: Friday, May 20, 2022 All paid orders placed online prior to the deadline date.

Discount Deadline: Friday, May 20, 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: **KnowledgeFest - Orlando**

EVENT CODE: **F148860622**

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.



Email completed form to: customerservice@shepardes.com

[shepardes.com](https://www.shepardes.com) | 7

TERMS & CONDITIONS

KnowledgeFest - Orlando

Orange County Convention Center | Orlando, FL

F148860622

June 10 - 13, 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)

KnowledgeFest - Orlando

Orange County Convention Center | Orlando, FL

F148860622

June 10 - 13, 2022

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."

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.



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.

DEADLINE: WEDNESDAY, MAY 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.

- | | | | | |
|--|---|---|---|------------------------------------|
| <input type="checkbox"/> ALL SERVICES | <input type="checkbox"/> Booth Cleaning | <input type="checkbox"/> Material Handling | <input type="checkbox"/> Carpet | <input type="checkbox"/> Furniture |
| <input type="checkbox"/> Exhibit Rentals | <input type="checkbox"/> Overhead Rigging/Labor | <input type="checkbox"/> Installation/Dismantling Labor | <input type="checkbox"/> 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.

DEADLINE: WEDNESDAY, MAY 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: _____

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

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 ☐ NoIs the building in a residential area? ☐ Yes ☐ NoDo we need a lift gate on our truck? ☐ Yes ☐ NoDo 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.



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/>

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 | | | | |

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

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

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.

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: |
| | KnowledgeFest - Orlando |
| | Delivery Hours: Monday - Friday, 8:00AM - 4:00PM |
| | First day freight can arrive without a surcharge: Wednesday, May 11, 2022 |
| | Last day freight can arrive without a surcharge: Thursday, June 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
Orange County Convention Center
9800 International Drive
Orlando, FL 32819**

**FOR:
KnowledgeFest - Orlando**

MUST NOT BE DELIVERED PRIOR TO:
Thursday, June 9, 2022 | 8:00AM

MATERIAL HANDLING RATES

F148860622

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.

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.

Advanced Warehouse Shipments**

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

FIRST DAY FREIGHT CAN ARRIVE: Wednesday, May 11, 2022

LAST DAY FREIGHT CAN ARRIVE: Tuesday, June 7, 2022

| CODE | ITEM | WEIGHT | | PRICE/CWT | TOTAL |
|-------|------------------------------|--------|---|-----------|-------|
| 35419 | Crated ST/ST | | X | \$89.50 | |
| 35780 | Outbound Crated OT | | X | \$26.75 | |
| 35422 | Special Handling ST/ST | | X | \$116.25 | |
| 35781 | Outbound Special Handling OT | | X | \$35.00 | |

Light Weight Shipments***

*** Shipments 40 pounds or less.

| CODE | ITEM | QTY | | PRICE | TOTAL |
|-------|--------------------------|-----|---|---------|-------|
| 35400 | Light Weight ST/ST | | X | \$44.75 | |
| 35301 | Outbound Light Weight OT | | X | \$13.50 | |

Billing Information

Advance Warehouse Shipments: All freight shipped to the Advance warehouse will be initially billed using the ST/ST rate. During move out, if your shipment is picked up on Sunday, June 12 you will be billed an additional Outbound Overtime charge. If your shipment is picked up on Monday, June 13 between 8:00AM and 12:00PM, additional overtime charges will not be billed.

Direct to Show Site Shipments: Shipments arriving direct to show site will be billed according to when they are received. Shipments arriving Thursday and Friday between 8:00AM and 5:00PM will be billed at the ST/ST rate. Shipments arriving outside those hours will be billed using the appropriate overtime rate. During move out, if your shipment is picked up on Sunday, June 12 you will be billed an additional Outbound Overtime charge. If your shipment is picked up on Monday, June 13 between 8:00AM and 12:00PM, additional overtime charges will not be billed.

Direct to Facility/Show Site Shipments****

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

FIRST DAY FREIGHT CAN ARRIVE: Thursday, June 9, 2022

| CODE | ITEM | WEIGHT | | PRICE/CWT | TOTAL |
|-------|------------------------------|--------|---|-----------|-------|
| 35410 | Crated ST/ST | | X | \$89.50 | |
| 35411 | Crated ST/OT | | X | \$116.25 | |
| 35780 | Outbound Crated OT | | X | \$26.75 | |
| 35412 | Uncrated ST/ST | | X | \$134.25 | |
| 35414 | Uncrated ST/OT | | X | \$174.50 | |
| 35782 | Outbound Uncrated OT | | X | \$40.25 | |
| 35416 | Special Handling ST/ST | | X | \$116.25 | |
| 35417 | Special Handling ST/OT | | X | \$151.25 | |
| 35781 | Outbound Special Handling OT | | X | \$35.00 | |

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 | |

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

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

KnowledgeFest - Orlando

Orange County Convention Center | Orlando, FL

F148860622

June 10 - 13, 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 | | \$170.00 | |
| 35152 | Booth to Dock ST | | \$170.00 | |
| 35153 | Dock to Booth OT | | \$235.00 | |
| 35154 | Booth to Dock OT | | \$235.00 | |

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: _____

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:

Monday, June 13, 2022 | 11:00AM

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: _____

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



DISCOUNT DEADLINE:* FRIDAY, MAY 20, 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 RiggingWill 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 | | \$271.50 | \$312.20 | \$349.65 | |
| 35039 | OT Hourly Rental | | \$337.70 | \$388.35 | \$434.95 | |
| 35067 | DT Hourly Rental | | \$403.95 | \$464.55 | \$520.30 | |

| FORKLIFT RENTAL - UP TO 10,000 LB. CAPACITY | | | | | | |
|---|------------------|-----|----------|----------|------------|-------|
| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 35029 | ST Hourly Rental | | \$543.00 | \$624.45 | \$699.40 | |
| 35049 | OT Hourly Rental | | \$675.40 | \$776.70 | \$869.90 | |
| 35069 | DT Hourly Rental | | \$807.90 | \$929.10 | \$1,040.60 | |

| FORKLIFT RENTAL - UP TO 15,000 LB. CAPACITY | | | | | | |
|---|------------------|-----|------------|------------|------------|-------|
| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 35455 | ST Hourly Rental | | \$678.75 | \$780.55 | \$874.20 | |
| 35456 | OT Hourly Rental | | \$844.25 | \$970.90 | \$1,087.40 | |
| 35457 | DT Hourly Rental | | \$1,009.90 | \$1,161.40 | \$1,300.75 | |

| FORKLIFT RENTAL - UP TO 20,000 LB. CAPACITY | | | | | | |
|---|------------------|-----|------------|------------|------------|-------|
| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 35035 | ST Hourly Rental | | \$814.50 | \$936.65 | \$1,049.05 | |
| 35066 | OT Hourly Rental | | \$1,013.10 | \$1,165.05 | \$1,304.85 | |
| 35070 | DT Hourly Rental | | \$1,211.85 | \$1,393.65 | \$1,560.90 | |

| FORKLIFT RENTAL - UP TO 30,000 LB. CAPACITY | | | | | | |
|---|------------------|-----|------------|------------|------------|-------|
| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 35255 | ST Hourly Rental | | \$1,086.00 | \$1,248.90 | \$1,398.75 | |
| 35256 | OT Hourly Rental | | \$1,350.80 | \$1,553.40 | \$1,739.80 | |
| 35257 | DT Hourly Rental | | \$1,615.80 | \$1,858.15 | \$2,081.15 | |

| FORKLIFT RENTAL - 4 STAGE | | | | | | |
|---------------------------|------------------|-----|----------|----------|----------|-------|
| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 35593 | ST Hourly Rental | | \$407.25 | \$468.35 | \$524.55 | |
| 35594 | OT Hourly Rental | | \$506.55 | \$582.55 | \$652.45 | |
| 35595 | DT Hourly Rental | | \$605.95 | \$696.85 | \$780.45 | |

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 | | \$162.50 | \$186.85 | \$209.25 | |
| 35086 | OT Hourly Rental | | \$243.75 | \$280.30 | \$313.95 | |
| 35099 | DT Hourly Rental | | \$325.00 | \$373.75 | \$418.60 | |

| RIGGERS & MATERIAL HANDLERS (PER MAN HOUR) | | | | | | |
|--|------------------|-----|----------|----------|----------|-------|
| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 35087 | ST Hourly Rental | | \$130.00 | \$149.50 | \$167.45 | |
| 35100 | OT Hourly Rental | | \$195.00 | \$224.25 | \$251.15 | |
| 35101 | DT Hourly Rental | | \$260.00 | \$299.00 | \$334.90 | |

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: _____

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 | \$130.00 | X | | = | |
| 35100 | Labor - Overtime | \$195.00 | X | | = | |
| 35101 | Labor - Double Time | \$260.00 | X | | = | |

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

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

Secure 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 | \$130.00 | X | | = | |
| 35100 | Labor - Overtime | \$195.00 | X | | = | |
| 35101 | Labor - Double Time | \$260.00 | X | | = | |

STEP 3: Add your Estimated Total from Step 1 to the Estimated 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: _____

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: _____

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 20, 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. | | \$0.43 | \$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. | | \$1.72 | \$2.00 | \$2.25 | |
| 47056 | 400-900 sq. ft. | | \$1.55 | \$1.80 | \$2.00 | |
| 47057 | 900+ sq. ft. | | \$1.45 | \$1.65 | \$1.85 | |

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 | | \$0.45 | \$0.50 | \$0.55 | |
| 47031 | Daily Porter | | \$1.70 | \$1.95 | \$2.20 | |

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 | | \$1.85 | \$2.15 | \$2.40 | |
| 47013 | Shampoo One Time | | \$0.60 | \$0.70 | \$0.80 | |

| DISPLAY WIPE DOWN (CHARGED PER HOUR) | | | | | | |
|--------------------------------------|----------|---------|----------|----------|----------|-------|
| CODE | SERVICE | SQ. FT. | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 47043 | One Time | | \$124.50 | \$143.15 | \$160.35 | |
| 47044 | Daily | | \$452.73 | \$520.65 | \$583.15 | |

| | |
|---|----------|
| 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: _____

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 20, 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 | | \$129.26 | \$148.65 | \$166.50 | |

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 | | \$470.05 | \$540.55 | \$605.40 | |

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 | | \$117.51 | \$135.15 | \$151.35 | |

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. | | \$0.86 | \$1.00 | \$1.10 | |

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: _____

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 20, 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 | | \$124.50 | \$143.15 | \$160.35 | |
| 68067 | Labor - Overtime | | \$186.70 | \$214.70 | \$240.45 | |
| 68068 | Labor - Double Time | | \$248.95 | \$286.30 | \$320.65 | |

Forklift

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|-----------------------------|-----|----------|----------|----------|-------|
| 35028 | 5k Forklift - Straight Time | | \$271.50 | \$312.20 | \$349.65 | |
| 35039 | 5k Forklift - Overtime | | \$337.70 | \$388.35 | \$434.95 | |
| 35067 | 5k Forklift - Double Time | | \$403.95 | \$464.55 | \$520.30 | |

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 | \$ _____ |

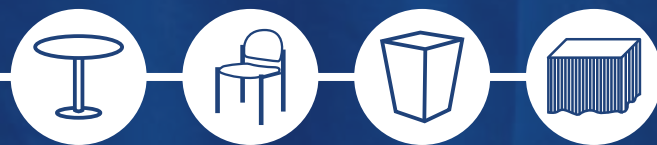
Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 14 days prior to first exhibitor move in day. Rental items found and in use in your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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

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



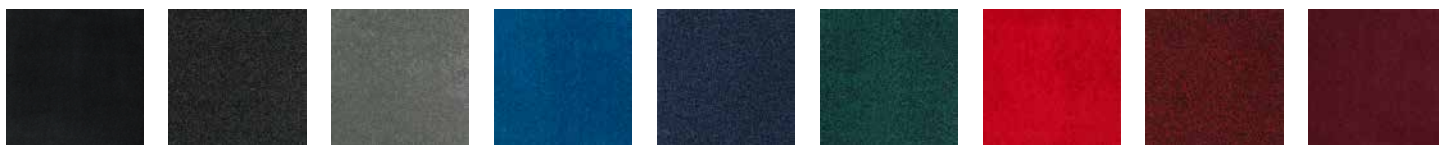
4' Quarterview Showcase
#50069

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



Rosemary
Stone

Snow

Maple

Silverwood

Shadow

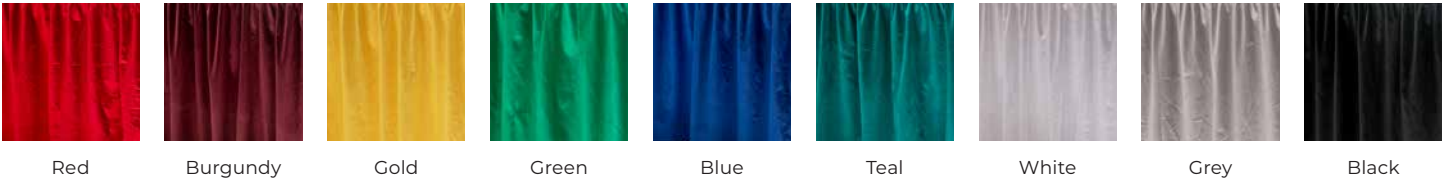
Walnut

Barnwood

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.

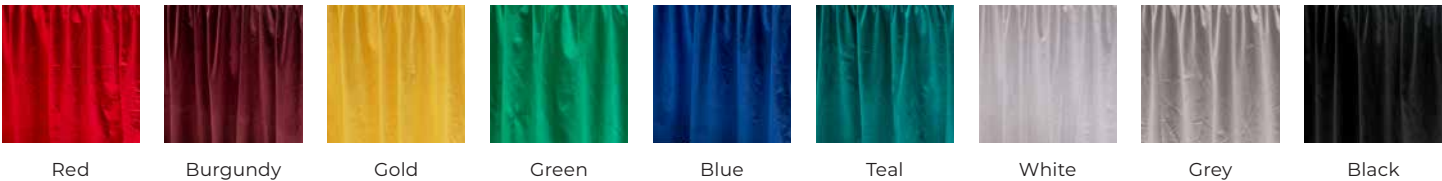
SKIRT



SKIRT - SPANDEX



DRAPE



ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 20, 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 | | | \$147.30 | \$169.40 | \$189.75 | |
| 50046 | 6' (l) x 24" (w) x 30" (h) Skirted Table | | | \$181.00 | \$208.15 | \$233.15 | |
| 50050 | 8' (l) x 24" (w) x 30" (h) Skirted Table | | | \$229.50 | \$263.90 | \$295.55 | |
| 50043 | 4' (l) x 24" (w) x 42" (h) Skirted Table | | | \$179.00 | \$205.85 | \$230.55 | |
| 50047 | 6' (l) x 24" (w) x 42" (h) Skirted Table | | | \$229.25 | \$263.65 | \$295.30 | |
| 50051 | 8' (l) x 24" (w) x 42" (h) Skirted Table | | | \$269.70 | \$310.15 | \$347.35 | |
| 50052 | 4th Side Skirt for 30" High Table | | | \$89.55 | \$103.00 | \$115.35 | |
| 50171 | 4th Side Skirt for 42" High Table | | | \$89.55 | \$103.00 | \$115.35 | |
| 50040 | 4' (l) x 24" (w) x 30" (h) UnSkirted Table | | n/a | \$100.00 | \$115.00 | \$128.80 | |
| 50044 | 6' (l) x 24" (w) x 30" (h) UnSkirted Table | | n/a | \$119.25 | \$137.15 | \$153.60 | |
| 50048 | 8' (l) x 24" (w) x 30" (h) UnSkirted Table | | n/a | \$140.60 | \$161.70 | \$181.10 | |
| 50041 | 4' (l) x 24" (w) x 42" (h) UnSkirted Table | | n/a | \$112.55 | \$129.45 | \$145.00 | |
| 50045 | 6' (l) 24" x (w) x 42" (h) UnSkirted Table | | n/a | \$140.60 | \$161.70 | \$181.10 | |
| 50049 | 8' (l) x 24" (w) x 42" (h) UnSkirted Table | | n/a | \$156.90 | \$180.45 | \$202.10 | |
| 51089 | 42" (h) Pedestal Table, 36" Diameter, Grey Fleck Top | | n/a | \$251.90 | \$289.70 | \$324.45 | |
| 50032 | 30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top | | n/a | \$235.50 | \$270.80 | \$303.30 | |
| 50030 | Round Side Table - 24" (w) x 18" (h) | | n/a | \$118.55 | \$136.35 | \$152.70 | |
| 50031 | Square Side Table - 24" (w) x 18" (h) | | n/a | \$118.55 | \$136.35 | \$152.70 | |
| 50706 | 30" (h) Natural Pedestal Table, 36" Diameter, Maple Top | | n/a | \$308.10 | \$354.30 | \$396.80 | |
| 50707 | 42" (h) Natural Pedestal Table, 36" Diameter, Maple Top | | n/a | \$321.20 | \$369.40 | \$413.75 | |
| 50700 | White Fabric Table Cover w/ 6'x30" Table | | 03 | \$255.75 | \$294.10 | \$329.40 | |
| 50700 | Red Fabric Table Cover w/ 6'x30" Table | | 01 | \$255.75 | \$294.10 | \$329.40 | |
| 50700 | Blue Fabric Table Cover w/ 6'x30" Table | | 05 | \$255.75 | \$294.10 | \$329.40 | |
| 50700 | Black Fabric Table Cover w/ 6'x30" Table | | 06 | \$255.75 | \$294.10 | \$329.40 | |

Seating

| CODE | ITEM | QTY | COLOR | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|---|-----|-------|----------|----------|----------|-------|
| 50020 | Side Chair Grey Fabric | | n/a | \$91.15 | \$104.80 | \$117.40 | |
| 50021 | Arm Chair Grey Fabric | | n/a | \$124.30 | \$142.95 | \$160.10 | |
| 50024 | Stool with Back Grey Fabric | | n/a | \$151.40 | \$174.10 | \$195.00 | |
| 51086 | Director's Chair Black Fabric | | n/a | \$94.05 | \$108.15 | \$121.15 | |
| 51090 | Director's Stool Black Fabric | | n/a | \$168.30 | \$193.55 | \$216.80 | |
| 50705 | Natural Feel Stool Maple Back, Black Fabric Seat | | n/a | \$183.55 | \$211.10 | \$236.45 | |
| 50704 | Natural Feel Chair, Maple Back, Black Fabric Seat | | n/a | \$150.75 | \$173.35 | \$194.15 | |

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: _____

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 20, 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 | \$50.45 | \$58.00 | \$64.95 | |
| 50245 | Literature Rack Silver, Glass | | n/a | \$186.20 | \$214.15 | \$239.85 | |
| 50175 | Bag Rack, Chrome | | n/a | \$246.55 | \$283.55 | \$317.60 | |
| 50092 | Coat Rack, Chrome | | n/a | \$87.55 | \$100.70 | \$112.80 | |
| 50093 | Garment Rack, Chrome | | n/a | \$246.55 | \$283.55 | \$317.60 | |
| 50427 | Tensabarrier, Per Stem, Black | | n/a | \$104.00 | \$119.60 | \$133.95 | |
| 50095 | Sign Holder, 22" x 28" Chrome | | n/a | \$114.85 | \$132.10 | \$147.95 | |
| 50185 | Drawing Bowl, Clear | | n/a | \$46.30 | \$53.25 | \$59.65 | |
| 50296 | 4' x 12" Display Riser White and Black | | n/a | \$104.15 | \$119.75 | \$134.10 | |
| 50297 | 6' x 12" Display Riser White and Black | | n/a | \$129.60 | \$149.05 | \$166.95 | |
| 50098 | Mini Refrigerator, Approx. 3 cubic feet | | n/a | \$393.25 | \$452.25 | \$506.50 | |
| 50067 | 4' Full View Showcase, White | | n/a | \$929.15 | \$1,068.50 | \$1,196.70 | |
| 50068 | 6' Full View Showcase, White | | n/a | \$1,024.75 | \$1,178.45 | \$1,319.85 | |
| 50069 | 4' Quarter View Showcase, White | | n/a | \$929.15 | \$1,068.50 | \$1,196.70 | |
| 50070 | 6' Quarter View Showcase, White | | n/a | \$1,024.75 | \$1,178.45 | \$1,319.85 | |
| 50060 | 4' x 8' Horizontal Posterboard Grey Fabric | | n/a | \$300.90 | \$346.05 | \$387.60 | |
| 50061 | 4' x 8' Vertical Posterboard Grey Fabric | | n/a | \$300.90 | \$346.05 | \$387.60 | |
| 50236 | Grids 2' x 8' with Legs, Each | | n/a | \$222.25 | \$255.60 | \$286.25 | |
| 50237 | Grid 2' x 8' without Legs, Each | | n/a | \$166.45 | \$191.40 | \$214.35 | |
| 50242 | 7-Ball Waterfall for Grids | | n/a | \$15.30 | \$17.60 | \$19.70 | |
| 50104 | 6" Hooks (12) for Peg Boards | | n/a | \$48.15 | \$55.35 | \$62.00 | |

| | | | | | | | |
|-------|---|--|-----|---------|---------|---------|--|
| 50073 | 8' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental) | | | \$23.60 | \$27.15 | \$30.40 | |
| 50074 | 3' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental) | | | \$17.50 | \$20.15 | \$22.55 | |
| 50088 | 8' Upright with Base | | n/a | \$32.60 | \$37.50 | \$42.00 | |
| 52065 | 3' Upright with Base | | n/a | \$32.60 | \$37.50 | \$42.00 | |
| 50349 | 6'-10' Crossbar | | n/a | \$21.65 | \$24.90 | \$27.90 | |
| 50348 | 7'-12' Crossbar | | n/a | \$21.65 | \$24.90 | \$27.90 | |
| 50058 | Sateen, per linear foot (minimum 5' linear feet rental) | | | \$20.20 | \$23.25 | \$26.05 | |

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 | \$ _____ |

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: _____

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 20, 2022
PREMIUM PLUSH & PREMIUM VINYL DEADLINE: WEDNESDAY, MAY 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. | | | \$9.95 | \$11.45 | \$12.80 | |
| 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. | | | \$12.85 | \$14.80 | \$16.60 | |
| 46007 | 1/2" Padding for Vinyl (per sq. ft.)*** | | n/a | \$4.70 | \$5.40 | \$6.05 | |
| AVAILABLE COLORS: Rosemary Stone (64), Snow (89), Maple (66), Silverwood, Shadow, Walnut, Barnwood *** 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. | | | \$7.15 | \$8.20 | \$9.20 | |
| 46003 | Premium Carpet - 28 oz. Rental 1000+ Sq. Ft.*** Rental includes installation and removal of carpet and visqueen. | | | \$6.25 | \$7.20 | \$8.05 | |
| 46002 | Premium Carpet - 28 oz. Purchase Sq. Ft.*** Rental includes installation and removal of carpet and visqueen. | | | \$17.65 | \$20.30 | \$22.75 | |
| 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' | | | \$251.60 | \$289.35 | \$324.05 | |
| 50256 | Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 20' | | | \$469.50 | \$539.90 | \$604.70 | |
| 50257 | Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 30' | | | \$700.25 | \$805.30 | \$901.95 | |
| 50258 | Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 40' | | | \$931.05 | \$1,070.70 | \$1,199.20 | |
| 50400 | Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 15' | | Tuxedo ONLY | \$440.30 | \$506.35 | \$567.10 | |

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. | | | \$4.85 | \$5.60 | \$6.25 | |
| 50581 | Special Cut 400-900 Sq. Ft. Rental includes installation and removal of carpet and visqueen. | | | \$4.45 | \$5.10 | \$5.70 | |
| 50582 | Special Cut 900+ Sq. Ft. Rental includes installation and removal of carpet and visqueen. | | | \$4.05 | \$4.65 | \$5.20 | |

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 | \$1.30 | \$1.50 | \$1.70 | |
| 50008 | 1" Padding | | n/a | \$2.50 | \$2.90 | \$3.25 | |
| 50010 | Visqueen | | n/a | \$0.35 | \$0.40 | \$0.45 | |

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

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

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



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

STECHA 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.



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



B.

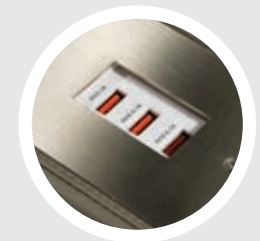
Charge It!

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



C.

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.



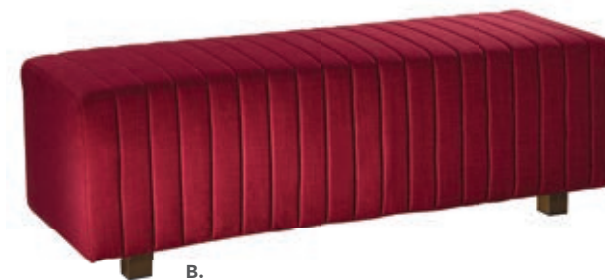
BENCH

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



Curves

Endless

END01W (white vinyl, chrome)

END01B (black vinyl, chrome)
60.5"L 37.5"D 15"H



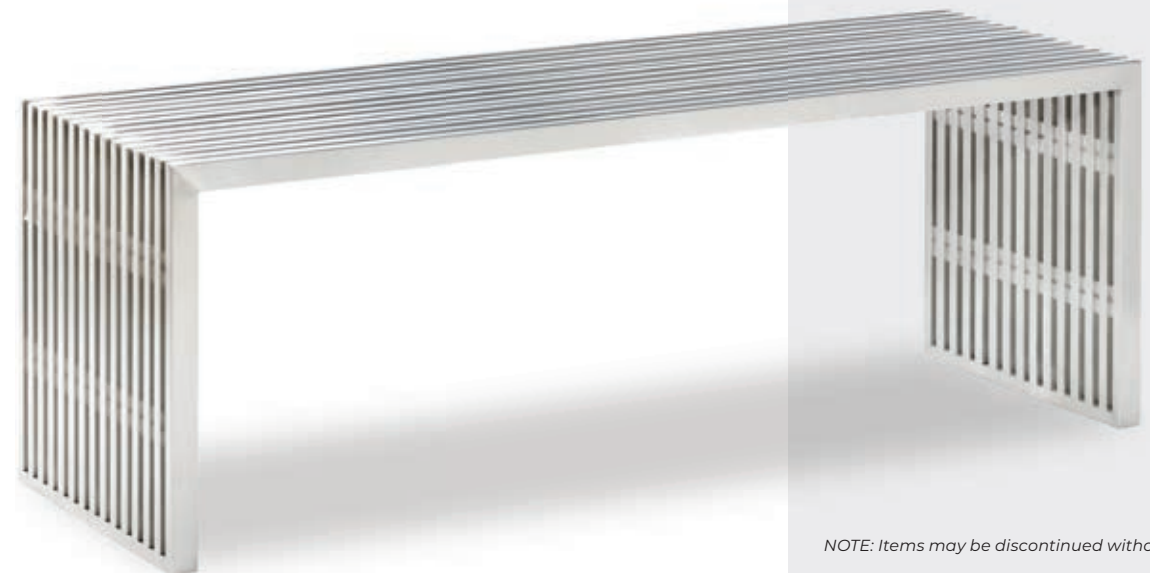
Demo Down

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

Bench

REGBEN Regis

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



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



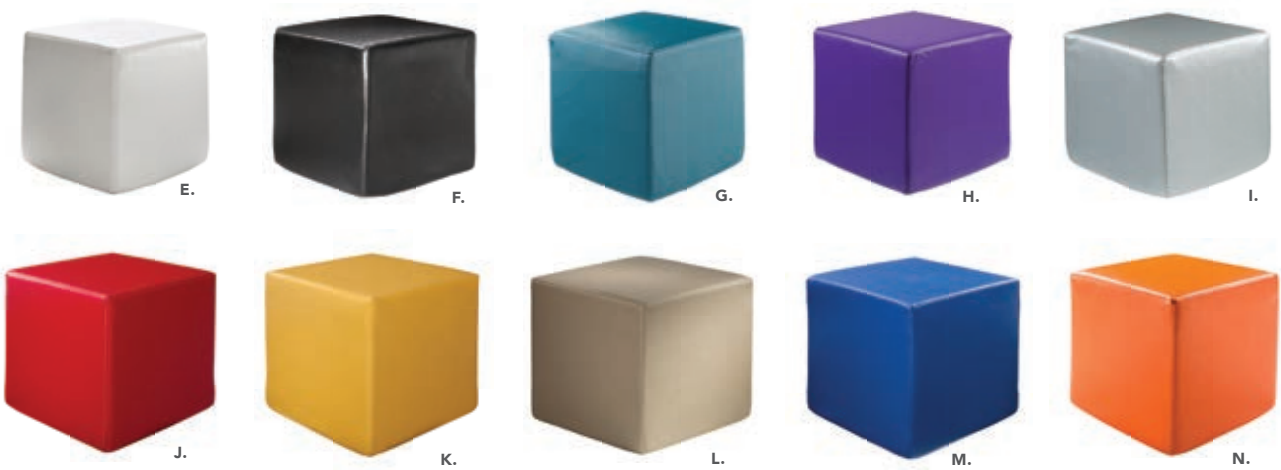
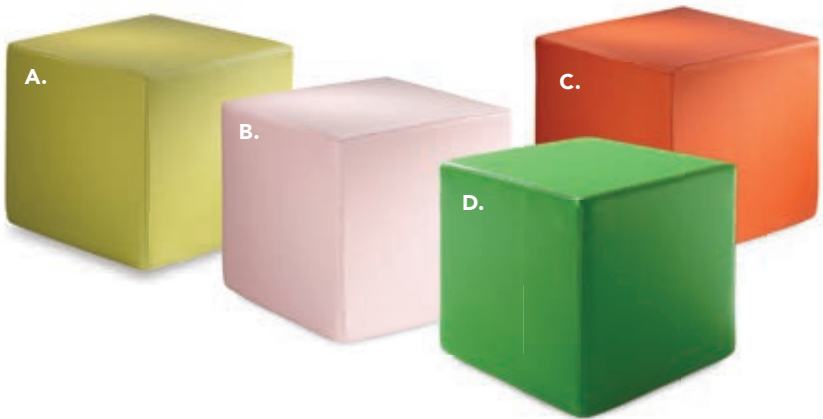
Provide a Pop!:

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" L 18" D 18" 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.



