

#### Dear World Perfumery Congress Exhibitor:

Thank you for your participation in the 2022 WPC at Miami Beach Convention Center! The Exhibitor Services Manual is your planning guide for your exhibit space. The person preparing your booth and organizing your participation should read the manual carefully and completely, paying special attention to all WPC and Miami Beach Convention Center rules and regulations. **SHEPARD** is the official contractor for WPC 2022.

On behalf of the *World Perfumery Congress*, we are excited that you will be joining us June 29- July 1, 2022. If there is anything that we can do to assist you, please feel free to contact our office. We look forward to a very successful and productive show!

Sincerely,

Sohé Sztuk

Exhibits Coordinator/Floor Manager

**WPC Show Management** 



#### **EXHIBITOR SERVICES DIRECTORY**

#### **SHOW MANAGEMENT**

World Perfumery Congress 336 Gundersen Drive, Suite D Carol Stream, IL 60188 Phone: +1-630-344-6026

Fax: +1 630-423-5876

Email: <a href="mailto:exhibitorcs@allured.com">exhibitorcs@allured.com</a>
Web: <a href="mailto:wpc.perfumerflavorist.com">wpc.perfumerflavorist.com</a>

# OFFICIAL GENERAL CONTRACTOR Shepard\*

1701 Boice Pond Road, Suite 101

Orlando, FL 32837

Phone: +1-(407) 888-9669
Fax: +1-(407) 888-2301
Email: orlando@shepardes.com
Web: www.shepardes.com/intro.asp

#### OTHER OFFICIAL SHOW CONTRACTORS

# **Booth Labor/Cleaning/ Disinfecting Services**

General Service Contractor - Shepard

Phone: +1-407-888-9669 Fax: +1-407-888-2301

E-Mail: <u>orlando@shepardes.com</u>
Web: <u>www.shepardes.com/intro.asp</u>

#### **Booth Catering**

MBCC - Centerplate (exclusive)

Maria Linkous

Phone: +1-786-276-2700

Email: <u>maria.linkous@centerplate.com</u> OR Email: <u>centerplateMBCC@Centerplate.com</u>

#### **Booth Sampling**

Show Management
Phone: +1-630-344-6026
Email: exhibitorcs@allured.com

#### **Custom Furniture\***

General Service Contractor - Shepard

Phone: +1-407-888-9669 Fax: +1-407-888-2301

E-Mail: <a href="mailto:orlando@shepardes.com">orlando@shepardes.com</a>
Web: <a href="mailto:www.shepardes.com/intro.asp">www.shepardes.com/intro.asp</a>

#### **Floral Services**

Sunfloral

Phone: +1-954-496-1524
Email: <a href="mailto:sunfloral@me.com">sunfloral@me.com</a>
Web: <a href="mailto:www.sunfloralonline.com">www.sunfloralonline.com</a>

#### **Electrical & Plumbing Services**

**Edlen Electrical Exhibition Services** 

Phone: +1-305-623-5335 Email: miami@edlen.com

Order: https://ordering.edlen.com/

#### **Audio/Visual**

**Everlast Productions** 

Alec Druth

Phone: +1-978-809-1008

Email: adruth@everlastproductions.com

#### Freight Transportation (United States)\*

Shepard Transportation
Phone: +1-888-568-8858
E-Mail: logistics@shepardes.com

#### Freight Forwarder (International)

Agility Fairs & Events Kelly O'Neill-Exley

Phone: +1-941-861-8930 US Toll Free +1-866-298-3422 Email: koneill@agility.com Web: www.agility.com Housing - Group Code: PMS 620

Loews Hotel

Phone: +1-800-243-1198 (U.S.)
Web: <u>www.loewshotels.com/miami-beach/group-world-perfumery-congress-</u>

2022

#### **Exhibitor Insurance**

Rainprotection Insurance Catherine Cammareri

Phone: +1-800-528-7579 ext.107
Email: <a href="mailto:sales@rainprotection.net">sales@rainprotection.net</a>
Order: <a href="mailto:Applicant Information">Applicant Information -</a>
Rainprotection.net <a href="mailto:Group Vendor">Group Vendor</a>
(securevendorinsurance.com
Web: <a href="mailto:www.rainprotection.net">www.rainprotection.net</a>

#### **Internet/Telephone Services**

SmartCity (exclusive)
Phone: +1-888-446-6911
Email: csr@smartcity.com

Order:

https://orders.smartcitynetworks.com/Order ing.aspx

**Lead Retrieval** – Show Code: WPC22

Aventri

Email: aes-exhibitorservices@aventri.com

Phone: +1-801-676-7933 Order: <a href="https://exhibitors-aws.eventscloud.com">https://exhibitors-aws.eventscloud.com</a>

<sup>\*</sup>Translation service is for Shepard orders and services only, including transportation.





### June 29-July 1, 2022 Miami Beach Convention Center Miami, FL, USA

### **DEADLINE DATES CHECKLIST**

<b>✓</b> DONE	DEADLINE DATE	DESCRIPTION	CONTACT	
	Open for Reservations	Hotel Accommodations – Loews	Loews Hotel Phone: +1-800-243-1198 (U.S.) Web: www.loewshotels.com/miami-beach/group-world-perfumery-congress-2022 Group Code: PMS620	
	4/20/2022	Custom Booths & Island Booths - Deadline to submit drawings and documentation for approval	Show Management Phone +1-630-344-6026 Email: exhibitorcs@allured.com	
	4/20/2022 Hanging Signs Phone: +1-630-34 Email: exhibitorcs  4/30/2022 Booth Sampling Request (includes water) Show Management Phone: +1-630-34		Show Management Phone: +1-630-344-6026 Email: exhibitorcs@allured.com	
			Show Management Phone: +1-630-344-6026 Email: exhibitorcs@allured.com	
Sales Repres 5/4/2022 Book Meeting Room Space Paige Crist			Sales Representative	
5/18/2022 Lead Retrieval Email: <u>aes-exhibi</u> Order: <u>https://ex</u>		Lead Retrieval	Aventri Phone +1-801-676-7933 Email: aes-exhibitorservices@aventri.com Order: https://exhibitors-aws.eventscloud.com Show Code: WPC22	
	5/26/2022	Exhibitor Insurance	Rainprotection Insurance Catherine Cammareri Phone: +1-800-528-7579 ext. 107 Email: sales@rainprotection.net Order: Applicant Information - Rainprotection.net Group Vendor (securevendorinsurance.com) Web: www.rainprotection.net	
	5/27/2022	Option 2 – Printed Graphics Digital files sent to Shepard	General Service Contractor – Shepard Phone: +1-404-720-8648 E-Mail: asparkman@shepardes.com Web: www.shepardes.com/intro.asp	
	5/27/2022	Additional Graphics Booth Panels Digital files sent to Shepard	General Service Contractor – Shepard Phone: +1-404-720-8648 E-Mail: asparkman@shepardes.com Web: www.shepardes.com/intro.asp	
	5/27/2022	Stretch Fabric Style — Printed Graphics Digital files sent to Shepard	General Service Contractor – Shepard Phone: +1-404-720-8648  F-Mail: asparkman@shepardes.com	
	5/31/2022	EAC – Exhibitor Appointed Contractor	General Service Contractor – Shepard Phone: +1-407-888-9669 Fax: +1-407-888-2301 E-Mail: orlando@shepardes.com Web: www.shepardes.com/intro.asp	

<b>√</b> DONE	DEADLINE DATE	DESCRIPTION	CONTACT
	May 31, 2022- June. 20, 2022 Dates without a surcharge.	Freight – Advanced Warehouse receiving hours: Monday – Friday: 8:00am - 4:00pm	General Service Contractor - Shepard Phone: +1-407-888-9669 Fax: +1-407-888-2301 E-Mail: orlando@shepardes.com Web: www.shepardes.com/intro.asp
	06/1/2022	Photography & Videography Request	Show Management Phone: +1-630-344-6026 Email: exhibitorcs@allured.com
	6/8/2022	Booth & Carpet Cleaning Exhibit Disinfecting Services	General Service Contractor - Shepard Phone: +1-407-888-9669 Fax: +1-407-888-2301 E-Mail: orlando@shepardes.com Web: www.shepardes.com/intro.asp
	6/8/2022	Electricity & Plumbing Services	Edlen Electrical Exhibition Services Phone: +1-305-623-5335 Email: miami@edlen.com Order: https://ordering.edlen.com/
	6/8/2022	Catering - Food/Beverage (includes water)	MBCC - Centerplate (exclusive) Maria Linkous Phone: +1-786-276-2700 Email: maria.linkous@centerplate.com Email: centerplateMBCC@centerplate.com
	6/8/2022	Floral Services	Sunfloral Phone: +1-954-496-1524 Email: sunfloral@me.com Web: www.sunfloralonline.com
	5/31/2022	Shepard <b>Custom</b> Rentals: Furniture, Carpeting, Display Cases	General Service Contractor - Shepard Phone: +1-407-888-9669 Fax: +1-407-888-2301 E-Mail: orlando@shepardes.com Web: www.shepardes.com/intro.asp
	6/8/2022	Shepard Standard Orders	General Service Contractor - Shepard Phone: +1-407-888-9669 Fax: +1-407-888-2301 E-Mail: orlando@shepardes.com Web: www.shepardes.com/intro.asp
	6/8/2022	Internet/Telephone	SmartCity (exclusive) Phone: +1-888-446-6911 Email: csr@smartcity.com Order: https://orders.smartcitynetworks.com/Ordering.aspx
	6/8/2022 Audio/Visual and Computer Equipment Everlast Productions Alec Druth Phone: 978-809-1008		Everlast Productions Alec Druth
	6/24/2022	Freight – Last Day for Advance Warehouse Deliveries with surcharge. Warehouse receiving hours: Monday–Friday: 8:00am – 4:00pm	General Service Contractor - Shepard Phone: +1-407-888-9669 Fax: +1-407-888-2301 E-Mail: orlando@shepardes.com Web: www.shepardes.com/intro.asp



# June 29-July 1, 2022

Miami Beach Convention Center Miami, FL, USA

#### **EXHIBITOR SET-UP & DISMANTLE**

EXHIBIT HALL HOURS

10 AM – 6 PM Wednesday, June 29 10 AM – 6 PM Thursday, June 30 10 AM – 5 PM Friday, July 1

Exhibitors are allowed into the exhibit hall 1 hour prior to opening

each day.

**LOCATION** Miami Beach Convention Center

1901 Convention Center Drive Miami Beach, FL 33139 USA

Web:

www.miamibeachconvention.com

EXHIBITOR SET-UP

8 AM – 5 PM Monday, June 27 8 AM – 5 PM Tuesday, June 28

All booths must be installed by Tuesday, June 28 by 5:00 PM. Exhibitors who have not arrived or made arrangements before this time may be removed from the floor.

EXHIBITOR 5 F

5 PM – 10 PM \*Friday, July 1 8 AM – 12 PM Saturday, July 2

\* please be sure your rented furniture is empty before you

leave.

ISLAND BOOTHS
ONLY SET UP

12 PM – 6 PM Sunday, June 26

LABOR: SET-UP/ DISMANTLE The decorator union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated (ex. Pop up or a custom crated booth property) exhibits and displays.

However, full-time exhibiting company employees may work on the installation (move in) and the dismantle (move out) without union labor on their own booths. If labor services are beyond what your full-time employees can provide, union labor may be ordered in advance by submitting the proper order forms.

EXHIBITOR APPOINTED CONTRACTORS Shepard is the Official General Services Contractor. If an Exhibitor wishes to use a non-official contractor for booth installation and dismantle, permission must be requested in writing no later than, May 31, 2022 using the EAC/I & D form provided in the Shepard section of this manual.

ADVANCE WAREHOUSE SHIPPING ADDRESS ALL EXHIBIT MATERIALS – INCLUDING CARDBOARD BOXES, DISPLAY CASES, CRATES AND PALLETS – SHOULD BE SHIPPED TO THE ADVANCE WAREHOUSE

[Exhibiting Company Name]
Booth # [Booth #]
World Perfumery Congress
SES c/o TForce Freight c/o ZIX
Corporation

8439 N.W. 72<sup>nd</sup> Street Miami, FL 32166 Advance shipments can arrive beginning on:

May 31, 2022

Advance shipment deadline (avoid surcharges):

June 20, 2022

Advance Warehouse receiving hours: 8:00am – 4:00pm, Monday–Friday



June 29-July 1, 2022

Miami Beach Convention Center Miami, FL, USA

#### **EXHIBITOR SET-UP & DISMANTLE Continued...**

#### **DIRECT TO SHOW FREIGHT**

Due to limited dock access, direct to show shipments are strongly discouraged; island booths will be contacted by Shepard to coordinate a target move-in date/time in order to reserve space to unload.

[Exhibiting Company Name] Booth # [Booth #] **World Perfumery Congress** c/o Shepard Exposition Services Miami Beach Convention Center 1901 Convention Center Drive Miami Beach, FL 33139 USA

#### **HAND-CARRY**

- Exhibitors may hand-carry booth materials by full-time employees only.
- The use of exhibitor owned dollies or hand carts is permitted.
- The rental of dollies, hand carts, flat trucks, pallet jacks or other mechanical equipment from Shepard or another third-party is NOT permitted.
- If you are stopped by security or a union representative for using equipment not permitted, you will need to order the Cartload/POV Service through Shepard at the front of the expo hall.

#### CARTLOAD/POV (PRIVATELY **OWNED VECHILE) SERVICE**

Additional information can be found in the Material Handling section of this manual.

- 1. This service is limited to small passenger vehicles (under 1 ton) which must be unloaded at the receiving dock of the exhibit hall.
- 2. If you arrive with a truck/van or trailer filled with exhibit material that exceed the Cartload/ POV guidelines provided in this manual, you will not qualify for this service and the published Material Handling rates will then apply.
- 3. All items must fit on flat bed cart (approximately 3'x4' in size) and weigh less than 200 pounds. If items are designated by Shepard to be too large or heavy, materials will be billed at regular material handling rates.
- 4. Your vehicle must unload on the receiving dock of the exhibit hall. Shepard will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be 2 people with the vehicle; 1 person to go with your product to the booth space and 1 person to remove your vehicle from the unloading area to the parking area.

#### **BOOTH ABANDONMENT**

Excessive booth materials and/or literature left in your booth at the end of published exhibitor move-out that is not labeled for outbound shipment will be considered abandoned and deemed as trash. Exhibitor will be charged for the removal and disposal of these items. Charges may include Installation & Dismantle Labor, Forklift/Rigging Labor and/or Dumpster Fee.



# June 29-July 1, 2022 Miami Beach Convention Center Miami, FL, USA

#### **BOOTH INFORMATION**

#### AISLE CARPET COLOR OPTION 1 BOOTH PACKAGE

Peacock (black & green)

- 1. 3m x 3m white back and side hard walls
- 2. Company ID on header
- 3. 1 wastebasket
- 4. Carpet Tuxedo (black & grey)
- 5. 3 stem lights (*includes electrical power for stem lights only*. Exhibitor will need to order electrical service for additional electrical requirements.)

# OPTION 2 BOOTH PACKAGE

- 1. Option 1 booth package listed above plus the following:
- 2. Adhesive printed graphics on the back wall panels (source file to be sent by the exhibitors).
  - Review the Option 2/Graphic File Instructions in this manual for the graphics submission guidelines.
  - Upload high quality files to the Shepard site no later than <u>Friday, May 27, 2022</u> to avoid surcharges.
  - o Exhibitors will receive an email proof for final approval.

#### **ISLAND BOOTHS**

- Island booths are sold as raw space only, no furnishings are included.
- For booth display guidelines see both:
  - o IAEE Guidelines for Display Rules & Regulations
  - o Miami Beach Convention Exhibitor & EAC Building Guide
- Multi-story (double-decker) exhibits, canopies (including ceilings, umbrellas and canopy frames) must be approved by Show Management and Miami Beach Convention Center.
   Drawings and technical information must be submitted to <a href="mailto:exhibitorcs@allured.com">exhibitorcs@allured.com</a> no later than April 20, 2022.

#### **CUSTOM BOOTHS**

- For booth display guidelines see both:
  - o <u>IAEE Guidelines for Display Rules & Regul</u>ations
  - o Miami Beach Convention Exhibitor & EAC Building Guide
- Custom booths of any size must be approved by Show Management and Miami Beach Convention Center. Drawings and technical information must be submitted to exhibitorcs@allured.com no later than April 20, 2022.

#### **HANGING SIGNS**

Hanging signs are permitted for island booths. Inline booths with neighbors are considered on a case-by-case basis depending on booth location and size. Submit drawings – including hanging element dimensions – to <a href="mailto:exhibitorcs@allured.com">exhibitorcs@allured.com</a> for consideration. For hanging sign guidelines see <a href="IAEE Guidelines for Display Rules & Regulations">IAEE Guidelines for Display Rules & Regulations</a> and the <a href="Miami Beach Convention Exhibitor & EAC Building Guide">Miami Beach Convention Exhibitor & EAC Building Guide</a>.

Hanging signs request submitted by: April 20, 2022.

FOOD OR BEVERAGE SAMPLES/GIVE-AWAYS An Exhibitor who is interested in preparing, handling, or sampling food or beverages (including water) for consumption, must contact Exhibitor Customer Service <a href="mailto:exhibitorcs@allured.com">exhibitorcs@allured.com</a> or +1-630-344-6026 by <a href="mailto:April 30">April 30</a>, <a href="mailto:2022">2022</a> for information regarding approval and permits.

### PHOTOGRAPHY AND VIDEOGRAPHY

Exhibitors may take photos/video etc of their own booth. An exhibitor cannot film other booths nor any other part of the expo or conference. Exhibitors must submit their request in writing, for show management approval, if they plan to use an outside photographer or video crew. Please include a schedule, onsite contact info (including cell #) and contact info for photographer/video crew. Please submit your request in writing and send to <a href="mailto:exhibitorcs@allured.com">exhibitorcs@allured.com</a> for approval by June 1, 2022. Failure to obtain the necessary approval will prohibit you from any and all filming and photography of your booth.



# June 29-July 1, 2022 iami Beach Convention Center

Miami Beach Convention Center Miami, FL, USA

#### **GENERAL INFORMATION**

#### **SECURITY**

Miami Beach Convention Center maintains 24-hour security for monitoring the building perimeters, parking areas, lobbies and interior public space. In addition, Show Management will hire security guards to control access to the *World Perfumery Congress* during show hours. However, neither Show Management or its agents, nor Miami Beach Convention Center, assumes responsibility for any loss, damage or injury to any property of the exhibitors.

# SMOKING OR VAPING

No Smoking or vaping is permitted in the MBCC. Ash/trash units are supplied in the designated areas outside of the bus canopies at all entrances for those who wish to smoke.

#### **INSURANCE**

All Exhibitors are required to carry comprehensive general liability insurance for the duration of the *2022 World Perfumery Congress*, including Exhibitor move-in and move-out. Insurance will be at the Exhibitor's own expense.

**Exhibitors are required to submit a valid Certificate of Insurance prior to move-in.** Exhibitors who fail to comply will not be permitted to set up their booth. Please see the Rainprotection Insurance information in this manual for submission details.

#### 1. IF YOU ALREADY HAVE BUSINESS INSURANCE

- Please see the submission guidelines in the Rainprotection Insurance information provided in this manual.
- Contact your insurance provider to get a certificate of insurance.

#### 2. IF YOU DO NOT HAVE BUSINESS INSURANCE

Coverage may be purchased if you click on the link below:

Applicant Information - Rainprotection.net Group Vendor (securevendorinsurance.com)

• An additional discount is available for purchasing the certificate online.

#### VISA - APPLY EARLY:

The United States (U.S.) requires the citizens of many foreign countries to obtain visas to enter the country. Citizens of countries not covered by the Visa Waiver Program must obtain a visa through their local <u>U.S. embassies</u>. You are advised to allow up to four months to obtain a visa for entry into the United States. For detailed information on the U.S. visa policy, please visit the <u>U.S. Department of State</u> website.

# VISA WAIVER PROGRAM

The <u>Visa Waiver Program</u> (VWP) enables nationals of 38 participating countries to travel to the U.S. for tourism or business (visitor [B] visa purposes only) for stays of 90 days or less without obtaining a visa. All qualified VWP travelers are required to obtain electronic travel authorization prior to boarding an air or sea carrier to the U.S. Applications may be submitted at any time prior to travel, but no less than 72 hours prior to departure. Authorization is obtained through an online registration system known as the <u>Electronic System for Travel Authorization</u> (ESTA).



### June 29-July 1, 2022 Miami Beach Convention Center

Miami Beach Convention Center Miami, FL, USA

#### **GENERAL INFORMATION Continued...**

LETTER OF INVITATION FOR EXHIBITOR BADGES:

The World Perfumery Congress (WPC) cannot assist you with the interview process, nor can anyone representing the WPC call the embassy or consulate on your behalf to provide support for granting a visa.

If you are denied a visitor visa, you may reapply if there is new evidence to overcome the basis for the refusal. In the absence of new evidence, consular officers are not required to re-examine such cases.

To obtain a letter of Invitation from WPC, please e-mail Marissa Esposito at mesposito@allured.com after you have received a registration confirmation.

WIFI The Miami Beach Convention Center offers complimentary/free wireless internet

access in the lobby areas of the convention center.

**CHILD POLICY** No children under the age of 18 will be admitted to the event at any time.

RULES AND REGULATIONS

Exhibitors are responsible for compliance with all pertinent regulations and codes concerning fire, safety and health that may be applicable in the exhibit hall during the event. Exhibitors must comply with all of the policies, rules, terms and regulations

contained in the exhibitor manual.

QUESTIONS If you have any questions about World Perfumery Congress or about any of the

services offered, please contact Exhibitor Customer Service at exibitorcs@allured.com

or 630-344-6026.

SHOW MANAGEMENT OFFICE World Perfumery Congress 336 Gundersen Drive, Suite D Carol Stream, IL 60188-2403 USA

E-mail: exhibitorcs@allured.com

Tel: +1-630-653-2155

Fax: +1-630-423-5876



June 29-July 1, 2022
Miami Beach Convention Center
Miami, FL, USA

## **EXHIBITOR SECURITY TIPS**

Show Management shares your concern for the security of your booth and has taken steps to ensure a safe, secure environment for all exhibitors. Perimeter security will be provided for the duration of the show and also additional security during move-in and move-out will be stationed at primary entrances. However, Show Management cannot provide security for each and every booth on the show floor and is not responsible for any theft or damage to products or displays.

The following precautions are recommended for all exhibitors:

- → Have your existing insurance policy include a rider to protect your exhibit display and products from the time they leave your company until they return.
- → Do not list the contents on cartons or crates you are shipping. Keep a complete list of items shipped with your show files instead, including model numbers/serial numbers.
- → Ship products in locked cartons or crates when possible, to the correct address listed in the Exhibitor Services Manual, including your booth name and number for proper delivery.
- → Do not store products in "EMPTY CARTONS".
- → Mount or attach products to your display whenever possible.
- → Secure your staff's personal property, coats and purses, etc. at all times during the show and Exhibitor move-in and move-out.
- → KEEP YOUR MOBILE PHONE ON YOU AT ALL TIMES OR IN LOCKED STORAGE DO NOT SET MOBILE PHONES DOWN.
- → During Exhibitor move-out stay with your products until they are securely packed and labeled for shipment. Confirm your outbound shipping arrangements with your shipping carrier before the close of the show to ensure your freight is picked up on time and check out at the SHEPARD Exhibitor Services Desk before you leave.
- → Do not wait until the end of the show to inform Show Management of damage or theft. Contact Security and Show Management on-site immediately.





Have a safe and enjoyable show!



#### **Exhibitor Liability Insurance Program**

As a standard requirement for all our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Insurance Coverage is not optional.

This insurance must be in force during the lease dates of the event, June 26-July 2, 2022, naming American Society of Perfumers (PO Box 1256, Piscataway, NJ 08855) as the certificate holder. The following must be listed as additional insured: American Society of Perfumers, Allured Publishing and Perfumer & Flavorist Magazine, Miami Beach Convention Center and Shepard.

Deadline to submit insurance: May 26, 2022.

#### **Rainprotection Insurance Program**

If you do not have insurance, or you would rather not use your own insurance, (similar to when you rent a car – so that claims would not be filed against your policy), we have set up a program with Rainprotection Insurance through which, you can purchase compliant insurance instantly online for only \$84.

#### Benefits of using this program:

- No Deductible unlike your corporate policy, Rainprotection's policy has no deductible. Should there be a claim, you will have no out of pocket costs and your future rates will not go up since you would not need to submit a claim on your policy.
- No Hassles you will not need to go back and forth with your broker adding additional insureds and making your insurance compliant with show requirements
- Coverage for exhibitors who do not have an existing policy
- Coverage for international exhibitors whose insurance will not cover them in the U.S.A.
- Easy and Inexpensive to purchase instantly online
- Already pre-filled with all the proper show information.
- Submitted to show management for you Once purchased, they automatically receive a copy

### Make This Process Simple - Purchase Your Insurance Now and Forget About It

Click the link below to purchase your Liability Insurance for just \$84

https://securevendorinsurance.com/RainprotectionGroupVendor/ApplicantInformation?GroupEventKey=375dce0dacf2

#### NON USA EXHIBITORS

When filling in your company information it will ask for a phone number and address. Please use the following: Address - 1901 Convention Center Drive, Miami, FL 33139 Phone Number - (800) 528-7975

**After reading the above information,** if you still decide to use your own insurance, please make it compliant and then submit a copy to: exhibitorcs@allured.com.

Are you worried about lost, stolen, or damaged merchandise?

We also offer Equipment/Merchandise/Display Insurance

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

Please complete and return the Enrollment Form below:

Click Here for the Instant Equipment Insurance Enrollment Form



June 29-July 1, 2022
Miami Beach Convention Center
Miami, FL, USA

### **EXHIBITOR BADGE REGISTRATION**

Please note that as the primary contact for your company, you are not automatically registered for an exhibitor badge. If you will be attending World Perfumery Congress (WPC), please remember to add your name to your company's exhibitor badge list.

To register your booth staff you will need to log into your 2022 WPC Exhibitor Resource Center on the WPC website, if you do not have your company password please email <a href="mailto:exhibitorcs@allured.com">exhibitorcs@allured.com</a>:

- Exhibitor Badge Registration: As an exhibiting company, you will receive two
  complimentary exhibitor badge registrations per 3m x 3m booth purchased. Exhibitor
  Badges are the <u>only</u> badges that allow limited access to the exhibit hall before and after
  official show hours.
  - Please note the primary show contact for your company is **not** automatically registered for an Exhibitor Badge. If they will be attending, please remember to register their name as an Exhibitor Badge.
  - Additional badges for the event must be purchased as Attendee registrations.
     Attendee badges will only have access to the exhibit hall during official exhibit hall hours. To view the attendee registration options available for 2022 please click on Registration Information.
  - Registering your booth staff online allows the flexibility for you to add or change staff at your convenience. You can access your registration at any time by logging back into your WPC Exhibitor Resource Center.
- Lead Retrieval: Each Exhibitor will receive 1 complimentary Lead Retrieval mobile application license to scan leads! For more information, please email aes-exhibitorservices@aventri.com or call 1-801-676-7933. Reserve yours today!

Exhibitor badges will not be mailed. All badges can be picked up on-site at the Exhibitor Registration desk.

If you have questions regarding Exhibitor registration, please email <a href="mailto:exhibitorcs@allured.com">exhibitorcs@allured.com</a>.

#### IMPORTANT NOTICE ABOUT BALANCE DUE PAYMENTS

If an Exhibitor has a balance due on any booth space, advertising or sponsorship program, Show Management reserves the right to HOLD all registrations that are in the system for that company. Badges will not be available to pick up until final balances are paid.





# INTERNATIONAL TRAVELERS: APPLY FOR YOUR VISA EARLY

#### International Travelers: Apply For Your Visa Early

The United States (U.S.) requires the citizens of many foreign countries to obtain visas to enter the country. Citizens of countries not covered by the Visa Waiver Program must obtain a visa through their local <u>U.S. embassies</u>. You are advised to allow up to four months to obtain a visa for entry into the United States. For detailed information on the U.S. visa policy, please visit the <u>U.S. Department of State</u> website.

#### **Visa Waiver Program**

The <u>Visa Waiver Program</u> (VWP) enables nationals of 38 participating countries to travel to the U.S. for tourism or business (visitor [B] visa purposes only) for stays of 90 days or less without obtaining a visa. All qualified VWP travelers are required to obtain electronic travel authorization prior to boarding an air or sea carrier to the U.S. Applications may be submitted at any time prior to travel, but no less than 72 hours prior to departure. Authorization is obtained through an online registration system known as the <u>Electronic System for Travel Authorization</u> (ESTA).

#### Obtain a "Letter of Invitation"

World Perfumery Congress cannot assist you with the interview process, nor can anyone representing World Perfumery Congress call the embassy or consulate on your behalf to provide support for granting a visa.

If you are denied a visitor visa, you may reapply if there is new evidence to overcome the basis for the refusal. In the absence of new evidence, consular officers are not required to re-examine such cases.

To obtain a letter of Invitation from World Perfumery Congress — after you have registered as an Exhibitor and received your registration confirmation, please e-mail Marissa Esposito at <a href="mailto:mesposito@allured.com">mesposito@allured.com</a> to request your invitation letter.



# June 29-July 1, 2022 Miami Beach Convention Center Miami, FL, USA

# FOOD & BEVERAGE BOOTH SAMPLING REQUEST FORM & POLICY



Due: April 30, 2022

Sampling of food items are allowed in portions no greater than 2 oz. and beverage items in portions no greater than 3 oz. in size and should be distributed by the exposition sponsoring organization or exhibitors. Please click on and read the <a href="Miami Beach Convention Center Food & Beverage Policies">Miami Beach Convention Center Food & Beverage Policies</a>.

The samples must be manufactured, processed, or distributed by the exhibiting firms.

Sampling of alcoholic beverages requires **special arrangements and authorization** from the Miami Beach Convention Center - Centerplate. Please click on and complete the **MBCC Authorization Request - Outside Sample Food and/or Beverage Distribution** form and return with **Certificate of Liability Insurance** to Show Management at **exhibitorcs@allured.com**.

Failure to obtain the necessary approval and/or permit will prohibit you from preparing, handling, or sampling food or beverages in your booth.



## AUTHORIZATION REQUEST OUTSIDE SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION

Centerplate has exclusive food and beverage distribution rights within the Miami Beach Convention Center. Exposition sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products ONLY upon Written Authorization.

#### **GENERAL CONDITION:**

A. Only exhibitors who manufacture, produce or distribute with booths in the trade show exhibit hall may give away sample portions of their products and must be show related. No food or beverage may be sampled or given away outside of the exhibit hall or inside any meeting rooms of the Miami Beach Convention Center. Items are to be used as samples only, no cash sales are permitted.

All approved items limited to SAMPLE SIZE.

- 1. Beverage limited to maximum of 3oz container.
- 2. Food items limited to maximum of 2oz portion.
- B. Food and/or beverage items used as traffic promoters (i.e.food, coffee, sodas, ice cream, etc.) must be purchased from Centerplate at the Miami Beach Convention Center.
- C. FLORIDA STATE LAW PROHIBITS ANYONE OTHER THAN THE ALCOHOL LICENSE HOLDER TO DISTRIBUTE OR BRING INTO THE LICENSED ESTABLISHMENT (MIAMI BEACH CONVENTION CENTER) ANY ALCOHOLIC BEVERAGES FOR THE PURPOSE OF TRAFFIC PROMOTION. ALL ALCOHOLIC BEVERAGES MUST BE PURCHASED FROM THE ALCOHOLIC BEVERAGE LICENSE HOLDER.
- D. Standard fees for storage, handling, delivery, etc. will be charged where applicable.
- E. A Certificate of Liability Insurance naming Centerplate, Spectra, The Miami Beach Convention Center and the City of Miami Beach must accompany your Sample Food and/or Beverage Request Form ten (10) business days prior to the event start date. Requests received by Centerplate after the ten (10) day period will not be considered for approval. YOUR COMPANY'S NAME AS CONTRACTED WITH CENTERPLATE, SPECTRA, The MIAMI BEACH CONVENTION CENTER & CITY OF MIAMI BEACH MUST APPEAR ON THE CERTIFICATE OF INSURANCE. Please request a COI for acceptable format.
- F. Waiver of Liability, Assumption of Risk and Indemnity Agreement
  Waiver: In consideration of being permitted to participate at the Miami Beach Convention Center in a supervisory
  capacity, the sampling as detailed on authorization request, the undersigned, heirs and personal representatives or
  assigns, do hereby release, waive, discharge and covenant not to sue Centerplate, Spectra and the City of Miami
  Beach, their officers, employees and agents from any and all claims resulting from personal injury, accidents or
  illnesses (including death), and property loss arising from, but not limited to, participation in

(Show name)		
Signature of Approval:	 	 
Print Name & Title:		





# AUTHORIZATION REQUEST SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION

Please complete this entire form and return with Certificate of Liability Insurance to: Show Management at: <a href="mailto:exhibitorcs@allured.com">exhibitorcs@allured.com</a>

#### PLEASE COMPLETE ALL INFORMATION.

COMPANY INFORMATION					
Name of the Event		Booth Number:			
Company Name	Tel:				
Address					
City	State/Provence	Zip Code			
Contact Person	Cell Number	r			
Email:					
Signature	С	Date			
PRODUCT DETAILS					
Product(s) you wish to dispense:					
Size of portion to be dispensed:					
Proposed method of dispensing:					
Reason for offering samples:					





#### COMPLETE ONLY IF SERVICES ARE REQUIRED OR NEEDED TO BE PROVIDED BY CENTERPLATE:

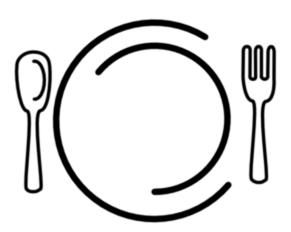
DELIVERY All products must be deli 1901 Convention Center I Total cubic feet of items be	oRefrigeration Dry Other  ivered to centerplate loading dock #1 Drive (located in the Northwest corner of the Miami Beach Convention Center)  eing shipped:
DELIVERY All products must be deli 1901 Convention Center I Total cubic feet of items be	ivered to centerplate loading dock #1 Drive (located in the Northwest corner of the Miami Beach Convention Center)
All products must be deli 1901 Convention Center I Total cubic feet of items be	Drive (located in the Northwest corner of the Miami Beach Convention Center)
	eing shipped:
Name of company deliverin	
	ng product:
First and last date of storag	ge:
Time of product delivery to	booth each day:
Amount of product to be de	elivered each day:
APPLICABLE FEES	
Storage Delivery Charge Ice	\$250.00+ per service \$250.00+ per pallet per day \$50.00+ per delivery. \$12.50+ per 25 lb. bag. There will be a \$25.00+ delivery charge for orders under \$75 ich Sales Tax. (Applies to all charges)