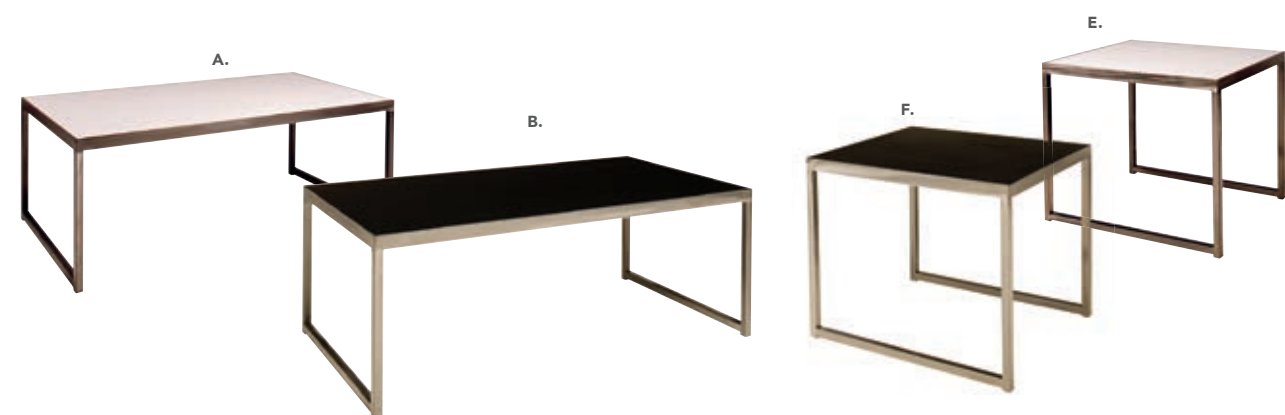
S Y D N E Y



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



A.

B.

C.



D.

E.

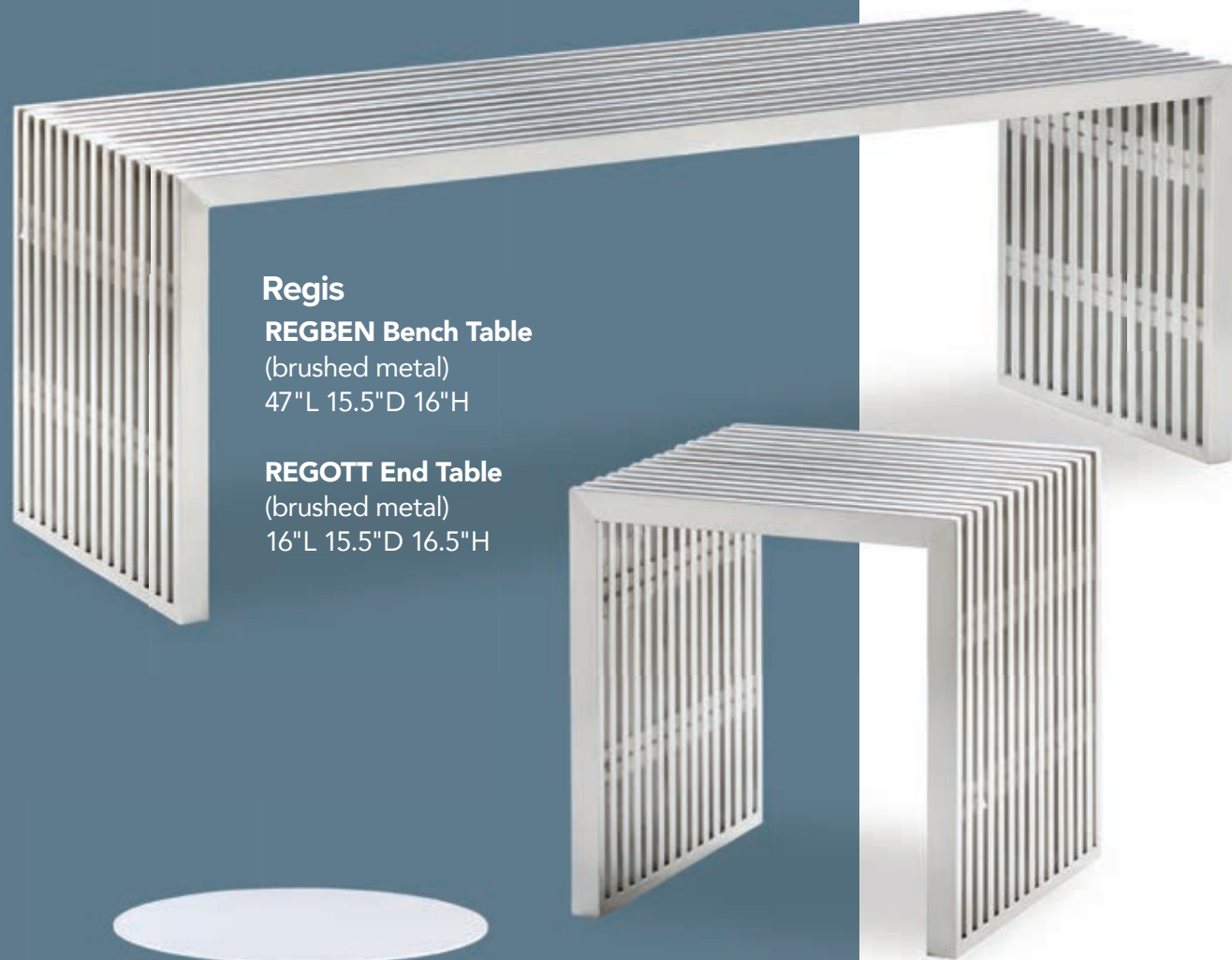
F.

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

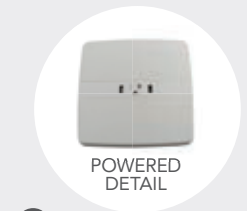
REGOTT End Table
(brushed metal)
16"L 15.5"D 16.5"H



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

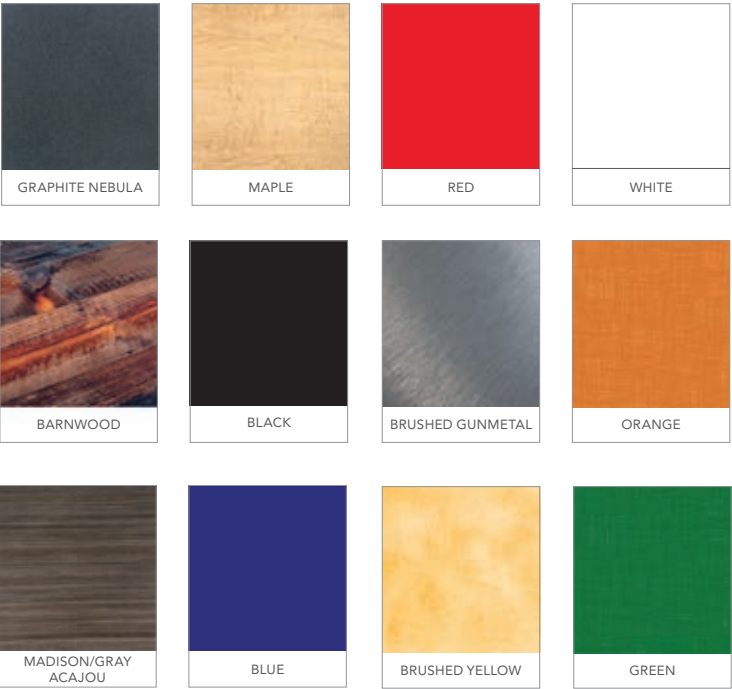


Rustique
RSTSQT Square
Metal Bar Table
(gunmetal)
23.75"L 23.75"D 41.25"H

- 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.

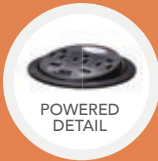


- Cafe Tables**
Hydraulic Chrome Base
30" RND 29"H
30GRHC (graphite nebula top)
30MTHC (maple top)
30BRHC (red top)
30WHHC (white top)
30WDHC (barnwood top)
30BKHC (black top)
30AGHC (brushed gunmetal top)
30OSHC (orange top)
30MAHC (Madison/gray acajou top)
30BEHC (blue top)
30YSHC (brushed yellow top)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

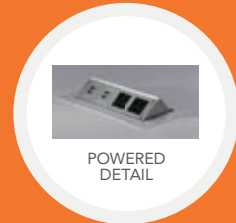
(silver frame)
72.25"L 26.25"D 30"H
Maple Top

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.

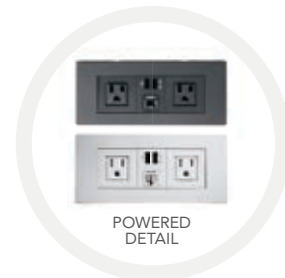


Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

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

Powered[⚡] 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.



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.



MADISON



10'x20' Madison Presentation Booth

EXECUTIVE
DESK & STORAGE



DESK FRONT



DESK BACK



- 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.

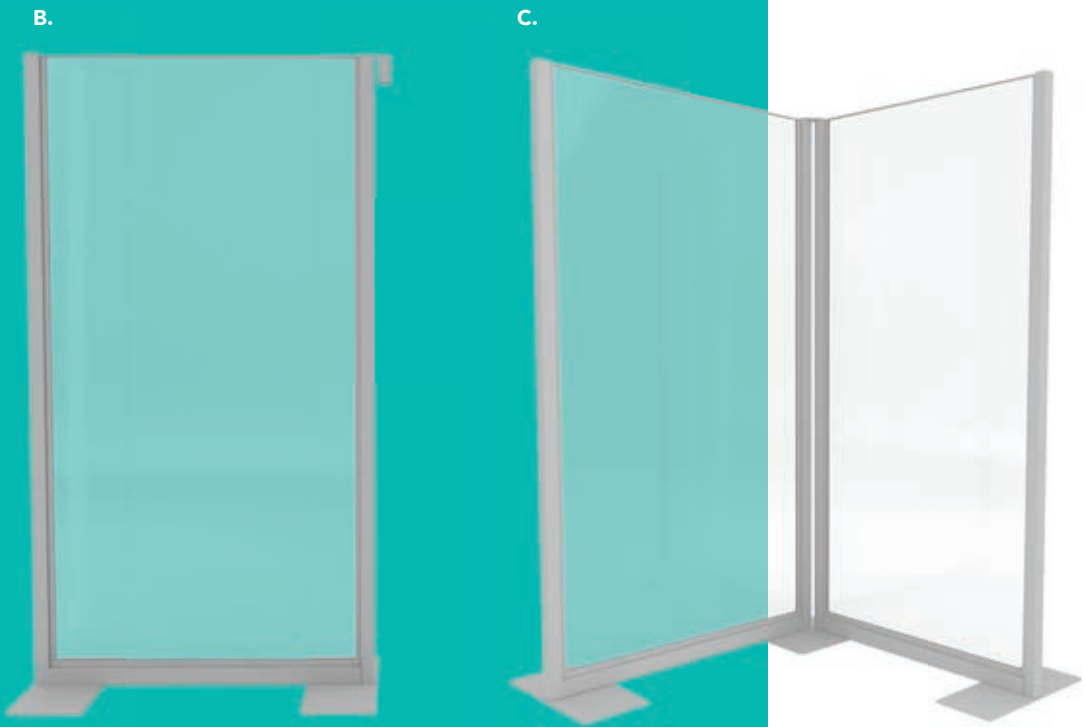
Dividers

- 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



Attract, Connect and Inspire.

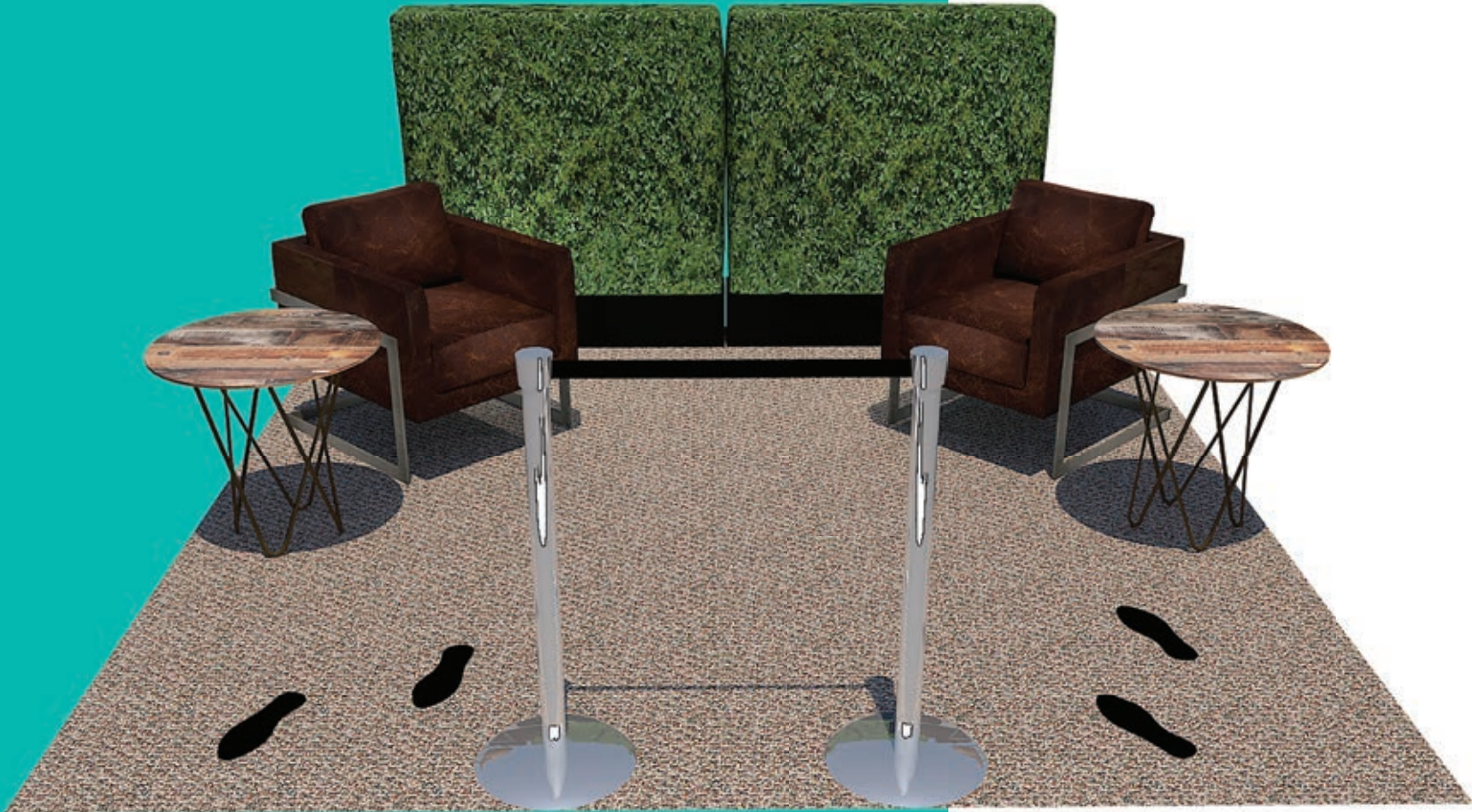
Choose from a complete collection of trendy furnishings, helping you design unique and safely spaced selling environments that are clean, comfortable, and give your clients peace of mind.



- 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.

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.

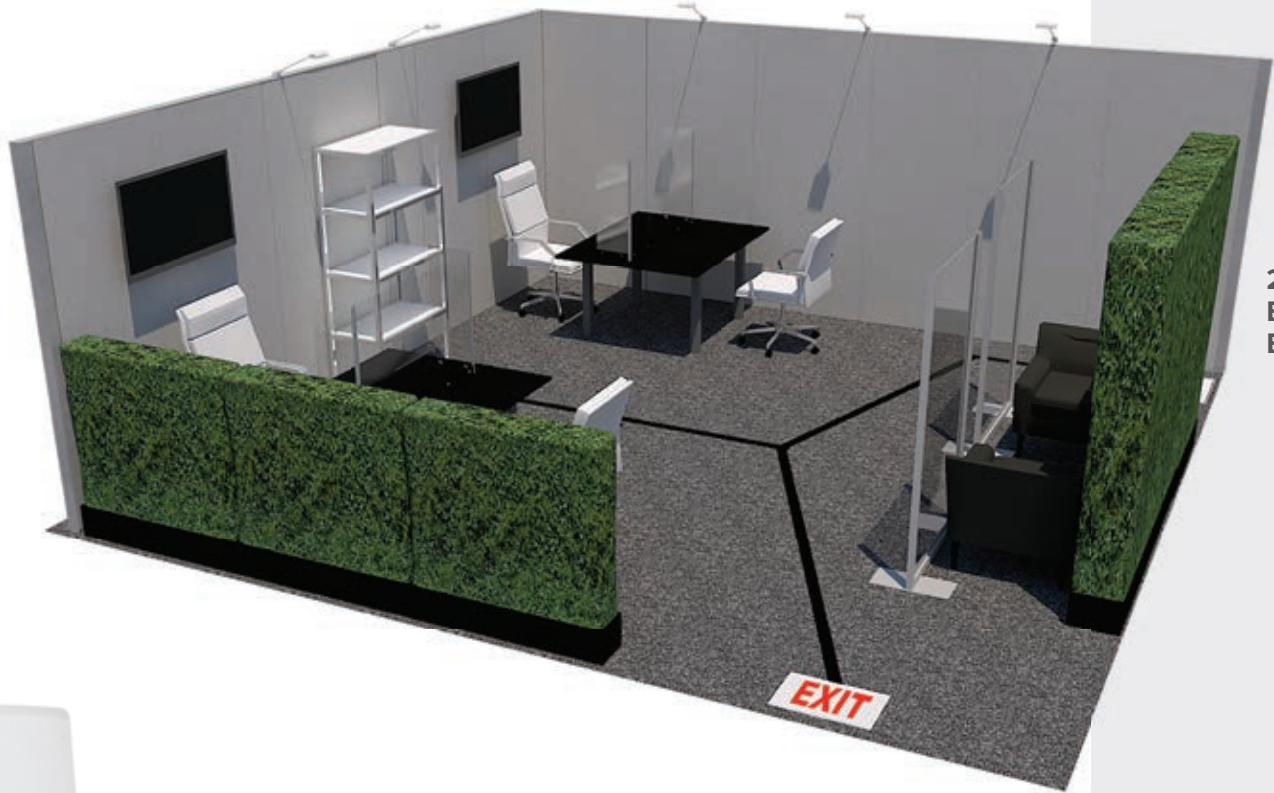


NOTE: Items may be discontinued without notice at any time.

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



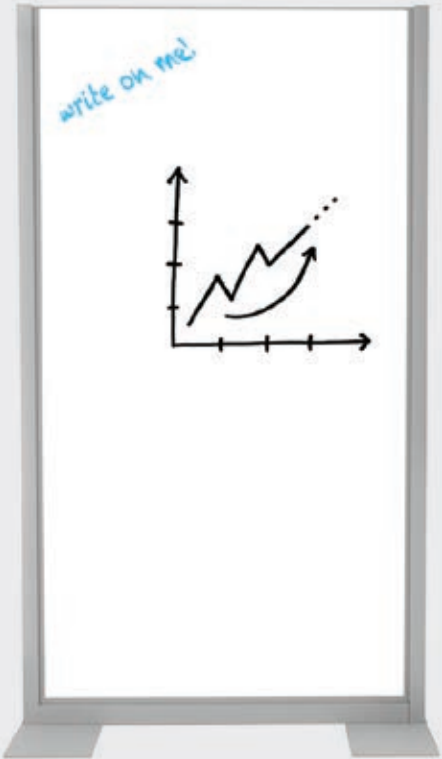
Mason Lamps
(brushed silver)
A) LA15 Floor Lamp
18" RND 55"H
B) LA14 Table Lamp
16" RND 26"H



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

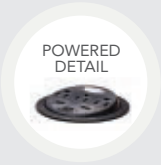
The flip-top electrical units rotate 180° to let devices charge on or inside the cabinet.



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.


ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 20, 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 | | \$1,066.70 | \$1,226.70 | \$1,373.90 | |
| KEYLOV | Key Largo Loveseat - Black Fabric, Wood | | \$491.35 | \$565.05 | \$632.85 | |
| NPLLOV | Naples Loveseat - Black Vinyl | | \$941.90 | \$1,083.20 | \$1,213.20 | |
| NPLLOP |  POWERED Naples Loveseat - Black Vinyl | | \$1,173.70 | \$1,349.75 | \$1,511.70 | |

Sofas

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|--|-----|------------|------------|------------|-------|
| SFA002 | Allegro Sofa - Blue Fabric, Brushed Metal | | \$936.90 | \$1,077.45 | \$1,206.75 | |
| BSFWHT | Baja Sofa - White Vinyl | | \$1,134.05 | \$1,304.15 | \$1,460.65 | |
| FAIRSW | Fairfax Sofa - White Vinyl, Brushed Metal | | \$639.00 | \$734.85 | \$823.05 | |
| KEYSOF | Key Largo Sofa - Black Fabric, Wood | | \$633.90 | \$729.00 | \$816.50 | |
| NPLSOF | Naples Sofa - Black Vinyl | | \$1,120.20 | \$1,288.25 | \$1,442.85 | |
| NPLLOP |  POWERED Naples Sofa - Black Vinyl | | \$1,364.60 | \$1,569.30 | \$1,757.60 | |
| PALSOF | Palm Beach Sofa - White Vinyl | | \$889.80 | \$1,023.25 | \$1,146.05 | |
| STESOF | Sterling Sofa - Grey Fabric | | \$1,056.40 | \$1,214.85 | \$1,360.65 | |
| VALSOF | Valencia Sofa - Coffee Brown Velvet | | \$596.15 | \$685.55 | \$767.80 | |

 = **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: _____

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 20, 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 | | \$656.85 | \$755.40 | \$846.05 | |
| ATHCHA | Atherton Chair - Brown Leather, Black Metal | | \$544.75 | \$626.45 | \$701.60 | |
| BCHWHT | Baja Chair - White Vinyl | | \$728.15 | \$837.35 | \$937.85 | |
| BOWCHA | Bowery Chair - Ochre Fabric | | \$511.65 | \$588.40 | \$659.00 | |
| CNTCHR | Century Chair - Gray Velvet | | \$521.40 | \$599.60 | \$671.55 | |
| FAIRCW | Fairfax Chair - White Vinyl, Brushed Metal | | \$460.80 | \$529.90 | \$593.50 | |
| KEYCHR | Key Largo Chair - Black Fabric, Wood | | \$420.10 | \$483.10 | \$541.05 | |
| LABREA | La Brea Swivel Chair - Charcoal Gray Fabric, Chrome | | \$549.85 | \$632.35 | \$708.25 | |
| LENCHA | Lena Chair - Moss Green Leather, Bronze | | \$459.15 | \$528.00 | \$591.35 | |
| BCW | Madrid Chair - White Vinyl, Chrome | | \$1,000.55 | \$1,150.65 | \$1,288.75 | |
| MONCHA | Montreal Chair - Blue, Black Metal | | \$562.25 | \$646.60 | \$724.20 | |
| MNCHCH | Munich Armless Chair - Gray Fabric, Black | | \$756.10 | \$869.50 | \$973.85 | |
| NPLCHP |  POWERED Naples Chair - Black Vinyl | | \$847.80 | \$974.95 | \$1,091.95 | |
| NPLCHR | Naples Chair - Black Vinyl | | \$781.60 | \$898.85 | \$1,006.70 | |
| STECHEA | Sterling Chair - Gray Fabric | | \$725.65 | \$834.50 | \$934.65 | |
| SWAN | Swanson Swivel Chair - White Vinyl, Chrome | | \$478.60 | \$550.40 | \$616.45 | |
| TCHP | Tech Chair, No Tablet - Gray Vinyl, Chrome Base | | \$400.75 | \$460.85 | \$516.15 | |
| TCHGRY |  POWERED Tech Tablet Chair - Gray Vinyl, White Metal Tablet, Chrome Base | | \$391.05 | \$449.70 | \$503.65 | |
| VALCHA | Valencia Chair - Spice Orange Velvet | | \$401.10 | \$461.25 | \$516.60 | |
| WENCHA | Wentworth Swivel Chair - Brown Vinyl | | \$439.75 | \$505.70 | \$566.40 | |

 = **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: _____

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 20, 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 | | \$90.25 | \$103.80 | \$116.25 | |
| BLDCSB | Blade Chair - Sky Blue | | \$90.25 | \$103.80 | \$116.25 | |
| SC3 | Brewer Chair - Onyx, Chrome | | \$234.15 | \$269.25 | \$301.55 | |
| XCHR | Christopher Chair - White Vinyl, Chrome | | \$140.05 | \$161.05 | \$180.40 | |
| DUET | Duet Stack Chair - Black, Chrome | | \$86.55 | \$99.55 | \$111.50 | |
| LMCHR | Laguna Chair - Maple, Chrome | | \$198.60 | \$228.40 | \$255.80 | |
| LUCHCL | Lucent Chair - Frosted Acrylic, Chrome | | \$243.00 | \$279.45 | \$313.00 | |
| MALGRN | Malba Chair - Green, Chrome | | \$152.75 | \$175.65 | \$196.75 | |
| MALGRY | Malba Chair - Gray, Chrome | | \$152.75 | \$175.65 | \$196.75 | |
| MARCBE | Marina Chair - Ocean Blue Fabric, Brushed Metal | | \$196.70 | \$226.20 | \$253.35 | |
| MARCBK | Marina Chair - Black Vinyl, Brushed Metal | | \$196.70 | \$226.20 | \$253.35 | |
| MARCBR | Marina Chair - Brown Fabric, Brushed Metal | | \$196.70 | \$226.20 | \$253.35 | |
| MARCRD | Marina Chair - Red Fabric, Brushed Metal | | \$196.70 | \$226.20 | \$253.35 | |
| MARCWH | Marina Chair - White Vinyl, Brushed Metal | | \$196.70 | \$226.20 | \$253.35 | |
| OCMWHT | Meeting Chair - White | | \$336.05 | \$386.45 | \$432.80 | |
| PASCHR | Pasadena Chair - White Molded Plastic w/Chrome Tower Base | | \$317.10 | \$364.65 | \$408.40 | |
| SC10 | Razor Armless Chair - White | | \$104.40 | \$120.05 | \$134.45 | |
| RSTDIN | Rustique Chair w/ Arms - Gunmetal | | \$175.65 | \$202.00 | \$226.25 | |
| CS4 | Syntax Chair - Black, Chrome | | \$277.50 | \$319.15 | \$357.45 | |
| ZENCHR | Zenith Chair - White, Chrome | | \$224.00 | \$257.60 | \$288.50 | |