For additional information on services available, please email <a href="Maria.Linkous@Centerplate.com">Maria.Linkous@Centerplate.com</a>





### **EXHIBITOR CATERING ORDERS**



Due: June 8, 2022

### **Maria Linkous**

Catering Manager Phone: +1 786-276-2712

maria.linkous@centerplate.com

### **Miami Beach Convention Center**

Centerplate

Phone: +1 786-276-2700

CenterplateMBCC@centerplate.com



#### **FOOD & BEVERAGE POLICIES**

#### PLEASE TAKE THE TIME TO FAMILIARIZE YOURSELF WITH OUR POLICIES

- Centerplate is pleased to be the Exclusive Caterer to the Miami Beach Convention Center. We will provide
  all of your food, beverage and staff service. NO Outside Food & Beverage is allowed in the building.
- If your company manufactures, produces, or distributes food or beverages and your products are related to the nature of the show, you may provide samples for your guests' enjoyment in your booth on the trade show floor. Maximum food sample sizes are two (2) ounces, and maximum beverage sample sizes are three (3) ounces. An Authorization Request Outside Sample Food and/or Beverage Distribution form must be completed and returned with your Certificate of Liability Insurance to Show Management at exhibitorcs@allured.com by April 30, 2022.
- No food or beverage may be sampled or given away outside of the exhibit hall, ballrooms, common areas or inside any meeting rooms of the Miami Beach Convention Center.
- If an exhibitor's request for sampling exceeds the predetermined size portions or seems to be quantities
  exceeding sampling guidelines, it may be deemed appropriate by Centerplate to assess a Buy Out or
  Corkage Fee for the of bringing their product into the Miami Beach Convention Center.
- Food and Beverage "Traffic Promoters" must be purchased through Centerplate. Small candies such as individually wrapped mints are permitted. Exhibitors are not allowed to hand out food and beverage as an enticement to attract delegates to their booth if their featured product has no relation to food and beverage.
- Popcorn Machines may be rented through Centerplate, only if prior approval has been given to the exhibitor by show management.
- An exhibitor may bring in Logo'd Bottled Water. A corkage fee of \$1.50+ tax per bottle will apply.
   Centerplate reserves the right to control the quantity of logo'd Bottled Water brought into the facility. For more details, contact the Senior Catering Sales Manager
- All exhibit booth orders are designed and packaged to be placed on your counters or booth tables
  prearranged by the exhibitor with the show decorator. Centerplate does not provide tables for display of
  food and beverage. This is a requirement of the show decorators. Electrical needs for food service, trash
  removal, table, and chair equipment must be coordinated through your show's general contractor or show
  decorator. For table requirements please ask your Food & Beverage Sales Manager.
- Our food and beverages are provided on high quality disposable ware with appropriate condiments. We will
  be glad to coordinate specialty linens, flowers and amenities to optimize services





- The Booth Service Order Form must be received no later than fourteen (14) business days prior to the start date of the event to ensure we have the food and beverages you want as well as appropriate staffing to prepare, deliver and service your order. Orders received after ten days may be limited to only those items on hand.
- In order to best serve your catering needs, we require your guarantee at least 72 business hours (3 business days) in advance for ordering. An additional 22% service charge may apply for rush orders.
- All prices are subject to 22% Administrative Charge and 9% Sales Tax.
- Cancellations of perishable products prior to Seventy-Two (72) Business hours in advance of the show's start will receive a refund. Cancellation of services within Seventy-Two (72) Business hours of the show's start will be subject to payment in full.
- Please allow a minimum of 45 minutes to 1 (one) hour for all on-site orders and replenishment requests during the show.
- Room Orders under \$100.00 (Items Subtotal) will incur a mandatory \$25.00+ Delivery Fee.
- Booth Orders under \$75.00++ per delivery are subject to a delivery fee of \$25.00+.
   Client MUST be Present in Booth to receive Food & Beverage Order. Redelivery Fee of \$25++ will apply.
- All orders must be accompanied by payment in full (100% prior Date of Event). Centerplate will accept
  Company Checks drawn on a US bank, Visa, MasterCard, Discover and American Express. A credit card is
  required to be on file for each exhibitor to secure on-site orders during the event. A front & back copy of the
  card is required for processing. This includes all clients that have made payment in full in advance with a
  company check.
- Our full Catering Menus for Meeting Room functions, Private Parties, Host Bars and Receptions are available upon request

Thank you for choosing the Miami Beach Convention Center for your event! Let us take care of the details so you may attend to your visitors and clients. Please contact us with your goals and we will help you achieve them.





### **BOOTH FLORAL ORDERS**



Due: June 8, 2022

### **Sunfloral**

Phone: 1+ 954-496-1524 Email: <a href="mailto:sunfloral@me.com">sunfloral@me.com</a> Website: sunfloralonline.com

Click here to place an order!





**FLORAL ORDER** 8-Jun-22 Deadline Date 2022 WPC **Event Name** MBCC **Event Location Booth Number** Onsite Phone

4233 W. Hillsboro Blvd. Unit #970492

Coconut Creek, FL 970492 Phone: 954.496.1524 Email: sunfloral@me.com Website: sunfloralonlir

We appreciate your business!

Email: sunflore	al@me.com Website: suntloraionline.co	om	Or	isiie Phone	
	Exhibitor Billi	ng Information			
Customer N	Credit Card Nur	nber:	MasterCard	DISCOVER AVVIERICAN EXPRESS	
Company N					
Address:		Expiration Date:			CVN:
City, ST ZIP	Code:	1			
Customer P	hone:	Signature:			
All rental rates incl	ude the item, container, top dressing, and pick up. Delive	y fees are assessed pe	r order.	Orders submitte	d after the deadline and onsite
are subject to a 25	% surcharge and \$20 delivery fee if a separate delivery or	pick up is required to f	ulfill you	ır order. Request	s are subject to availability.
Seasonal items mo 954.496.1524.	ry be substituted with its closest equivalent at the time of the	ne event. Please notity t	us of an	y discrepancies	to your order on site by calling
Quantity	Floral Arranagements	Unit price		Amount	Special Request & Notes
	Small Floral Arrangement (low floral -	\$ 75.00	\$		
	apprx: 6' diameter)				
	Medium Floral Arrangement	\$ 95.00	\$		
	(appx. 18" tall including container)	D =			
	Custom Arrangement - Quoted item Height:	Request Quote			
	Color: Budget:				
			\$	-	Floral Total
Quantity	Small Plant Description - Rental	Unit price		Amount	Special Request & Notes
	Table Top Plant (6")	\$ 30.00	\$		
	Flowering Plant (6")	\$ 35.00	\$		
	Orchid (6")	\$ 40.00	\$		
	Large Fern (8")	\$ 40.00	\$		
			\$	-	Small Plant Total
Quantity	Plant Description - Rental	Unit price		Amount	Special Request & Notes
	2ft Green Plant	\$ 40.00	\$		
	3ft Green Plant	\$ 45.00	\$		
	4ft Green Plant	\$ 55.00	\$		
	5ft Green Plant	\$ 70.00	\$		
	6ft Green Plant	\$ 95.00	\$		
	Above 6ft & special request	Request Quote			
			_		Diam't Takad
<b>.</b>			\$	-	Plant Total
Quantity	Value Package & Miscellaneous Items  Sunsational Plant Package	<b>Unit price</b> \$ 195.50	\$	Amount	Special Request & Notes
	(2 x 2ft & 2 x 5ft green plants - \$220	φ 175.50	Ψ	·	
	Themed event décor.	Request Quote			
	memed eveni decoi.		\$		Miscellaneous Total
To place your	Lorder: Complete, save, attach, and email to:	Total	\$	-	PayPal or Zelle:
	com. If sending by mail, please make all	Tax	\$		Sunfloral@me.com
checks payable to: Sunfloral Company and mail to 4233 W.		Delivery Fee	\$	15.00	Venmo:
Hillsoboro Blvd.	. Unit #970492, Coconut Creek, FL 33097	Delivery ree	Ψ	13.00	@SunfloralCompany

Total due



### Hotel



# Loews Hotel

Official Vendor for WPC 2022

Phone: 1+800-243-1198

www.loewshotels.com/miami-beach/group-world-perfumery-congress-2022

Group Code: PMS620



# PHOTOGRAPHY & VIDEOGRAPHY REQUEST



**Due: June 1, 2022** 

Exhibitors must include a schedule, onsite contact info (including cell #) and contact info for photographer/video crew. Please submit your request in writing to our Exhibitor Customer Service at <a href="mailto:exhibitorcs@allured.com">exhibitorcs@allured.com</a> for approval by June 1, 2022.

Failure to obtain the necessary approval will prohibit you from all filming and photography of your booth.

For further information and to see if you qualify, please contact our Exhibitor Customer Service at exhibitorcs@allured.com

# The Leader in Lead Management

Exhibitors say that Aventri's solutions are the best lead management tools in the event industry. No other technology has been proven to be as fast, user-friendly, reliable, or powerful.

Aventri Lead Capture is an application that allows exhibitors to capture, qualify and fulfill leads using NFC. Users capture leads by touching the device to an attendee's NFC badge. All leads are uploaded to a secure cloud portal via WiFi or cellular network.

The app also lets users qualify leads with a survey; edit lead contact information; take notes; select product information from an onlinenlibrary and send those selections to the attendee by email.



#### **Features**

- NFC Badge reading via touch
- Full contact info populates screen
- Browse and Edit functions

#### **Qualify Leads**

- Customizable lead forms with branching and open text responses
- · Note field with on-screen keyboard

#### **Collateral & Content Distribution**

- Store your product collateral in the cloud
- View content in app
- Choose content that best targets each lead
- Email your choices with a tap
- Lead gets custom email with links to chosen content

### Store Leads in Real Time in the Cloud

 All leads are stored locally and uploaded to our secure Aventri Portal

#### Supported Platforms Smartphone, Tablet or PC

- Android (6.0 or higher)
- iOS (Minimum iOS 11 & Higher)

# HOW TO ORDER

#### **Online**

https://exhibitors-aws.eventscloud.com (Show Code: WPC22)

#### Fax

1.801.406.0040

#### **Ouestions?**

**P.** 1.801.676.7933

E. aes-exhibitorservices@aventri.com







Order Online: https://exhibitors-aws.eventscloud.com/ (Show Code: WPC22) | Questions? 1.801.676.7933 or aes-exhibitorservices@aventri.com

Aventri Lead Capture App including Smartphone	EARLY BY MAY 18	PRE-SHOW BY JUNE 28	ONSITE AFTER JUNE 29	QTY.	COST
TABLET INCLUDES: all hardware and software needed SMARTPHONE INCLUDES: all hardware and software needed	\$500 \$410	\$600 <b>\$460</b>	\$750 \$540		\$ \$
Aventri Lead Capture App on your Smartphone/Tablet (ANDROID, iOS)  *BYOD (Bring Your Own Device)—See Disclaimer below. iOS requirements: iOS 11 or higher. Android Requirements: Android 6.0 or higher					
PACKAGE INCLUDES: 3 Licenses ADDITONAL LICENSE 3 pack must be purchased first	\$480 \$125	\$480 \$125	\$480 \$125		\$ \$
Accessories & Services LOSS/DAMAGE WAIVER FOR SMARTPHONES LOSS/DAMAGE WAIVER FOR TABLETS	\$150 \$250	\$150 \$250	\$150 \$250		\$ \$

#### TOTAL AMOUNT DUE

\$\_\_\_\_\_

IMPORTANT NOTES: Cancellations and changes subject to a \$50 processing fee. \$500 will be charged for any lost, stolen, or damaged smartphone; \$750 will be charged for any lost, stolen, or damaged tablet. All items subject to availability. No refunds for items not picked up.

DISCLAIMER: Aventri Lead Capture has been developed in compliance with NFC standards and is offered as is. Aventri does not guarantee the app will work with all NFC devices. iOS requirements: iPhone 7 or newer, iOS 11 or higher. Not available on iPad. Android requirements: Android 6.0 or higher.

Order Online: https://exhibitors.eventscloud.com

(Show Code: WPC22)

For questions, contact us at aes-exhibitorservices@aventri.com





#### All hardware, services and applications provided by Aventri are subject to the following Terms & Conditions

#### 1) ORDERS AND DEADLINES

- a) Payment for orders must be received in full by the discount deadline in order to be eligible for that pricing.
- b) All orders submitted after the Pre-Show deadline (including onsite orders) are subject to availability.

#### 2) PAYMENT TERMS AND CANCELLATIONS

- a) Orders with open balances 7 business days before show open will be cancelled. Orders can be re-processed for a U\$\$50 fee if payment is received within 7 days prior to show open. In such cases, device configuration may be delayed.
- b) Such cancelled orders are subject to onsite pricing if re-order is handled onsite. In such cases, device configuration may be delayed.
- c) If payment received is different from published prices, Aventri will adjust payment amount to the price on Order Form or online Store.
- $\rm d)$  All order revisions placed after the Pre-Show deadline are subject to a \$50 processing fee.
- e) No refunds after Pre-Show deadline.
- f) Devices/solutions that are unused or not picked up are not refundable.
- g) If your device/solution is not functioning properly, immediately escalate your issue to the Lead Retrieval Service Desk. A refund or replacement device will not be supplied if the issue is not escalated to an onsite Aventri Representative in a timely manner.

#### 3) ONSITE SERVICES AND TERMS

- a) To ensure a smooth onsite experience, please visit the Lead Retrieval Service Desk to pick-up your solution/device one day prior to show open.
- b) Orders placed onsite may require up to an hour of processing time and it is highly recommended that orders be placed well in advance of the show.
- c) Onsite modification(s) or new customization(s) of Aventri devices are subject to a processing fee and technician availability.
- d) Companies renting or utilizing Aventri products/services agree to comply with any and all Terms of Usage set by Show Management and/or Aventri. Should terms of Usage be violated by any party, Aventri will be held harmless and reserves the right to terminate services without issuing a refund or compensating parties involved. Further, such violation may result in the nondelivery of leads/scans/data files.

#### 4) EXHIBITOR TERMS OF USAGE

a. For a misplaced, stolen, or damaged Aventri Lead Capture (ALC) on Tablet, the exhibitor shall be responsible for a \$750 replacement fee. For a misplaced, stolen, or damaged ALC on Smartphone, the exhibitor shall be responsible for a \$500 replacement fee. For a misplaced, stolen, or damaged ALC on Mobile Phone or ALC for PC, the exhibitor shall be responsible for a \$250 replacement fee. For a misplaced, stolen, or damaged wireless printer or keyboard, the exhibitor shall be responsible for a \$400 replacement fee; and for a misplaced, stolen, or damaged iPad or iPhone reader, the exhibitor shall be responsible for a \$150 replacement fee; and for a misplaced, stolen, or damaged power supply, the exhibitor shall be responsible for a \$250 replacement fee. If the Loss/Damage Waiver fee is paid for a device, Aventri will waive the exhibitor's responsibility to return that device or return it undamaged.

#### b. Loss/Damage Waiver Rules:

- i) The fee waives the exhibitor's responsibility to return a device, or return a device undamaged, to Aventri. Exhibitor must report loss, theft or damage to Aventri Lead Retrieval Service Desk promptly. For any device believed to be lost or stolen, exhibitor must file a police/security report and forward a copy to the assigned Aventri representative.
- c. Data Retention Policy: Aventri will store personal data collected via its Applications on its secured serversfor only as long as a legitimate business reason for retention exists, as defined by show management, as the Data Controller. If the Data Controller has not specified a timeframefor data retention, Aventri will keep the data on its servers for a maximum of 18 months from close of the event, after which date will either the data will bedestroyed, returned to show management or rendered anonymous, with no ability to identify the personal data of any individual whatsoever.

#### **5) LIMITATION OF LIABILITY**

a) Aventri does not guarantee any level of Return on Investment related to the use of Aventri products/services. Aventri provides a convenient service that uploads data to a secure Website via Aventri's mobile cellular data network for password protected access by exhibitors. Aventri does not guarantee connectivity will be active at all times. Upon Receiving notification of your login information, we recommend that you login to the Aventri Portal site to verify that your data is available.

We also recommend that you contact our Service Desk for any reason (i.e., lost or stolen device), or if your data is not available at our online site. b) Aventri shall not be held liable for any unforeseen happenings (i.e., Acts of God, union labour strikes, building or grounds damage, loss of power, travel or work stoppages) that may cause the show to be cancelled or postponed. In any such event, the obligations of Aventri for services not rendered shall be terminated and Aventri shall be entitled to all payments received.