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: _____

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 20, 2022

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

Beverly Benches

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|---------|--|-----|----------|----------|----------|-------|
| BVSMBK | Beverly Small Bench Ottoman - Black Vinyl | | \$282.10 | \$324.40 | \$363.35 | |
| BVSMBL | Beverly Small Bench Ottoman - Ocean Blue Fabric | | \$282.10 | \$324.40 | \$363.35 | |
| BVSMBN | Beverly Small Bench Ottoman - Brown Fabric | | \$282.10 | \$324.40 | \$363.35 | |
| BVSMGN | Beverly Small Bench Ottoman - Olive Green Fabric | | \$282.10 | \$324.40 | \$363.35 | |
| BVSMGY | Beverly Small Bench Ottoman - Grey Fabric | | \$282.10 | \$324.40 | \$363.35 | |
| BVSM LN | Beverly Small Bench Ottoman - Linen Fabric | | \$282.10 | \$324.40 | \$363.35 | |
| BVSM LV | Beverly Small Bench Ottoman - Lavender Fabric | | \$282.10 | \$324.40 | \$363.35 | |
| BVSMOR | Beverly Small Bench Ottoman - Orange Fabric | | \$282.10 | \$324.40 | \$363.35 | |
| BVSMRD | Beverly Small Bench Ottoman - Red Fabric | | \$282.10 | \$324.40 | \$363.35 | |
| BVSMWH | Beverly Small Bench Ottoman - White Vinyl | | \$282.10 | \$324.40 | \$363.35 | |
| BVSMYL | Beverly Small Bench Ottoman - Yellow Fabric | | \$282.10 | \$324.40 | \$363.35 | |
| BVLYBK | Beverly Bench - Black Vinyl | | \$539.70 | \$620.65 | \$695.15 | |
| BVLYBN | Beverly Bench - Brown Fabric | | \$539.70 | \$620.65 | \$695.15 | |
| BVLYGR | Beverly Bench - Grey Fabric | | \$539.70 | \$620.65 | \$695.15 | |
| BVLYLN | Beverly Bench - Linen Fabric | | \$539.70 | \$620.65 | \$695.15 | |
| BVLYOB | Beverly Bench - Ocean Fabric | | \$539.70 | \$620.65 | \$695.15 | |
| BVLYRD | Beverly Bench - Red Fabric | | \$539.70 | \$620.65 | \$695.15 | |
| BVLYWH | Beverly Bench - White Vinyl | | \$539.70 | \$620.65 | \$695.15 | |

Metal Bench

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|---------|-----------------------------------|-----|----------|----------|----------|-------|
| REG BEN | Regis Bench/Table - Brushed Metal | | \$384.40 | \$442.05 | \$495.10 | |

Ottomans

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|--|-----|----------|----------|----------|-------|
| END01B | Endless Curved Ottoman - Black Vinyl, Chrome | | \$560.10 | \$644.10 | \$721.40 | |
| END01W | Endless Curved Ottoman - White Vinyl, Chrome | | \$560.10 | \$644.10 | \$721.40 | |
| END02B | Endless Square Ottoman - Black Vinyl, Chrome | | \$351.35 | \$404.05 | \$452.55 | |
| END02W | Endless Square Ottoman - White Vinyl, Chrome | | \$351.35 | \$404.05 | \$452.55 | |

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: _____

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 20, 2022

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

Vibe Cubes

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|------------------------------|-----|----------|----------|----------|-------|
| VIB01 | Vibe Cube - Green | | \$188.45 | \$216.70 | \$242.70 | |
| VIB02 | Vibe Cube - Blue | | \$188.45 | \$216.70 | \$242.70 | |
| VIB04 | Vibe Cube - Red | | \$188.45 | \$216.70 | \$242.70 | |
| VIB05 | Vibe Cube - Yellow | | \$188.45 | \$216.70 | \$242.70 | |
| VIB08 | Vibe Cube - Orange | | \$188.45 | \$216.70 | \$242.70 | |
| VIB09 | Vibe Cube - White Waterproof | | \$188.45 | \$216.70 | \$242.70 | |
| VIB10 | Vibe Cube - Black Waterproof | | \$188.45 | \$216.70 | \$242.70 | |
| VIB11 | Vibe Cube - Steel Blue Vinyl | | \$188.45 | \$216.70 | \$242.70 | |
| VIB12 | Vibe Cube - Silver Vinyl | | \$188.45 | \$216.70 | \$242.70 | |
| VIB13 | Vibe Cube - Purple Vinyl | | \$188.45 | \$216.70 | \$242.70 | |
| VIB14 | Vibe Cube - Cirtus Green | | \$188.45 | \$216.70 | \$242.70 | |
| VIB15 | Vibe Cube - Taupe Vinyl | | \$188.45 | \$216.70 | \$242.70 | |
| VIB16 | Vibe Cube - Spice Orange | | \$188.45 | \$216.70 | \$242.70 | |
| VIB17 | Vibe Cube - Desert Rose | | \$188.45 | \$216.70 | \$242.70 | |

Marche Swivel

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|--------------------------------------|-----|----------|----------|----------|-------|
| MAR001 | Marche Swivel - White | | \$249.45 | \$286.85 | \$321.25 | |
| MAR002 | Marche Swivel - Grey | | \$249.45 | \$286.85 | \$321.25 | |
| MAR003 | Marche Swivel - Linen | | \$249.45 | \$286.85 | \$321.25 | |
| MAR004 | Marche Swivel - Raspberry | | \$249.45 | \$286.85 | \$321.25 | |
| MAR005 | Marche Swivel - Red | | \$249.45 | \$286.85 | \$321.25 | |
| MAR006 | Marche Swivel - Rose Qtz | | \$249.45 | \$286.85 | \$321.25 | |
| MAR007 | Marche Swivel - Plum | | \$249.45 | \$286.85 | \$321.25 | |
| MAR008 | Marche Swivel - Meadow Green | | \$249.45 | \$286.85 | \$321.25 | |
| MAR009 | Marche Swivel - Pear | | \$249.45 | \$286.85 | \$321.25 | |
| MAR010 | Marche Swivel - Blue | | \$249.45 | \$286.85 | \$321.25 | |
| MAR011 | Marche Swivel - Orange | | \$249.45 | \$286.85 | \$321.25 | |
| MAR012 | Marche Swivel - Forest Green | | \$249.45 | \$286.85 | \$321.25 | |
| MAR013 | Marche Swivel - Teal Velvet | | \$249.45 | \$286.85 | \$321.25 | |
| MAR014 | Marche Swivel - Distressed Brown | | \$249.45 | \$286.85 | \$321.25 | |
| MAR015 | Marche Swivel - Black Vinyl | | \$249.45 | \$286.85 | \$321.25 | |
| MAR016 | Marche Swivel - Ivory Faux Sheep Fur | | \$249.45 | \$286.85 | \$321.25 | |

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

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: _____


ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 20, 2022


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

Cocktail Tables

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|--|-----|----------|----------|----------|-------|
| ALC100 | Alondra Cocktail Table - Glass Top, Chrome | | \$448.05 | \$515.25 | \$577.10 | |
| ALC200 | Alondra Cocktail Table - Brandy Maple Top, Chrome | | \$448.05 | \$515.25 | \$577.10 | |
| CIC | Geo Cocktail Table - Glass Top, Chrome | | \$336.05 | \$386.45 | \$432.80 | |
| CIFWB | Geo Cocktail Table - Brandy Maple Top, Black | | \$392.05 | \$450.85 | \$504.95 | |
| MESCTB | Mesa Cocktail Table - Black Top, Bronze | | \$259.55 | \$298.50 | \$334.30 | |
| MESCTG | Mesa Cocktail Table - Glass Top, Bronze | | \$259.55 | \$298.50 | \$334.30 | |
| MESCTW | Mesa Cocktail Table - Barnwood Top, Bronze | | \$259.55 | \$298.50 | \$334.30 | |
| CIE | Silverado Cocktail Table - Glass Top, Chrome | | \$371.70 | \$427.45 | \$478.75 | |
| CIW | Sydney Cocktail Table - White Top, Brushed Steel | | \$376.75 | \$433.25 | \$485.25 | |
| CIY | Sydney Cocktail Table - Black Top, Brushed Steel | | \$376.75 | \$433.25 | \$485.25 | |
| CIWP |  POWERED Sydney Cocktail Table - White Top, Brushed Steel | | \$478.60 | \$550.40 | \$616.45 | |
| CIYP |  POWERED Sydney Cocktail Table - Black Top, Brushed Steel | | \$478.60 | \$550.40 | \$616.45 | |
| SYDBEC | Sydney Cocktail Table - Blue Top, Brushed Steel | | \$381.90 | \$439.20 | \$491.90 | |
| SYDWDC | Sydney Cocktail Table - Barnwood Top, Brushed Steel | | \$347.15 | \$399.20 | \$447.10 | |

End Tables

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|---|-----|----------|----------|----------|-------|
| ALE100 | Alondra End Table - Glass Top, Chrome | | \$323.35 | \$371.85 | \$416.45 | |
| ALE200 | Alondra End Table - Brandy Maple Top, Chrome | | \$323.35 | \$371.85 | \$416.45 | |
| CUBPOW |  POWERED Wireless Charging Table - White, AC Plug In | | \$576.30 | \$662.75 | \$742.30 | |
| EIC | Geo End Table - Glass Top, Chrome | | \$331.00 | \$380.65 | \$426.35 | |
| EIFWB | Geo End Table - Brandy Maple Top, Black | | \$341.15 | \$392.30 | \$439.40 | |
| MESETB | Mesa End Table - Black Top, Bronze | | \$171.45 | \$197.15 | \$220.80 | |
| MESETG | Mesa End Table - Glass Top, Bronze | | \$171.45 | \$197.15 | \$220.80 | |
| MESETW | Mesa End Table - Barnwood Top, Bronze | | \$171.45 | \$197.15 | \$220.80 | |
| REGOTT | Regis End Table - Brushed Metal | | \$282.65 | \$325.05 | \$364.05 | |
| EIE | Silverado End Table - Glass, Chrome | | \$353.85 | \$406.95 | \$455.80 | |
| EIW | Sydney End Table - White Top, Brushed Steel | | \$341.15 | \$392.30 | \$439.40 | |
| EIY | Sydney End Table - Black Top, Brushed Steel | | \$341.15 | \$392.30 | \$439.40 | |
| SYDBEE | Sydney End Table - Blue Top, Brushed Steel | | \$335.60 | \$385.95 | \$432.25 | |
| SYDWDE | Sydney End Table - Barnwood Top, Brushed Steel | | \$335.60 | \$385.95 | \$432.25 | |

 = **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.

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: _____

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 20, 2022

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

Side Tables

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|---------------------------------------|-----|----------|----------|----------|-------|
| AURA | Aura Round Table - White Metal | | \$193.45 | \$222.45 | \$249.15 | |
| SEDBBK | Sedona Side Table - Black Top, Bronze | | \$173.00 | \$198.95 | \$222.80 | |
| SEDBWD | Sedona Side Table - Wood Top, Bronze | | \$173.00 | \$198.95 | \$222.80 | |
| SEDBWH | Sedona Side Table - White Top, Bronze | | \$173.00 | \$198.95 | \$222.80 | |
| TAOBBK | Taos Side Table - Black Top, Bronze | | \$173.00 | \$198.95 | \$222.80 | |
| TAOBWD | Taos Side Table - Wood Top, Bronze | | \$173.00 | \$198.95 | \$222.80 | |
| TAOBWH | Taos Side Table - White Top, Bronze | | \$173.00 | \$198.95 | \$222.80 | |
| TMBTBL | Timber Table - Wood | | \$229.15 | \$263.50 | \$295.10 | |

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: _____

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 20, 2022

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

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 | | \$335.60 | \$385.95 | \$432.25 | |
| 30BEBB | 30" Round Bar Table w/ Standard Black Base - Blue Top | | \$335.60 | \$385.95 | \$432.25 | |
| 30BKSB | 30" Round Bar Table w/ Standard Black Base - Black Top | | \$335.60 | \$385.95 | \$432.25 | |
| 30GSBB | 30" Round Bar Table w/ Standard Black Base - Green Top | | \$335.60 | \$385.95 | \$432.25 | |
| 30OSBB | 30" Round Bar Table w/ Standard Black Base - Orange Top | | \$335.60 | \$385.95 | \$432.25 | |
| 30WDBB | 30" Round Bar Table w/ Standard Black Base - Barnwood Top | | \$335.60 | \$385.95 | \$432.25 | |
| 30WH42 | 30" Round Bar Table w/ Standard Black Base - White Top | | \$348.75 | \$401.05 | \$449.20 | |
| 30YBBB | 30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top | | \$335.60 | \$385.95 | \$432.25 | |
| VTB | 30" Round Bar Table w/ Standard Black Base - Red Top | | \$331.00 | \$380.65 | \$426.35 | |
| VTJ | 30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top | | \$331.00 | \$380.65 | \$426.35 | |
| VTK | 30" Round Bar Table w/ Standard Black Base - Maple Top | | \$331.00 | \$380.65 | \$426.35 | |
| VTA | 30" Round Madison Bar Table w/ Standard Black Base - Gray Acajou Top | | \$331.00 | \$380.65 | \$426.35 | |

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 | | \$331.00 | \$380.65 | \$426.35 | |
| VTN | 36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top | | \$353.85 | \$406.95 | \$455.80 | |
| VTW | 36" Round Bar Table w/ Standard Black Base - White Top | | \$353.85 | \$406.95 | \$455.80 | |
| VTP | 36" Round Bar Table w/ Standard Black Base - Maple Top | | \$353.85 | \$406.95 | \$455.80 | |

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 | | \$405.05 | \$465.80 | \$521.70 | |
| 30BEHB | 30" Round Bar Table w/ Hydraulic Base - Blue Top | | \$405.05 | \$465.80 | \$521.70 | |
| 30BKHB | 30" Round Bar Table w/ Hydraulic Base - Black Top | | \$405.05 | \$465.80 | \$521.70 | |
| 30BRHB | 30" Round Bar Table w/ Hydraulic Base - Red Top | | \$402.25 | \$462.60 | \$518.10 | |
| 30GRHB | 30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top | | \$402.25 | \$462.60 | \$518.10 | |
| 30GSHB | 30" Round Bar Table w/ Hydraulic Base - Green Top | | \$405.05 | \$465.80 | \$521.70 | |
| 30MTHB | 30" Round Bar Table w/ Hydraulic Base - Maple Top | | \$437.90 | \$503.60 | \$564.05 | |
| 30OSHB | 30" Round Bar Table w/ Hydraulic Base - Orange Top | | \$405.05 | \$465.80 | \$521.70 | |
| 30WDHB | 30" Round Bar Table w/ Hydraulic Base - Barnwood Top | | \$405.05 | \$465.80 | \$521.70 | |
| 30WHHB | 30" Round Bar Table w/ Hydraulic Base - White Top | | \$435.40 | \$500.70 | \$560.80 | |
| 30YSHB | 30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top | | \$405.05 | \$465.80 | \$521.70 | |
| 30MAHB | 30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top | | \$402.25 | \$462.60 | \$518.10 | |

36" Round Bar Table with Hydraulic Base

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|---|-----|----------|----------|----------|-------|
| 36BKHB | 36" Round Bar Table w/ Hydraulic Base - Black Top | | \$405.05 | \$465.80 | \$521.70 | |
| 36GRHB | 36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top | | \$437.90 | \$503.60 | \$564.05 | |
| 36MTHB | 36" Round Bar Table w/ Hydraulic Base - Maple Top | | \$437.90 | \$503.60 | \$564.05 | |
| 36WTHB | 36" Round Bar Table w/ Hydraulic Base - White Top | | \$437.90 | \$503.60 | \$564.05 | |



ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 20, 2022

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

Metal Bar Table

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|--|-----|----------|----------|----------|-------|
| RSTSQT | Rustique Square Metal Bar Table - Gunmetal | | \$366.60 | \$421.60 | \$472.20 | |

Ventura Communal Bar Tables

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|--|-----|------------|------------|------------|-------|
| VNTBNP | Ventura Communal Bar Table - Black Top, Silver | | \$888.55 | \$1,021.85 | \$1,144.45 | |
| VNTMNP | Ventura Communal Bar Table - Maple Top, Silver | | \$888.55 | \$1,021.85 | \$1,144.45 | |
| VNTWNP | Ventura Communal Bar Table - White Top, Silver | | \$888.55 | \$1,021.85 | \$1,144.45 | |
| VNTBMW | Ventura Communal Bar Table w/ Grommet Holes - Maple Top, Silver | | \$888.55 | \$1,021.85 | \$1,144.45 | |
| VNTBWW | Ventura Communal Bar Table w/ Grommet Holes - White Top, Silver | | \$888.55 | \$1,021.85 | \$1,144.45 | |
| VNTBLK |  POWERED Ventura Communal Bar Table, Powered - Black Top, Silver | | \$1,048.90 | \$1,206.25 | \$1,351.00 | |
| VNTWHT |  POWERED Ventura Communal Bar Table, Powered - White Top, Silver | | \$1,048.90 | \$1,206.25 | \$1,351.00 | |

 = **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 | | \$1,978.80 | \$2,275.60 | \$2,548.65 | |
| MTBUUL | Midtown Bar, Unlighted - Taupe Glass Top, Pewter | | \$1,851.55 | \$2,129.30 | \$2,384.80 | |

Counters

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|---|-----|------------|------------|------------|-------|
| MTCLPI | Midtown Powered Counter, Lighted w/ Plug In - Taupe Glass Top, Pewter | | \$1,978.80 | \$2,275.60 | \$2,548.65 | |
| MTCPUL | Midtown Powered Counter, Unlighted - Taupe Glass Top, Pewter | | \$1,863.10 | \$2,142.55 | \$2,399.65 | |

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: _____

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 20, 2022

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

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 | | \$300.90 | \$346.05 | \$387.60 | |
| 30BEBC | 30" Round Cafe Table w/ Standard Black Base - Blue Top | | \$300.90 | \$346.05 | \$387.60 | |
| 30BKSC | 30" Round Cafe Table w/ Standard Black Base - Black Top | | \$300.90 | \$346.05 | \$387.60 | |
| 30GSBC | 30" Round Cafe Table w/ Standard Black Base - Green Top | | \$300.90 | \$346.05 | \$387.60 | |
| 30OSBC | 30" Round Cafe Table w/ Standard Black Base - Orange Top | | \$300.90 | \$346.05 | \$387.60 | |
| 30WDBC | 30" Round Cafe Table w/ Standard Black Base - Barnwood Top | | \$300.90 | \$346.05 | \$387.60 | |
| 30WH29 | 30" Round Cafe Table w/ Standard Black Base - White Top | | \$318.20 | \$365.95 | \$409.85 | |
| 30YSBC | 30" Round Cafe Table w/ Standard Black Base - Brushed Yellow Top | | \$300.90 | \$346.05 | \$387.60 | |
| ZTA | 30" Round Madison Cafe Table w/ Standard Black Base - Gray Acajou Top | | \$310.55 | \$357.15 | \$400.00 | |
| ZTB | 30" Round Cafe Table w/ Standard Black Base - Red Top | | \$300.40 | \$345.45 | \$386.90 | |
| ZTJ | 30" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top | | \$300.40 | \$345.45 | \$386.90 | |
| ZTK | 30" Round Cafe Table w/ Standard Black Base - Maple Top | | \$300.40 | \$345.45 | \$386.90 | |

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 | | \$328.40 | \$377.65 | \$422.95 | |
| ZTN | 36" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top | | \$328.40 | \$377.65 | \$422.95 | |
| ZTP | 36" Round Cafe Table w/ Standard Black Base - Maple Top | | \$328.40 | \$377.65 | \$422.95 | |
| ZTQ | 36" Round Cafe Table w/ Standard Black Base - White Top | | \$328.40 | \$377.65 | \$422.95 | |

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 | | \$404.45 | \$465.10 | \$520.90 | |
| 30BEHC | 30" Round Cafe Table w/ Hydraulic Base - Blue Top | | \$405.05 | \$465.80 | \$521.70 | |
| 30BKHC | 30" Round Cafe Table w/ Hydraulic Base - Black Top | | \$404.45 | \$465.10 | \$520.90 | |
| 30BRHC | 30" Round Cafe Table w/ Hydraulic Base - Red Top | | \$402.25 | \$462.60 | \$518.10 | |
| 30GRHC | 30" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top | | \$437.90 | \$503.60 | \$564.05 | |
| 30GSHC | 30" Round Cafe Table w/ Hydraulic Base - Green Top | | \$404.45 | \$465.10 | \$520.90 | |
| 30MTHC | 30" Round Cafe Table w/ Hydraulic Base - Maple Top | | \$402.25 | \$462.60 | \$518.10 | |
| 30OSHC | 30" Round Cafe Table w/ Hydraulic Base - Orange Top | | \$404.45 | \$465.10 | \$520.90 | |
| 30WDHC | 30" Round Cafe Table w/ Hydraulic Base - Barnwood Top | | \$405.05 | \$465.80 | \$521.70 | |
| 30WHHC | 30" Round Cafe Table w/ Hydraulic Base - White Top | | \$435.40 | \$500.70 | \$560.80 | |
| 30YSHC | 30" Round Cafe Table w/ Hydraulic Base - Brushed Yellow Top | | \$404.45 | \$465.10 | \$520.90 | |
| 30MAHC | 30" Round Madison Cafe Table w/ Hydraulic Base - Gray Acajou Top | | \$402.25 | \$462.60 | \$518.10 | |



ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 20, 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 | | \$437.90 | \$503.60 | \$564.05 | |
| 36GRHC | 36" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top | | \$437.90 | \$503.60 | \$564.05 | |
| 36MTHC | 36" Round Cafe Table w/ Hydraulic Base - Maple Top | | \$437.90 | \$503.60 | \$564.05 | |
| 36WTHC | 36" Round Cafe Table w/ Hydraulic Base - White Top | | \$437.90 | \$503.60 | \$564.05 | |

Ventura Communal Café Tables

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|---|-----|----------|----------|----------|-------|
| VNTCBN | Ventura Communal Cafe Table - Black Top, Silver | | \$682.75 | \$785.15 | \$879.35 | |
| VNTCMN | Ventura Communal Cafe Table - Maple Top, Silver | | \$682.75 | \$785.15 | \$879.35 | |
| VNTCWN | Ventura Communal Cafe Table - White Top, Silver | | \$682.75 | \$785.15 | \$879.35 | |
| VNTCMW | Ventura Communal Cafe Table w/ Grommet Holes - Maple Top, Silver | | \$682.75 | \$785.15 | \$879.35 | |
| VNTCWW | Ventura Communal Cafe Table w/ Grommet Holes - White Top, Silver | | \$682.75 | \$785.15 | \$879.35 | |
| VNTCBK |  POWERED Communal Ventura Cafe Table - Black Top, Silver | | \$775.30 | \$891.60 | \$998.60 | |
| VNTCWH |  POWERED Communal Ventura Cafe Table - White Top, Silver | | \$775.30 | \$891.60 | \$998.60 | |

 = **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: _____

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 20, 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 | | \$333.50 | \$383.50 | \$429.50 | |
| BST | Banana Barstool - White, Chrome | | \$333.50 | \$383.50 | \$429.50 | |
| BLDBRD | Blade Barstool - Red | | \$173.55 | \$199.60 | \$223.55 | |
| BLDBSB | Blade Barstool - Sky Blue | | \$173.55 | \$199.60 | \$223.55 | |
| XBAR | Christopher Barstool - White Vinyl, Chrome | | \$241.80 | \$278.05 | \$311.40 | |
| LMBAR | Laguna Barstool - Maple, Chrome | | \$249.45 | \$286.85 | \$321.25 | |
| ROLLBL | Lift Barstool - Black Vinyl, Chrome | | \$282.65 | \$325.05 | \$364.05 | |
| ROLLGY | Lift Barstool - Gray Vinyl, Chrome | | \$282.65 | \$325.05 | \$364.05 | |
| ROLLRD | Lift Barstool - Red Vinyl, Chrome | | \$282.65 | \$325.05 | \$364.05 | |
| ROLLWH | Lift Barstool - White Vinyl, Chrome | | \$282.65 | \$325.05 | \$364.05 | |
| LUBSCL | Lucent Barstool - Frosted Acrylic, Chrome | | \$347.15 | \$399.20 | \$447.10 | |
| MARBBE | Marina Barstool - Ocean Blue Fabric, Brushed Metal | | \$282.10 | \$324.40 | \$363.35 | |
| MARBBK | Marina Barstool - Black Vinyl, Brushed Metal | | \$282.10 | \$324.40 | \$363.35 | |
| MARBBR | Marina Barstool - Brown Fabric, Brushed Metal | | \$282.10 | \$324.40 | \$363.35 | |
| MARBRD | Marina Barstool - Red Fabric, Brushed Metal | | \$282.10 | \$324.40 | \$363.35 | |
| MARBWH | Marina Barstool - White Vinyl, Brushed Metal | | \$282.10 | \$324.40 | \$363.35 | |
| RSTSTL | Rustique Barstool - Gunmetal | | \$193.45 | \$222.45 | \$249.15 | |
| BS001 | Shark Barstool - White, Chrome | | \$425.10 | \$488.85 | \$547.50 | |
| BSR | Syntax Barstool - Black, Chrome | | \$302.95 | \$348.40 | \$390.20 | |
| ZENBAR | Zenith Barstool - White, Chrome | | \$224.00 | \$257.60 | \$288.50 | |
| BS002 | Zoey Barstool - White, Chrome | | \$389.55 | \$448.00 | \$501.75 | |

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: _____

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 20, 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 |
|--------|---|-----|------------|------------|------------|-------|
| BKCT0N | 10' Table - Black Top, Silver | | \$867.65 | \$997.80 | \$1,117.55 | |
| BKCT0P |  POWERED 10' Table - Black Top, Silver | | \$1,083.60 | \$1,246.15 | \$1,395.70 | |
| CB8 | 42" Round Madison Table - Gray Acajou, Black | | \$454.60 | \$522.80 | \$585.55 | |
| 42BKCT | 42" Round Table - Black Top, Black | | \$467.40 | \$537.50 | \$602.00 | |
| CB1 | 42" Round Table - Graphite Nebula Top | | \$514.30 | \$591.45 | \$662.40 | |
| CONF42 | 42" Round Table - White Top | | \$514.30 | \$591.45 | \$662.40 | |
| BKCT5N | 5' Table - Black Top, Silver | | \$435.80 | \$501.15 | \$561.30 | |
| BKCT5P |  POWERED 5' Table - Black Top, Silver | | \$564.20 | \$648.85 | \$726.70 | |
| BKCT8N | 8' Table - Black Top, Silver | | \$867.65 | \$997.80 | \$1,117.55 | |
| BKCT8P |  POWERED 8' Table - Black Top, Silver | | \$1,083.60 | \$1,246.15 | \$1,395.70 | |
| 36ATO | Atomic 36" Round Table - Glass Top, Chrome | | \$425.10 | \$488.85 | \$547.50 | |
| 42ATO | Atomic 42" Round Table - Glass Top, Chrome | | \$425.10 | \$488.85 | \$547.50 | |
| CE2 | Geo Table, Rectangle - Glass Top, Chrome | | \$603.35 | \$693.85 | \$777.10 | |
| CF2 | Geo Table, Rectangle - Glass Top, Black | | \$603.35 | \$693.85 | \$777.10 | |
| CE1 | Geo Table, Rounded Square - Glass Top, Chrome | | \$425.10 | \$488.85 | \$547.50 | |
| CF1 | Geo Table, Rounded Square - Glass Top, Black | | \$425.10 | \$488.85 | \$547.50 | |
| MADC05 | Madison 5' Table - Gray Acajou, Chrome | | \$644.10 | \$740.70 | \$829.60 | |
| MADC08 | Madison 8' Table - Gray Acajou, Chrome | | \$1,285.65 | \$1,478.50 | \$1,655.90 | |
| MADC10 | Madison 10' Table - Gray Acajou, Chrome | | \$1,285.65 | \$1,478.50 | \$1,655.90 | |

Work Table

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|------|-------------------------------|-----|----------|----------|----------|-------|
| WD3 | Work Table - White Top, White | | \$443.00 | \$509.45 | \$570.60 | |



= 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: _____



ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 20, 2022

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

Seating

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|---|-----|----------|----------|----------|-------|
| CUPCHA | Cupertino Mid Back Chair - Black Vinyl | | \$370.75 | \$426.35 | \$477.50 | |
| GENCHA | Genesis Chair - Black | | \$323.55 | \$372.10 | \$416.75 | |
| PROGB | Pro Executive Guest Chair - Black Vinyl, Chrome | | \$348.75 | \$401.05 | \$449.20 | |
| PROEXB | Pro Executive High Back Chair - Black Vinyl, Chrome | | \$496.45 | \$570.90 | \$639.40 | |
| PROEXE | Pro Executive High Back Chair - White Vinyl, Chrome | | \$496.45 | \$570.90 | \$639.40 | |
| PROMDB | Pro Executive Mid Back Chair - Black Vinyl, Chrome | | \$325.85 | \$374.75 | \$419.70 | |
| PROMID | Pro Executive Mid Back Chair - White Vinyl, Chrome | | \$315.70 | \$363.05 | \$406.60 | |
| TASKST | Task Stool - Black Fabric, Black | | \$196.70 | \$226.20 | \$253.35 | |

Desks

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|---|-----|----------|----------|------------|-------|
| TECH |  POWERED Tech Desk - Black Metal, Black Laminate w/ Electrical Unit | | \$603.35 | \$693.85 | \$777.10 | |
| TECH3B |  POWERED Tech Desk w/ 3 Drawer File Cabinet - Black Metal, Black Laminate w/ Electrical Unit | | \$745.95 | \$857.85 | \$960.80 | |
| JD8 | Madison Executive Desk - Gray Acajou, Chrome | | \$812.15 | \$933.95 | \$1,046.00 | |

Storage

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|---|-----|----------|----------|----------|-------|
| BC8 | Madison Bookcase - Gray Acajou, Chrome | | \$588.05 | \$676.25 | \$757.40 | |
| TECH3 | Cabinet on Castors - Black Top, Black Metal | | \$198.60 | \$228.40 | \$255.80 | |

 = **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: _____

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 20, 2022

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

Boxwood Hedges

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|------------------|-----|----------|------------|------------|-------|
| HDC4FT | 4' Boxwood Hedge | | \$590.15 | \$678.65 | \$760.10 | |
| HDC7FT | 7' Boxwood Hedge | | \$960.50 | \$1,104.55 | \$1,237.10 | |

Stanchions

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|---|-----|---------|----------|---------|-------|
| STNSGN | Stanchion Sign Holder - Chrome | | \$52.55 | \$60.45 | \$67.70 | |
| STNCHI | Stanchion w/ Retractable Belt - Black, Chrome | | \$60.30 | \$69.35 | \$77.65 | |

Dividers

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|---|-----|----------|----------|----------|-------|
| DIVBAR | Bar/Counter Divider - Clear, Black | | \$169.25 | \$194.65 | \$218.00 | |
| DIVFRE | Freestanding Divider - Clear, Silver | | \$340.45 | \$391.50 | \$438.50 | |
| DIVFCR | Freestanding Corner Divider - Clear, Silver | | \$680.90 | \$783.05 | \$877.00 | |
| DIVFWL | Freestanding Wall Divider - Clear, Silver | | \$340.45 | \$391.50 | \$438.50 | |
| DIVFST | Sofa/Table Divider - Clear, Silver | | \$305.45 | \$351.25 | \$393.40 | |
| DIVFWB | Freestanding Whiteboard Divider - White, Silver | | \$424.10 | \$487.70 | \$546.20 | |
| MIRWHT | Miramar Divider - White Molded Plastic | | \$435.80 | \$501.15 | \$561.30 | |

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: _____

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 20, 2022

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



Charging Hub

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--------|---|-----|----------|----------|----------|-------|
| VILHUB |  POWERED Village Charging Hub - Cream | | \$254.85 | \$293.10 | \$328.25 | |

Lamps

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|------|--|-----|----------|----------|----------|-------|
| LA14 | Mason Silver Table Lamp - Brushed Silver | | \$193.45 | \$222.45 | \$249.15 | |
| LA15 | Mason Silver Floor Lamp - Brushed Silver | | \$295.30 | \$339.60 | \$380.35 | |

Pedestals

| | | | | | | |
|--------|---|--|----------|----------|------------|--|
| PDL36B |  POWERED 36" Locking Pedestal - Black | | \$674.65 | \$775.85 | \$868.95 | |
| PDL36W |  POWERED 36" Locking Pedestal - White | | \$674.65 | \$775.85 | \$868.95 | |
| PDL42B |  POWERED 42" Locking Pedestal - Black | | \$799.40 | \$919.30 | \$1,029.60 | |
| PDL42W |  POWERED 42" Locking Pedestal - White | | \$799.40 | \$919.30 | \$1,029.60 | |

Shelving

| | | | | | | |
|--------|---------------------------------|--|----------|----------|----------|--|
| PSHCCS | Posh Shelving - Chrome, Acrylic | | \$689.95 | \$793.45 | \$888.65 | |
|--------|---------------------------------|--|----------|----------|----------|--|

**= 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: _____

DISCOUNT DEADLINE:* WEDNESDAY, MAY 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 | | \$188.20 | \$216.45 | \$242.40 | |
| 70010 | 22" x 28" Horizontal | | \$188.20 | \$216.45 | \$242.40 | |
| 70011 | 28" x 44" Vertical | | \$286.65 | \$329.65 | \$369.20 | |
| 70012 | 28" x 44" Horizontal | | \$286.65 | \$329.65 | \$329.65 | |
| 70027 | 38.25" x 90.75" Meter Board, Trovicel Panel | | \$580.15 | \$667.15 | \$747.20 | |
| 70138 | 39" x 84" Meter Board, Ultraboard | | \$337.05 | \$387.60 | \$434.10 | |

Printed Vinyl Banners (per sq. ft.)

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|--------------------------|-----|---------|----------|---------|-------|
| 70065 | Vertical with Grommets | | \$23.85 | \$27.45 | \$30.75 | |
| 70071 | Horizontal with Grommets | | \$23.85 | \$27.45 | \$30.75 | |
| 70066 | Vertical with Pockets | | \$25.70 | \$29.55 | \$33.10 | |
| 70072 | Horizontal with Pockets | | \$25.70 | \$29.55 | \$33.10 | |

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> | | \$200.20 | \$230.25 | \$257.90 | |

Accessories

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|-----------------------------------|-----|----------|----------|----------|-------|
| 70017 | 4' x 8' Blank Foamcore | | \$51.10 | \$58.75 | \$65.80 | |
| 70021 | Velcro/per ft. (Minimum of 5') | | \$3.30 | \$3.80 | \$4.25 | |
| 70004 | 7" x 44" ID Sign | | \$56.30 | \$64.75 | \$72.50 | |
| 50094 | Floor Easel | | \$50.45 | \$58.00 | \$64.95 | |
| 50095 | 22" x 28" Chrome Sign Holder | | \$114.85 | \$132.10 | \$147.95 | |
| 50508 | Cardboard Meter Board Base, Black | | \$22.45 | \$25.80 | \$28.90 | |

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: _____

EMAIL ADDRESS: _____

UPLOADING GRAPHICS 101

ADDING FILES TO THE FTP.

KnowledgeFest - Orlando

Orange County Convention Center | Orlando, FL

F148860622

June 10 - 13, 2022

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

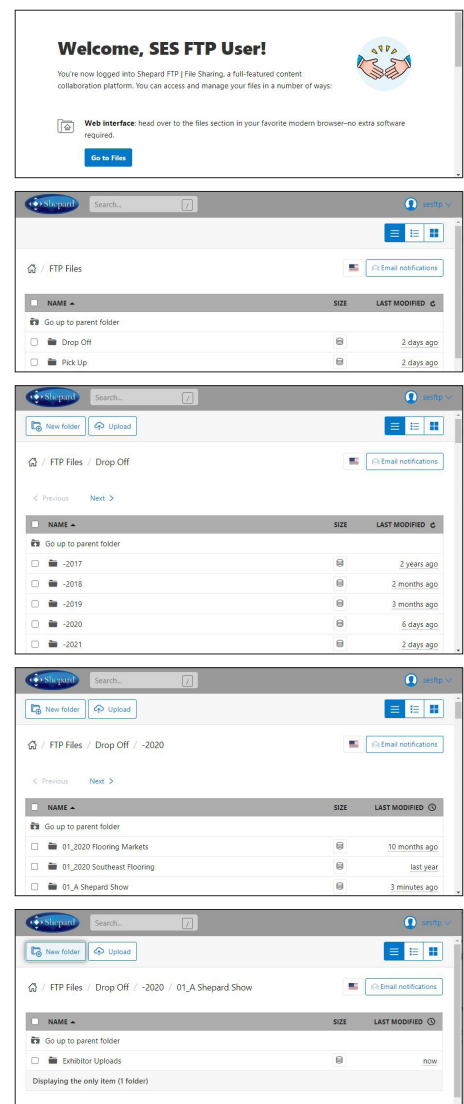
Before Sending Files

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.

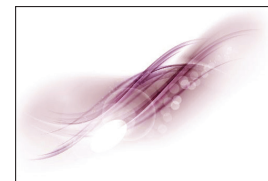
| PROGRAM | FILE EXTENSION | SPECIAL CONSIDERATIONS |
|---|------------------------------|--|
|  Acrobat | .pdf | Must be high resolution with fonts embedded. |
|  InDesign | .indd or .idml | Images embedded and fonts changed to outlines or send a packaged file with fonts and images. |
|  Illustrator | .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

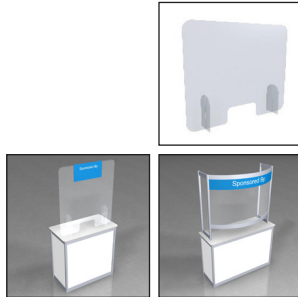


Why Shepard?

- **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:* WEDNESDAY, MAY 11, 2022

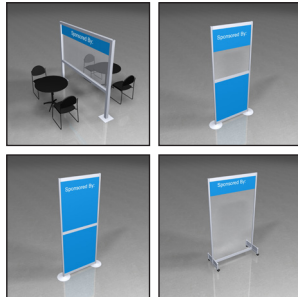
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Counters and Furnishings not included.



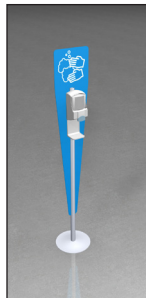
Counters not included.

Plexi Shields

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|--|-----|----------|----------|----------|-------|
| 66651 | Standard Plexi Shield (CVPS1) 40" (l) x 36" (h) | | \$347.75 | \$399.90 | \$447.90 | |
| 66652 | Tall Plexi Shield (CVPS2) 40" (l) x 44" (h) | | \$428.00 | \$492.20 | \$551.25 | |
| 66653 | Curved Plexi Shield (CVPS3) 4' 8.75" (l) x 4' (h) x 2' 2.25" (d) | | \$535.00 | \$615.25 | \$689.10 | |

**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 | | \$535.00 | \$615.25 | \$689.10 | |
| 66655 | Plexi/Trovice Panel Wall Divider (CVDW2) 3' 4.5" (l) x 8' high x Approx. 6" (d) base | | \$374.50 | \$430.65 | \$482.35 | |
| 66656 | Trovice/Trovice Wall Divider (CVDW3) 3' 4.5" (l) x 8' (h) x 1' 9" (d) base | | \$321.00 | \$369.15 | \$413.45 | |
| 66657 | Plexi Rolling Baffle (CVDW4) 4' 2.5" (l) x 7' (h) x 1' 9" (d) base | | \$668.75 | \$769.05 | \$861.35 | |

Sanitizer Kiosk

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|---|-----|----------|----------|----------|-------|
| 66650 | Sanitizer Kiosk A (CVSK1) 40" (l) x 36" (h) | | \$401.25 | \$461.45 | \$516.80 | |

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: _____

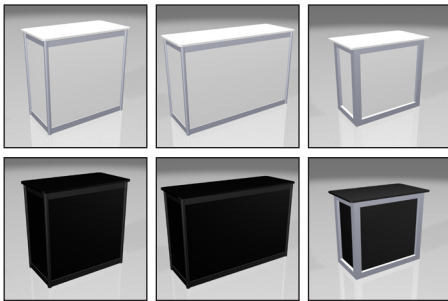
CONTACT NAME: _____

EMAIL ADDRESS: _____

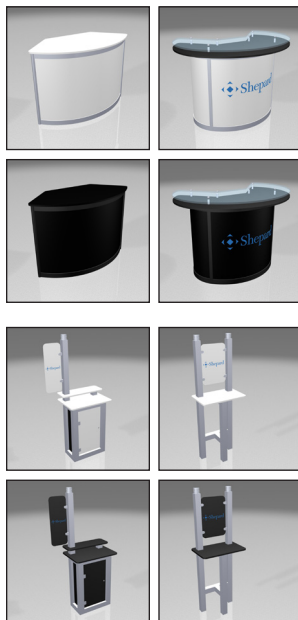
ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, MAY 11, 2022

* 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 | | \$879.90 | \$1,011.90 | \$1,133.35 | | |
| 66283 | 1.5 Meter Locking Cabinet (LC2) 5' (l) x 3' 6" (h) x 1' 9" (d) Graphic Size: 1463mm x 898mm | | \$1,067.75 | \$1,227.90 | \$1,375.25 | | |
| 66284 | Locking Cabinet (LC3) 3' 9" (l) x 3' 6" (h) x 2' 3" (d) Graphic Size: 922mm x 872mm | | \$649.05 | \$746.40 | \$835.95 | 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 | | \$904.85 | \$1,040.60 | \$1,165.45 | | |
| 66276 | Reception Counter (RC3) 5' 2.75" (l) x 42" (h) x 3' 5.5" (d) Graphic Size: 1080mm x 898mm | | \$1,962.85 | \$2,257.30 | \$2,528.20 | | |

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 | | \$1,141.50 | \$1,312.70 | \$1,470.20 | Silver ONLY | |
| 66286 | Computer Stand 2 (CS2) 2' 3" (l) x 6' 3" (h) x 1' 6" (d) Graphic Size: 380mm x 580mm | | \$665.35 | \$765.15 | \$856.95 | Silver ONLY | |

| | |
|--|----------|
| 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: _____

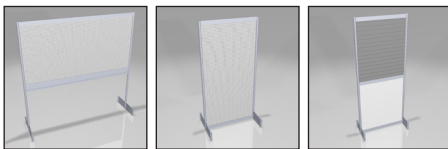
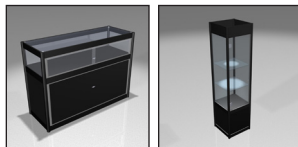
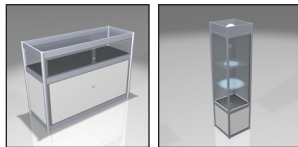
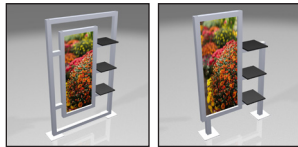
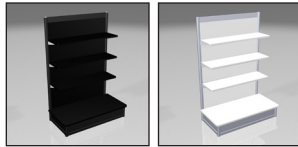
CONTACT NAME: _____

EMAIL ADDRESS: _____

ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, MAY 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) | | \$616.60 | \$709.10 | \$794.20 | | |
| 66278 | GL1 5' 4" (l) x 8' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm | | \$609.55 | \$701.00 | \$785.10 | Silver ONLY | |
| 66279 | GL2 4' 3" (l) x 7' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm | | \$1,050.65 | \$1,208.25 | \$1,353.25 | 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) | | \$1,187.15 | \$1,365.20 | \$1,529.00 | | |
| 66272 | Square Showcase (Square) 1' 9" (l) x 7' (h) x 1' 9" (d) | | \$1,281.25 | \$1,473.45 | \$1,650.25 | | |

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: 380mm x 710mm | | \$2,016.90 | \$2,319.45 | \$2,597.80 | | Black ONLY |

Perforated/Peg Boards

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | METAL COLOR | PANEL COLOR |
|-------|---|-----|----------|----------|----------|-------------|-------------|
| 66148 | 8' x 4' Pegboard Panel (PerfH) | | \$299.75 | \$344.70 | \$386.05 | Silver ONLY | n/a |
| 66149 | 4' x 8' Pegboard Panel (PerfV) | | \$299.75 | \$344.70 | \$386.05 | Silver ONLY | n/a |
| 50104 | 6" Pegs - 1 dozen (6"Pegs) | | \$48.95 | \$56.30 | \$63.05 | n/a | n/a |
| 66147 | 3.5' x 8' Slat Wall, Grey (Slatwall) | | \$299.75 | \$344.70 | \$386.05 | Silver ONLY | n/a |

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: _____

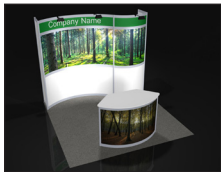
ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, MAY 11, 2022

* 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.

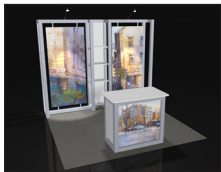
Don't see what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Please contact an Exhibit Team member with any questions or customization requests.



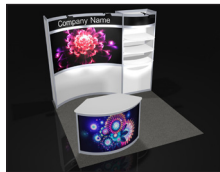
The Eddie



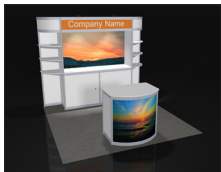
The Jonathon



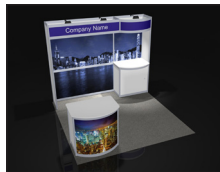
The Pierce



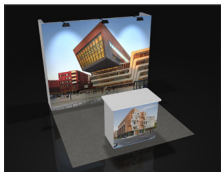
The Madison



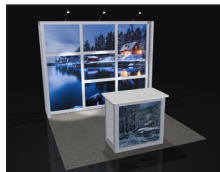
The Grant



The Harrison



The Hamilton



The Lucy

Inline Booths

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|-----------------------|-----|------------|------------|------------|-------|
| 66470 | The Eddie - 10' x 10' | | \$3,579.00 | \$4,115.85 | \$4,609.75 | |
| 66471 | The Eddie - 10' x 20' | | \$5,828.10 | \$6,702.30 | \$7,506.60 | |

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|--------------------------|-----|------------|------------|------------|-------|
| 66474 | The Jonathon - 10' x 10' | | \$2,496.80 | \$2,871.30 | \$3,215.85 | |
| 66475 | The Jonathon - 10' x 20' | | \$4,370.40 | \$5,025.95 | \$5,629.05 | |

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|------------------------|-----|------------|------------|------------|-------|
| 66477 | The Pierce - 10' x 10' | | \$3,097.00 | \$3,561.55 | \$3,988.95 | |
| 66478 | The Pierce - 10' x 20' | | \$5,880.35 | \$6,762.40 | \$7,573.90 | |

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|-------------------------|-----|------------|------------|------------|-------|
| 66484 | The Madison - 10' x 10' | | \$3,755.65 | \$4,319.00 | \$4,837.30 | |
| 66485 | The Madison - 10' x 20' | | \$4,451.10 | \$5,118.75 | \$5,733.00 | |

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|-----------------------|-----|------------|------------|------------|-------|
| 66486 | The Grant - 10' x 10' | | \$3,964.20 | \$4,558.85 | \$5,105.90 | |
| 66487 | The Grant - 10' x 20' | | \$5,494.30 | \$6,318.45 | \$7,076.65 | |

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|--------------------------|-----|------------|------------|------------|-------|
| 66492 | The Harrison - 10' x 10' | | \$3,644.35 | \$4,191.00 | \$4,693.90 | |
| 66493 | The Harrison - 10' x 20' | | \$5,355.15 | \$6,158.40 | \$6,897.40 | |

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|--------------------------|-----|------------|------------|------------|-------|
| 66467 | The Hamilton - 10' x 10' | | \$2,539.50 | \$2,920.40 | \$3,270.85 | |
| 66468 | The Hamilton - 10' x 20' | | \$4,448.90 | \$5,116.25 | \$5,730.20 | |

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|----------------------|-----|------------|------------|------------|-------|
| 66473 | The Lucy - 10' x 10' | | \$2,295.10 | \$2,639.35 | \$2,956.05 | |

| | |
|---|----------|
| 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: _____

ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, MAY 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.



FX21



FX2H1



FX22



FX2H2

10' x 10' Fabric Booth

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|-------------------------------------|-----|------------|------------|------------|-------|
| 66557 | 10' x 10' Booth (FX21) | | \$2,360.00 | \$2,714.00 | \$3,039.70 | |
| 66561 | 10' x 10' Booth with Header (FX2H1) | | \$2,887.70 | \$3,320.85 | \$3,719.35 | |

GRAPHIC SIZE SPECIFICATIONS

| | | | |
|-----------------------|-----------------|-------------------|---|
| Backwall Graphic Size | 3042mm x 2432mm | Side Panel Colors | <input type="checkbox"/> White <input type="checkbox"/> Black |
| Counter Graphic Size | 1079mm x 1020mm | | |
| Header Graphic Size | 2440mm x 380mm | | |

10' x 20' Fabric Booth

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|-------------------------------------|-----|------------|------------|------------|-------|
| 66559 | 10' x 20' Booth (FX22) | | \$4,090.65 | \$4,704.25 | \$5,268.75 | |
| 66567 | 10' x 20' Booth with Header (FX2H2) | | \$4,562.70 | \$5,247.10 | \$5,876.75 | |

GRAPHIC SIZE SPECIFICATIONS

| | | | |
|-----------------------|-----------------|-------------------|---|
| Backwall Graphic Size | 6012mm x 2432mm | Side Panel Colors | <input type="checkbox"/> White <input type="checkbox"/> Black |
| Counter Graphic Size | 1079mm x 1020mm | | |
| Header Graphic Size | 2440mm x 380mm | | |

| | |
|--|----------|
| 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: _____

ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, MAY 11, 2022

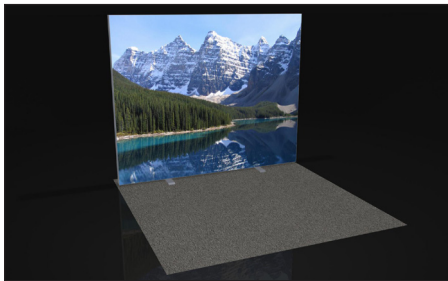
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Freestanding 8' High Backlit Backwalls with Full Color Graphics

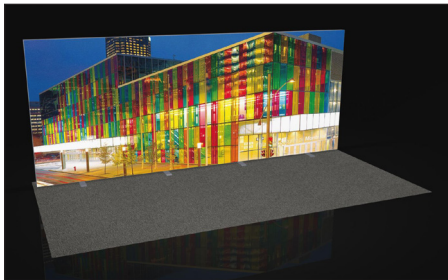
Carpet/flooring, furnishings, electrical and accessories not included. Please use the appropriate order forms to order these items.

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: 2992mm x 2436mm | | \$2,379.70 | \$2,736.65 | \$3,065.05 | |
| 66565 | 8' x 20' Backlit Backwall with Graphics (FX12) Graphic Size: 5992mm x 2436mm | | \$3,677.65 | \$4,229.30 | \$4,736.80 | |
| 66566 | 8' x 30' Backlit Backwall with Graphics (FX13) Graphic Size: 8992mm x 2436mm | | \$4,975.65 | \$5,722.00 | \$6,408.65 | |

| | |
|---|----------|
| 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: _____

ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, MAY 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.

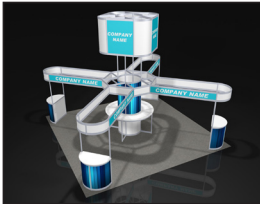
Turnkey Rental Designs Make Exhibiting Easier!

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.

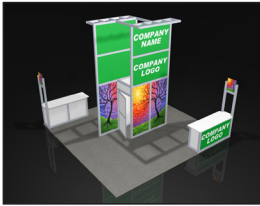
Please contact an Exhibit Team member with any questions.



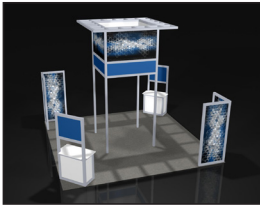
The Monroe



The Washington



The Tyler



The Garfield

Island Booths

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|----------------|-----|-------------|-------------|-------------|-------|
| 66494 | The Monroe | | \$9,110.75 | \$10,477.35 | \$11,734.65 | |
| 66368 | The Washington | | \$13,075.05 | \$15,036.30 | \$16,840.65 | |
| 66495 | The Tyler | | \$9,729.80 | \$11,189.25 | \$12,531.95 | |
| 66496 | The Garfield | | \$9,528.05 | \$10,957.25 | \$12,272.10 | |

| | |
|--|----------|
| 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. 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:* WEDNESDAY, MAY 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.

Full Color Fabric Signs - High Visibility, Cost Effective Rental!

All rentals include:**

- Dye Sublimation Printed Fabric Pillow Case
- Basic Harness
- Weighs Under 75 Pounds
- Rental Frame
- Blockout Liner

** Rigging not included

DON'T FORGET!

To place an order for building and hanging your sign!!



Circle



Square



Triangle



Wave

Circle Hanging Signs

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|---------------------------------------|-----|------------|-------------|-------------|-------|
| 69140 | 10' x 48" Circle Hanging Sign (HSC10) | | \$5,737.75 | \$6,598.40 | \$7,390.20 | |
| 69142 | 16' x 48" Circle Hanging Sign (HSC16) | | \$9,119.20 | \$10,487.10 | \$11,745.55 | |

Square Hanging Sign

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|---------------------------------------|-----|------------|------------|------------|-------|
| 69143 | 10' x 48" Square Hanging Sign (HSS10) | | \$6,977.10 | \$8,023.65 | \$8,986.50 | |

Triangle Hanging Sign

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|---|-----|------------|------------|------------|-------|
| 69144 | 10' x 48" Triangle Hanging Sign (HST10) | | \$5,645.85 | \$6,492.75 | \$7,271.90 | |

Wave Hanging Signs

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|---|-----|------------|------------|------------|-------|
| 69145 | 10' x 48" Single Sided Wave Hanging Sign (HSWS) | | \$2,486.40 | \$2,859.35 | \$3,202.45 | |
| 69146 | 10' x 48" Double Sided Wave Hanging Sign (HSWD) | | \$3,308.60 | \$3,804.90 | \$4,261.50 | |

| | |
|---|----------|
| 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.

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 20, 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 | \$124.50 | \$143.15 | \$160.35 | |
| 68067 | OT | \$186.70 | \$214.70 | \$240.45 | |
| 68068 | DT | \$248.95 | \$286.30 | \$320.65 | |

| DISMANTLE LABOR** | | | | | |
|-------------------|------|----------|----------|----------|--------------------|
| CODE | ITEM | ONLINE | DISCOUNT | REGULAR | ESTIMATED TOTAL*** |
| 68070 | ST | \$124.50 | \$143.15 | \$160.35 | |
| 68071 | OT | \$186.70 | \$214.70 | \$240.45 | |
| 68072 | DT | \$248.95 | \$286.30 | \$320.65 | |

**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: _____

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 20, 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 | \$95.75 | \$110.10 | \$123.30 | |
| 68061 | OT | \$143.63 | \$165.15 | \$184.95 | |
| 68062 | DT | \$191.50 | \$220.25 | \$246.70 | |

| DISMANTLE LABOR** | | | | | |
|-------------------|------|----------|----------|----------|--------------------|
| CODE | ITEM | ONLINE | DISCOUNT | REGULAR | ESTIMATED TOTAL*** |
| 68063 | ST | \$95.75 | \$110.10 | \$123.30 | |
| 68064 | OT | \$143.63 | \$165.15 | \$184.95 | |
| 68065 | DT | \$191.50 | \$220.25 | \$246.70 | |

** 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: _____

Show Name: KnowledgeFest Orlando
Incentive Deadline Date: May 19th, 2022
Base Rates Start On/After: May 20th, 2022
OCCC Exhibitor Services Coordinator: Wanda Thomas
Direct Phone: (407) 685-1507
Contact Email: Wanda.Thomas@occc.net

The Orange County Convention Center is the exclusive provider of electricity, aerial rigging labor and lighting, water, plumbing, compressed air, natural and LP gas, and cable TV services to exhibitors. The OCCC's exclusive on-site service partners include: Internet and telecommunications by Smart City, booth catering by Centerplate, and business center services by FedEx Office. LMG is the OCCC's preferred A/V provider.