#### 6) DATA PRIVACY

- a) The lead gathering software applications ("Applications") you have licensed for this event allow you to collect business card information stored in contactless badge media, called Aventri Lead Capture app, issued to each registrant. The Aventri lead gathering application you are provided with is loaded on a device that has a short range contactless smart card reader and the software uses  $\,$  a secured encrypted key that unlocks the content on the registrant's badge. The Applications are the only ones that can enable the  $\,$ reading of content of an Aventri Badge, and you can only read a badge if you bring the reader or the card within 2 cm of each other. During the registration process, the registrant will be asked for his/her consent to exhibitors' collection and use of the registrant's personal data stored on the Aventri Badge (the "Consent"). You are also required to affirmatively inform the registrant that you are scanning their Aventri badge and collecting their personal data so that you can contact them as a follow-up to their visit at your location. If the registrant objects to you scanning their Aventri Badge you must not scan the Aventri badge for access to the registrant's personal data.
- b) Subject to subsection h) below, you agree that when collecting information and personal data ("Personal Data") through these Applications, you will become a data processor or a sub-processor, as defined in the General Data Protection Regulation ("GDPR") and as the same or analogous terms are defined in the UK Data Protection Act 1998 and the Spanish Protection of Personal Data Act 1999 and applicable US Data Privacy laws(collectively, the "Privacy Laws"). As a data processor, you have independent obligations under the GDPR and the other Privacy Laws and hereby agree to fully comply with the following data protection and information security requirements (the "Requirements") -
- c) Definitions. For the purposes of these Requirements: (i) "Data Processor", "Data Controller", "Sub-processor", "Data Subject", "Personal Data", "Special Categories of Personal Data", "Supervisory Authority," "Process" and "Processing" shall have the same meaning as set out in Article 4 of the GDPR; (ii) "Services" shall mean the services provided and procured under the Agreement; (iii) "Data Protection Laws" means any data protection laws applicable to Processing of Personal Data contemplated by the Agreement of which these Requirements are a part; (iv) "Exhibitor" means you; (v) "Information Security" is the practice of preventing unauthorized access, use, disclosure, disruption, denial of access, modification, inspection, recording or destruction of information, regardless of the form; (vi) "Standard Contractual Clauses" means the standard contractual clauses for the transfer of Personal Data from the European Union, European Economic Area, Switzerland and the United Kingdom, to Data Processors established in third countries (Data Controller-to-Data Processor transfers), as set out in the Annex to Commission Decision 2010/87/EU; (vii) "Top 10 Risks" mean those risks to Information Security set out in the Open Web Application Security Project -(https://www.owasp.org/index.php/Category:OWASP\_Top\_Ten\_Project); (viii) "IT System" means any IT system involved in the provision of services and deliverables contemplated by the Agreement; (ix) "Relevant Data" means Personal Data and any other non-public data collected, held, or Processed by you or on behalf of Aventri, regardless of the form, whether





#### All hardware, services and applications provided by Aventri are subject to the following Terms & Conditions

electronic or physical; and (x) "Aventri" means Aventri. In case of any conflict between the terms and conditions of these Requirements and any other term or provision of the Agreement, these Requirements shall govern. For the purpose of processing Personal Data under the Agreement, Aventri is a Data Processor and Exhibitor is a Sub-Processor.

d)The Exhibitor will implement appropriate technical, and organizational measures to ensure against unauthorizedor unlawful access, use, disclosure, Processing or modification and accidental loss, destruction or damage (e.g., Relevant Data 'in flight' or at rest will be encrypted and interfaces between IT Systems will use strong credentials and authentication.) Security information will not be sent in the clear; administrative privileges will only be shared on a "need-to-know" basis; logical and physical security of servers and other computer resources will be assured; Personal Data not needed at present will not be retained and will be retained for the shortest possible time; any IT System shall protect against the Top 10 Risks.

e)The Exhibitor will implement best practice protections for Information Security against any virus and internet attacks; not compromise security by functionality changes; patch IT Systems to industry good practice and keep code libraries up-to-date; achieve satisfactory test status for all releases to the production environments; use a deployment process that ensures authority and efficacy of any release [including rollback and failed release planning]; and maintain skilled staff or contractors to ensure IT Systems are appropriately supported at all times.

#### f) The Exhibitor's Obligations.

(i) The Exhibitor must at all times Process any Personal Data held in connection with the Agreement in accordance with all applicable Data Protection Laws and only for the purposes of fulfilling itsobligations under the Agreement and shall not Process Personal Data for any other purpose.

(ii) If the Exhibitor becomes aware of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorized disclosure of, or access to, Personal Data Processed, the Exhibitor must take appropriate actions to contain, investigate, mitigate, recover, restore, and notify Aventri immediately of that act or omission. The data breach notification shall contain at least a description of the nature of the data breach including the categories and approximate number of DataSubjects affected, categories of Personal Data affected, date and time, technical and organizational security measures taken to cure the breach, and if applicable other(s) supplier(s) involved and describe the likely consequences of this data breach and description of the correction made. The Exhibitor, at its own cost, will assist Aventri in meeting any notification and other requirement(s) under applicable Data Protection Laws.

(ii) If Exhibitor becomes aware of: (a) any breach of these Requirements by the Exhibitor; (b) any act or practice of Exhibitor, its employees or its subcontractors which causes or may cause a failure by or inability of Aventri to comply with its obligations under the Data Protection Laws or any privacy statements or policies issued by it; or (c) any breach of any of the Data Protection Laws that apply directly to Exhibitor, the Exhibitor shall notify Aventri immediately. In addition, the Exhibitor, at its own cost, will assist Aventri and/or the Data Controller in meeting any notification and other requirement(s) under applicable Data Protection Laws or such requirements deemed reasonably necessary by Aventri. (iv) In the event that the Exhibitor receives any request or notice from  $\ensuremath{\mathtt{a}}$ Supervisory Authority or Data Subject, the Exhibitor will notify Aventri immediately and assist Aventri and/or the Data Controller with such requests to the extent legally permitted. (v) Without the prior written approval of Aventri, the Exhibitor shall not allow any third party to access, transfer or Process Relevant Data. The third party's Processing and data use activities shall be governed by no less restrictive provisions than theprovisions set out in these Requirements. (v) Transfer of Personal Data outside the European Economic Area, Switzerland, and the United Kingdomto countries which do not ensure an adequate level of data protection within the meaning of Article45 the GDPR (which includes the Privacy Shield Scheme) are only permitted where the country or organization offers appropriate safeguards such

as the Standard Contractual Clauses.

(vi) Aventri may terminate the Agreement with immediate effect by giving written notice to the Exhibitor if the Data Controller objects to the engagement of the Exhibitor as a Sub-processor within 5 workingdays after the receipt of Aventri's notice in relation to the engagement. Exhibitor agrees that it will haveno rights to damages or indemnification of any nature because of such termination.

(vii) Upon written request, the Exhibitor will assist Aventri in verifying the Exhibitor's compliance with its obligations to carry out a data protection impact assessment related to the Services in connection with the Agreement.

(viii) Upon reasonable request by Aventri, the Exhibitor shall at its own cost make available to Aventri or its auditor all information and access reasonably necessary to assess the Exhibitor's compliance with the obligations of these Requirements.

(ix) Immediately on termination or expiration of the Agreement, or upon request by Aventri, the Exhibitormust, at Aventri's written election return all Relevant Data to Aventri or destroy all Relevant Data, in a manneragreed in writing with Aventri. In the event Aventri elects to instruct Exhibitor to destroy the Relevant Data, Exhibitor shall certify that such destruction has occurred, indicating the time and means of destruction. If the relevant law binding on the Exhibitor prevents it from doing as requested, the Exhibitor hereby agrees that it will continue to observe the terms of these Requirements for as longas it is required to retain Relevant Data, the Exhibitor will proceed as originally requested by

 $\{x\}$  The Exhibitor shall ensure that its personnel engaged in the Processing of Personal Data have agreed to confidentiality obligations no less restrictive than those set forth in these Requirements and havereceived appropriate training.

g) <u>Details of Processing.</u> The subject-matter of Processing of Personal Data by the Exhibitor is the performance of the Services pursuant to the Agreement:

(i) Nature and purpose of the Processing: The Exhibitor will Process Personal Data as necessary to perform the Services pursuant to the Agreement, as further specified in the Agreement, and as further instructed by Aventri in its use of the Services;

(ii) Duration of the processing: The Exhibitor will Process the Personal Data for the duration of the Agreement, unless otherwise agreed upon in writing;

(iii) Categories of Data Subjects: The Data Subjects are as described in the Agreement;

(iv) Types of Personal Data: The types of Personal Data to be Processed are as described in the Agreement and may include, but is not limited to, name, job title, employer, contact information, ID data, personal life data, mobile data, connection data, or localisation data.

h) The Exhibitor acknowledges and agrees that no use of the Relevant Data may be made by the Exhibitor except as contemplated in and expressly agreed by a Data Subject in the Consents. In the event Exhibitor wishes to Process the Relevant Data in any manner different from or not contemplated in the Consents, Exhibitor shall be solely responsible for obtaining a GDPR-compliant consent therefor from each Data Subject whose Personal Data is included in the Relevant Data. Under such circumstances, the Exhibitor shall be deemed a Data Controller and shall be responsible for compliance with all GDPR requirements applicable to a Data Controller.

i) Indemnity: The Exhibitor agrees to indemnify and keep indemnified, and defend at its own expense, Aventri against all costs, claims, damages or expenses incurred by Aventri or for which Aventri may become liable due to any failure by the Exhibitor, its employees, agents or sub-contractors to comply with any of its obligations under theseRequirements. Any limitations of liability contained in the Agreement shall not apply to a breach of the Requirements.



### **EXHIBITOR SERVICE MANUAL**



**World Perfumery Congress** 

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022 F128110722

# WPC PERFUMERY CONGRESS The Sensory Event for Fragrance Leaders

#### **SHOW INFORMATION**

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

#### **Booth Package**

For all questions on booth packages, including which one you receive, please contact the show organizer or the whomever you purchased your booth space through

#### Option 1

- · 3m x 3m white hardwall booth
- · Company ID on header panel
- · 3 stem lights
- · Tuxedo booth carpet
- · 1 Wastebasket
- (1) 500 watt electrical drop\*

\*Power to stem lights only

#### Option 2

- · 3m x 3m white hardwall booth
- · Custom Graphics on backwall and header\*\*
- · 3 stem lights
- · Tuxedo booth carpet
- · 1 Wastebasket
- · (1) 500 watt electrical drop\*
- \*Power to stem lights only
- \*\* Please see following page for instructions on how to upload graphics for the second booth option.

All Island booth exhibitors are responsible for their providing thier own carpet/floor covering.

#### **Show Colors**

Aisle Carpet Color: Peacock

#### **Exhibit Show Schedule**

#### **ISLAND BOOTHS ONLY MOVE-IN**

Sunday, June 26, 2022 ·12:00PM to 6:00PM

#### **GENERAL EXHIBITOR MOVE-IN**

Monday, June 27, 2022 • 8:00AM to 5:00PM Tuesday, June 28, 2022 • 8:00AM to 5:00PM

#### **EXHIBIT HOURS**

Wednesday, June 29, 2022 · 10:00AM to 6:00PM Thursday, June 30, 2022 · 10:00AM to 6:00PM Friday, July 1, 2022 · 10:00AM to 5:00PM

#### **EXHIBITOR MOVE OUT**

Friday, July 1, 2022 • 5:00PM to 10:00PM Saturday, July 2, 2022 • 8:00AM to 12:00PM

#### FREIGHT REROUTE BEGINS\*

\*All outbound carriers must be checked in by this time Saturday, July 2, 2022 | 11:00AM

#### **IMPORTANT DEADLINES**

# Discount Price Deadline for Custom Shepard Rentals

Tuesday, May 31, 2022

#### Exhibitor Appointed Contractor Notification Deadline

Tuesday, May 31, 2022

#### First Day for Warehouse Deliveries Without a Surcharge

Tuesday, May 31, 2022

# Discount Price Deadline for Standard Shepard Orders

Wednesday, June 8, 2022

#### Last Day for Warehouse Deliveries Without a Surcharge

Monday, June 20, 2022

#### Last Day for Warehouse Deliveries\*

Friday, June 24, 2022

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

#### First Day Island Freight Can Arrive at Show Site

Sunday, June 26, 2022 | 12:00PM

#### First Day Freight Can Arrive at Show Site

Monday, June 27, 2022 | 8:00AM

#### **Shipping Addresses**

#### **ADVANCE WAREHOUSE SHIPMENT ADDRESS**

Exhibiting Co. Name & Booth Number World Perfumery Congress SES c/o TForce Freight c/o ZIX Corporation 8439 N.W. 72nd Street Medley, FL 33166

#### **DIRECT TO SHOW SITE SHIPMENT ADDRESS**

c/o Shepard Exposition Services
Exhibiting Co. Name & Booth Number
World Perfumery Congress
Miami Beach Convention Center
1901 Convention Center Drive
Miami, FL 33139





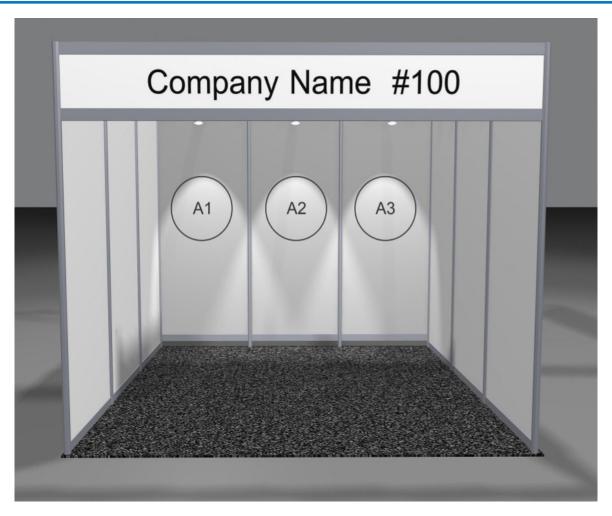
# BOOTH GRAPHICS INFORMATION (OPTION 2 ONLY)

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

**ARTWORK DEADLINE: FRIDAY, MAY 27TH, 2022** 



#### **Option 2 booth includes:**

- · 3m x 3m hard wall booth
- · Custom Graphics back wall & header \*\*
- · Company ID on Header
- · Booth Carpet Tuxedo
- · (1) Wastebasket
- · (3) Stem lights
- · (1) 500 Watt
- · Electricity to Power Stem Lights Only
- \*\* You may add your own custom designed graphics to the panels marked A1, A2, A3. Deadline for graphic order is Friday, May 27th

A1, A2, A3 Single Panel Size: 950 MM X 2224 MM

PLEASE SEE THE FOLLOWING PAGES FOR SUBMISSION INFORMATION





# **BOOTH GRAPHICS: OPTION 2 - 3X3 BOOTHS**

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

#### **ARTWORK DEADLINE: FRIDAY, MAY 27TH, 2022**

Please use the form below to indicate the graphic file to be used for each panel. All artwork and graphic files must be saved in the Shepard FTP site using the information below. All graphic files must be submitted to Shepard and approved for printing by Friday, May 27th, 2022.

Artwork submitted and/or approved after the deadline will be subject to surcharges.

#### **STEP 1: Submit graphics online**

Website: files.shepardes.com

Direct Link: https://files.shepardes.com/login?next=/files/FTP%20Files/Drop%20Off/-2022/07\_World%20Perfumery%20Congress/EXHIBITOR%20UPLOADS

#### **Process:**

B - - 11- 44

- 1. Login: sesftp
- 2. Password: ftpftp
- 3. Go to: "FTP Files"
- 4. Go to: "Drop off"
- 5. Go to: "2022"
- 6. Search "07\_World Perfumery Congress"
- 7. Upload your graphics and name your file: Company Name\_Booth#\_Panel Letter example: Shepard\_1905\_A
- 8. Graphic orders will be processed once received. Shepard will contact you if there are any questions or if there are any issues with your files.

# STEP 2: Submit this form with the following table completed to eventproduction@shepardes.com

Bootn #	_ Company Name:		
PANEL	FILE NAME		
Al			
A2			
А3			

If you do not have designed graphics, Shepard can design your artwork for you! Design fees are \$78 per hour. Contact the Account Services department for details! eventproduction@shepardes.com





# **BOOTH GRAPHICS: OPTION 2 - 3X6 BOOTHS**

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

#### **ARTWORK DEADLINE: FRIDAY, MAY 27TH, 2022**

Please use the form below to indicate the graphic file to be used for each panel. All artwork and graphic files must be saved in the Shepard FTP site using the information below. All graphic files must be submitted to Shepard and approved for printing by Friday, May 27th, 2022.

Artwork submitted and/or approved after the deadline will be subject to surcharges.

#### **STEP 1: Submit graphics online**

Website: files.shepardes.com

 $\textbf{Direct Link:} \ \, \texttt{https://files.shepardes.com/login?next=/files/FTP\%20Files/Drop\%20Off/-2022/07\_World\%20Perfumery\%20Congress/EXHIBITOR\%20UPLOADS \\ \textbf{Solitor:} \ \, \texttt{https://files.shepardes.com/login?next=/files/FTP\%20Perfumery\%20Congress/EXHIBITOR\%20UPLOADS \\ \textbf{Solitor:} \ \, \texttt{https://files/FTP\%20Congress/EXHIBITOR\%20UPLOADS \\ \textbf{Solitor:} \ \, \texttt{https://files/FTP\%20Congress/EXHIBITOR\%20UPLOADS \\ \textbf{Solitor:$ 

#### **Process:**

- 1. Login: sesftp
- 2. Password: ftpftp
- 3. Go to: "FTP Files"
- 4. Go to: "Drop off"
- 5. Go to: "2022"
- 6. Search "07\_World Perfumery Congress"
- 7. Upload your graphics and name your file: Company Name\_Booth#\_Panel Letter example: Shepard\_1905\_A
- 8. Graphic orders will be processed once received. Shepard will contact you if there are any questions or if there are any issues with your files.