****A METHOD OF PAYMENT FORM MUST BE INCLUDED IN YOUR ORDER SUBMISSION OR YOUR ORDER WILL NOT BE PROCESSED****

How To Order OCCC Services:

| Order Online: | Order via Email: | Fax: | Mail: |
|------------------------|-----------------------------|----------------|---|
| www.occc.net/exhibitor | Exhibitor.Services@occc.net | (407) 685-9884 | OCCC Exhibitor Services 9860 Universal Blvd. Orlando, FL 32819-8199 |

If not ordering OCCC services online, please complete all applicable order forms and the required OCCC Method of Payment form. Orders without an OCCC Method of Payment form will not be processed. Please read through all of the OCCC's Guidelines & Conditions before ordering because exhibitors agree to all of the OCCC's Guidelines & Conditions when ordering services. For assistance, email Exhibitor.Services@occc.net or call the OCCC Exhibitor Services Team at **(800) 345-9898** or **(407) 685-9824**.

OCCC Exhibitor Ordering Conditions & Guidelines

1. Full payment and an accurate diagram **MUST** be included before services are provided. An accurate diagram indicates the quantity and location of outlets, as well as the booth's dimensions and neighboring booth/aisle numbers for orientation. Orders without full payment will not be processed and service will be withheld.
2. Rates are based on when an exhibitor's order, payment **AND** finalized diagram is received by OCCC. Revised diagrams will affect rates.
3. Orders received during move-in and/or on-site are subject up to a 50% price increase over base rates.
4. Modifications to incentive rate orders received after the incentive deadline are subject to base rates or on-site rates.
5. Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
6. Notification of cancellation must be received in writing prior to the first scheduled show management move-in date to receive a refund. All cancellations and/or modifications to orders are subject to a \$35.00 Administration Fee and if a refund is required. The Center will not refund overpayments, except sales tax, in an amount less than \$15.00, unless specifically requested in writing.
7. All prices are subject to change without notice.
8. Florida State Sales Tax and Public Services Tax, when applicable, must be included with payment. Services will be rendered after payment in full (including tax) is received.
9. Once the OCCC has received a payment from an exhibitor, that payment is the payment that will be applied to the exhibitor's invoice. The OCCC will not accept an initial credit card payment from an exhibitor, and then refund the exhibitor's credit card if the exhibitor wants to pay with another credit card, a check, or an ETF (Wire/ACH) payment later.
10. Any unpaid balance will be subject to a finance charge of one and one half percent (1 ½%) per month from the date of the last contracted show day of the event."

OCCC Payment Options:

Credit / Debit Cards: OCCC will charge your credit/debit card in full for your advance order and any additional charges for on-site changes or additions. All aerial hanging sign (rigging) orders require a credit/debit card on file in the Method of Payment form, even if the exhibitor is paying with a check or ETF.

Company Checks: Checks must accompany your order submission and must be received, not postmarked, by the incentive deadline in order to receive incentive rates. Make check payable to Orange County Convention Center. Checks must be US funds drawn from a US bank. Please include your show name and booth number on check.

Electronic Funds Transfers (Wire & ACH): OCCC accepts both wire transfers and ACH payments. Payment must be cleared, not sent, by the incentive deadline in order to receive incentive rates. It is the exhibitor's responsibility to verify with their Initiating Bank that all fees (including Intermediate Bank fees) are included in their payment. Please contact Exhibitor Services for payment instructions.

Third Party Billings: Exhibitors may request for a third party (EACs, I&Ds, etc.) to be invoiced for services provided by OCCC. In doing so the exhibitor understands and agrees said exhibitor is ultimately financially responsible for all OCCC-provided services. If an exhibitor's third party has any outstanding balance at the end of a show, all charges will revert to the exhibitor. The OCCC reserves the right to deny any third party billing, in which case the exhibitor will be responsible for all charges.

EVENT: **KnowledgeFest Orlando**

| | | | | |
|--|--|----------------------------------|--|--|
| E X H I B I T O R | EXHIBITING COMPANY: _____ | | BOOTH #: _____ | |
| | PHONE: _____ | FAX: _____ | BOOTH SIZE: _____ X _____ | |
| | ADDRESS: _____ | | BOOTH TYPE: | |
| | CITY: _____ | STATE: _____ | <input type="checkbox"/> INLINE <input type="checkbox"/> ISLAND <input type="checkbox"/> PENINSULA <input type="checkbox"/> OTHER | |
| | ZIP CODE/PROVIDENCE: _____ | COUNTRY: _____ | | |
| B I L L I N G | BILL-TO COMPANY (IF DIFFERENT): _____ | | I AM: | |
| | ORDER CONTACT NAME: _____ | | <input type="checkbox"/> THE EXHIBITOR | |
| | ADDRESS: _____ | | <input type="checkbox"/> A 3RD PARTY (EAC/I&D): | |
| | CITY: _____ | STATE: _____ | | |
| | ZIP CODE/PROVIDENCE: _____ | COUNTRY: _____ | | |
| | PHONE: _____ | FAX: _____ | | |
| ORDER CONTACT EMAIL: _____ | | EMAIL FOR INVOICES: _____ | | |

****THIS FORM MUST BE INCLUDED IN YOUR ORDER SUBMISSION OR YOUR ORDER WILL NOT BE PROCESSED****

| | | |
|---|--|---|
| KnowledgeFest Orlando Incentive Deadline Date: May 19th, 2022 To qualify for incentive rates, all order forms, this Method of Payment form and a finalized booth diagram must be received by: May 19th, 2022 | Place Your Order Online or Via Email or Fax: Order Online: www.occc.net/exhibitor Email Forms: exhibitor.services@occc.net Send Via Fax: (407) 685-9884 Call: (800) 345-9898 | OCCC Mailing Address: Orange County Convention Center ATTN: Exhibitor Services 9860 Universal Blvd. Orlando, FL 32819-8199 |
|---|--|---|

☐ **COMPANY CHECK**

Checks must accompany your order submission and must be received, not postmarked, by the incentive deadline. Make check payable to Orange County Convention Center. Checks must be US funds drawn from a US bank. Please include your show name and booth number on check.

☐ **ELECTRONIC FUNDS TRANSFER**

OCCC accepts both wire transfers and ACH payments. Payment must be cleared, not sent, by the incentive deadline. It is the exhibitor's responsibility to verify with their Initiating Bank that all fees are included in their payment. Please contact Exhibitor Services for payment instructions.

***ACH Payments now available Online**

☐ **CREDIT / DEBIT CARD**

OCCC will charge your credit/debit card in full for your advance order and any additional charges for onsite changes or additions. Please complete all of the information below if using a credit/debit card:

CARD TYPE: ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS

CARD NUMBER: _____ **EXPIRATION DATE:** _____ **SECURITY CODE:** _____

CARDHOLDER NAME: _____

BILLING ADDRESS: _____

I, the undersigned cardholder, by submitting an order to the OCCC, acknowledge and agree to all OCCC Terms & Conditions and give the Orange County Convention Center authorization to charge my credit card for the following services: electricity, rigging labor and equipment, lighting, plumbing, compressed air, propane & natural gas, cable TV and/or firewatches.

SIGNATURE: _____ **DATE:** _____

I further authorize the following named person(s) to approve additional charges on the above card on show site as deemed necessary by said person(s):

NAME: _____ **SIGNATURE:** _____

NAME: _____ **SIGNATURE:** _____

NAME: _____ **SIGNATURE:** _____

EVENT: **KnowledgeFest Orlando**

BOOTH #:

EXHIBITING COMPANY:

BOOTH SIZE:

X

****An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission****

| This Order Is: <input type="checkbox"/> Original or <input type="checkbox"/> A Revision | | | Incentive Rate If Ordered & Paid By: | | | | Base Rate If Ordered Or Paid On/After: | | | | On-Site Rates Start: |
|--|------------------|--|--------------------------------------|-------------|-----------|------------|--|-------------|-----------|-------------|----------------------|
| | | | May 19th, 2022 | | | | May 20th, 2022 | | | | June 9th, 2022 |
| Quantity | Item Description | | Cost | Utility Tax | Sales Tax | Unit Price | Cost | Utility Tax | Sales Tax | Unit Price | Subtotal |
| Floor | Ceiling | | | | | | | | | | |
| | | 120V 5 Amp (500w) Single Outlet* | \$125.86 | \$12.59 | \$8.18 | \$146.63 | \$202.51 | \$20.25 | \$13.16 | \$235.92 | |
| | | 120V 10 Amp (1000w) Single Outlet* | \$151.03 | \$15.10 | \$9.82 | \$175.95 | \$242.46 | \$24.25 | \$15.76 | \$282.47 | |
| | | 120V 15 Amp (1500w) Single Outlet* | \$169.92 | \$16.99 | \$11.04 | \$197.96 | \$273.25 | \$27.33 | \$17.76 | \$318.34 | |
| | | 120V 20 Amp (2000w) Single Outlet* | \$189.80 | \$18.98 | \$12.34 | \$221.12 | \$298.11 | \$29.81 | \$19.38 | \$347.30 | |
| 208V Services (Single Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below | | | | | | | | | | | |
| | | 208V 20 Amp Single Phase* | \$231.86 | \$23.19 | \$15.07 | \$270.12 | \$372.87 | \$37.29 | \$24.24 | \$434.39 | |
| | | 208V 30 Amp Single Phase* | \$306.62 | \$30.66 | \$19.93 | \$357.21 | \$490.21 | \$49.02 | \$31.86 | \$571.09 | |
| | | 208V 40 Amp Single Phase* | \$377.59 | \$37.76 | \$24.54 | \$439.89 | \$600.94 | \$60.09 | \$39.06 | \$700.10 | |
| | | 208V 50 Amp Single Phase* | \$469.39 | \$46.94 | \$30.51 | \$546.84 | \$751.41 | \$75.14 | \$48.84 | \$875.39 | |
| | | 208V 60 Amp Single Phase* | \$564.97 | \$56.50 | \$36.72 | \$658.19 | \$890.53 | \$89.05 | \$57.88 | \$1,037.47 | |
| | | 208V 80 Amp Single Phase* | \$700.30 | \$70.03 | \$45.52 | \$815.85 | \$1,120.30 | \$112.03 | \$72.82 | \$1,305.15 | |
| | | 208V 100 Amp Single Phase* | \$898.88 | \$89.89 | \$58.43 | \$1,047.20 | \$1,432.15 | \$143.22 | \$93.09 | \$1,668.45 | |
| N/A | | 208V 150 Amp Single Phase* | \$1,138.32 | \$113.83 | \$73.99 | \$1,326.14 | \$1,820.60 | \$182.06 | \$118.34 | \$2,121.00 | |
| | | 208V 200 Amp Single Phase* | \$1,518.66 | \$151.87 | \$98.71 | \$1,769.24 | \$2,430.76 | \$243.08 | \$158.00 | \$2,831.84 | |
| | | 208V 400 Amp Single Phase* | \$3,036.43 | \$303.64 | \$197.37 | \$3,537.44 | \$4,858.83 | \$485.88 | \$315.82 | \$5,660.54 | |
| 208V Services (Three Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below | | | | | | | | | | | |
| | | 208V 20 Amp Three Phase* | \$355.83 | \$35.58 | \$23.13 | \$414.54 | \$571.60 | \$57.16 | \$37.15 | \$665.91 | |
| | | 208V 30 Amp Three Phase* | \$510.08 | \$51.01 | \$33.16 | \$594.24 | \$818.59 | \$81.86 | \$53.21 | \$953.66 | |
| | | 208V 40 Amp Three Phase* | \$649.19 | \$64.92 | \$42.20 | \$756.31 | \$1,040.05 | \$104.01 | \$67.60 | \$1,211.66 | |
| | | 208V 50 Amp Three Phase* | \$771.28 | \$77.13 | \$50.13 | \$898.54 | \$1,236.88 | \$123.69 | \$80.40 | \$1,440.97 | |
| | | 208V 60 Amp Three Phase* | \$971.91 | \$97.19 | \$63.17 | \$1,132.28 | \$1,558.64 | \$155.86 | \$101.31 | \$1,815.82 | |
| | | 208V 80 Amp Three Phase* | \$1,236.56 | \$123.66 | \$80.38 | \$1,440.59 | \$1,978.33 | \$197.83 | \$128.59 | \$2,304.75 | |
| | | 208V 100 Amp Three Phase* | \$1,545.71 | \$154.57 | \$100.47 | \$1,800.75 | \$2,474.03 | \$247.40 | \$160.81 | \$2,882.24 | |
| N/A | | 208V 150 Amp Three Phase* | \$1,965.71 | \$196.57 | \$127.77 | \$2,290.05 | \$3,143.69 | \$314.37 | \$204.34 | \$3,662.40 | |
| | | 208V 200 Amp Three Phase* | \$2,620.03 | \$262.00 | \$170.30 | \$3,052.33 | \$4,192.78 | \$419.28 | \$272.53 | \$4,884.59 | |
| | | 208V 400 Amp Three Phase* | \$6,071.96 | \$607.20 | \$394.68 | \$7,073.83 | \$9,716.77 | \$971.68 | \$631.59 | \$11,320.04 | |
| Select Any Related and/or Required Services | | | | | | | | | | | |
| | | Ceiling Drop Charge† | | | | \$288.86 | | | | \$427.77 | |
| | | 25' Extension Cord | \$23.66 | | \$1.54 | \$25.20 | \$35.49 | | \$2.31 | \$37.80 | |
| | | Six Outlet Power Strip | \$23.66 | | \$1.54 | \$25.20 | \$35.49 | | \$2.31 | \$37.80 | |
| | | GFI Rental Plug | \$26.26 | | \$1.71 | \$27.97 | \$30.00 | | \$1.95 | \$31.95 | |
| | | 20 - 30 Amp Connection Plug‡ | \$92.02 | | \$5.98 | \$98.00 | \$92.02 | | \$5.98 | \$98.00 | |
| | | 40 - 60 Amp Connection Plug‡ | \$92.02 | | \$5.98 | \$98.00 | \$92.02 | | \$5.98 | \$98.00 | |
| | | 80 - 100 Amp Connection Plug‡ | \$92.02 | | \$5.98 | \$98.00 | \$92.02 | | \$5.98 | \$98.00 | |
| | | 150 - 200 Amp Connection‡ | \$165.26 | | \$10.74 | \$176.00 | \$165.26 | | \$10.74 | \$176.00 | |
| | | 400 Amp Connection‡ | \$183.10 | | \$11.90 | \$195.00 | \$183.10 | | \$11.90 | \$195.00 | |
| | | <input type="checkbox"/> CHECK HERE IF NO PLUG RENTAL NEEDED | | | | | | | | | |
| *Labor, Placement & 24-Hour Power <u>Included</u> † <u>Required</u> For All Ceiling Drops ‡ <u>Required</u> For Each 208V Connection | | | | | | | | | | | TOTAL: |

OCCC TERMS & CONDITIONS

- On-site orders are subject up to a 50% price increase over base rates.
 - Payment in full and a scaled diagram indicating the number and location of outlets, including the booth's dimensions and neighboring booth/aisle numbers MUST be included before services are provided. Rates are based on when payment and floor plan is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
 - OCCC electricians will not branch power and are not responsible for power distribution installed by others. Exhibitors and/or EACs are permitted to branch power in the booth.
 - Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates. All cancellations and/or modifications to orders are subject to a \$35.00 Administration Fee if a refund is required.
 - Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk. The Center will not refund overpayments, except sales tax, in an amount less than \$15.00, unless specifically requested in writing.
 - Labor charges may apply for service calls.
- Exhibitors are permitted to install all plug rentals. If an electrician is needed, one may be provided.

FOR OFFICE USE ONLY

EVENT: **KnowledgeFest Orlando**

BOOTH #:

EXHIBITING COMPANY:

BOOTH SIZE:

X

****An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission****

| This Order Is: <input type="checkbox"/> Original or <input type="checkbox"/> A Revision | | | Incentive Rate If Ordered & Paid By: | | | | Base Rate If Ordered Or Paid On/After: | | | | On-Site Rates Start: | | | |
|--|----------------------------|-------------------------------------|--------------------------------------|-------------|-------------|-------------|--|-------------|-------------|---|----------------------|---------------------------------------|--|--------|
| Quantity | | Item Description | May 19th, 2022 | | | | May 20th, 2022 | | | | June 9th, 2022 | | | |
| Floor | Ceiling | | Cost | Utility Tax | Sales Tax | Unit Price | Cost | Utility Tax | Sales Tax | Unit Price | Subtotal | | | |
| 240V Services (Single Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below | | | | | | | | | | | | | | |
| NOT AVAILABLE | | 240V 20 Amp Single Phase* | \$414.51 | \$41.45 | \$26.94 | \$482.90 | \$663.40 | \$66.34 | \$43.12 | \$772.86 | | | | |
| | | 240V 30 Amp Single Phase* | \$544.15 | \$54.42 | \$35.37 | \$633.93 | \$871.59 | \$87.16 | \$56.65 | \$1,015.40 | | | | |
| | | 240V 40 Amp Single Phase* | \$703.14 | \$70.31 | \$45.70 | \$819.16 | \$1,123.31 | \$112.33 | \$73.02 | \$1,308.66 | | | | |
| | | 240V 50 Amp Single Phase* | \$876.32 | \$87.63 | \$56.96 | \$1,020.91 | \$1,403.44 | \$140.34 | \$91.22 | \$1,635.01 | | | | |
| | | 240V 60 Amp Single Phase* | \$1,056.13 | \$105.61 | \$68.65 | \$1,230.39 | \$1,690.19 | \$169.02 | \$109.86 | \$1,969.07 | | | | |
| | | 240V 80 Amp Single Phase* | \$1,375.05 | \$137.51 | \$89.38 | \$1,601.93 | \$2,200.28 | \$220.03 | \$143.02 | \$2,563.33 | | | | |
| | | 240V 100 Amp Single Phase* | \$1,757.37 | \$175.74 | \$114.23 | \$2,047.34 | \$2,813.51 | \$281.35 | \$182.88 | \$3,277.74 | | | | |
| | | 240V 150 Amp Single Phase* | \$2,389.54 | \$238.95 | \$155.32 | \$2,783.81 | \$3,822.30 | \$382.23 | \$248.45 | \$4,452.98 | | | | |
| | | 240V 200 Amp Single Phase* | \$3,188.25 | \$318.83 | \$207.24 | \$3,714.31 | \$5,101.77 | \$510.18 | \$331.62 | \$5,943.56 | | | | |
| | 240V 400 Amp Single Phase* | \$6,375.56 | \$637.56 | \$414.41 | \$7,427.53 | \$10,202.61 | \$971.68 | \$663.17 | \$11,837.46 | | | | | |
| 240V Services (Three Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below | | | | | | | | | | | | | | |
| NOT AVAILABLE | | 240V 20 Amp Three Phase* | \$637.84 | \$63.78 | \$41.46 | \$743.08 | \$1,019.21 | \$101.92 | \$66.25 | \$1,187.38 | | | | |
| | | 240V 30 Amp Three Phase* | \$908.49 | \$90.85 | \$59.05 | \$1,058.39 | \$1,458.33 | \$138.89 | \$90.28 | \$1,687.50 | | | | |
| | | 240V 40 Amp Three Phase* | \$1,213.22 | \$121.32 | \$78.86 | \$1,413.40 | \$1,940.98 | \$184.85 | \$120.16 | \$2,245.99 | | | | |
| | | 240V 50 Amp Three Phase* | \$1,556.75 | \$155.68 | \$101.19 | \$1,813.61 | \$2,426.45 | \$231.09 | \$150.21 | \$2,807.75 | | | | |
| | | 240V 60 Amp Three Phase* | \$1,816.05 | \$181.61 | \$118.04 | \$2,115.70 | \$2,910.98 | \$277.24 | \$180.20 | \$3,368.42 | | | | |
| | | 240V 80 Amp Three Phase* | \$2,426.45 | \$242.65 | \$157.72 | \$2,826.81 | \$3,884.78 | \$369.98 | \$240.49 | \$4,495.25 | | | | |
| | | 240V 100 Amp Three Phase* | \$4,019.15 | \$401.92 | \$261.24 | \$4,682.31 | \$6,453.85 | \$622.27 | \$400.48 | \$5,616.60 | | | | |
| | | 240V 150 Amp Three Phase* | \$4,126.08 | \$412.61 | \$268.20 | \$4,806.88 | \$6,602.68 | \$628.83 | \$408.74 | \$7,640.25 | | | | |
| | | 240V 200 Amp Three Phase* | \$5,502.08 | \$550.21 | \$357.64 | \$6,409.92 | \$8,804.85 | \$838.56 | \$545.06 | \$10,188.47 | | | | |
| | 240V 400 Amp Three Phase* | \$12,751.14 | \$1,275.11 | \$828.82 | \$14,855.08 | \$20,402.39 | \$1,943.08 | \$1,263.01 | \$23,608.48 | | | | | |
| 480V Services (Single Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below | | | | | | | | | | | | | | |
| NOT AVAILABLE | | 480V 20 Amp Single Phase* | \$464.66 | \$46.47 | \$30.20 | \$541.33 | \$745.73 | \$74.57 | \$48.47 | \$868.78 | | | | |
| | | 480V 30 Amp Single Phase* | \$611.35 | \$61.14 | \$39.74 | \$712.22 | \$979.47 | \$97.95 | \$63.67 | \$1,141.08 | | | | |
| | | 480V 40 Amp Single Phase* | \$751.41 | \$75.14 | \$48.84 | \$875.39 | \$1,201.87 | \$120.19 | \$78.12 | \$1,400.18 | | | | |
| | | 480V 50 Amp Single Phase* | \$937.83 | \$93.78 | \$60.96 | \$1,092.57 | \$1,501.86 | \$150.19 | \$97.62 | \$1,749.67 | | | | |
| | | 480V 60 Amp Single Phase* | \$1,128.06 | \$112.81 | \$73.32 | \$1,314.19 | \$1,806.59 | \$180.66 | \$117.43 | \$2,104.68 | | | | |
| | | 480V 80 Amp Single Phase* | \$1,471.58 | \$147.16 | \$95.65 | \$1,714.39 | \$2,354.52 | \$235.45 | \$153.04 | \$2,743.02 | | | | |
| | | 480V 100 Amp Single Phase* | \$1,880.40 | \$188.04 | \$122.23 | \$2,190.67 | \$3,009.39 | \$300.94 | \$195.61 | \$3,505.94 | | | | |
| | | 480V 150 Amp Single Phase* | \$2,389.54 | \$238.95 | \$155.32 | \$2,783.81 | \$3,822.30 | \$382.23 | \$248.45 | \$4,452.98 | | | | |
| | | 480V 200 Amp Single Phase* | \$3,188.25 | \$318.83 | \$207.24 | \$3,714.31 | \$5,101.77 | \$510.18 | \$331.62 | \$5,943.56 | | | | |
| | 480V 400 Amp Single Phase* | \$6,071.96 | \$607.20 | \$394.68 | \$7,073.83 | \$9,716.77 | \$971.68 | \$631.59 | \$11,320.04 | | | | | |
| 480V Services (Three Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below | | | | | | | | | | | | | | |
| NOT AVAILABLE | | 480V 20 Amp Three Phase* | \$715.45 | \$71.55 | \$46.50 | \$833.50 | \$1,145.09 | \$114.51 | \$74.43 | \$1,334.03 | | | | |
| | | 480V 30 Amp Three Phase* | \$1,049.32 | \$104.93 | \$68.21 | \$1,222.46 | \$1,634.35 | \$163.44 | \$106.23 | \$1,904.02 | | | | |
| | | 480V 40 Amp Three Phase* | \$1,298.39 | \$129.84 | \$84.40 | \$1,512.62 | \$2,076.29 | \$207.63 | \$134.96 | \$2,418.88 | | | | |
| | | 480V 50 Amp Three Phase* | \$1,622.05 | \$162.21 | \$105.43 | \$1,889.69 | \$2,594.90 | \$259.49 | \$168.67 | \$3,023.06 | | | | |
| | | 480V 60 Amp Three Phase* | \$1,942.86 | \$194.29 | \$126.29 | \$2,263.43 | \$3,113.49 | \$311.35 | \$202.38 | \$3,627.22 | | | | |
| | | 480V 80 Amp Three Phase* | \$2,594.90 | \$259.49 | \$168.67 | \$3,023.06 | \$4,157.33 | \$415.73 | \$270.23 | \$4,843.29 | | | | |
| | | 480V 100 Amp Three Phase* | \$3,245.99 | \$324.60 | \$210.99 | \$3,781.58 | \$5,193.58 | \$519.36 | \$337.58 | \$6,050.52 | | | | |
| | | 480V 150 Amp Three Phase* | \$4,126.08 | \$412.61 | \$268.20 | \$4,806.88 | \$6,602.68 | \$660.27 | \$429.17 | \$7,692.12 | | | | |
| | | 480V 200 Amp Three Phase* | \$5,502.08 | \$550.21 | \$357.64 | \$6,409.92 | \$8,804.85 | \$880.49 | \$572.32 | \$10,257.65 | | | | |
| | 480V 400 Amp Three Phase* | \$12,143.94 | \$1,214.39 | \$789.36 | \$14,147.69 | \$19,430.85 | \$1,943.09 | \$1,263.01 | \$22,636.94 | | | | | |
| Select Any Related and/or Required Services | | | | | | | | | | | | | | |
| | | Ceiling Drop Charge† | | | | \$288.86 | | | | \$427.77 | | | | |
| | | 20 - 30 Amp Connection Plug‡ | \$92.02 | | \$5.98 | \$98.00 | \$92.02 | | \$5.98 | \$98.00 | | | | |
| | | 40 - 60 Amp Connection Plug‡ | \$92.02 | | \$5.98 | \$98.00 | \$92.02 | | \$5.98 | \$98.00 | | | | |
| | | 80 - 100 Amp Connection Plug‡ | \$92.02 | | \$5.98 | \$98.00 | \$92.02 | | \$5.98 | \$98.00 | | | | |
| | | 150 - 200 Amp Connection‡ | \$165.26 | | \$10.74 | \$176.00 | \$165.26 | | \$10.74 | \$176.00 | | | | |
| | | 400 Amp Connection‡ | \$183.10 | | \$11.90 | \$195.00 | \$183.10 | | \$11.90 | \$195.00 | | | | |
| | <input type="checkbox"/> | CHECK HERE IF NO PLUG RENTAL NEEDED | | | | | | | | | | | | |
| *Labor, Placement & 24-Hour Power <u>Included</u> | | | | | | | | | | † <u>Required</u> For All Ceiling Drops | | ‡ <u>Required</u> For Each Connection | | TOTAL: |

OCCC TERMS & CONDITIONS

- On-site orders are subject up to a 50% price increase over base rates.
 - Payment in full and a scaled diagram indicating the number and location of outlets, including the booth's dimensions and neighboring booth/aisle numbers MUST be included before services are provided. Rates are based on when payment and floor plan is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
 - OCCC electricians will not branch power and are not responsible for power distribution installed by others. Exhibitors and/or EACs are permitted to branch power in the booth.
 - Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates. All cancellations and/or modifications to orders are subject to a \$35.00 Administration Fee if a refund is required.
 - Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk. The Center will not refund overpayments, except sales tax, in an amount less than \$15.00, unless specifically requested in writing.
 - Labor charges may apply for service calls.
- Exhibitors are permitted to install all plug rentals. If an electrician is needed, one may be provided.

FOR OFFICE USE ONLY

EVENT: **KnowledgeFest Orlando**

BOOTH #: _____

EXHIBITING COMPANY: _____

BOOTH SIZE: _____

X

****An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission****

| This Order Is: <input type="checkbox"/> Original or <input type="checkbox"/> A Revision | | Incentive Rate If Ordered & Paid By: | | | | Base Rate If Ordered Or Paid On/After: | | | | On-Site Rates Start: |
|---|--|--------------------------------------|-------------|-----------|--------------------|--|-------------|------------|--------------------|----------------------|
| Quantity | Item Description | May 19th, 2022 | | | | May 20th, 2022 | | | | June 9th, 2022 |
| Ceiling Only | | Cost | Utility Tax | Sales Tax | Unit Price | Cost | Utility Tax | Sales Tax | Unit Price | Subtotal |
| 220V Services (Single Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below | | | | | | | | | | |
| | 220V 20 Amp Single Phase* | \$414.51 | \$41.45 | \$26.94 | \$482.90 | \$663.40 | \$66.34 | \$43.12 | \$772.86 | |
| | 220V 30 Amp Single Phase* | \$544.15 | \$54.42 | \$35.37 | \$633.93 | \$871.59 | \$87.16 | \$56.65 | \$1,015.40 | |
| | 220V 40 Amp Single Phase* | \$703.14 | \$70.31 | \$45.70 | \$819.16 | \$1,123.31 | \$112.33 | \$73.02 | \$1,308.66 | |
| | 220V 50 Amp Single Phase* | \$876.32 | \$87.63 | \$56.96 | \$1,020.91 | \$1,403.44 | \$140.34 | \$91.22 | \$1,635.01 | |
| | 220V 60 Amp Single Phase* | \$1,056.13 | \$105.61 | \$68.65 | \$1,230.39 | \$1,690.19 | \$169.02 | \$109.86 | \$1,969.07 | |
| | 220V 80 Amp Single Phase* | \$1,375.05 | \$137.51 | \$89.38 | \$1,601.93 | \$2,200.28 | \$220.03 | \$143.02 | \$2,563.33 | |
| | 220V 100 Amp Single Phase* | \$1,757.37 | \$175.74 | \$114.23 | \$2,047.34 | \$2,813.51 | \$281.35 | \$182.88 | \$3,277.74 | |
| | 220V 150 Amp Single Phase* | \$2,389.54 | \$238.95 | \$155.32 | \$2,783.81 | \$3,822.30 | \$382.23 | \$248.45 | \$4,452.98 | |
| | 220V 200 Amp Single Phase* | \$3,188.25 | \$318.83 | \$207.24 | \$3,714.31 | \$5,101.77 | \$510.18 | \$331.62 | \$5,943.56 | |
| | 220V 400 Amp Single Phase* | \$6,375.56 | \$637.56 | \$414.41 | \$7,427.53 | \$10,202.61 | \$971.68 | \$663.17 | \$11,837.46 | |
| 380V Services (Single Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below | | | | | | | | | | |
| | 380V 20 Amp Single Phase* | \$442.90 | \$44.29 | \$28.79 | \$515.98 | \$709.77 | \$70.98 | \$46.14 | \$826.88 | |
| | 380V 30 Amp Single Phase* | \$582.96 | \$58.30 | \$37.89 | \$679.15 | \$934.05 | \$93.41 | \$60.71 | \$1,088.17 | |
| | 380V 40 Amp Single Phase* | \$751.41 | \$75.14 | \$48.84 | \$875.39 | \$1,201.87 | \$120.19 | \$78.12 | \$1,400.18 | |
| | 380V 50 Amp Single Phase* | \$937.83 | \$93.78 | \$60.96 | \$1,092.57 | \$1,501.86 | \$150.19 | \$97.62 | \$1,749.67 | |
| | 380V 60 Amp Single Phase* | \$1,128.06 | \$112.81 | \$73.32 | \$1,314.19 | \$1,806.59 | \$180.66 | \$117.43 | \$2,104.68 | |
| | 380V 80 Amp Single Phase* | \$1,471.58 | \$147.16 | \$95.65 | \$1,714.39 | \$2,652.63 | \$265.26 | \$172.42 | \$3,090.31 | |
| | 380V 100 Amp Single Phase* | \$1,880.40 | \$188.04 | \$122.23 | \$2,190.67 | \$3,009.39 | \$300.94 | \$195.61 | \$3,505.94 | |
| | 380V 150 Amp Single Phase* | \$2,389.54 | \$238.95 | \$155.32 | \$2,783.81 | \$3,822.30 | \$382.23 | \$248.45 | \$4,452.98 | |
| | 380V 200 Amp Single Phase* | \$3,188.25 | \$318.83 | \$207.24 | \$3,714.31 | \$5,101.77 | \$510.18 | \$331.62 | \$5,943.56 | |
| | 380V 400 Amp Single Phase* | \$6,375.56 | \$637.56 | \$414.41 | \$7,427.53 | \$10,202.61 | \$1,020.26 | \$663.17 | \$11,886.04 | |
| 380V Services (Three Phase) *Plug Rental Charge is Automatically Added Unless Otherwise Noted Below | | | | | | | | | | |
| | 380V 20 Amp Three Phase* | \$682.31 | \$68.23 | \$44.35 | \$794.89 | \$1,090.19 | \$109.02 | \$70.86 | \$1,270.07 | |
| | 380V 30 Amp Three Phase* | \$971.91 | \$97.19 | \$63.17 | \$1,132.28 | \$1,558.64 | \$155.86 | \$101.31 | \$1,815.82 | |
| | 380V 40 Amp Three Phase* | \$1,298.39 | \$129.84 | \$84.40 | \$1,512.62 | \$2,076.29 | \$207.63 | \$134.96 | \$2,418.88 | |
| | 380V 50 Amp Three Phase* | \$1,622.05 | \$162.21 | \$105.43 | \$1,889.69 | \$2,594.90 | \$259.49 | \$168.67 | \$3,023.06 | |
| | 380V 60 Amp Three Phase* | \$1,942.86 | \$194.29 | \$126.29 | \$2,263.43 | \$3,113.49 | \$311.35 | \$202.38 | \$3,627.22 | |
| | 380V 80 Amp Three Phase* | \$2,594.90 | \$259.49 | \$168.67 | \$3,023.06 | \$4,157.33 | \$415.73 | \$270.23 | \$4,843.29 | |
| | 380V 100 Amp Three Phase* | \$3,245.99 | \$324.60 | \$210.99 | \$3,781.58 | \$5,193.58 | \$519.36 | \$337.58 | \$6,050.52 | |
| | 380V 150 Amp Three Phase* | \$4,126.08 | \$412.61 | \$268.20 | \$4,806.88 | \$6,602.68 | \$660.27 | \$429.17 | \$7,692.12 | |
| | 380V 200 Amp Three Phase* | \$5,502.08 | \$550.21 | \$357.64 | \$6,409.92 | \$8,804.85 | \$880.49 | \$572.32 | \$10,257.65 | |
| | 380V 400 Amp Three Phase* | \$12,751.14 | \$1,275.11 | \$828.82 | \$14,855.08 | \$20,402.39 | \$2,040.24 | \$1,326.16 | \$23,768.78 | |
| Select Any Related and/or Required Services | | | | | | | | | | |
| REQUIRED | Ceiling Drop Charge† | | | | \$288.86 | | | | \$427.77 | |
| | 20 - 30 Amp Connection Plug‡ | \$92.02 | | \$5.98 | \$98.00 | \$92.02 | | \$5.98 | \$98.00 | |
| | 40 - 60 Amp Connection Plug‡ | \$92.02 | | \$5.98 | \$98.00 | \$92.02 | | \$5.98 | \$98.00 | |
| | 80 - 100 Amp Connection Plug‡ | \$92.02 | | \$5.98 | \$98.00 | \$92.02 | | \$5.98 | \$98.00 | |
| | 150 - 200 Amp Connection‡ | \$165.26 | | \$10.74 | \$176.00 | \$165.26 | | \$10.74 | \$176.00 | |
| | 400 Amp Connection‡ | \$183.10 | | \$11.90 | \$195.00 | \$183.10 | | \$11.90 | \$195.00 | |
| <input type="checkbox"/> | CHECK HERE IF NO PLUG RENTAL NEEDED | | | | | | | | | |
| *Labor, Placement & 24-Hour Power <u>Included</u> | | † <u>Required</u> For All Orders | | | | ‡ <u>Required</u> For Each Connection | | | | TOTAL: |

OCCC TERMS & CONDITIONS

- On-site orders are subject up to a 50% price increase over base rates.
- Payment in full and a scaled diagram indicating the number and location of outlets, including the booth's dimensions and neighboring booth/aisle numbers MUST be included before services are provided. Rates are based on when payment and floor plan is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- OCCC electricians will not branch power and are not responsible for power distribution installed by others. Exhibitors and/or EACs are permitted to branch power in the booth.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates. All cancellations and/or modifications to orders are subject to a \$35.00 Administration Fee if a refund is required.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk. The Center will not refund overpayments, except sales tax, in an amount less than \$15.00, unless specifically requested in writing.
- Labor charges may apply for service calls.
- Exhibitors are permitted to install all plug rentals. If an electrician is needed, one may be provided.
- All prices are subject to change without notice.

FOR OFFICE USE ONLY

EVENT: **KnowledgeFest Orlando**

BOOTH #: _____

EXHIBITING COMPANY: _____

BOOTH SIZE: _____ X _____

****An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission****

| This Order Is: <input type="checkbox"/> Original or <input type="checkbox"/> A Revision | | | Incentive Rate If Ordered & Paid By: | | | | Base Rate If Ordered Or Paid On/After: | | | | On-Site Rates Start: |
|---|--|---|---|-------------|-----------|---|---|-------------|-----------|------------|----------------------|
| Quantity Item Description | | | May 19th, 2022 | | | | May 20th, 2022 | | | | June 9th, 2022 |
| | | | Cost | Utility Tax | Sales Tax | Unit Price | Cost | Utility Tax | Sales Tax | Unit Price | Subtotal |
| P L U M B I N G | | Water Service Connection* 1/2 FPT Service Outlet | \$200.08 | \$20.01 | \$13.01 | \$233.09 | \$322.65 | \$32.27 | \$20.97 | \$375.89 | |
| | | Drain Service Connection* 1/2 FPT Service Outlet | \$179.43 | | \$11.66 | \$191.09 | \$285.92 | | \$18.58 | \$304.50 | |
| | | Water Fill & Drain* 1-500 Gallons | \$244.24 | \$24.42 | \$15.88 | \$284.54 | \$393.86 | \$39.39 | \$25.60 | \$458.85 | |
| | | Water Fill & Drain* Each Additional 100 Gallons | \$35.14 | \$3.51 | \$2.28 | \$40.94 | \$61.28 | \$6.13 | \$3.98 | \$71.39 | |
| | | 30 Gallon Hot Water Heater* | \$333.24 | | \$21.66 | \$354.90 | \$499.85 | | \$32.49 | \$532.34 | |
| | | 80 Gallon Hot Water Heater* Quick Recovery Type | \$887.25 | | \$57.67 | \$944.92 | \$1,064.70 | | \$69.21 | \$1,133.91 | |
| | | 120 Gallon Hot Water Heater* Quick Recovery Type | \$1,264.00 | | \$82.16 | \$1,346.16 | \$1,516.80 | | \$98.59 | \$1,615.39 | |
| | | Single Beauty Sink* with Hot Water Heater | \$346.05 | | \$22.49 | \$368.54 | \$517.60 | | \$33.64 | \$551.24 | |
| | | Single Utility Sink* with Hot Water Heater | \$346.05 | | \$22.49 | \$368.54 | \$517.60 | | \$33.64 | \$551.24 | |
| | | Single Utility Sink* without Hot Water Heater | \$244.50 | | \$15.89 | \$260.39 | \$369.72 | | \$24.03 | \$393.75 | |
| G A S S | | Triple Kitchen Sink* with Hot Water Heater & Disposal | \$758.16 | | \$49.28 | \$807.44 | \$1,106.20 | | \$71.90 | \$1,178.10 | |
| | | Air Service Connection* 1/2 FPT Service Outlet, 90 PSI max. (if greater PSI is needed, please contact us) | \$292.96 | | \$19.04 | \$312.00 | \$399.59 | | \$25.97 | \$425.56 | |
| | | LP (Liquid Propane) Gas* 5lb Tank | \$65.29 | \$6.53 | \$4.24 | \$76.06 | \$79.50 | \$7.95 | \$5.17 | \$92.62 | |
| | | Natural Gas Connection† 1 - 50,000 BTUs Hook-Up | \$269.47 | \$26.95 | \$17.52 | \$313.93 | Only Available in West Hall B and the N/S Building. To Ensure Proper Permitting And Installation, All Natural Gas Orders Must Be Placed (21) Days Prior To The First Move-In Date | | | | |
| | | Natural Gas - additional BTUs† Additional 50,000 BTUs Hook-Up | \$129.34 | \$12.93 | \$8.41 | \$150.68 | | | | | |
| | Ceiling Drop For Natural Gas Order Required For All Natural Gas Orders | Must Be Included In Total For All Natural Gas Orders | | | | \$288.86 | | | | \$427.77 | |
| * Labor & Placement <u>Included</u> , Only Available From Floor | | | † <u>Requires</u> A Ceiling Drop Charge | | | ‡ Installation, Removal, Electricity, & (1) Focus <u>Included</u> | | | TOTAL: | | |

OCCC TERMS & CONDITIONS

Water/Drain Connection includes one (1) connection to the exhibitor's equipment. Charges will apply for additional connections. OCCC will not branch/split water or drain. OCCC is not responsible for plumbing distribution installed by others.

- Gas price includes one (1) connection to the exhibitor's equipment. Charges will apply for additional connections. OCCC will not branch/split gas. OCCC is not responsible for gas distribution installed by others. All gas will be removed or shut off one (1) hour after the close of each day. LP gas price includes hook-up and dismantle of tank each day.
- Pressure may vary. OCCC cannot guarantee minimum and/or maximum pressure. If pressure is critical, please contact OCCC Exhibitor Services.
- The OCCC's cable tv service includes both non-HD and HD service. Your TV must be equipped with an HD Digital Tuner to get HD channels. If your TV does not have an HD Digital Tuner, you will only be able to view non-HD channels. Please contact us if you have questions about cable TV service.
- Par can refocusing is subject to labor charges.
- On-site orders are subject up to a 50% price increase over base rates.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Payment in full MUST be paid before services are provided. Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- All prices are subject to change without notice.

FOR OFFICE USE ONLY



**SERVICE PLACEMENT
DIAGRAM FORM**

EVENT: **KnowledgeFest Orlando**

BOOTH #: _____

EXHIBITING COMPANY: _____

BOOTH SIZE: _____ X _____

ORDER CONTACT NAME: _____

PHONE: _____ **FAX:** _____

EMAIL: _____

BACK OF BOOTH - ADJACENT BOOTH OR AISLE # _____

**ADJACENT
BOOTH OR
AISLE #:**

**ADJACENT
BOOTH OR
AISLE #:**

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

FRONT OF BOOTH - AISLE # _____

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:



Orange County Convention Center
Exhibitor Services

Orlando



OCCC RIGGING & HANGING SIGN LABOR

EVENT: **KnowledgeFest Orlando**

| | | | |
|--|--|----------------------------------|---|
| E X H I B I T O R | EXHIBITING COMPANY: _____ | | BOOTH #: _____ |
| | PHONE: _____ | FAX: _____ | BOOTH SIZE: _____ X _____ |
| | ADDRESS: _____ | | BOOTH TYPE: |
| | CITY: _____ | STATE: _____ | <input type="checkbox"/> INLINE <input type="checkbox"/> ISLAND |
| | ZIP CODE/PROVIDENCE: _____ | COUNTRY: _____ | <input type="checkbox"/> PENINSULA <input type="checkbox"/> OTHER |
| B I L L I N G | BILL-TO COMPANY (IF DIFFERENT): _____ | | I AM: |
| | RIGGING CONTACT NAME: _____ | | <input type="checkbox"/> THE EXHIBITOR |
| | ADDRESS: _____ | | <input type="checkbox"/> A 3RD PARTY (EAC/I&D): |
| | CITY: _____ | STATE: _____ | |
| | ZIP CODE/PROVIDENCE: _____ | COUNTRY: _____ | |
| | PHONE: _____ | FAX: _____ | |
| RIGGING CONTACT EMAIL: _____ | | EMAIL FOR INVOICES: _____ | |

N • A CREDIT CARD ON FILE with an OCCC Method of Payment form is REQUIRED for all rigging orders. The credit card will initially be charged for the Initial Rigging Charge and any additional charges for labor or hardware needed to suspend items will be charged separately to the credit card.

O • After your sign is assembled and ready to be hung, an AUTHORIZED SIGNER from your OCCC Method of Payment form must visit the OCCC Exhibitor Services service desk to sign rigging paperwork. Rigging orders are handled in the order in which the paperwork is signed-off at the OCCC Exhibitor Services service desk and/or at the discretion of the OCCC. Dates of installation will vary depending on the quantity of orders and move-in days. If a specific install or strike time is required, the exhibitor must order a

I Dedicated Rigging Team.

C

E

| Rigging Labor | Incentive Rate If Ordered & Paid By: | Base Rate If Ordered Or Paid On/After: |
|--|--|--|
| | May 19th, 2022 | May 20th, 2022 |
| Initial Rigging Charge, Three-Rigger Team, First Hour In & Out | \$608.58 <input type="checkbox"/> Select | \$884.44 <input type="checkbox"/> Select |
| Additional Rigging Labor, Per Rigger, Per Hour | \$101.43 | \$147.74 |
| Holiday or Overtime (After 8 Hours), Per Rigger, Per Hour | \$152.15 | \$221.60 |

REQUESTED RIGGING INSTALL DATE: _____ **REQUESTED RIGGING STRIKE DATE:** _____

DESCRIPTION OF ITEM(S): _____ **DOES THIS ITEM REQUIRE:**

SIZE: _____ **WEIGHT:** _____ **QUANTITY:** _____ ☐ POWER

REQUESTED HEIGHT FROM FLOOR TO TOP OF SUSPENDED ITEM: _____ ☐ OCCC TRUSS OR MOTORS

TYPE OF MATERIAL (WOOD, VINYL, CLOTH, STEEL, ETC.): _____

DOES THE SUSPENDED ITEM HAVE A BOTTOM? ☐ YES ☐ NO **IF YES, PROVIDE THE BOTTOM DIMENSIONS:** _____

ADDITIONAL COMMENTS: _____

OCCC RIGGING TERMS & CONDITIONS

- The OCCC is not responsible for any rigging items (banners, signs, etc.) left in the booth during move-out if the exhibitor is not present.
- OCCC does not assemble item(s). Assembly must be completed by the exhibitor.
- After eight (8) hours or on holidays, overtime rates (time and 1/2 per hour) apply.
- OCCC's Rigging department is subject to the Show Manager's rules and policies.
- There may be additional charges for aerial lifts used to suspend items. There is a charge when used for other purposes.
- All rigging orders are subject to the approval by the OCCC and must be installed, removed and supervised by OCCC personnel.
- Only rated rigging hardware is permitted. Rigging hardware is available through the OCCC at an additional charge (truss, hoists, aircraft cable, ropes, etc.)
- Signs and/or truss exceeding 100 lbs. will require a chain hoist.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Orders received on site are subject up to a 50% price increase over base rates.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- OCCC does not accept purchase orders (POs). All prices are subject to change without notice.

FOR OFFICE USE ONLY

EVENT: KnowledgeFest Orlando

Contact us for quantity discounts!
Save on transportation/freight charges and costly downtime!

| Item Description | Incentive Rate If Ordered & Paid By: | | | Base Rate If Ordered Or Paid On/After: | | |
|--|--------------------------------------|-----------|-----------------------|--|--------------------|-----------------------|
| | May 19th, 2022 | | | May 20th, 2022 | | |
| | Cost | Sales Tax | Unit Price | Cost | Sales Tax | Unit Price |
| CM Lodestar Chain Hoist, Electric, 1/4 Ton* | \$315.00 | \$20.48 | \$335.48 | \$472.50 | \$30.71 | \$503.21 |
| CM Lodestar Chain Hoist, Electric, 1/2 Ton* | \$315.00 | \$20.48 | \$335.48 | \$472.50 | \$30.71 | \$503.21 |
| CM Lodestar Chain Hoist, Electric, 1 Ton* | \$315.00 | \$20.48 | \$335.48 | \$472.50 | \$30.71 | \$503.21 |
| CM Lodestar Chain Hoist, Electric, 2 Ton* | \$315.00 | \$20.48 | \$335.48 | \$472.50 | \$30.71 | \$503.21 |
| Rotating Motor, 100lb Capacity* | \$180.28 | \$11.72 | \$192.00 | \$270.42 | \$17.58 | \$288.00 |
| Rotating Motor, 200lb Capacity* | \$210.32 | \$13.67 | \$223.99 | \$271.42 | \$17.64 | \$289.06 |
| Rotating Motor, 500lb Capacity* | \$399.58 | \$25.97 | \$425.55 | \$539.43 | \$35.06 | \$574.49 |
| Truss Is Available In Silver or Black | | | | | | |
| Thomas Aluminium Truss, 12" x 12" x 2' | \$56.10 | \$3.65 | \$59.75 | \$84.16 | \$5.47 | \$89.63 |
| Thomas Aluminium Truss, 12" x 12" x 2.5' | \$56.10 | \$3.65 | \$59.75 | \$84.16 | \$5.47 | \$89.63 |
| Thomas Aluminium Truss, 12" x 12" x 3' | \$56.10 | \$3.65 | \$59.75 | \$84.16 | \$5.47 | \$89.63 |
| Thomas Aluminium Truss, 12" x 12" x 4' | \$56.10 | \$3.65 | \$59.75 | \$84.16 | \$5.47 | \$89.63 |
| Thomas Aluminium Truss, 12" x 12" x 5' | \$56.10 | \$3.65 | \$59.75 | \$84.16 | \$5.47 | \$89.63 |
| Thomas Aluminium Truss, 12" x 12" x 6' | \$67.33 | \$4.38 | \$71.71 | \$100.99 | \$6.56 | \$107.55 |
| Thomas Aluminium Truss, 12" x 12" x 8' | \$72.93 | \$4.74 | \$77.67 | \$109.41 | \$7.11 | \$116.52 |
| Thomas Aluminium Truss, 12" x 12" x 10' | \$78.55 | \$5.11 | \$83.66 | \$117.82 | \$7.66 | \$125.48 |
| Thomas Aluminium Truss, 12" Corner Block | \$56.10 | \$3.65 | \$59.75 | \$84.16 | \$5.47 | \$89.63 |
| Thomas Aluminium Truss, 12" Grapple | \$42.35 | \$2.75 | \$45.10 | \$63.51 | \$4.13 | \$67.64 |
| Thomas Aluminium Truss, 12" Hingle Plate | \$72.93 | \$4.74 | \$77.67 | \$109.41 | \$7.11 | \$116.52 |
| Thomas Aluminium Truss, 20.5" x 20.5" x 2' | \$56.10 | \$3.65 | \$59.75 | \$84.16 | \$5.47 | \$89.63 |
| Thomas Aluminium Truss, 20.5" x 20.5" x 3' | \$56.10 | \$3.65 | \$59.75 | \$84.16 | \$5.47 | \$89.63 |
| Thomas Aluminium Truss, 20.5" x 20.5" x 4' | \$56.10 | \$3.65 | \$59.75 | \$84.16 | \$5.47 | \$89.63 |
| Thomas Aluminium Truss, 20.5" x 20.5" x 5' | \$56.10 | \$3.65 | \$59.75 | \$84.16 | \$5.47 | \$89.63 |
| Thomas Aluminium Truss, 20.5" x 20.5" x 6' | \$67.33 | \$4.38 | \$71.71 | \$100.99 | \$6.56 | \$107.55 |
| Thomas Aluminium Truss, 20.5" x 20.5" x 8' | \$78.55 | \$5.11 | \$83.66 | \$117.82 | \$7.66 | \$125.48 |
| Thomas Aluminium Truss, 20.5" x 20.5" x 10' | \$95.38 | \$6.20 | \$101.58 | \$143.07 | \$9.30 | \$152.37 |
| Thomas Aluminium Truss, 20.5" Corner Block | \$89.78 | \$5.84 | \$95.62 | \$134.65 | \$8.75 | \$143.40 |
| Thomas Aluminium Truss, 20.5" Grapple | \$42.35 | \$2.75 | \$45.10 | \$63.51 | \$4.13 | \$67.64 |
| Thomas Aluminium Truss, 20.5" Hingle Plate | \$89.78 | \$5.84 | \$95.62 | \$134.65 | \$8.75 | \$143.40 |
| Hardware | | | | | | |
| Airwall Hanger | \$21.00 | \$1.37 | \$22.37 / Week | \$31.50 | \$2.05 | \$33.55 / Week |
| All Thread | \$3.00 | \$0.20 | \$3.20 / Week | \$4.50 | \$0.30 | \$4.80 / Week |
| Barn Door | \$30.00 | \$1.95 | \$31.95 / Week | \$45.00 | \$2.93 | \$47.93 / Week |
| Batten or Water Pipe - Per Foot | \$3.00 | \$0.20 | \$3.20 / Week | \$4.50 | \$0.30 | \$4.80 / Week |
| Clamp - Beam | \$45.00 | \$2.93 | \$47.93 / Week | \$67.50 | \$4.39 | \$71.89 / Week |
| Clamp - Misc. | \$6.00 | \$0.39 | \$6.39 / Week | \$9.00 | \$0.59 | \$9.59 / Week |
| Deck Chain | \$10.00 | \$0.65 | \$10.65 / Week | \$15.00 | \$0.98 | \$15.98 / Week |
| Black Strap/Eye Bolt /Link Sub-Assembly/Turnbuckle/Rings | \$6.00 | \$0.39 | \$6.39 / Week | \$9.00 | \$0.59 | \$9.59 / Week |
| Nylon Sling or GAC Flex | \$15.00 | \$0.98 | \$15.98 / Week | \$20.00 | \$1.30 | \$21.30 / Week |
| Raw Wire - Per Foot | \$0.95 | \$0.07 | \$1.02 / Week | \$1.35 | \$0.09 | \$1.44 / Week |
| Rope | \$12.00 | \$0.78 | \$12.78 / Week | \$18.00 | \$1.17 | \$19.17 / Week |
| Sheave | \$21.00 | \$1.37 | \$21.37 / Week | \$31.50 | \$2.05 | \$33.55 / Week |
| Steel Point | \$10.00 | \$0.65 | \$10.65 / Week | \$15.00 | \$0.98 | \$15.98 / Week |
| Strand Vice | \$21.00 | \$1.37 | \$21.37 / Week | \$31.50 | \$2.05 | \$33.55 / Week |
| Truss Protector | \$1.00 | \$0.07 | \$1.07 / Week | \$1.00 | \$0.07 | \$1.07 / Week |

*Electricity Included

***Please note this page is not an order form. If you would like to rent any OCCC Rigging equipment (motor, truss, hardware) please contact our Rigging department at (407) 685-5555**

OCCC TERMS & CONDITIONS

- The OCCC requires a 25% deposit on all rigging equipment orders to secure equipment in our inventory.
- OCCC Rigging is responsible for assembling and installing all truss and motors.
- Signs and/or truss exceeding 100 lbs. will require a chain hoist.
- Only rated rigging hardware is permitted. Rigging hardware is available through the OCCC at an additional charge (aircraft cable, ropes, etc.).
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Orders received on site are subject up to a 50% price increase over base rates.
- All prices are subject to change without notice.

EVENT: **KnowledgeFest Orlando**

BOOTH #: _____

EXHIBITING COMPANY: _____

BOOTH SIZE: _____ X _____

****An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission****

| | | Incentive Rate If Ordered & Paid By: May 19th, 2022 | | | Base Rate If Ordered Or Paid On/After: May 20th, 2022 | | | On-Site Rates Start: June 9th, 2022 |
|--|------------------------------|--|-----------|------------|--|-----------|------------|--|
| Quantity | Item Description | Cost | Sales Tax | Unit Price | Cost | Sales Tax | Unit Price | Subtotal |
| | Aerial Par Can Light† | \$266.66 | \$17.34 | \$284.00 | \$450.00 | \$29.25 | \$479.25 | |
| | Overhead Lights Out, Per Pod | Per Show Management Approval | | \$55.00 | Per Show Management Approval | | \$75.00 | |
| †Installation, Removal, Electricity, & (1) Focus <u>Included</u> | | | | | | | | TOTAL: |

†Installation, Removal, Electricity, & (1) Focus Included

TO EXPEDITE THE INSTALLATION OF PAR CANS, PLEASE NOTATE BELOW WHERE YOU WOULD LIKE THE PAR CAN(S) TO BE AIMED:

BACK OF BOOTH - ADJACENT BOOTH OR AISLE # _____

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

ADJACENT BOOTH
OR AISLE #:

ADJACENT BOOTH
OR AISLE #:

FRONT OF BOOTH - AISLE # _____

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:

OCCC TERMS & CONDITIONS

- Par can refocusing is subject to labor charges.
- On-site orders are subject up to a 50% price increase over base rates.
- Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- All prices are subject to change without notice.