# STEP 2: Submit this form with the following table completed to eventproduction@shepardes.com

Booth #	Company Name:		
PANEL	FILE NAME		
Al			
A2			
А3			
A4			
A5			
A6			

If you do not have designed graphics, Shepard can design your artwork for you! Design fees are \$78 per hour. Contact the Account Services department for details! eventproduction@shepardes.com





# **BOOTH GRAPHICS: OPTION 2 - 3X9 BOOTHS**

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

#### **ARTWORK DEADLINE: FRIDAY, MAY 27TH, 2022**

Please use the form below to indicate the graphic file to be used for each panel. All artwork and graphic files must be saved in the Shepard FTP site using the information below. All graphic files must be submitted to Shepard and approved for printing by Friday, May 27th, 2022.

Artwork submitted and/or approved after the deadline will be subject to surcharges.

#### **STEP 1: Submit graphics online**

Website: files.shepardes.com

 $\textbf{Direct Link:} \ \texttt{https://files.shepardes.com/login?next=/files/FTP\%20Files/Drop\%20Off/-2022/07\_World\%20Perfumery\%20Congress/EXHIBITOR\%20UPLOADS$ 

#### **Process:**

Rooth #

- 1. Login: sesftp
- 2. Password: ftpftp
- 3. Go to: "FTP Files"
- 4. Go to: "Drop off"
- 5. Go to: "2022"
- 6. Search "07\_World Perfumery Congress"
- Upload your graphics and name your file: Company Name\_Booth#\_Panel Letter example: Shepard\_1905\_A

Company Name

8. Graphic orders will be processed once received. Shepard will contact you if there are any questions or if there are any issues with your files.

#### STEP 2: Submit this form with the following table completed to eventproduction@shepardes.com

D00(11 #	Company Name.
PANEL	FILE NAME
A1	
A2	
А3	
A4	
A5	
A6	
A7	
A8	
А9	

If you do not have designed graphics, Shepard can design your artwork for you! Design fees are \$78 per hour. Contact the Account Services department for details! eventproduction@shepardes.com





# ADDITIONAL BOOTH PANELS FOR PURCHASE

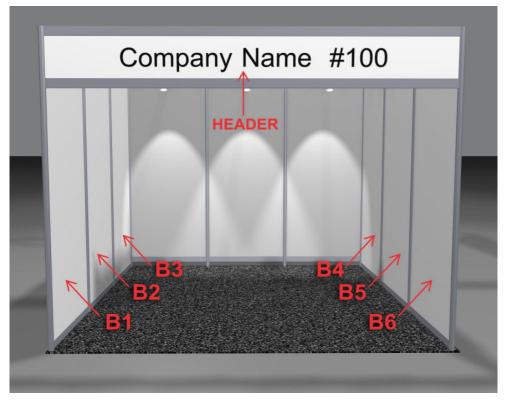
#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

**ARTWORK DEADLINE: FRIDAY, MAY 27TH, 2022** 

You also have the ability to customize other spaces in your booth! Please use the form below to purchase the additional graphic panels for your booth.



**Header size:** 2948mm x 322mm **B1-B6 Panel Sizes:** 965 mm x 2240 mm

#### **STEP 1: Order additional customizations**

Please indicate the number of customizations you would like. Ex. if you would like to customize all 6 panels, you would indicate "6" in the quantity box.

CODE	QUANTITY	ITEM	PRICE	EST TOTAL
66314		Adhesive custom graphics on side panel (price per meter panel)	\$240.00	
66313		Custom Branding on Front Header	\$60.00	
66315		Extension of Header to Side of Booth	\$100.00	

#### STEP 2: Submit graphics for panels or header on following page





# ADDITIONAL BOOTH PANELS: GRAPHIC UPLOADS

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

#### **ARTWORK DEADLINE: FRIDAY, MAY 27TH, 2022**

Please use the form below to indicate the graphic file to be used for each panel. All artwork and graphic files must be saved in the Shepard FTP site using the information below. All graphic files must be submitted to Shepard and approved for printing by Friday, May 27th, 2022.

Artwork submitted and/or approved after the deadline will be subject to surcharges.

#### **STEP 3: Submit graphics online**

Website: files.shepardes.com

Direct Link: https://files.shepardes.com/login?next=/files/FTP%20Files/Drop%20Off/-2022/07\_World%20Perfumery%20Congress/EXHIBITOR%20UPLOADS

#### **Process:**

- 1. Login: sesftp
- 2. Password: ftpftp
- 3. Go to: "FTP Files"
- 4. Go to: "Drop off"
- 5. Go to: "2022"
- 6. Search "07\_World Perfumery Congress"
- Upload your graphics and name your file: Company Name\_Booth#\_Panel Letter example: Shepard\_1905\_A
- 8. Graphic orders will be processed once received. Shepard will contact you if there are any questions or if there are any issues with your files.

#### STEP 4: Submit this form with the following table completed to eventproduction@shepardes.com

Booth #	Company Name:
PANEL	FILE NAME
B1	
B2	
В3	
B4	
B5	
В6	
HEADER	

If you do not have designed graphics, Shepard can design your artwork for you! Design fees are \$78 per hour. Contact the Account Services department for details! eventproduction@shepardes.com





### GRAPHIC APPROVAL PROCESS INFORMATION

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

**ARTWORK DEADLINE: FRIDAY, MAY 27TH, 2022** 

#### **Graphic Approval Process and Important Information**

- Upload your ready to print files to the FTP site by Friday, May 27th, 2022
- 2. Once graphics are uploaded and named, as shown in the Process on your order form, you must email your completed form to eventproduction@shepardes.com to notify them of the upload. Failure to notify Shepard of upload could result in your graphic order being missed.
- 3. PLEASE NOTE! You will **NOT** receive a proof of your graphics once submitted. Shepard will contact you if there are any problems with your files or if any clarification is needed.
- 4. Please see the Graphic Guidelines and Uploading Instructions on the following pages for file type and size specifics.

\*\*NOTE: With many files, Shepard has the capability to make changes to the file you provide. Should you request Shepard to manipulate the files, design time charges will apply. In the event Shepard is unable to manipulate the provided files, you will be notified immediately so our team can make the change.

# UPLOADING GRAPHICS 101 ADDING FILES TO THE FTP.

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL

June 29-July 1, 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**

- 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**

- Go to: files.shepardes.com.
- 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 Opload 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.
- 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.
Id InDesign	.indd or .idml	Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
Ai Illustrator	.ai or .eps	Vector artwork. Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
Ps 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.





Raster Logo at 100% 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.





#### **BUDGET BOOTH PACKAGE**

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

**ONLINE & DISCOUNT DEADLINE:\* TUESDAY, MAY 31, 2022** 

#### A Budget and Time Friendly Solution!

#### Booth Package 3m x 3m

\*\* No substitutions will be accepted.

Each Economy 3m x 3m booth package includes:



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



**2 - Upholstered Side Chairs** (50020)



1 - Wastebasket (50091)



#### Step 1. Tell us how many packages you want.

CODE	QTY	ONLINE	DISCOUNT	REGULAR
50260		\$378.95	\$435.80	\$488.10

<sup>\*</sup>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.

TOTAL ESTIMATE	\$ 
TAX (All tax rates are subject to change)	7.00%
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 EMAIL ADDRESS:

CONTACT NAME: \_



# ONLINE ORDERING IT'S EASY.

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL

June 29-July 1, 2022

Order online through the Shepard Exhibitor Portal at

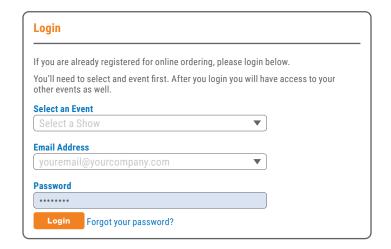
https://apps.shepardes.com/olk/intro.asp. Login or Create an Account and follow the simple instructions for ordering. If you need assistance during your shopping experience, contact us using our chat feature on the right side of the screen. Representatives are available Monday - Friday, 8AM - 5PM EST.

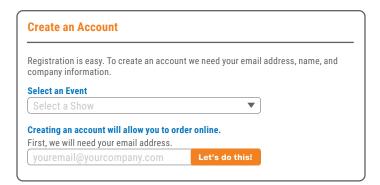
- 1. Go to: https://apps.shepardes.com/olk/intro.asp.
- 2. Select the Event.
- 3. Login from the Show Information page by clicking the Login for Online Ordering button.
- 4. Select your event, enter your email address and password then click Login.

User Name = **Your Email Address** (provided by Event Management)

Password = WPC22

- 5. Don't have an account, click "Create an Account."
- 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.









#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL

June 29-July 1, 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: Wednesday, June 8, 2022 All paid orders placed online prior to the deadline date.

Discount Deadline: Wednesday, June 8, 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: World Perfumery Congress

EVENT CODE: **F128110722** 

**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
Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA	Account Number: <b>42-6061-9772</b>	SWIFT CODE (INTL): PNCCUS33	if you are sending a physical check.

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



### TERMS & CONDITIONS

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL

June 29-July 1, 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

Equipment Audits: FXHIBITOR 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 Eurnishings: 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)

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL

June 29-July 1, 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

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-weighed weight of the shipment. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

**Inbound and Outbound Shipments:** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

Packaging, Crates, and Empty Containers: Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly. or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or their representative. All previous labels should be removed. Shepard assumes no responsibility for removal or mis delivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."



# COVID-19 CANCELLATION POLICY

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL

June 29-July 1, 2022

#### Cancellation Policy Statement for Exhibitors on Events Impacted by Coronavirus

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

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

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

#### **Frequently Asked Questions**

#### How do I cancel my order?

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

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

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

#### When will I get a refund?

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

#### Will I still be charged material handling for my shipment?

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

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

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

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



# SAFETY FIRST PLAN CREATING SAFE & SUCCESSFUL LIVE EVENTS IN A COVID WORLD.

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

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

#### **Our Commitment!**

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



#### **Masks Required**

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



#### **Health Screening**

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



#### **Temperature Check**

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



#### **Hand Hygiene**

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



#### **Safety Signage**

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



#### **Hand Sanitizing Stations**

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



#### **Exhibitor Service Center**

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



#### **Daily Safety Briefings**

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



#### **Social Distancing/No Contact Rule**

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



#### **COVID-19 Training**

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



#### **Team Meeting Areas**

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





#### THIRD PARTY PAYMENT

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

**DEADLINE: TUESDAY, MAY 31, 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 COMPA	NY NAME:		BOOTH NUMBER:				
EXHIBITING COMPA	NY ADDRESS:						
CITY:			STATE:	ZIP CODE:			
CONTACT EMAIL AD	DRESS:		PHONE NUMBER:				
EXHIBITING COMPA	NY AUTHORIZED NAME (plea	ase print):					
SIGNATURE FROM E	EXHIBITING COMPANY:						
Step 2. Check	k services below to	bill to the third party.					
□ ALL SERVICES	Booth Cleaning	☐ Material Handling	Carpet	Furniture			
	Exhibit Rentals	Overhead Rigging/Labor	☐ Installation/Dismantling Labor	☐ Logistics/Transportation			
	Other (please specify):						
Step 3. Provid	de third party conta	act information.					
3RD PARTY COMPA	NY NAME:						
CONTACT NAME:							
EXHIBITING COMPA	NY ADDRESS:						
CITY:			STATE:	_ ZIP CODE:			
CONTACT EMAIL AD	nndess.		PHONE NUM	RED.			

#### 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.





### EXHIBITOR APPOINTED CONTRACTOR (EAC)

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

**DEADLINE: TUESDAY, MAY 31, 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:
	PHONE NUMBE	
An Exhibitor Appointed Contractor (EAC) is a company other than the "general or and dismantling. The EAC may only provide services in the facility that are not do contract as an exclusive service for the "general or official: service provided or ot	esignated by the facility as "exclusive" to a designat	
No EAC will be allowed to work in an exhibitor's booth if this EAC form, a valid for is not completed by an authorized representative and received by Shepard by th other ordering third party ordering or requesting services from Shepard on behasubmitted by deadline date, the EAC will not be allowed to perform work in the H	e due date indicated above. The Form must be con alf of exhibitor) at the above event. Multiple booths	npleted for every third party (as well as any are not to be listed on one form. If form is not
EXHIBITOR APPOINTED CONTRACTOR:		
CONTACT NAME:	PHONE NUM	IBER:
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 occurrence, \$1,000,000 personal injury per occurrence, workers compensation a as the certificate holder for the time period of the event, including move-in and accepted, and may prevent EAC from working on the premises. If EAC does not I Exposition Services for labor services.	ggregate coverage of \$1,000,000 per occurrence, a move out days. Listing Shepard Exposition Services	and naming Shepard Exposition Services as an additionally insured only will not be
The EAC must abide by the rules and regulations of the show and all pertinent u	nion regulations.	
EAC employees must wear approved identification badges at all times while in t all requirements have been met.	he work area. Badge will be issued at show site to a	uthorized contractor representatives when
The EAC must confine its operations to the exhibit area of its clients. No service of and public areas are not part of the Exhibitor's booth space.	desks, storage areas or other work facilities will be l	ocated anywhere in the facility. Show aisles
Solicitation of business by EAC is strictly prohibited. EAC companies discovered for the remainder of the event.	soliciting will be removed from the show floor and t	the exhibitor will not be able to use that EAC
The EAC must have all business licenses, work permits and insurance required b provide Show Management with evidence of compliance.	y State and City governments and Facility Manager	ment before beginning work, and shall
If required, the EAC must be able to provide evidence that it has current and app. The EAC must not jeopardize the production of the event by any act or practice to		
EACs agrees to keep all No Freight Aisles clear at all times. If SES is required to depending on billing arrangements will be a charged a 1 hour minimum forkli		reight Aisle, the exhibitor or the EAC
EVUIDITED SIGNATURE		
EXHIBITOR SIGNATURE:		

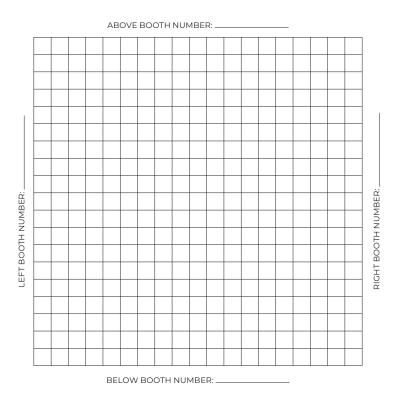


#### With Shepard, You Can.

Use this grid to show where to place Hanging Signs, Electrical, or other Utility Orders. Make as many copies as you need!

COMPANY NAME:		BOOTH NUMBER:
CONTACT NAME:	CONTACT EMAIL ADDRESS:	

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





# 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.
- $\boldsymbol{\cdot}$  Transporting freight from dock to your booth space.
- Removing empty shipping containers (boxes, crates and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth at the close of event.
- · Transferring your freight back to the loading dock.
- Loading your freight into your carrier's delivery vehicle for return shipping.

#### One easy way to keep charges low?

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

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

# SHEPARD LOGISTICS EFFICIENT. ON-TIME. GUARANTEED.

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

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



#### **Inbound & Outbound Services**

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



#### **Material Handling**

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



#### **Value-Added Services**

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





#### **SHEPARD LOGISTICS SERVICES (SLS)**

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

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

*Discou	nt does not apply to shipments c	onsidered small	package, local	deliveries, "Lig	ht Weight" shipm	nents, or shipm	nents over 10,000 lbs. Roundtr	rip SLS shipping is re	quired to qual	ify for discount	. (35572)
Step	1. Complete exhil	biting cor	mpany i	nformat	ion.						
EXHIB	TING COMPANY NAME:					BOOTH NUMBER:					
CONTA	ACT NAME:					PHONE NUMBER:					
CITY: _							STATE:		ZIP CODE: _		
EMAIL	ADDRESS:										
Step	2. Where are we	picking u	ıp the sh	nipment	?						
СОМР	ANY NAME:										
STREE	T ADDRESS:							PHONE	NUMBER:		
CITY: _							STATE:		ZIP CODE: _		
Is ther	e a loading dock?	□No				Any thi	ing else we should know	v about your buil	ding?		
Is the	ouilding in a residential are	ea? 🗆 Yes 🗆	] <sub>No</sub>				-				
Do we	need a lift gate on our true	ck? 🗆 Yes 🛭	JNo								
Do we	need to go inside your off	ice to pick up	your items?	Yes 🗆	lno						
Step	3. When are we p	oicking u	o the sh	ipment?	?						
DATE:					HOURS C	OF OPERATION	DN:				
□Ad	4. Where is the savanced Warehouse 5. What are we savanced was	☐ Direct t		/Show Sit	e						
QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT	QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Crates						Carpet (color)				
	Cartons (cardboard)						Monitors				
	Cases/Trunks						Other				
	Skids/Pallets					тота	<b>L</b>				
Step  Step  Step  Step  Step	of. What type of solution of the control of the con	Air Next I meet delivery  t is over, a ther carrier.	Day Air Ode	Other (Truck r must be re hipping	kload, Specializ ceived within it back to	zed)		воотн	NUMBER: _		
STREE	T ADDRESS:										
CITY: _							STATE:		ZIP CODE: _		
	card must be on file to order Shi to the credit card on file.	pping Services. P	lease complet	e the Method o	of Payment form.	Shipping servi	ces do not include material h	andling charges at s	now site. Mate	rial handling fe	es will be





#### The experts in International Event Logistics

Agility Fairs & Events 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

To request a free quote for international shipping CLICK HERE.