FOR OFFICE USE ONLY

EVENT: **KnowledgeFest Orlando**

BOOTH #: _____

EXHIBITING COMPANY: _____

BOOTH SIZE: _____ X _____

****An OCCC Method Of Payment Form Must Be Included To Complete Your Order Submission****

| Quantity | Item Description | Incentive Rate If Ordered & Paid By: May 19th, 2022 | | | Base Rate If Ordered Or Paid On/After: May 20th, 2022 | | | On-Site Rates Start: June 9th, 2022 |
|--|--|---|-----------|-----------------|---|-----------|-----------------|--|
| | | Cost | Sales Tax | Unit Price | Cost | Sales Tax | Unit Price | Subtotal |
| | HD Cable TV Service* Digital Tuner Required for HD Service | \$300.00 | \$38.16 | \$338.16 | \$300.00 | \$38.16 | \$338.16 | |
| <i>*Labor, Installation & Removal Included</i> | | | | | | | | TOTAL: |

CABLE TV SERVICE IS DROPPED FROM THE CEILING. PLEASE NOTATE BELOW WHERE TO STAGE THE CABLE TV LINE DROP:

BACK OF BOOTH - ADJACENT BOOTH OR AISLE # _____

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

ADJACENT BOOTH
OR AISLE #:

ADJACENT BOOTH
OR AISLE #:

FRONT OF BOOTH - AISLE # _____

SPECIAL INSTRUCTIONS / COMMENTS / NOTES:

OCCC TERMS & CONDITIONS

- OCCC's cable tv service includes both non-HD and HD service. Your TV must be equipped with an HD Digital Tuner to get HD channels. If your TV does not have an HD Digital Tuner, you will only be able to view non-HD channels. Please contact us if you have questions about cable TV service.
- Orders received on site are subject up to a 50% price increase over base rates. Rates are based on when payment is received by OCCC. Orders without payment will NOT be processed and service will be withheld.
- Modifications or additions to incentive rate orders received after the incentive deadline are subject to base or onsite rates.
- Refunds for issues or unused services will not be considered unless filed by the exhibitor before the close of show at the OCCC Service Desk.
- Labor charges may apply for service calls.
- All prices are subject to change without notice.

FOR OFFICE USE ONLY

EVENT: **KnowledgeFest Orlando** BOOTH #: _____
EXHIBITING COMPANY: _____ BOOTH SIZE: _____ X _____
AGREEMENT CONTACT NAME: _____
PHONE: _____ FAX: _____
EMAIL: _____

****To Complete This Agreement You Must Include an OCCC Method Of Payment Form With Your Submission****

The undersigned agrees to the following rules. By doing so, the undersigned is permitted to utilize lighter-than-air (helium, etc.) devices, balloons, inflatables or displays, per Show Management rules, inside the Orange County Convention Center:

1. Distribution or sale of lighter-than-air objects will not be permitted. The use of a lighter-than-air object in your booth requires Show Management approval.
2. Helium (or other compressed gas) tanks can not be stored on the exhibit floor. Secure storage outside the facility must be arranged through show management and the Center.
3. All lighter-than-air objects must be properly tethered.
4. All items must be removed from the Convention Center property at the close of the event.
5. Retrieval costs for any escaped lighter-than-air object will be charged at the rate of \$100.00 per item. An open credit card invoice will be held at the Exhibitor Services Desk to cover any retrieval costs.

A credit card will be charged in the event of escaped objects. Requests without a Method of Payment form will be rejected. OCCC reserves the right to decline any card-not-present credit card transaction at its discretion.

SIGNATURE: _____ DATE: _____

EVENT: **KnowledgeFest Orlando**

BOOTH #: _____

EXHIBITING COMPANY: _____

I AM:

ORDER CONTACT NAME: _____

☐ THE EXHIBITOR

PHONE: _____ **FAX:** _____

☐ AN EAC/I&D: _____

ORDER CONTACT EMAIL: _____

☐ OTHER: _____

Complete and sign this form if you intend to conduct ANY of the following activities within your exhibit space. Cooking, open flame and gas appliances require Fire Marshal approval in advance. Introduction of a hazard deemed unsafe or out of the ordinary (i.e. grease-laden vapors, flammable liquids or gases), by the Orange County Fire Rescue Department may require a firewatch. Please consult your exhibitor kit for all OCCC and Orange County Fire Rescue's terms and conditions.

Additional Information:

- A 2A40 B.C. fire extinguisher (5 lb. ABC) with a current tag from a licensed fire extinguisher contractor, must be in the exhibit booth for any gas appliances, cooking or open flame. The fire extinguisher must be located no more than thirty feet (30') from any cooking, open flame or heat producing appliance.
- If a fire extinguisher is necessary for your booth, you may rent one from OCCC Exhibitor Services for \$35.00.
- Provide a four-foot (4') space or barrier to separate the attendees or general public from a cooking, open flame or heat producing appliance.
- LP Gas (i.e. propane, butane) and Natural Gas may be ordered via Exhibitor Services only after approval from the Orange County Fire Marshal. The amount of LP Gas permitted in the building is limited to a nominal 5 lb. container.
- Please indicate, which appliance(s), if any, need to be left operating overnight.
- Please contact the Orange County Fire Marshal at (407) 685-9811 with any questions.

Please Check All That Apply To Your Booth/Exhibit:

- ☐ "Sterno" or other jellied fuels (must be used in a device designed to prevent fuel from tipping over)
- ☐ Candle (only votive or hurricane-enclosed, self-extinguishing candles are permitted)
- ☐ Deep Fryer: ☐ Electric ☐ Gas Specify Well Dimensions: _____
- ☐ Range or Cook Top: ☐ Electric ☐ Gas Specify Range Cooking Area Dimensions: _____
- ☐ Grill or Griddle: ☐ Electric ☐ Gas Specify Grill or Griddle Cooking Area Dimensions: _____
- ☐ Chain Broiler: ☐ Electric ☐ Gas Specify Chain Broiler Cooking Area Dimensions: _____
- ☐ Fireplace: ☐ Electric ☐ Gas ☐ Wood Specify Vent Type: ☐ Vented ☐ Ventless
- ☐ Fog/Haze
- ☐ Other Heat Producing or Gas Operated Device. Please describe and/or attached appliance literature, including UL listing information:

I, the undersigned, acknowledge and agree to all OCCC and Orange County Fire Rescue Terms & Conditions:

SIGNATURE: _____

DATE: _____



MULTI-LEVEL & COVERED
BOOTH APPLICATION

EVENT: **KnowledgeFest Orlando**

EXHIBITING COMPANY: _____

NAME OF EAC / DESIGN FIRM: _____

CONTACT NAME: _____

PHONE: _____ FAX: _____

CONTACT EMAIL: _____

SQUARE FOOTAGE OF BOOTH/EXHIBIT: _____

SQUARE FOOTAGE OF COVER: _____

STAIR RISE & TREAD: _____ GUARD RAIL MEASUREMENTS: _____

COMMENTS: _____

BOOTH #: _____

BOOTH SIZE: _____ X _____

BOOTH TYPE:

☐ MULTI-LEVEL ☐ COVERED

I AM:

☐ THE EXHIBITOR

☐ AN EAC/I&D: _____

☐ OTHER: _____

Please consult the OCCC Multi-Level & Covered Booth Guidelines in your exhibitor kit for complete information regarding multi-level and covered booths. All booths must be constructed as required by all applicable codes and standards.

Orange County Fire Rescue Department requires firewatch personnel for:

- All multi-level booths and exhibits regardless of square footage, unless a sprinkler system is installed
- All other covered booths and exhibits exceeding three hundred (300) square feet.

COVERED BOOTH, EXHIBITS, TENT & THEATRE DEFINED: To place something over or upon an exhibit or portion of an exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a "covered" exhibit is not occupiable.

- Covered Booth/Exhibits 299 square feet or less: Firewatch not required
- Covered Booth/Exhibits 300 - 1000 square feet (maximum): Firewatch REQUIRED

MULTI-LEVEL BOOTH DEFINED: To construct a level or tier atop an exhibit or portion of an exhibit, to be occupied by one (1) or more persons.

- Multi-Level Booth/Exhibits 299 square feet or less: Firewatch and one (1) stair REQUIRED
- Multi-Level Booth/Exhibits 300 - 900 square feet (maximum): Firewatch and two (2) stairs REQUIRED

Please send the completed form back to:

Orange County Convention Center Attn: Event Management

Regular Mail: PO Box 691509, Orlando, FL 32869

Overnight: 9860 Universal Boulevard, Orlando, FL 32819

TO BE COMPLETED BY OCCC AND ORANGE COUNTY FIRE MARSHALL

EVENT MANAGER: _____ APPROVED: _____

OCCC RECEIVED: _____ NUMBER OF COPIES: _____ ☐ YES ☐ NO

DATE TO FIRE MARSHALL: _____ DATE RETURNED: _____ FIREWATCH REQUIRED: _____

PLANS REVIEWER: _____ ☐ YES ☐ NO

COMMENTS: _____

Electrical Conditions

1. All equipment regardless of source of power must comply with the National Electrical Code, and all Federal, State, and Local Safety Codes.
2. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
3. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors.
4. Under NO circumstances shall anyone other than an OCCC electrician make electrical connections to house equipment.
5. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work, and operation may be executed without a house electrician; however, all service connections and overload protection to such equipment must be made by a house electrician only.
6. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required.
7. All material and equipment furnished by the OCCC shall remain the property of the OCCC and shall be removed ONLY by the OCCC at the close of the show.
8. Unless otherwise directed, OCCC electricians are authorized to cut floor coverings to permit installation of service.
9. All 120V cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
10. The OCCC reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the OCCC.
11. Orders received during the incentive period will receive priority over base or on-site orders.
12. The exhibitor releases, waives and holds harmless the OCCC, its officers, employees and agents for any liability, claims, and damages arising out of any of the services or equipment provided herein. The exhibitor shall indemnify the OCCC for any bodily injury or property damage resulting from any negligent act or omission of the exhibitor, its officer, employees or agents.
13. Obstructions blocking utility floor boxes are subject to relocation as necessary.
14. The OCCC will charge time and materials for exhibitor or appointed contractor installed cords, which require troubleshooting and/or redistribution.
15. All electrical services are to be billed to the next greatest wattage or amperage (i.e. 15amp 208v single phase = 20amp 208v single phase).
16. The OCCC does not provide distribution panels. If an exhibitor orders "bulk power", the OCCC will not provide distribution panels to the exhibitor; they must provide their own.

Plumbing & Gases Conditions

1. Plumbing services are only available from the floor.
2. Compressed air pressure may vary. No guarantee can be made of minimum and maximum pressure. If pressure is critical, please contact Exhibitor Services at (407) 685-9824.
3. The OCCC will not branch/split gas from one location to another to achieve multiple locations. The OCCC is not responsible for gas distribution installed by others.
4. All gas will be removed or shut off one hour after the close of each day. LP gas prices include hook-up and dismantle of tank each day.
5. Labor charges will apply for service calls.
6. All equipment must comply with the Southern Building Code, all Federal, State, and local safety codes.
7. All material and equipment furnished by the OCCC shall remain the property of the OCCC and shall be removed ONLY by the OCCC at the close of show.
8. Unless otherwise directed, OCCC personnel are authorized to cut floor coverings to permit installation of service.

Additional Exhibitor Conditions

1. Claims will not be considered unless filed by the exhibitor at the OCCC Service Desk prior to the close of the show.
2. Freight deliveries, including, but not limited to: UPS, FedEx, RPS, GPS, etc. will not be accepted by the OCCC. Most carriers will not deliver to individual booths. Refer to your exhibitor manual or ask your show management for proper drayage instructions.
3. Adhesive-backed decals (stick-on) or similar items (except nametags) may not be distributed or used in the OCCC.
4. Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled or otherwise fastened to ceilings, walls, doors, windows, painted surfaces, or columns by exhibitors or their designee.
5. Cooking permits must be obtained from your exhibitor manual or show management, completed and accepted by the OCCC prior to any cooking activity. A 2A40 B.C. fire extinguisher must be in the booth, no more than thirty (30) feet from each cooking device. Exhibitor shall comply with all Orange County Health Department rules and regulations. Exhibits involving cooking or food preparation must provide a clean-up area or use those provided by show management. Disposal of cooking residue into the OCCC's drainage system is prohibited. Holding tanks for disposal of cooking residue (oil, grease, etc.) are required.
6. "Day tanks" of bottled gas may be used, during show hours, for cooking or demonstration purposes. Tanks must have a release valve and be removed from the OCCC, daily, at the close of event. At no time can tanks be stored in the OCCC. A 2A40 B.C. fire extinguisher must be in the booth, no more than thirty (30) feet from each cooking device.
7. Exhibits or displays, equipment, stock or supplies will not be allowed to enter or leave by way of the front entrances of the OCCC.
8. Fog, smoke and special effect equipment is restricted to water based chemicals. Approval must be obtained from show management and the Orange County Fire Rescue Services Department through OCCC Event Coordination. Fog, smoke and special effect equipment must not be operated in areas where the effect could enter adjacent spaces, e.g., exhibition hall entrances, concourses, etc.
9. Food and beverages are not permitted on premises unless purchased through the OCCC's Food Service Partners or as an approved exhibit by the legal manufacturer and/or distributor. Food or beverages may not be brought in or delivered to the OCCC for personal consumption. Exhibitors planning to distribute food and beverages, whether manufacturer or distributor, must make advance arrangements with the OCCC's Food Service Partners.
10. Hazardous Work Areas - During move-in and move-out, exhibition halls, loading docks, truck staging areas and service corridors are considered hazardous work areas. Alcoholic beverages, possession or use of controlled substances of any kind, horseplay, practical jokes, etc. are prohibited. Speeding or reckless use of vehicles or equipment is prohibited. Music or noise that may limit the audibility of back-up signals, fire alarms or emergency messages is prohibited. Children under 16 years of age are prohibited.
11. Holes may not be drilled, cored, or punched into any surfaces of the OCCC.
12. Multi-level and/or Covered Exhibits require firewatch personnel or an automatic extinguishing system and submittal of scaled, stamped plans. Guidelines are available through your exhibitor manual, show management or OCCC Event Management. Exhibitor will be charged for firewatch personnel per Orange County's fee schedules.
13. Painting signs, exhibits or other objects is not permitted in the OCCC.
14. Permits are required for booths and/or exhibitor activity that includes cooking, pyrotechnic, tent, welding or cutting and multi-level or covered booths or other potentially dangerous hazards. Each situation must be individually approved. Permit information may be obtained from your exhibitor manual, show management, or OCCC Event Coordination.
15. In compliance with the Florida Clean Air Act, Florida Statutes Sections 386.205 and 386.206, smoking is not permitted on any parts of the OCCC campus.
16. Static helium balloon displays are permitted after filing a Balloons Agreement with OCCC Exhibitor Services department. Helium balloons may not be used as giveaways. Helium tank storage inside the OCCC is prohibited.
17. Tape used on exhibition hall floors must be low residue resistant carpet tape (Polyken 105C or Renfrew #147) and low residue safety tape (Asiachem SST-736 or approved equivalent). All tape must be removed from the floor and disposed of immediately after the event.
18. Vehicles that remain in the exhibition hall as part of a display must have the battery cables disconnected. The gas tank must either be taped shut or have a lockable gas cap and may contain no more than one-fourth (1/4) tank or 10 (ten) gallons of fuel, whichever is less.

Exhibitors need to provide their own UL-Certified plug(s) for connecting equipment to the OCCC's electrical receptacle. If an exhibitor's electrical plug does not match the OCCC's electrical receptacle, the exhibitor will need a UL-Certified Connection Plug to connect to the OCCC's receptacle. If an exhibitor does not provide their own UL-Certified Connection Plug, the exhibitor must rent a UL-Certified Connection Plug from the OCCC for an additional charge. Exhibitors are responsible for leaving all rented UL-Certified Connection Plugs in their booth at the close of the event. **All missing plugs will result in a \$150 charge.** Below is a description of the type of electrical receptacles the OCCC's supplies based on amperage.

20 Amp Single Phase - two hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-20R**

Plug Needed for 208V: **NEMA L21-20P**

OCCC Receptacles for 277/480V: **NEMA L22-20R**

Plug Needed for 277/480V: **NEMA L22-20P**



20 Amp Three Phase - three hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-20R**

Plug Needed for 208V: **NEMA L21-20P**

OCCC Receptacles for 277/480V: **NEMA L22-20R**

Plug Needed for 277/480V: **NEMA L22-20P**

30 Amp Single Phase - two hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-30R**

Plug Needed for 208V: **NEMA L21-30P**

OCCC Receptacles for 277/480V: **L22-30R**

Plug Needed for 277/480V: **NEMA L22-30P**



30 Amp Three Phase - three hots, neutral and ground

OCCC Receptacles for 208V: **NEMA L21-30R**

Plug Needed for 208V: **NEMA L21-30P**

OCCC Receptacles for 277/480V: **L22-30R**

Plug Needed for 277/480V: **NEMA L22-30P**

60 Amp Single Phase - two hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 560P9W**

OCCC Receptacles for 277/480V: **Hubbell 560P7W**

60 Amp Three Phase - three hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 560P9W**

OCCC Receptacles for 277/480V: **Hubbell 560P7W**



100 Amp Single Phase - two hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 5100P9W**

OCCC Receptacles for 277/480V: **Hubbell 5100P7W**

100 Amp Three Phase - three hots, neutral and ground

OCCC Receptacles for 208V: **Hubbell 5100P9W**

OCCC Receptacles for 277/480V: **Hubbell 5100P7W**

Rental Price: \$98.00 (\$92.02 + \$5.98 tax)

150 - 200 Amp Single Phase - two hots, neutral and a ground.

OCCC Receptacles for 208/480V: **Camlock (2/0)**

150 - 200 Amp Three Phase - three hots, neutral and a ground.

OCCC Receptacles for 208/480V: **Camlock (2/0)**

Rental Price: \$176.00 (\$165.26 + \$10.74 tax)

200 - 400 Amp Single Phase - two hots, neutral and a ground.

OCCC Receptacles for 280/480V: **Camlock (4/0)**

200 - 400 Amp Three Phase - three hots, neutral and a ground.

OCCC Receptacles for 208/480V: **Camlock (4/0)**

Rental Price: \$195.00 (\$183.10 + \$11.90 tax)



The OCCC is the exclusive aerial rigging service provider for exhibitors. In order for the OCCC to provide the best possible service to our clients, the following aerial rigging guidelines are applicable to all exhibitors and/or exhibitor appointed contractors (EACs). The OCCC's Rigging department can be reached by phone (407) 685-5555 to assist with any questions in regards to aerial rigging.

1. The OCCC is the exclusive provider of aerial rigging services.
2. All rigging must conform to Show Management rules, regulations, and facility limitations.
3. The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building, walls, or decorative surfaces is not permitted.
4. All equipment, signs, products, etc. must be designed to suspend safely and in an appropriate condition to be suspended. A structural engineer's certification or seal of approval may be required under certain conditions.
5. All hardware is required to have a working load limit (WLL). Use only rated rigging hardware when constructing your sign. All hardware and equipment must be approved by the manufacturer for overhead suspension.
6. Rigging plots, drawings, blueprints or engineers certification (when requested) must be submitted to the OCCC Rigging department a MINIMUM of THREE WEEKS in advance of the first move-in day for your show and must include the location, the dimensions, the height above the floor to the top, and the weight of the suspended item. They must also show booth outline with aisles marked for reference.
7. All points where nylon slings are used will require a steel safety cable.
8. All assembly of equipment, signs, products, etc., is the responsibility of the exhibitor or exhibitor appointed contractor.
9. Any equipment, signs, products, etc. deemed to be unsafe for overhead suspension by the Orange County Convention Center Rigging Services Department will not be allowed. All signage is subject to on-site inspection for final approval.
10. A credit card must be placed on file with the Method of Payment form for any additional charges.
11. The OCCC does not accept purchase orders.
12. Actual time and date of rigging may vary during move-in and move-out of your show in order to reduce costs to you.
13. All orders for rigging will be handled in the order in which the paper work is signed off at the OCCC Exhibitor Services desk or at the discretion of the OCCC Rigging department.
14. If you are not flexible and need a DEFINITIVE DATE AND TIME, you need to order a Dedicated Rigging Team. The exhibitor will be charged a minimum of 4 hours up and 4 hours down times the number of riggers needed.
15. The OCCC is not responsible for any rigging items (banners, signs, etc.) left in the booth during move-out if the exhibitor is not present.

Seams:

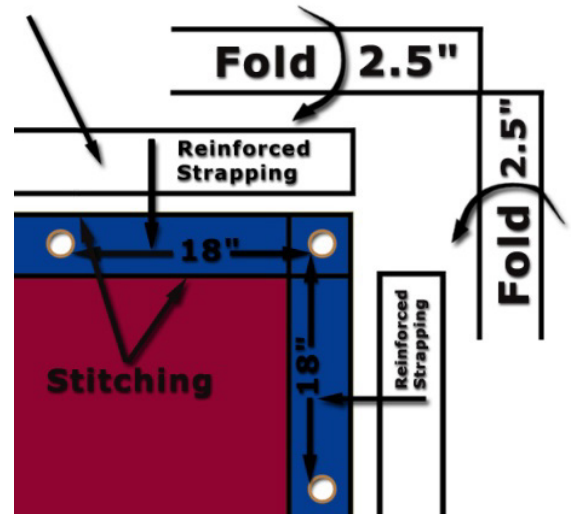
1. When using cloth material, seams need to be double stitched on the top and bottom.
2. Heat Seam is ONLY acceptable when hanging lightweight vinyl drape.
3. If the vinyl drape to be used as a drop down for a sign or banner, which would include a bottom batten to attach the foam core, sintra, or cloth/vinyl banner, the OCCC requires double stitching on the vinyl drape due to weight considerations and possible failure of the heat seam.

Adhesive:

1. Adhesive or glue tape is not acceptable due to the tendency of it to come loose under weight.
2. The use of any type of adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces (inside or outside) is NOT PERMITTED.

Hardware:

1. The manufacturer must rate all rigging hardware with a "Working Load Limit" (WLL).
2. The manufacturer of the rigging hardware must be legally liable for its products in the continental United States.
3. All wire rope slings 3/8" and larger must be certified and proof-tested (tested to twice its working load limit).
4. Flemish eye construction is preferred for all wire rope slings 3/8" and larger.
5. The OCCC Rigging department reserves the right to substitute hardware on a case-by-case basis at its discretion.



Cooking Information

A Cooking/Open Flame Agreement form must be obtained prior to any on-site cooking, and/or food warming activities on the premises. Cooking/Open Flame Agreement forms can be obtained via the OCCC Exhibitor Services division, which are then submitted for review and approval by the Orange County Fire Marshal's office.

The use of cooking appliances must be disclosed on the Cooking/Open Flame Agreement form. Each exhibit using cooking or food warming devices may be subject to an individual inspection. Cooking devices must be separated from the public by at least four feet, or by a substantial barrier between the devices and the public. In addition, a K-Class fire extinguisher must be in the cooking location, within thirty (30) feet of fryers and a 2A40BC fire extinguisher must be within thirty (30) feet of all cooking appliances. All fire extinguishers must be properly charged and tagged by a licensed fire extinguisher contractor.

Events involving cooking or food preparation must provide an appropriate number of utensil clean-up areas. Disposal of cooking residue into the OCCC drainage system is prohibited. Lessee shall provide holding tanks for disposal of all cooking residue (oil, grease, etc.) The OCCC has grease barrels and portable sink units available at the prevailing rates. Lessee shall also comply with all Orange County Health Department rules and regulations.

Permitted Cooking Appliances Must Meet The Following Conditions:

- Equipment fueled by small heat sources (such as sterno).
- Flaming sword or other equipment involving open flames and flaming dishes provided that precautions (subject to the approval of the Orange County Fire Marshal) are taken. Prior approval from the Orange County Fire Marshal is required.
- Portable butane-fueled appliances (listed and approved for commercial use) with a maximum of two 10 oz. non-refillable containers. **Please Note:** The containers must be connected directly to the appliance. Manifolding of the cylinders is not permitted. The maximum number of stored butane containers is limited to 24. Prior approval from the Orange County Fire Marshal is required.
- Listed and approved ventless self-contained exhaust systems with an automatic suppression system that complies with NFPA 96 *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*. Prior approval from the Orange County Fire Marshal is required.
- Cooking Appliances that Require Automatic Suppression and/or Flue Connection:
 - Fryers
 - Grills, Ranges, Griddles, Broilers, Chain-broilers
 - Ovens

Please Note: A firewatch may be provided in lieu of automatic suppression and/or flue connection with prior approval from the Orange County Fire Marshal.

Covered Booth Guidelines (Less than 300 Square Feet)

Please See Multi Level Guidelines Information Sheet

Facility Emergency Equipment

- Fire fighting and emergency equipment may not be hidden or obstructed, including fire extinguishers, strobes, fire hose cabinets and standpipes.
- All emergency exits, hallways and aisles leading from the OCCC must be kept clear and unobstructed.
- Fire lanes must be maintained at all times on the loading dock.

Flame Resistance Information

- All woodwork, stage scenery, furnishings, decorations and sets used upon a working permanent or temporary stage, or within an exhibit, shall be coated or treated by approved methods to render them flame resistant.
- All fabrics, films, draperies, curtains and similar furnishings must be flame resistant as demonstrated by testing in accordance with NFPA 701 Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.
- Acoustical and decorative material including, but not limited to, cotton, foamed plastic, hay, paper, straw, wood chips, mulch, split bamboo and thatch must be treated with a flame-retardant.
- The use of Styrofoam products for set construction is not permitted.
- Documentation of flame resistance must be available for review upon request. Additional flame retardant treatments shall be applied in accordance with the appropriate product direction.

Gas Information

- The Exhibitor shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the OCCC, would be, or might be, dangerous to persons or property or otherwise incompatible with the structure, systems and furnishings. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the OCCC.
- Gasoline, kerosene, diesel fuel, combustible gases and other flammable liquids may not be stored (permanently or temporarily) in the OCCC during an event or its move-in and move-out activities.

Gas - Compressed/Inert

- Compressed inert gases may be used provided the vessels are stored in a safe manner and the OCCC Event Management department has been notified regarding their intended use and preferred storage location. Demonstrations involving inert gases must comply with all federal and local regulations.

Inert Gas Cylinders

- Compressed gas cylinders may not be stored on dock areas or the exhibit floor during “move-in” or “move-out”.
- Compressed inert gas cylinders may be located in an exhibit space after “move-in” is complete. Cylinders must be properly secured at all times.
- Introduction of all other compressed liquids and gases into the building is prohibited without prior approval from the Fire Marshal.

Gas – Natural

- Equipment utilizing natural gas shall be installed in accordance with NFPA 54, Natural Fuel Gas Code.
- Supply lines will be turned on approximately one (1) hour prior to posted show hours and shut off one (1) hour after the end of each show day, by OCCC Event Utilities staff.
- A ceiling (rigging) drop is required for natural gas orders in exhibit halls. Exhibitor fee information and ordering information can be obtained from the Exhibitor Services division or via our website @ www.occc.net/exhibitor. **Please Note:** Exhibitors placing natural gas orders are to provide a “Service Placement Plot” drawing depicting exact placement of the requested line drop.

Gas – Liquid Petroleum (LP)

- Non-refillable cylinders with a capacity of nominal 1 lb.
- The use of portable butane fueled appliances listed for commercial use, up to maximum of (2) 10 oz. containers, is permitted with prior approval of the Fire Marshal.
- The use of nominal 5 lb. Liquid Petroleum containers, when installed in the OCCC by the Event Utilities division, is permitted with prior approval from the Fire Marshal. A mandatory fire watch is required.
- Multiple nominal 5 lb. Liquid Petroleum containers, when installed in the OCCC, must be separated by a minimum of 20 feet. Storage of the Liquid Petroleum product must comply with NFPA 58 Liquefied Petroleum Gas Code. A mandatory fire watch is required.
- All Liquid Petroleum must be removed from the display area at the immediate close of show hours.
- Any other Liquid Petroleum product not listed above is strictly prohibited.