Single point of contact for international shipping from door to door:

Agility Fairs and Events 1100 Tamiami Trail S. Suite B Venice, FL 34285

Tel: 941-861-8930

Contact: Kelly O'Neill-Exley koneill@agility.com

Konelie agiity.com

www.agility.com expousa@agility.com



**CLICK HERE to learn more about Agility Fairs & Events.** 



#### **OUTBOUND MATERIAL HANDLING AUTHORIZATION & LABEL REQUEST**

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

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

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.



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

Step	1. Complete exhib	oiting cor	npany i	nformati	ion.						
EXHIB	ITING COMPANY NAME:							ВООТН	NUMBER: _		
CONT	ACT NAME:						PHC	NE NUMBER:			
EMAII	ADDRESS:										
LIVIAIL	ADDRESS.										
Step	2. Where is the sh	nipment	going?								
СОМР	ANY NAME:										
STREE	T ADDRESS:										
CITY: _							STATE:	7	ZIP CODE: _		
# OF 0	PRATES: #0  4. What are we sl	DF SKIDS:		-		# OF	CARTONS:	APPROX.TOT	ΓAL WEIGHΊ	ī	
QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT	QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Crates						Carpet (color)				
	Cartons (cardboard)						Monitors				
	Cases/Trunks						Other				
	Skids/Pallets					тота	L				
	e a loading dock?		1			Any th	ing else we should knov	v about your buil	ding?		
	building in a residential are need a lift gate on our truc										
	need to go inside your office			Yes 🗆	No						
Step	5. How many labe	els do you	ı need?								
☐ Off If sele	<b>6. Who is picking</b> icial Show Carrier: SHEPARI cting a carrier other than Shing labels.	LOGISTICS	Other (	Truckload, Sp					 you must ha	ive and appl	ly their
Grou	7. What type of so	Ground (3-5 Day	s) Overni	ght		-					
	8. What do we do										

♦ Shepard



#### **ADVANCED SHIPPING LABEL**

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 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.

### < • Shepard **ADVANCED WAREHOUSE**

TO:

(Exhibiting Company Name)

(Exhibiting Company Booth Number)

SES c/o TForce Freight c/o ZIX Corporation 8439 N.W. 72nd Street **Medley, FL 33166** 

> FOR: **World Perfumery Congress**

Delivery Hours: Monday - Friday, 8:00AM - 4:00PM First day freight can arrive without a surcharge: Tuesday, May 31, 2022

Last day freight can arrive without a surcharge: Monday, June 20, 2022



#### **DIRECT SHIPPING LABEL**

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 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.





#### MATERIAL HANDLING RATES

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

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

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

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

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

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

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

#### **Advanced Warehouse Shipments\*\***

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

FIRST DAY FREIGHT CAN ARRIVE: Tuesday, May 31, 2022 LAST DAY FREIGHT CAN ARRIVE: Friday, June 24, 2022

CODE	ITEM	WEIGHT
35010	Crated	
35036	Special Handling	

PRICE/CWT	TOTAL
\$143.98	
\$187.25	

#### **Direct to Facility/Show Site Shipments\*\*\***

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

FIRST DAY FREIGHT CAN ARRIVE: Monday, June 27, 2022

CODE	ITEM	WEIGHT
35030	Crated	
35043	Uncrated	
35038	Special Handling	

PRICE/CWT	TOTAL
\$130.33	
\$195.50	·
\$169.50	

#### **Other Material Handling Services**

CODE	ITEM	QTY	
35490	Banding Service Per 4x4 Skid/Pallet		
35491	Shrink-wrap Service Per 4x4 Skid/Pallet		

PRICE	TOTAL
\$75.00	
\$75.00	

#### **Light Weight Shipments\*\*\*\***

\*\*\*\* Shipments 40 pounds or less.

CODE	ITEM	WEIGHT
35400	Light Weight	

	PRICE	TOTAL
Х	\$72.00	

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	7.00%
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:	



# MATERIAL HANDLING INFORMATION

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL

June 29-July 1, 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

#### **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

#### Overtime: 30% • Double Time: 50% SURCHARGE:

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

#### 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:

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

#### \$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**

#### \$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**

#### \$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**

\$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.





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,

What is the difference between material handling and shipping? Shipping is the process of transporting your shipment from its origin to it's 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

#### 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

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

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.

#### 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

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

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

What is Special Handling? Shipmens 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

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 arrived 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

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

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.





#### **MACHINE RATES**

F128110722

#### **World Perfumery Congress**

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

This for is for MACHINERY only. For all other shipments, please refer to the Material Handling Rates page. Uncrated machinery and machines over 5,000 pounds cannot be accepted at the warehouse. All uncrated machinery and 5,000 pound machine shipments should be delivered directly to the facility during move-in or on your designated target day and time. Machines do not qualify for per pound pricing.

#### **Important Things to Know!**

- · Use of these specially discounted rates are for your machinery shipments only.\*
  - \* All other freight will be billed at standard Material Handling Rates.
- · Certified weight tickets are required for all shipments.
- · Mixed load shipments without separate weight tickets do not qualify for the machinery rates and will be invoiced at the regular material handling rate. Adjustments will not be made.
- · When shipping a mixed load, separate weight tickets are required to distinguish between machinery and exhibit materials.
- · All shipments must have proper inbound Bill of Lading or carrier bill with weight breakdowns.

#### For all machine shipments, Shepard will do the following:

- · Receive shipments consigned directly to the facility on installation days.
- · Deliver your machine to your booth.
- · Remove and store your empty containers.
- · Return your empty containers to your booth.
- · Load your outbound shipment on your carrier of choice.

#### **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

NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Holidavs:

Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

Overtime: 30% fee for each overtime application based on ST rate Double Time: 50% fee for each double time application based on ST rate

CODE	CODE ITEM DESCRIPTION		PER CWT RATE
35992	2,501 - 5,000 lbs.		\$34.00
35993	5,001 - 10,000 lbs.		\$30.90
35994	10,001 - 20,000 lbs.		\$29.35
35995	20,001 - 30,000 lbs.		\$27.80
35996	30,001 + lbs.		\$26.80

	35992	Special Handling** 2,501 - 5,000 lbs.	\$44.20
	35993 Special Handling**5,001 - 10,000 lbs.		\$40.15
ſ	35994	Special Handling**10,001 - 20,000 lbs.	\$38.15
	35995	Special Handling** 20,001 - 30,000 lbs.	\$36.15
Ī	35996	Special Handling**30,001 + lbs.	\$34.85

\*\*A special handling rate is charged for extra labor or equipment required to unload or load machinery when it cannot be unloaded or loaded with a forklift in a normal manner. Examples of material handling requirements warranting special handling charges are: Rigging equipment on or off of a truck using jacks, chains, rollers, skates, straps, or cables; the use of multiple forklifts due to the length of the machinery or the lack of lifting points on the machinery, or due to the type of vehicle transporting the machinery.

TOTAL ESTIMATE	\$	
TAX (All tax rates are subject to change)	7.0	Э%
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:	





#### **MACHINE SHIPPING INFORMATION REQUEST**

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

#### FORM & MACHINE DIAGRAMS DEADLINE: TUESDAY, MAY 31, 2022

In order to ensure your machinery is properly handled and to avoid delays during set up, please provide the following information on your machines.

Step 1. How many machines are you shipping?  QUANTITY OF MACHINES:			Step 8. Where are the pick points located on your machine?					
				— □Top □Bottom				
Step 2. Wh	nat is the we	eight of each r	machine?	Step 9. What is the weight per square foot* of each machine?				
1:	2:	3:	4:	1:	2:	3:	4:	
5:	6:	7:	8:				8:	
Step 3. What are the dimensions of each machine?						allowed for this conventio order to disperse the weig	in center. If you exceed this weight ght.	
1:	2:	3:	4:	Step 10.	Please attach	any photos o	r diagrams	
5:	6:	7:	8:		e of your mac		<b>5</b>	
				☐ Photo	s Attached 🛭	No Photos		
☐ Extended☐ Other  Step 7. Do	you require	des 🗆 Roller	our booth space					
on inbound materi any of the following Contractor or an or	al handling receiving r g conditions are met: T der for labor and/or re	eport. Adjustments will b his Material Handling Ag ntal equipment is placed	ipment. We understand that your cale be made accordingly. Any adjustments reement (MHA) is signed; Exhibitor's n by Exhibitor with Shepard. Please be bosal of your exhibit properties. All Mat	s to charges must be materials are delivere aware that disposal	e made at show site. Acce ed to Shepard's warehous of exhibit properties is no	otance of said terms and c e or to an event site for wh t included as part of your r	onditions will be construed when lich Shepard is the Official Show material handling charges. Please	
COMPANY NAM	E:					BOOTH NUME	BER:	
CONTACT NAME	E:							
EMAIL ADDRES	S:							





#### CARTLOAD SERVICE

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022



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 Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July,

Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

CODE	ITEM	# OF TRIPS	RATE	TOTAL
35151	Dock to Booth ST		\$143.00	
35152	Booth to Dock ST		\$143.00	
35153	Dock to Booth OT		\$194.50	
35154	Booth to Dock OT		\$194.50	

TOTAL ESTIMATE	\$ 
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$

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

COMPANY NAME:	BOOTH NUMBER:

CONTACT NAME: .
EMAIL ADDRESS:





#### **MOBILE SPOTTING FEE**

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

#### 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.

All vehicles must be removed no later than: Saturday, July 2, 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)	7.00%
AMOUNT DUE	\$

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

#### **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.

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.



#### ✓ ALLOWED POVs INCLUDE:

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



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







X Trailers of any kind X No Step Van/Box Truck X 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.



#### ✓ ALLOWED:

· Hand Carried Boxes



#### **NOT ALLOWED:**

X 2-wheel or 4-wheel Hand Carts X Pallet Jacks





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

Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

**Labor Hours** 

Double Time (DT): Holidays

(times are not guaranteed)

Dismantle Date/Time: \_\_\_

Install Date/Time:

CODE

Step 1: Describe the work.

Step 2. When are we moving it?

Step 3. Choose your lift size.

ST Hourly Rental

QTY

Overtime (OT):

Sunday

Holidavs:

#### **FORKLIFTS & GROUND RIGGING**

#### **World Perfumery Congress**

F128110722

DECULAR

\$1.599.70

\$1,997.70

\$2,395,70

REGULAR

\$599.85

\$749.15

\$898.35

REGULAR

\$165.80

TOTAL

TOTAL

TOTAL

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

CODE

35255

35256

CODE

35593

35594

35595

CODE

35085

TOTAL

REGULAR

\$399.90

ITEM

ST Hourly Rental

OT Hourly Rental

DT Hourly Rental

ITEM

ST Hourly Rental

OT Hourly Rental

DT Hourly Rental

ITEM

ST Hourly Rental

OT Hourly Rental

QTY

#### **DISCOUNT DEADLINE:\* WEDNESDAY, JUNE 8, 2022**

**FORKLIFT RENTAL - UP TO 30,000 LB. CAPACITY** 

DISCOUNT

\$1,428,30

\$1,783.65

\$2,139,00

DISCOUNT

\$535.60

\$668.90

\$802.10

DISCOUNT

\$148.05

ONLINE

\$1,242.00

\$1,551.00

\$1.860.00

ONLINE

\$465.75

\$581.65

\$697.50

Rate structure includes forklift and one (1) operator only. Minimum crews are based on scope of work

and area jurisdiction. Additional labor and groundmen will be billed at the hourly rate. PLEASE NOTE: Per riggers jurisdiction, a rigging crew (up to 3 riggers) may require a 4-hour minimum to install any hanging sign, truss and/or motors, or structures requiring hoisting. Rates are per lift and crew per hour.

RIGGING SUPERVISOR RATES (PER MAN HOUR)

ONLINE

\$128.75

**FORKLIFT RENTAL - 4 STAGE** 

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

Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and

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

FORKLIFT RENTAL - UP TO 5,000 LB. CAPACITY

DISCOUNT

\$357.05

ONLINE

\$310.50

Will you need: Straps Extended Blades Weight of Heaviest Piece: \_

NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July,

35039	OT Hourly Rental		\$387.75	\$445.90	\$499.40		l L	35086	OT Hourly Rental		\$195.15	\$222.10	\$248.75	
35067	DT Hourly Rental		\$465.00	\$534.75	\$598.90		[	35099	DT Hourly Rental		\$257.50	\$296.15	\$331.70	
							i [		RIGGERS	& MATE	RIAL HANDLI	ERS (PER MAN	HOUR)	
	1	1		0,000 LB. CAF				CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL		35087	ST Hourly Rental		\$103.00	\$118.45	\$132.65	
35029	ST Hourly Rental		\$621.00	\$714.15	\$799.85			35100	OT Hourly Rental		\$154.50	\$177.65	\$198.95	
35049	OT Hourly Rental		\$775.50	\$891.80	\$998.80			35101	DT Hourly Rental		\$206.00	\$236.90	\$265.35	
35069	DT Hourly Rental		\$930.00	\$1,069.50	\$1,197.85		] L		,		,			
	FORKLIF	T REN	TAL - UP TO 1	5,000 LB. CAP	ACITY				um charge for labor half (1/2) hour incre		ipment is one (1) I	hour. Labor and e	quipment therea	after is
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL				ΤΟΤΔΙ	ESTIMATE		\$	
35455	ST Hourly Rental		\$776.25	\$892.70	\$999.80				•			subject to cho		7.00%
35456	OT Hourly Rental		\$969.40	\$1,114.80	\$1,248.60					•		subject to che		7.00%
35457	DT Hourly Rental		\$1,162.50	\$1,336.90	\$1,497.35					AMOU	NT DUE		\$	
	FORKLIF	T RENI	AL - UP TO 2	0,000 LB. CAF	PACITY		1							
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL	1							
35035	ST Hourly Rental		\$931.50	\$1,071.20	\$1,199.75		1							
35066	OT Hourly Rental		\$1,163.25	\$1,337.75	\$1,498.30		1							
35070	DT Hourly Rental		\$1,395.00	\$1,604.25	\$1,796.75		1							
			ļ.	1	ļ.	1	J							
	ard personnel are al				. Orders cancelle	d without 4	8-hour v	written no	tice will be charged	a one (1) h	nour cancellation	fee. Submission	of this form indic	ates you
caa ana a	scept the rayment r	Oney and	a rennis a condic	10113.										
COMPAN	IY NAME:										ВООТ	H NUMBER:		
CONTAC	Г NAME:													
-	DDRESS:													
EMAIL AI	DDRESS:													
( <del>^</del>	Shepar	d <b>-</b>								Email	completed t	form to: <b>orde</b>	rs@shepar	des.com
` 🛫 ′ )	onepar	u –										shepa	ardes.co	<b>m</b>   42
												5 <b>.</b> pc		



#### **ON-SITE STORAGE**

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

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

	inpeg seoras	90.								
Step 1.	Complete exhil	biting	compar	ny information	on.					
EXHIBITIN	IG COMPANY NAME:							E	300TH NUMBER:	
ON-SITE C	CONTACT NAME:						0	I-SITE CELL PHO	NE:	
	easons, only shipments for w iervices' limit of liability will b									ked & labeled. Shepa
Step 2	. Choose the typ	oe of st	torage t	to fit your ne	eds.					
For eith	er storage options	s, there i	is no cha	rge to return it	tems back	k to your bo	oth at the er	nd of the eve	nt.	
	sible Storage						ed Storage			
Use this ty Materials i necessaril	ype when you need to p n Accessible Storage wi y by exhibitors. The char per hour labor fee each	II be acces	ssible during cessible Sto	g the event, but no rage is a daily stora	it age	Use this t Materials the close personne	ype only if you will be placed in of the show. The lonly. A minimu	do not need you to secured stora materials will be m one-hour ma	or items again until the age and will be returned a accessible during the sterial handling labor chass or from storage. (\$100.	to your booth afte show by Shepard arge at show rates
CODE	ITEM	QTY	NUMBER OF DAYS	COST PER DAY	TOTAL	CODE	sq	. FT.	NUMBER OF DAYS	TOTAL
35166	Pallets/Skids			\$35.00		35068	3.	30		
35349	1/2 Trailer			\$80.00		CODE		EM	COST PER DAY	TOTAL
35348	Full Trailer			\$120.00		35087	Labor - Straight Ti		\$103.00	TOTAL
35087	Labor - Straight Time			\$103.00			Labor - Straight Hi	rie		
35100	Labor - Overtime			\$154.50		35100			\$154.50	
35101	Labor - Double Time			\$206.00		35101	Labor - Double Tir	ne	\$206.00	
							•	TOTAL ESTIMA	TE	\$
							•	TAX (All tax rate	es are subject to change	e) 7.009
								AMOUNT DUE		\$
	<b>rd personnel are allowed to</b> itor move in. Submission of ti							ooth. Cancellations i	must be received in writing v	vithin 48 hours of 1st
COMPAN	/ NAME:							E	BOOTH NUMBER:	
CONTACT	NAME:									





#### **WAREHOUSE STORAGE**

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

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.

EXHIBITII	NG COMPANY	/ NAME:								ВООТН	NUMBER:		
ON-SITE	CONTACT NAI	ME:					ON-SITE CELL PHONE:						
EMAIL AE	DRESS:												
Stop 3	M/hat n	oods to k	oe stored	2									
		ECES TO BE		•		_							
PIECE	LENGTH	WIDTH	HEIGHT	WEIGHT	CRATE/SKID		PIECE	LENGTH	WIDTH	HEIGHT	WEIGHT	CRATE/SKID	
1							7						
2							8						
3						1	9						
4						-	10						
5						1	11						
6							12						
									TOTAL ES	STIMATE		\$	
									TAX (All t	ax rates are s	ubject to chang	ge) 7.00%	
									AMOUNT	T DUE		\$	
Step 3	. How lo	ng are w	e storing	your item	is?								
						т	O DATE:						
Fees will	continue unti	l storage is pi	cked up.										
It is the e	khibitor's resp	onsibility to r	make all arran	gements for sh	the end of the ipping, including ut any storage mover	ilizing	_	-	ns <b>WILL NOT</b>	automatically	be taken to the	e next event.	
	another dest al fees will ap		nepard Logisti	cs* 🗆 Transp	ort to another Shep	ard ev	ent*						
☐ Pick-u	o is arranged	with another	carrier:										
Submissior	of this form ind	licates you read	and accept the F	ayment Policy an	d Terms & Conditions. S	torage l	tems will no	ot be stored or re	leased without	a valid credit car	d on file.		
PRINTED	NAME:												





#### **BOOTH & CARPET CLEANING**

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, JUNE 8, 2022**

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.		\$0.48	\$0.55	\$0.60						
47051	400-900 sq. ft.		\$0.45	\$0.50	\$0.55						
47052	900+ sq. ft.		\$0.40	\$0.45	\$0.50						

VACUUM DAILY									
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL			
47055	0-399 sq. ft.		\$1.44	\$1.65	\$1.85				
47056	400-900 sq. ft.		\$1.30	\$1.50	\$1.70				
47057	900+ sq. ft.		\$1.20	\$1.40	\$1.55				

#### **Porter Service**

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

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

#### **Specialty Services**

	MOPPING & CARPET SHAMPOOING						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL	
47042	Mop One Time		\$0.60	\$0.70	\$0.80		
47022	Mop Daily		\$1.55	\$1.80	\$2.00		
47013	Shampoo One Time		\$0.65	\$0.75	\$0.85		

DISPLAY WIPE DOWN (CHARGED PER HOUR)						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47043	One Time		\$133.90	\$154.00	\$172.50	
47044	Daily		\$365.18	\$419.95	\$470.35	

AMOUNT DUE	\$
TAX (All tax rates are subject to change)	7.00%
TOTAL ESTIMATE	\$

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:	



<sup>\*</sup>Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.



#### **EXHIBIT DISINFECTING SERVICES**

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, JUNE 8, 2022**

#### 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		\$139.05	\$159.90	\$179.10	

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		\$379.23	\$436.10	\$488.45	

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		\$126.41	\$145.35	\$162.80	

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.		\$0.96	\$1.10	\$1.25	

Nightly fogging of exhibit area and equipment for all event open days. Electrostatic Fogging services may only per 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)	7.00%
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:	



<sup>\*</sup> Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing



#### **BULK WASTE REMOVAL**

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, JUNE 8, 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		\$133.90	\$154.00	\$172.50	
68067	Labor - Overtime		\$200.85	\$231.00	\$258.70	
68068	Labor - Double Time		\$267.80	\$307.95	\$344.90	

#### **Forklift**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35028	5k Forklift - Straight Time		\$310.50	\$357.05	\$399.90	
35039	5k Forklift - Overtime		\$387.75	\$445.90	\$499.40	
35067	5k Forklift - Double Time		\$465.00	\$534.75	\$598.90	

#### **Dumpster Fee**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35330	Per Full Dumpster		\$600.00	\$690.00	\$772.80	

TOTAL ESTIMATE	\$ 
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$ 

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges of Terunas once item has been delivered to your booth. Cancendions must be rec	ceiveu
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:	





### SHEPARD FURNISHINGS & DECOR CATALOG



Dress up your space.

With Shepard, You Can.

## **TABLES**

### **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" x30" 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



### **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**





### 6' x 12" Display Shelf

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



**BARRIER** 

### **Tensa Barrier** Stanchion #50427 Barrier with Black Belt

Barrier 13" x 41" Black Belt 117" Rented individually, not a set



## **DISPLAYS & SHOWCASES**

### 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



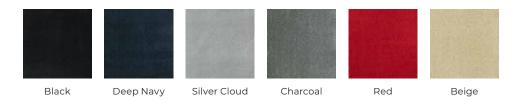
## **FLOORING**

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



### PREMIUM - 28 OZ



### PLUSH - 50 OZ



### **VINYL - CUSTOM ORDER ONLY**



## 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





### STANDARD FURNISHINGS

### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

### **ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, JUNE 8, 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' (I) x 24" (w) x 30" (h) Skirted Table			\$149.80	\$172.25	\$192.90	
50046	6' (I) x 24" (w) x 30" (h) Skirted Table			\$184.15	\$211.75	\$237.15	
50050	8' (I) x 24" (w) x 30" (h) Skirted Table			\$233.45	\$268.45	\$300.65	
50043	4' (I) × 24" (w) × 42" (h) Skirted Table			\$182.10	\$209.40	\$234.55	
50047	6' (I) x 24" (w) x 42" (h) Skirted Table			\$233.20	\$268.20	\$300.40	
50051	8' (I) x 24" (w) x 42" (h) Skirted Table			\$274.30	\$315.45	\$353.30	
50052	4th Side Skirt for 30" High Table			\$91.10	\$104.75	\$117.30	
50171	4th Side Skirt for 42" High Table			\$91.10	\$104.75	\$117.30	
50040	4' (I) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$106.75	\$122.75	\$137.50	
50044	6' (I) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$127.40	\$146.50	\$164.10	
50048	8' (I) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$150.20	\$172.75	\$193.50	
50041	4' (I) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$120.25	\$138.30	\$154.90	
50045	6' (I) 24" x (w) x 42" (h) UnSkirted Table		n/a	\$150.20	\$172.75	\$193.50	
50049	8' (I) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$167.60	\$192.75	\$215.90	
51089	42" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$269.05	\$309.40	\$346.55	
50032	30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$251.50	\$289.20	\$323.90	
50030	Round Side Table - 24" (w) x 18" (h)		n/a	\$126.60	\$145.60	\$163.05	
50031	Square Side Table - 24" (w) x 18" (h)		n/a	\$126.60	\$145.60	\$163.05	
50706	30" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$329.10	\$378.45	\$423.85	
50707	42" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$343.10	\$394.55	\$441.90	
50700	White Fabric Table Cover w/ 6'x30" Table		03	\$273.10	\$314.05	\$351.75	
50700	Red Fabric Table Cover w/ 6'x30" Table		01	\$273.10	\$314.05	\$351.75	
50700	Blue Fabric Table Cover w/ 6'x30" Table		05	\$273.10	\$314.05	\$351.75	
50700	Black Fabric Table Cover w/ 6'x30" Table		06	\$273.10	\$314.05	\$351.75	

### Seating

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50020	Side Chair Grey Fabric		n/a	\$97.40	\$112.00	\$125.45	
50021	Arm Chair Grey Fabric		n/a	\$132.70	\$152.60	\$170.90	
50024	Stool with Back Grey Fabric		n/a	\$161.70	\$185.95	\$208.25	
51086	Director's Chair Black Fabric		n/a	\$100.45	\$115.50	\$129.35	
51090	Director's Stool Black Fabric		n/a	\$179.75	\$206.70	\$231.50	
50705	Natural Feel Stool Maple Back, Black Fabric Seat		n/a	\$196.10	\$225.50	\$252.55	
50704	Natural Feel Chair, Maple Back, Black Fabric Seat		n/a	\$161.05	\$185.20	\$207.40	

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)	7.00%
AMOUNT DUE	\$

our booth are subject to "Regular" pricing.	AMOUNT DOE	÷
COMPANY NAME:	BOOTH NUMBER:	
CONTACT NAME:		
SOLATIVEL 140 (IVIE:		



Email completed form to: orders@shepardes.com



### **SPECIALTY, DISPLAYS & DRAPERY**

### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

### **ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, JUNE 8, 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	\$53.90	\$62.00	\$69.45	
50245	Literature Rack Silver, Glass		n/a	\$198.85	\$228.70	\$256.15	
50175	Bag Rack, Chrome		n/a	\$263.35	\$302.85	\$339.20	
50092	Coat Rack, Chrome		n/a	\$93.50	\$107.50	\$120.40	
50093	Garment Rack, Chrome		n/a	\$263.35	\$302.85	\$339.20	
50427	Tensabarrier, Per Stem, Black		n/a	\$111.05	\$127.70	\$143.00	
50095	Sign Holder, 22" x 28" Chrome		n/a	\$122.70	\$141.10	\$158.05	
50185	Drawing Bowl, Clear		n/a	\$49.45	\$56.85	\$63.65	
50296	4×12" Display Riser White and Black		n/a	\$111.25	\$127.95	\$143.30	
50297	6'x12" Display Riser White and Black		n/a	\$138.40	\$159.15	\$178.25	
50098	Mini Refrigerator, Approx. 3 cubic feet		n/a	\$420.00	\$483.00	\$540.95	
50067	4' Full View Showcase, White		n/a	\$992.40	\$1,141.25	\$1,278.20	
50068	6' Full View Showcase, White		n/a	\$1,094.50	\$1,258.65	\$1,409.70	
50069	4' Quarter View Showcase, White		n/a	\$992.40	\$1,141.25	\$1,278.20	
50070	6' Quarter View Showcase, White		n/a	\$1,094.50	\$1,258.65	\$1,409.70	
50060	4'x8' Horizontal Posterboard Grey Fabric		n/a	\$321.35	\$369.55	\$413.90	
50061	4'x8' Vetical Posterboard Grey Fabric		n/a	\$321.35	\$369.55	\$413.90	
50236	Grids 2' x 8' with Legs, Each		n/a	\$237.35	\$272.95	\$305.70	
50237	Grid 2' x 8' without Legs, Each		n/a	\$177.80	\$204.45	\$229.00	
50242	7-Ball Waterfall for Grids		n/a	\$16.30	\$18.75	\$21.00	
50104	6" Hooks (12) for Peg Boards		n/a	\$45.00	\$51.75	\$57.95	
50073	8' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$25.20	\$29.00	\$32.50	
50074	3' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$18.65	\$21.45	\$24.00	
50088	8' Upright with Base		n/a	\$34.80	\$40.00	\$44.80	
52065	3' Upright with Base		n/a	\$34.80	\$40.00	\$44.80	
50349	6'-10' Crossbar		n/a	\$23.15	\$26.60	\$29.80	
50348	7'-12' Crossbar		n/a	\$23.15	\$26.60	\$29.80	
50058	Sateen, per linear foot (minimum 5' linear feet rental)			\$20.60	\$23.70	\$26.55	

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)	7.00%
AMOUNT DUE	\$

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COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	





### **FLOORING**

F128110722

### **World Perfumery Congress**

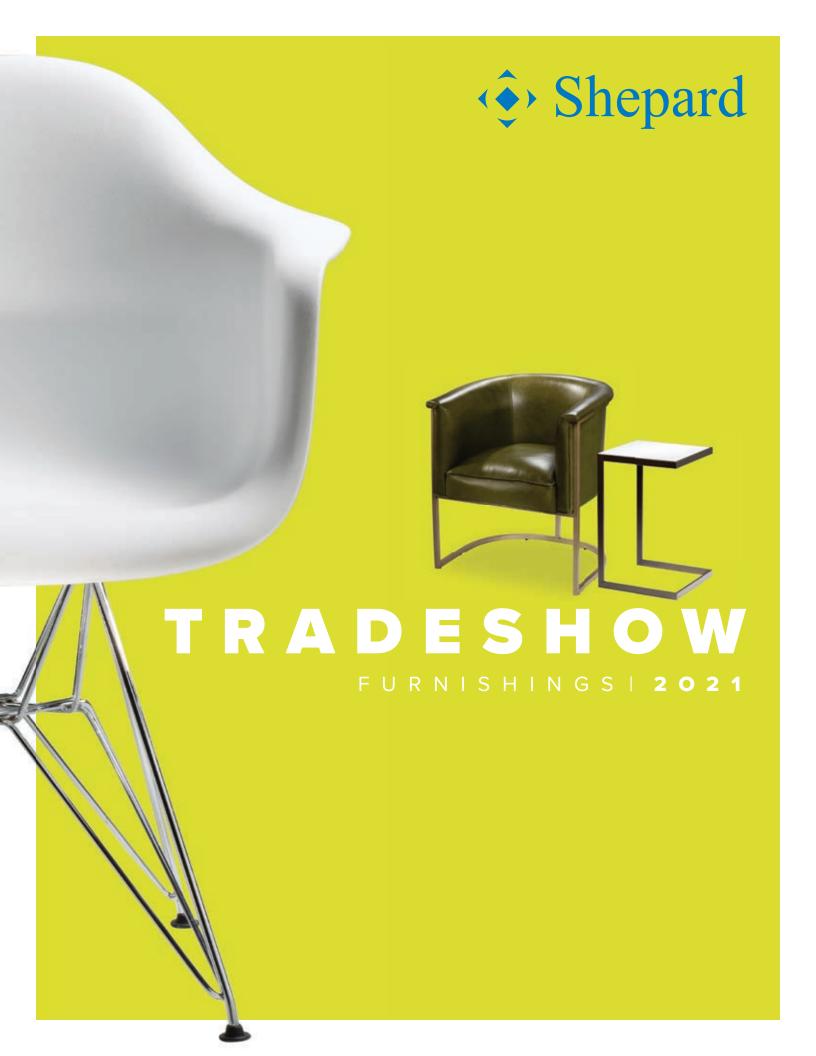
Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

### **ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, JUNE 8, 2022**

	PREMIUM PLUSH & PREMIUM VINTL DEADLINE:	I DESDAT, MAT	31, 2022
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* Order with	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	<b>Premium Plush Carpet** - 50 oz. (per sq. ft.)***</b> Rental includes installation and removal of carpet and visqueen.			\$10.60	\$12.20	\$13.65			
AVAILABI	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	<b>Premium Vinyl** (per sq. ft.)***</b> Rental includes installation and removal of carpet and visqueen.			\$13.75	\$15.80	\$17.70			
46007	1/2" Padding for Vinyl (per sq. ft.)***		n/a	\$5.05	\$5.80	\$6.50			
AVAILAB	AVAILABLE COLORS: Rosemary Stone (64), Maple (66), Snow (89)Silverwood (25) Barnwood (85) Walnut, Shadow *** Minimum 100 sq. ft. order required.								
CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL		
46001	Premium Carpet - 28 oz. Rental/Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$7.70	\$8.85	\$9.90			
46003	Premium Carpet - 28 oz. Rental 1000+ Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$6.65	\$7.65	\$8.55			
46002	Premium Carpet - 28 oz. Purchase Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$18.85	\$21.70	\$24.30			
100% ULT	RA CUT PILE WITH ACTION BACK OR JUTE BACKING AVAILABLE COLO	<b>RS:</b> Red (01), Black (06), B	eige (14), Silver Cloud (18), (	Charcoal (17), Deep Nav	y (22) *** Minimum 100	sq. ft. order required.			
CODE	ІТЕМ	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL		
50255	Expo Carpet - 13 oz. (Regular & Speical Cut) 10' x 10'			\$268.75	\$309.05	\$346.15			
50256	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 20'			\$501.50	\$576.70	\$645.90			
50257	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 30'			\$747.95	\$860.15	\$963.35			
50258	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 40'			\$994.45	\$1,143.60	\$1,280.85			
50400	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 15'		Tuxedo ONLY	\$411.50	\$473.20	\$530.00			
	ENDED FOR: Standard Size and Inline Booths AVAILABLE COLOR from tunless ordered as Special Cut.	<b>S:</b> Red (01), Blue (05), B	lack (06) Tuxedo (50) Te	al (13) Burgundy (07)	· Variation in dye lot	may occur when ord	ering more than		
CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL		
50580	Special Cut 0-399 Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$5.80	\$6.65	\$7.45			
50581	Special Cut 400-900 Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$5.30	\$6.10	\$6.85			
50582	Special Cut 900+ Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$4.85	\$5.60	\$6.25			
RECOMM	NDED FOR: Island and Large Area Exhibits AVAILABLE COLORS: Red (01)	, Blue (05), Black (06) Tuxe	edo (50) Teal (13) Burgun	dy (07) · Order Specia	l Cut whn it is important	that dye lots match.			
CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL		
50009	1/2" Padding		n/a	\$1.40	\$1.60	\$1.80			
50008	1" Padding		n/a	\$2.70	\$3.10	\$3.45			
50010	Visqueen		n/a	\$0.40	\$0.45	\$0.50			
ENTICE AT	TENDEES TO LINGER IN YOUR SPACE WITH SOFT, COMFORTABLE PADE	DING.							
Intereste	ed in Elevated Hardwood? Contact us for a quote at: exhib	oits@shepardes.co	m.	тота	L ESTIMATE		\$		
Submission	of this form indicates you read and accept the Payment Policy and Te	erms & Conditions. The	re are no exchanges	TAX (	All tax rates are su	ıbject to change)	7.00%		
or refunds	once item has been delivered to your booth. Cancellations must be red y. Rental items found and in use in your booth are subject to "Regular"	eived in writing 14 day		АМО	UNT DUE		\$		
	COMPANY NAME:								
CONTACT	NAME:								
	<del>_</del>								





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.



### **FAIRCW Chair**

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



**STECHA Chair** 

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

**STESOF Sofa** 

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





## 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





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



## 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





### **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).



### NPLLOP Loveseat, Powered (black vinyl)

62"L 30"D 33.25"H Also available with standard arms (NPLLOV).