Gas – Storage

- Gasoline, kerosene, diesel fuel, combustible gases (cylinders) or other flammable liquids may not be stored (permanently or temporarily) within the OCCC facility, or on dock areas, during an event or its move-in and move-out.

Hazardous Chemicals

- The Exhibitor shall not bring upon the premises any exhibit, equipment or vehicle that, in the judgment of the OCCC, would be, or might be, dangerous to persons or property, or otherwise incompatible with the structure, systems and furnishings of the building. Hazardous chemicals and materials, including, but not limited to, pesticides, herbicides, poisons, flammable and combustible liquids, hazardous gases, pressure cylinders and tanks, and hazardous chemicals (including oxidizers) are prohibited inside the OCCC.
- The Exhibitor is responsible for the removal of all hazardous waste and must comply with all applicable federal, state and local regulations. Hazardous waste includes materials that are ignitable, corrosive, reactive, toxic or a biohazard (as defined under 40 CFR 261 subpart C and D). If materials are questionable, contact OCCC Exhibitor Services for more information. Costs or applicable administrative expenses incurred by the OCCC for the removal of hazardous waste left in, or about, the OCCC will be assessed to the Exhibitor.

Multi-Level Exhibits & Covered Booths Over 300 Square Feet

Please See Multi Level Guidelines Information Sheet

Open Flame, Pyrotechnics and Special Effects

Open Flame

- Open Flame and Flame Effects must comply with NFPA 160 – Standard for Flame Effects Before An Audience.
- Depending on the intended use of an open flame product, a Special Effects permit may be required. Consult the OCCC Exhibitor Services department for further information and approval by the Orange County Fire Rescue Department.
- A demonstration of the open flame device may be required at the discretion of the Orange County Fire Marshal, while on OCCC premises.
- Depending on the intended use of an open flame product and the demonstration of an open flame device, a fire watch may be required.

Candles

- All candle flames must be enclosed and protected at all times.
- Candles may be used on tables if securely supported on a substantial noncombustible base and located in a position to avoid danger of ignition of combustible material.
- The OCCC Exhibit Services division and Orange County Fire Rescue must be notified in advance on the intended use of candles and candle product.

Pyrotechnics

- Pyrotechnics must comply with NFPA 1126 Standard for the Use of Pyrotechnics Before a Proximate Audience.
- A pyrotechnics permit is required. (Consult the OCCC Exhibitor Services division for further information and approval by the Orange County Fire Rescue Department.)
- A demonstration of the pyrotechnics display may be required at the discretion of the Orange County Fire Marshal.
- A mandatory fire watch will be required. A fire engine stand-by may be required, per the discretion of the Orange County Fire Marshal's office.

Special Effects – Fog & Hazers

- The use of fog and haze machines for lighting and theatrical effects is permitted within the OCCC, provided 1). The Exhibitor Services Coordinator be notified, and 2) The fog/haze fluid used in those machines is water-based. The use of non-water-based fog/haze fluid, specifically with an oil-based composition, is prohibited. A firewatch is required with all fog and haze.
- Orange County Fire Rescue guidelines will apply to the use of fog and haze machines and their interactions with OCCC building safety devices and/or detectors. Please consult the OCCC Exhibitor Services division for additional information regarding the use of fog and haze machines within the facility.

Special Effects - Lasers

- Lasers must comply with Florida Administrative Code Chapter 64E-4 Control of Nonionizing Radiation Hazards, NFPA 115 – Standard for Laser Fire Protection, and Florida Department of Health, State Bureau of Radiation regulations.
- A Laser Permit from Orange County Fire Rescue Department is required. In order to apply for this permit, the requestor must provide information about the proposed laser light show that includes classification of the lasers; sketches indicating the location of the lasers, operators, performers, viewers, beam paths, viewing screens, walls, mirror balls and other reflective or diffuse surfaces which may be struck by any and all laser beams, including scanning beam patterns, scanning velocity and frequency in occupied areas.
- For open-air shows where a laser beam is projected into the sky, requestor must submit basic beam information of intended laser use and a copy of the notification provided to the Federal Aviation Administration.
- All lasers must be registered with the Florida Department of Health, State Bureau of Radiation. A separate registration is required for each location of intended use. Out-of-state lasers brought into the state for temporary use require notification to the Florida Dept. of Health, State Bureau of Radiation.
- The Laser Safety Officer must establish and supervise a program of laser radiation safety for compliance with all applicable rules.
- Laser system users and staff must be trained on fire safety features prior to the lasers first use and at least annually thereafter.
- Staff members must be trained in the use of portable fire extinguishers.
- All training must be documented and available for review.

Permit Overview/Including Cooking Information

Special permits or notices are required for event activities and exhibits that involve cooking, pyrotechnics, tents, multi-level or covered exhibits, and/or potentially hazardous situations. Appropriate permit applications or notices for the following activities must be made to the Office of the Fire Marshal, at least twenty-one (21) days prior to the event move-in:

- The display and operation of **any unusual electrical, mechanical or chemical device that may present a hazard**. The device, its application and the operation must be approved the Fire Marshal.
- The display or operation of **any heater, barbecue, open flame, candles, lamps, torches, etc.**
- The use or storage of **flammable liquids, compressed gasses or dangerous chemicals** as determined by the Fire Marshal.
- The display or operation of a **laser**. A permit is required from Orange County Fire Rescue Department. Proper notification to the Florida State Bureau of Radiation is required. (See previous page for laser regulations and restrictions.)
- Any **pyrotechnics, fireworks or special effects** display or process.
- Any **unusual use of a motorized vehicle** inside an enclosed structure.
- Any special **cooking** requirements, including cooking inside of ballrooms, convention areas and/or display areas.
- **Multi-level exhibit booths**.
- **Tents or covered exhibits in excess of 300 square feet** erected inside the host facility.
- **Tents erected OUTSIDE** the OCCC building premises will require a permit issued by the Orange County Building Department.

Vehicles

- The show's security provider must conduct a mandatory vehicle inspection of each vehicle, prior to their entry into the exhibit hall.
- All fuel tank openings shall be locked and sealed to prevent escape of vapors. Fuel tanks may not contain more than one-quarter (1/4) capacity or ten (10) gallons of fuel whichever is less.
- At least one battery cable must be removed from the battery used to start the vehicle engine. The disconnected battery cable must be taped.
- Battery charging is not permitted in the exhibit hall, at any time.
- Converters may not be used in lieu of a battery to power the ignition source.
- Batteries used to power auxiliary equipment are permitted to be kept in service.
- Fueling or de-fueling of vehicles is prohibited.
- Vehicles may not be moved during show hours, unless the OCFR Fire Marshal approves the movement in advance and a Fire Watch is in place.
- Motor Homes, boats and similar exhibited products with over 100 sq. ft. of covered area must be protected with a listed smoke alarm.

Welding

- Welding and/or cutting equipment is prohibited in the OCCC except as part of an exhibit and must be approved by the Orange County Fire Rescue Services Department through the OCCC Event Services division.

Covered Booth Definition – To place something over or upon an exhibit or portion of an exhibit (e.g., roof, ceiling, tenting, lattice, fabric, plastic) to cover the ground level and/or support decorative structures. The upper portion of a “covered” exhibit is not occupiable.

Multi-Level Booth Definition – To construct a level or tier atop an exhibitor or portion of an exhibit, to be occupied by one (1) or more persons.

A. Guidelines for Covered Exhibits With Less Than Three Hundred (300) Covered Square Feet

- 1) All materials used in the construction of covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. Certification of flame retardant treatment, along with samples of said materials, must be submitted, if requested by Orange County Fire Rescue Services Department. It is recommended certifications of flame retardant treatments be available at show site. Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must sound an audible alarm and be installed per the manufacturer’s instructions.
- 2) Exhibitor must provide at least one (1) 2-A, 10-BC portable, dry chemical fire extinguisher. Fire extinguisher(s) must be mounted in a visible location and be accessible at all times.

B. Guidelines for Multi-level Exhibits (regardless the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet

Requests for construction of multi-level (regardless the size) or covered exhibits (larger than 300 square feet) must be reviewed by the OCCC Event Management department and Orange County Fire Rescue Services Department. To ensure success of your exhibit, please read and comply with the following guidelines:

- 1) Plans should be submitted before exhibit construction begins and must adhere to the following:
 - a. They must be scaled, signed and dated by a registered architect or engineer.
 - b. They must include the show name and dates.
 - c. They must include exhibitor’s name and assigned booth number.
 - d. They must include directional information (i.e. indicate neighboring aisles and/or booth numbers).
 - e. They must indicate maximum exhibit height, within the booth. Height guidelines are established, per event, by show management. Refer to the Exhibitor’s Manual for applicable guidelines.
 - f. They must include the rise and tread of the stairs.
 - g. They must include the guard rail measurements.
- 2) Send two (2) copies of scaled, signed and dated blue prints (with front and side elevations), by a registered architect or engineer, to:

Orange County Convention Center
Attn: Event Management
Regular Mail: PO Box 691509, Orlando, FL 32869
Overnight: 9860 Universal Boulevard, Orlando, FL 32819

- 3) All materials used in the construction of multi-level and/or covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. If requested, certification of flame-retardant treatment, along with samples of said materials, must be submitted to Orange County Fire Rescue Services Department. It is recommended certifications of flame retardant treatments be available at show site.
- 4) The upper deck of multi-level exhibits, if larger than three hundred (300) square feet, shall meet the following requirements:
 - a. Upper level may not have a “cover” of any kind (e.g., roof, ceiling, tenting, lattice, fabric and plastic).
 - b. Exhibits with an enclosed room or occupied second story must post notice at the bottom of the stairway, indicating maximum permitted occupancy (or total permitted weight load of the second level).

- c. If second level is to be occupied and greater than three hundred (300) square feet, two (2) stairways are required, remote from each other. If second level is to be occupied and less than three hundred (300) square feet, one (1) set of stairs is permitted. All stairs must be a minimum of three feet (3') in width, equipped with a handrail on at least one (1) side and constitute a "straight run" or be "squared off." Spiral stairs or winders are not permitted.
- d. Individual areas of upper decks or covered areas must be limited to dimensions that do not exceed one thousand (1,000) square feet.
- e. If the upper deck, or covered area, is greater than one thousand (1,000) square feet, a clear fire break (unobstructed aisle), of not less than ten feet (10') must be provided on all four (4) sides of each one thousand (1,000) foot area. To avoid transfer of fire to another area, the firebreak (unobstructed aisle) shall not contain displays, furniture, or other materials.
- f. The ten foot (10') clear space may be spanned by an overhead bridge or canopy which must not exceed four feet (4') in width. The bridge or canopy must be constructed of non-combustible materials.
- g. Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must sound an audible alarm and be installed per manufacturer's instructions
- h. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 2-A, 10-BC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, near exit doors, and be accessible at all times.

C. Required Fire Watch Personnel

Orange County Fire Rescue Services Department requires firewatch personnel for:

- ALL multi-level exhibits (regardless of the square footage) and
- All other covered exhibits exceeding three hundred (300) square feet.

The exhibitor is required to order firewatch personnel through the OCCC Event Management department no less than two (2) weeks before the show moves in. Firewatch is required:

- a. For ALL multi-level exhibits (regardless of the square footage) and all other covered exhibits exceeding three hundred (300) square feet.
- b. On all show days
- c. Beginning one half (1/2) hour prior to show opening and ending one half (1/2) hour following show closing. Fire watch personnel are charged at the prevailing rate.
- d. To place order, contact: the OCCC Event Management department. Phone: (407) 685-9882 Fax: (407) 685-9866

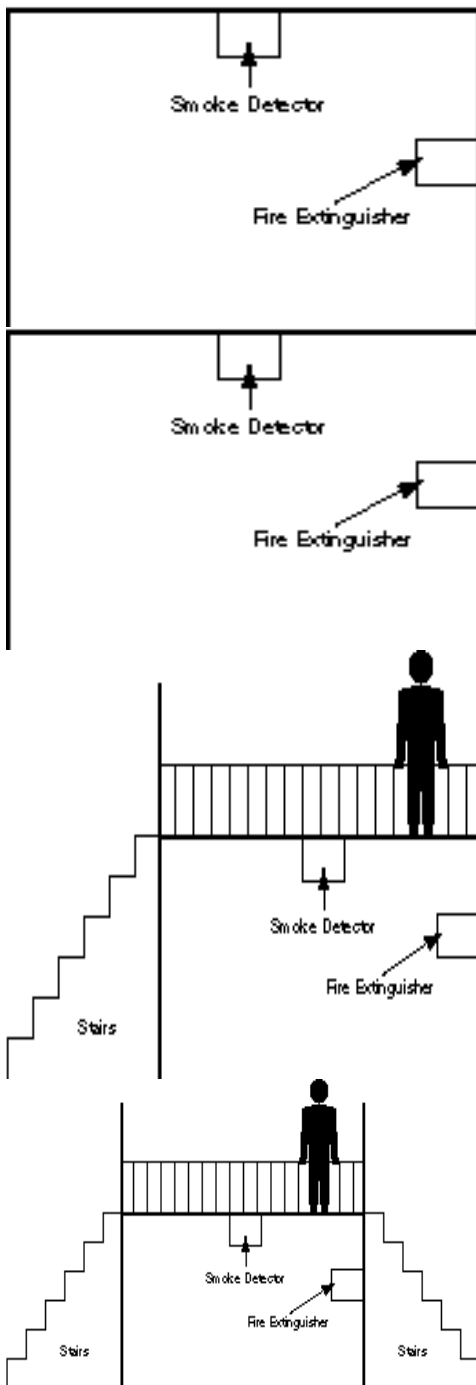
D. Alternative to Fire Watch Personnel (Automatic Extinguishing System)

This alternative to fire watch personnel applies to the first level of exhibits with an occupiable second level, regardless the size and/or single-story covered exhibits where the covered area exceeds three hundred (300) square feet.

- 1) Automatic sprinkler systems must be designed in accordance with N.F.P.A. 13 1991 Edition.
- 2) These systems may be connected to the Convention Center's existing standpipe system and in some cases, the domestic water supply. Connections to water systems must be made by the Orange County Convention Center.
- 3) Extinguishing system designs must be part of the original plan submissions. Orange County Fire Rescue Services Department requires permitting and testing.
- 4) Exhibits or structures protected by an automatic extinguishing system must have flow alarm, audible and visual, within that area. This alarm is to be a local type, sounding in the vicinity of the exhibit or structure.
- 5) Exhibitor must install at least one (1) single station, battery operated smoke detector on the interior of each covered exhibit or structure regardless the square footage. The detector must have an audible alarm and be installed per the manufacturer's instructions.
- 6) Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit/structure. At least one (1) 2-A, 10-BC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, near exit doors, and be accessible at all times.

If you have questions regarding these [guidelines](#), contact:
 Event Management
 Orange County Convention Center
 Phone: (407) 685-9882
 Fax: (407) 685-9866

If you have questions regarding [Fire Code](#), contact:
 Orange County Fire Rescue Services Department
 Phone: (407) 685-9811
 Fax : (407) 685-9866



Covered Exhibits

299 sq. ft. or less

- Firewatch or Extinguishing System Not Required
- **All Booths to be Constructed as Required by Applicable Codes and Standards**

Covered Booth, Tent and Theatre

300 sq. ft. to 1,000 sq. ft. - maximum allowed

- Firewatch or Extinguishing System Required
- All Booths to be Constructed as Required by Applicable Codes and Standards

Multi-Level Exhibits

299 sq. ft. or less

- Firewatch or Extinguishing System Required
- Minimum 1 Stair Required
- All Booths to be Constructed as Required by Applicable Codes and Standards

Multi-Level Exhibits

300 sq. ft. to 900 sq. ft. - maximum allowed

- Firewatch or Extinguishing System Required
- Minimum 2 Stairs Required
- All Booths to be Constructed as Required by Applicable Codes and Standards

ORANGE COUNTY FIRE RESCUE DEPARTMENT (OCFRD) TENT STANDARD 6000

This Standard operates under the authority of Orange County, Florida Ordinance and State Statutes.

1.1 Scope

This standard covers all tents and membrane structures having an area in excess of 200 square feet or canopies having an area in excess of 400 square feet. Temporary membrane structures, tents, or canopy structures used exclusively for camping and structures located on the private property of one or two family detached dwellings are exempt from the requirements of this standard.

1.1.1 When the term tent is used, it also applies to membrane structures.

1.2 Appeal

If a party is not satisfied with a decision of the Fire Marshal, an appeal may be made to the Orange County Fire and Life Safety Board of Appeals, as provided by State Law.

2. Plans and Specifications

2.1 A scaled or dimensioned floor plan identifying furnishings, exhibits, pipe and drape, exiting, exit widths, aisles, seating, tables, fire alarm or public address systems, emergency and exit lighting, HVAC units, emergency power sources, and panic hardware shall be provided to the Orange County Fire Marshal's Office at the time of permit submittal.

2.2 All applications for tent permits shall include a scaled or dimensioned site plan indicating the location of the tent(s), distances from other buildings, and vehicular access.

2.3 Stages and platforms must not exceed their allowable load limits. The minimum load limit design of stages or platforms shall be a minimum of 100 pounds per square foot (PSF).

2.4 Seating for assembly use accommodating more than 200 persons shall be fastened together in groups of not less than three (3) and not exceeding seven (7).

2.5 Documentation shall be provided that all tent fabric meets the requirements of NFPA 701, *Standard Methods of Fire Tests for Flame-Resistant Textiles and Films*.

2.6 Covered booths and/or multi-level booths are not permitted without prior review and approval by the Fire Marshal.

2.7 A scaled layout shall be provided for all tents used for the sale of pyrotechnics.

2.8 Main Aisles in assembly occupancies in large tents, as defined in this section, aisle widths shall at no time be less than outlined in Table 2.9.1 under **Alternate requirements:**

Large Tents

- A single tents or combination of tents with only one multi-purpose room of 12,000 square feet or more;
- Multi-purpose tents used as a mixed occupancy or assembly with occupant loads exceeding 300;
- Tents more than 4,500 square feet used for exhibit or display;
- All other tents that do not meet the definition of Small Tents;

2.9 Main aisles in assembly occupancies in small tents, as defined in this section, aisle widths shall at no time be less than aisle dimensions outlined in Table 2.9.1 under **NFPA 101 requirements.**

Small Tents

- A single tent or combination of tents with only one multi-purpose room of less than 12,000 square feet that is not being used for exhibition/display or part of a mixed occupancy;
- Multi-purpose tents used as a mixed occupancy or assembly with occupant loads less than 300;
- Tents less than 4,500 square feet used for exhibit or display.

2.9.1

| Aisles | NFPA 101 | *Alternate |
|-----------------|----------------|-----------------|
| Classroom | 63" (44+19) | 85" (66+19) |
| Banquet | 82" (44+19+19) | 104" (66+19+19) |
| General Session | 44" | 66" |
| Exhibits | 44" | 66" |

Banquet Seating Aisles - Provide aisles such that the maximum travel distance from any point to the closest aisle or egress door does not exceed 36 feet.

2.10 Rows of seating served by aisles or doorways at both ends shall not exceed 100 seats per row. The 12" minimum clear width of aisle access way between such rows shall be increased by 0.3 inches for every seat over a total of 14 as outlined in Table 2.10.3, but shall not be required to exceed 22 inches.

2.10.1 Rows of seating served by an aisle or doorway at one end only shall have a path of travel not exceeding 30 ft. in length from any seat to an aisle. The clear width of aisle access way between such rows shall be in accordance with Table 2.10.3.

2.10.2 Aisle access ways serving seating for Classroom, Banquet or General Session floor plans shall comply with Table 2.10.3.

2.10.3

| Aisle Access ways | NFPA 101 |
|--------------------------------------|---------------------------------|
| Classroom | 36" (average) |
| Banquet | 56" (average) |
| General session 14 seats per row | 12" |
| General session >14 seats per row | 12" + 0.3" each chair (max 22") |
| General Session Dead-end 7 per row | 12" |
| General Session Dead-end > 7 per row | 12" + 0.6" each chair |

(Note: dead-end rows may not exceed 30 feet)

2.11 If approval of the set-up of the tent/membrane structure is not received by the Orange County Fire Marshal's Office, the structure cannot be occupied.

2.11.1 The tent company who permits the tent/membrane structure must contact the Orange County Fire Marshal's Office for a fire safety inspection of the structure at least one business day prior to the show or event beginning.

2.11.2 Tent/membrane structure permit applications must be submitted to the Orange County Building Division, Zoning Department, and Fire Marshal's Office in a timely manner, with all the pertinent information outlined in this Standard, for the county departments to successfully provide approval prior to the date of the tent set-up. It is strongly recommended that for larger tent/membrane structures that a pre-construction meeting be requested through the Orange County Fire Rescue Departments' Office of the Fire Marshal.

3. Location and Spacing

3.1 All tents and membrane structures must have a minimum of 20 ft. clearance from exterior obstructions to provide an area to be used as a means of emergency egress by the occupants and access by emergency personnel. Tents may be attached together as long as the perimeter around the structures complies with this section.

3.2 Tops of tent stakes shall be blunt. If the stakes are not blunt, they shall be covered so as to prevent injury.

3.2.1 All stake lines adjacent to exits shall be visible.

4. Exits

4.1 There shall be a minimum of two (2) separate exits from any point in the structure where the occupant load is less than 500 persons. Where occupant loads are between 500 and 999 persons there shall be a minimum of three (3) separate exit doors from any point in the structure. Where occupant loads are 1,000 persons or greater there shall be a minimum of four (4) separate exit doors from any point in the structure.

4.2 The number of required exits and their exit widths for assembly occupancies in large tents, as defined in section 2.8 of this standard, **will be based on the alternate method of protection and must be increased based on 1.5 times the calculated occupant load.** Egress widths and number of exits is based on calculated occupant load for the size of the tent or the documented maximum occupant load identified by the property management.

4.3 The number of required exits and their exit widths for assembly occupancies in small tents, as defined in section 2.9 of this standard, **will not be based on the alternate method of protection and will be as specified in NFPA 101 on the calculated occupant load.**

4.4 There shall not be changes of elevations in excess of one-half (1/2) inch at exits. Any changes of elevations at exits must be in compliance with NFPA 101 and provided with the appropriate stairs or ramps.

4.5 Panic hardware or an approved equivalent must be provided on all exit doors that are lockable.

4.6 Exit doors are required to be placed at a distance from one another not less than one-half (1/2) the length of the maximum overall diagonal dimension of the structure or area served, measured in a straight line between the nearest edge of the exit doors.

4.6.1 Exits shall remain accessible and unobstructed while the tent is occupied.

4.6.2 If exits are covered while the tent is occupied; tent flaps or canvas curtains shall be arranged so that when opened they can readily be moved to the sides so that they create an unobstructed opening in the tent wall of the minimum width and height required for door openings.

4.6.3 Exits shall be designed and arranged to be clearly recognizable and distinctly marked as a means of egress.

4.7 If fencing, barricade, or similar material is installed around the perimeter of a tent, that portion that would cover the exits when the tent is not occupied shall be a separate piece and removed when the tent is occupied as defined in NFPA 101, 7.2.1.1.3.

4.8 For assembly occupancies in large tents as defined in section 2.8 of this standard, exits shall be so arranged that no point within the tent is more than 100' from an exit.

Exception: No point within a tent used for the sale of pyrotechnics shall be more than 50' from an exit.

4.8.1 For assembly occupancies in small tents as defined in section 2.9 of this standard; exits shall be so arranged that no point within the tent is more than 150' from an exit. Exception: No point within a tent used for the sale of pyrotechnics shall be more than 50' from an exit.

4.9 Exits shall be clearly marked with externally illuminated exit signs. Private party tents not exceeding 1,200 square feet shall not be required to have illumination in accordance with this section.

4.9.1 Directional exit signs if required shall be provided in accordance with NFPA 101, 7.10.

4.9.2 Exits, exit access, and exit discharge shall be illuminated at all times. Emergency lighting shall be provided as required by NFPA 101. Private party tents not exceeding 1,200 square feet shall not be required to have illumination in accordance with this section.

5. Occupant Load

5.1.1 The occupant load shall be posted in all tents used for assembly purposes, regardless of occupant load.

5.1.2 Occupant loads shall be calculated by the square footage of the structure multiplied by 7 sq. ft per person for concentrated use (general session, classroom, reception) or 15 sq. ft. per person for less concentrated use (exhibits or banquet). Maximum occupant loads may be proposed to the Fire Marshal based on written documentation.

6. Cooking and Heating Equipment

6.1 Cooking is not permitted without prior review and approval by the Orange County Fire Marshal. Temporary and limited heating of food products by sterno is acceptable when contained in a noncombustible container and constantly attended and supervised.

6.2 HVAC equipment if installed, shall comply with the Florida Mechanical Code and the appropriate NFPA Standard.

7. Fire Hazards

7.1 No storage or handling of flammable or combustible liquids or gases shall be permitted at any location where it could jeopardize egress from the tent.

7.2 Refueling of equipment shall not be permitted inside a tent.

7.3 The ground enclosed by any tent and a minimum of 10'-0" outside of such tent shall be cleared of all flammable or combustible material or vegetation and the premises shall be kept free of such during the use of the tent. Live landscaping is exempt from the requirements of this section.

7.4 Decorative or acoustical materials as outlined in NFPA 1, 13.7.4.3.6 such as hay, paper, straw, wood chips, shavings, foams, and plastics are strictly prohibited unless flame retardant and approved by the Orange County Fire Marshal's Office.

7.5 Open flames are not permitted without prior review and approval by the Orange County Fire Marshal.

7.6 Pyrotechnics are not permitted without prior review and approval by the Orange County Fire Marshal.

7.7 Vehicle parking or display in the structures is not permitted without prior review and approval by the Orange County Fire Marshal.

7.8 Smoking is prohibited unless previously approved by the Orange County Fire Marshal's Office.

7.8.1 "No Smoking" signs shall be posted throughout the tent and outside of each entrance/exit.

8. Fire Extinguishers

8.1.1 A minimum 2A10BC dry chemical fire extinguisher shall be provided within 75'-0" of any point in the structure. Exception: Where a functioning garden hose that can reach all portions of the private tent, that does not exceed 1,200 square feet, is provided

9. Fire Alarm and Emergency Communications

9.1 Tents used for assembly use with an occupant load of 300 or more people shall provide a fire alarm system, public address system with constantly attended location, or an alternate method of protection approved by the Orange County Fire Marshal's Office. An acceptable method of emergency forces notification shall be provided satisfactory to the Fire Marshal. Tents without sides that are open, accessible, and unobstructed on all sides at all times shall be exempt from the requirements of section 9.1 unless specifically mandated by the Fire Marshal.

10. Electrical Installations

10.1 Electrical installations shall comply with NFPA 70, *National Electrical Code*.

11. Crowd Managers and Orange County Fire Department Fire Watch

11.1.1 Trained Crowd Managers, with a means of emergency forces notification, shall be provided for all events at a ratio of 1 to 250 people. When occupant loads exceed 250 individuals, additional trained crowd managers or crowd manager supervisors shall be provided at a ratio of 1 for every 250 occupants..

11.1.2 The Fire Marshal shall have the authority to require Orange County Fire Department Standby Fire Personnel, emergency response equipment, or an approved fire watch when potentially hazardous conditions or a reduction in a life safety feature exist due to the type of performance, display, exhibit, occupancy, contest or activity, an impairment to a fire protection feature, or the number of persons present.

11.1.3 One (1) Orange County Fire Department Fire Watch Personnel with a means of emergency forces notification shall be provided when actual occupant loads exceed 1,000 individuals in addition to the crowd manager requirements of 11.1.1.

12. Special Requirements

12.1 An Orange County Fire Rescue Department's Special Event Permit is required for all events inside of tents that are being used for exhibition or display purposes. The tent company shall provide general floor plans and the OCFRD tent checklists. The hotels or event coordinator shall submit specific floor plans.

12.2 An Orange County Fire Rescue Department's Special Event Permit is not required for events inside of tents such as banquet, reception, classroom or general session settings. The tent company shall provide general floor plans and the Orange County Fire Rescue Department's tent checklist.