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

## Powered Seating

# Naples Collection



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

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

C) NPLLOP Naples Loveseat, Powered (black vinyl) 62"L 30"D 33 25"H



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



# Tech Tablet Chair Chair (gray vinyl, white metal tablet, chrome base)



30.5"L 29"D 33.5"H

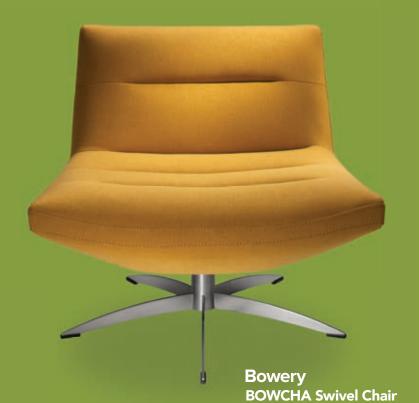
Also available without tablet.

DETAIL



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

## Accent Chairs



**Spin Around** 

Swivel chairs maximize functionality and allow you to engage with those all around. They're particularly helpful in smaller spaces!

> 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 c SIA/I



(ochre fabric, chrome) 29.75"L 31"D 27.25"H

10'x20' - Meeting Booth





## Accent Chairs



Montreal MONCHA Chair (blue, black metal

(blue, black metal) 30"L 23.25"D 30"H

### Lena LENCHA Chair

(moss green leather, bronze)



Madrid BCW Chair (white, chrome) 30"L 30"D 31"H S Create S Dace

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



## CHAIRS

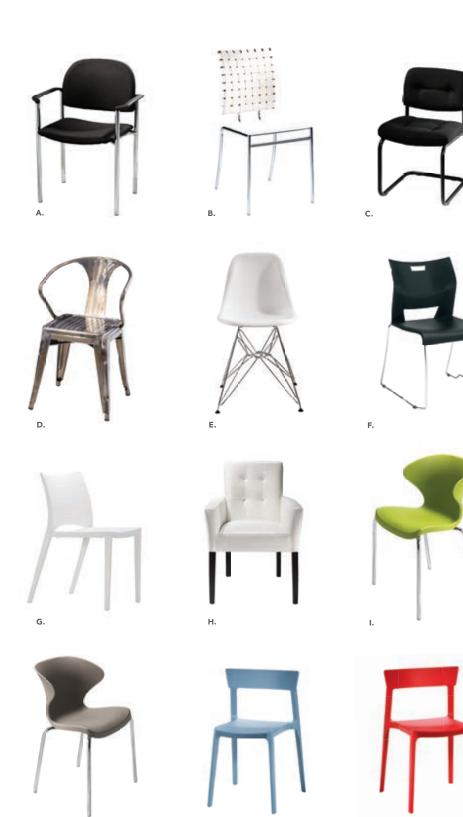
17.5"L19.5"D35"H



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.





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) BVSMBK (black vinyl) E) BVSMBL (ocean blue fabric) F) BVSMBN (brown fabric)
 G) BVSMGY (gray fabric) H) BVSMLN (linen fabric) I) BVSMLV (lavender fabric)
 J) BVSMRD (red fabric) K) BVSMYL (yellow fabric)



## BENCH

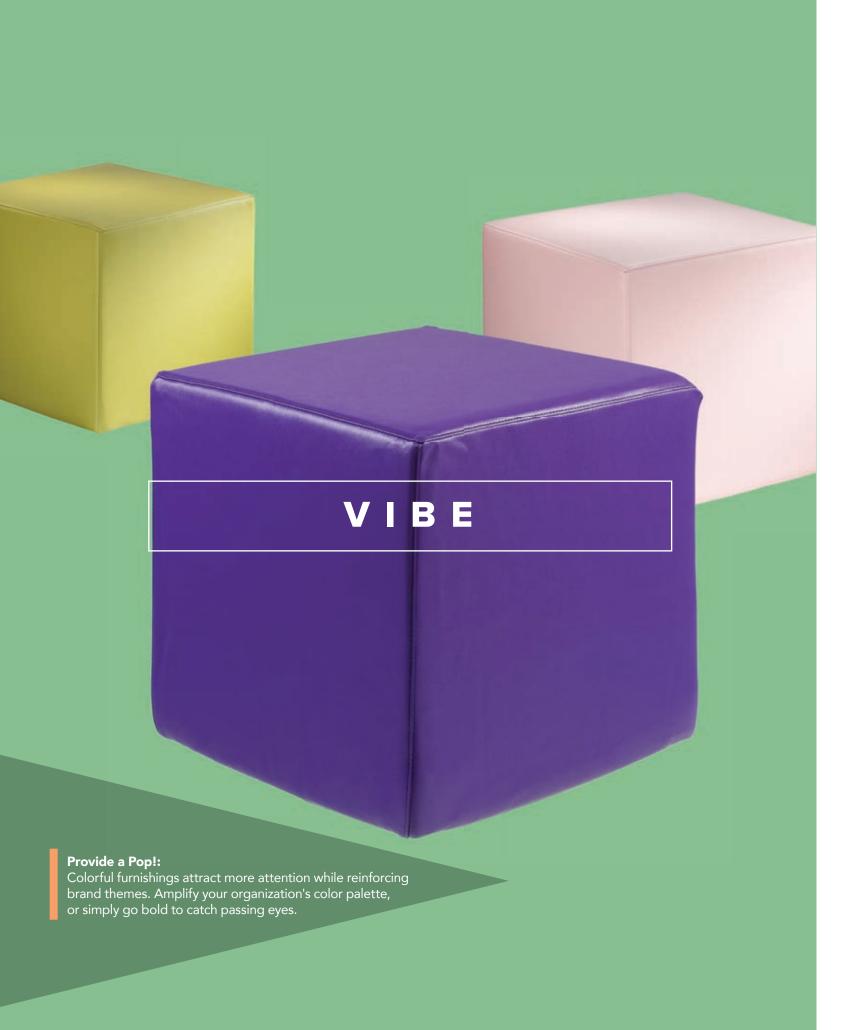
OTTOMANS

60"L20"D18"H



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)





## CUBE

18"L18"D18"H



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



## 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)



## 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.

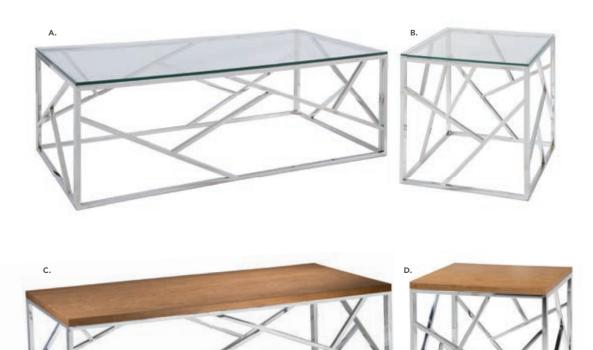


### ALONDRA



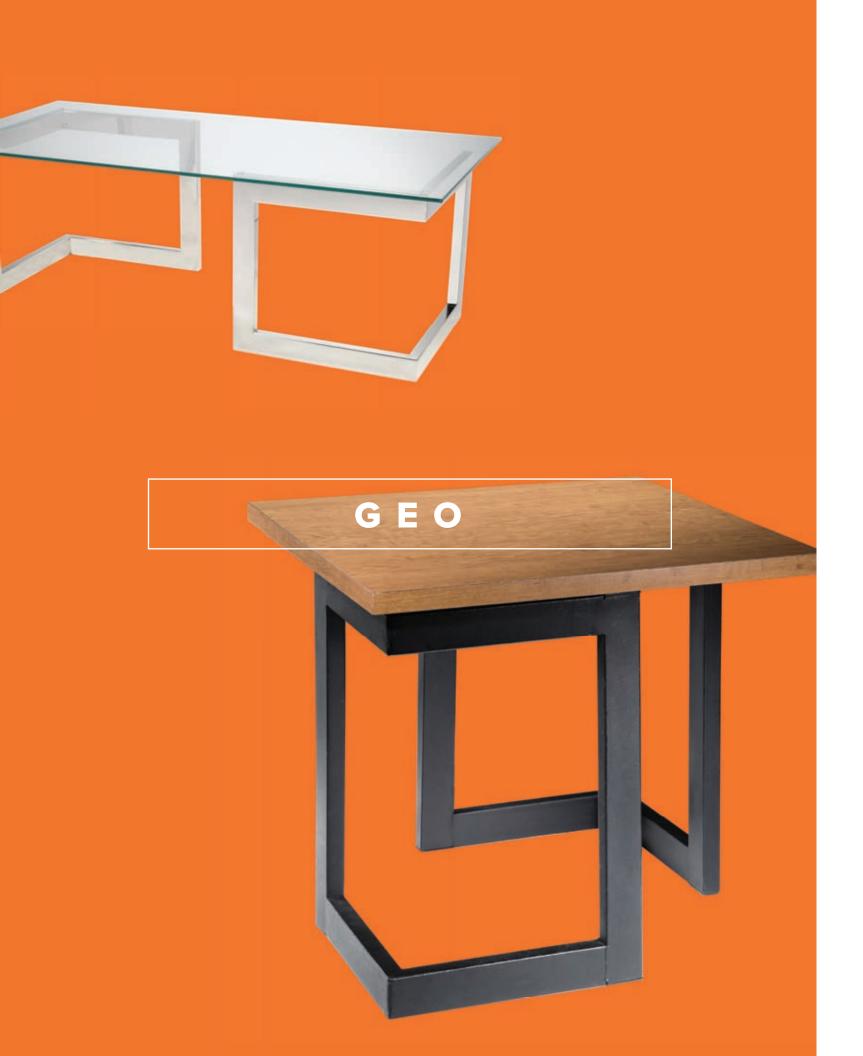
## ACCENT

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.



## 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



## ACCENT COCKTAIL & END TABLES

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



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.







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.

## Accent Tables







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

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

(brushed metal) 16"L 15.5"D 16.5"H



Timber **TMBTBL End Table** (wood) 16"RND 17"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.

## Bar & Cafe Tables





### **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)

(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)

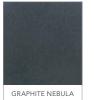
**36MTHB** (maple top)

**36WTHB** (white)

**36BKHB** (black top)

1. Choose your base: black or chrome...

2. Then pick a color that suits your design.



BARNWOOD



BLACK

BLUE















### **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



**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.





## BARSTOOL

**COLLECTION** 21"L17.5"D41.5"H



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.



## BARSTOOL

COLLECTION
15 "RND23-33.5"H



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

All bases crome finish.



## 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.



42" ROUND

## CONFERENCE

**TABLES**42"RND29"H



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

All bases black finish.



## 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)

# 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











# MADISON



# CONFERENCE





**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.

# Ventura Powered & Comp

Powered & Communal Tables





(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)



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







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

# Powered Communal Tables



# **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



C.





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



# 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.



# MADISON



10'x20' Madison Presentation Boot

# EXECUTIVE

DESK & STORAGE



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 Executive

Seating

**Pro High Back Executive Chairs** A) PROEXE

B) PROEXB

25"L 24"D 45 48"H Adjustable height



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

D) PROMDB

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





Genesis **GENCHA Chair** (black fabric, black)

27.5"L 27.5"D 40-43.5"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



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.



# Dividers



c.

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



Stanchion w/ Retractable Belt A) STNCH1

(black, chrome) 96"L 37"H

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





# 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.



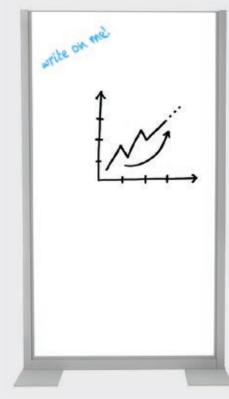


Clear Divider, Freestanding Whiteboard DIVFWB (silve, white) 39"L 9"D 72"H

20'x20' -

Booth

**Executive Meeting** 



# Powered Products

Charging
Hub



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



Reservation.

# **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.



# **SOFT SEATING COLLECTIONS**

# **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

# **ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, JUNE 8, 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		\$1,106.15	\$1,272.05	\$1,424.70	
KEYLOV	Key Largo Loveseat - Black Fabric, Wood		\$5,009.50	\$5,760.90	\$6,452.20	
NPLLOV	Naples Loveseat - Black Vinyl		\$976.80	\$1,123.30	\$1,258.10	
NPLLOP	POWERED Naples Loveseat - Black Vinyl		\$1,217.05	\$1,399.60	\$1,567.55	

#### Sofas

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
SFA002	Allegro Sofa - Blue Fabric, Brushed Metal		\$875.60	\$1,006.95	\$1,127.80	
BSFWHT	Baja Sofa - White Vinyl		\$1,059.85	\$1,218.85	\$1,365.10	
FAIRSW	Fairfax Sofa - White Vinyl, Brushed Metal		\$597.20	\$686.80	\$769.20	
KEYSOF	Key Largo Sofa - Black Fabric, Wood		\$592.45	\$681.30	\$763.05	
NPLSOF	Naples Sofa - Black Vinyl		\$1,046.90	\$1,203.95	\$1,348.40	
NPLLOP	POWERED Naples Sofa - Black Vinyl		\$1,415.05	\$1,627.30	\$1,822.60	
PALSOF	Palm Beach Sofa - White Vinyl		\$831.60	\$956.35	\$1,071.10	
STESOF	Sterling Sofa - Grey Fabric		\$987.25	\$1,135.35	\$1,271.60	
VALSOF	Valencia Sofa - Coffee Brown Velvet		\$557.15	\$640.70	\$717.60	

**= 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)	7.00%
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 you
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:	





# **ACCENT CHAIRS**

F128110722

# **World Perfumery Congress**

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

# **ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, JUNE 8, 2022**

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CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CHR002	Allegro Chair - Blue Fabric, Brushed Metal		\$681.10	\$783.25	\$877.25	
ATHCHA	Atherton Chair - Brown Leather, Black Metal		\$509.10	\$585.45	\$655.70	
BCHWHT	Baja Chair - White Vinyl		\$755.05	\$868.30	\$972.50	
BOWCHA	Bowery Chair - Ochre Fabric		\$478.20	\$549.95	\$615.95	
CNTCHR	Century Chair - Gray Velvet		\$487.25	\$560.35	\$627.60	
FAIRCW	Fairfax Chair - White Vinyl, Brushed Metal		\$477.85	\$549.55	\$615.50	
KEYCHR	Key Largo Chair - Black Fabric, Wood		\$435.60	\$500.95	\$561.05	
LABREA	La Brea Swivel Chair - Charcoal Gray Fabric, Chrome		\$513.90	\$591.00	\$661.90	
LENCHA	Lena Chair - Moss Green Leather, Bronze		\$429.10	\$493.45	\$552.65	
BCW	Madrid Chair - White Vinyl, Chrome		\$935.10	\$1,075.35	\$1,204.40	
MONCHA	Montreal Chair - Blue, Black Metal		\$525.45	\$604.25	\$676.75	
MNCHCH	Munich Armless Chair - Gray Fabric, Black		\$706.65	\$812.65	\$910.15	
NPLCHP	POWERED Naples Chair - Black Vinyl		\$879.10	\$1,010.95	\$1,132.25	
NPLCHR	Naples Chair - Black Vinyl		\$730.45	\$840.00	\$940.80	
STECHA	Sterling Chair - Gray Fabric		\$678.20	\$779.95	\$873.55	
SWAN	Swanson Swivel Chair - White Vinyl, Chrome		\$447.30	\$514.40	\$576.15	
TCHP	Tech Chair, No Tablet - Gray Vinyl, Chrome Base		\$374.55	\$430.75	\$482.45	
TCHGRY	POWERED Tech Tablet Chair - Gray Vinyl, White Metal Tablet, Chrome Base		\$365.45	\$420.25	\$470.70	
VALCHA	Valencia Chair - Spice Orange Velvet		\$374.85	\$431.10	\$482.85	
WENCHA	Wentworth Swivel Chair - Brown Vinyl		\$410.95	\$472.60	\$529.30	

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

TOTAL ESTIMATE	\$	
TAX (All tax rates are subject to change)		7.00%
AMOUNT DUE	\$	

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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:	
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# **INDIVIDUAL SEATING**

# **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

# **ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, JUNE 8, 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		\$93.60	\$107.65	\$120.55	
BLDCSB	Blade Chair - Sky Blue		\$93.60	\$107.65	\$120.55	
SC3	Brewer Chair - Onyx, Chrome		\$242.90	\$279.35	\$312.85	
XCHR	Christopher Chair - White Vinyl, Chrome		\$145.20	\$167.00	\$187.05	
DUET	Duet Stack Chair - Black, Chrome		\$89.75	\$103.20	\$115.60	
LMCHR	Laguna Chair - Maple, Chrome		\$205.90	\$236.80	\$265.20	
LUCHCL	Lucent Chair - Frosted Acrylic, Chrome		\$252.00	\$289.80	\$324.60	
MALGRN	Malba Chair - Green, Chrome		\$158.40	\$182.15	\$204.00	
MALGRY	Malba Chair - Gray, Chrome		\$158.40	\$182.15	\$204.00	
MARCBE	Marina Chair - Ocean Blue Fabric, Brushed Metal		\$204.00	\$234.60	\$262.75	
MARCBK	Marina Chair - Black Vinyl, Brushed Metal		\$204.00	\$234.60	\$262.75	
MARCBR	Marina Chair - Brown Fabric, Brushed Metal		\$204.00	\$234.60	\$262.75	
MARCRD	Marina Chair - Red Fabric, Brushed Metal		\$204.00	\$234.60	\$262.75	
MARCWH	Marina Chair - White Vinyl, Brushed Metal		\$204.00	\$234.60	\$262.75	
OCMWHT	Meeting Chair - White		\$314.05	\$361.15	\$404.50	
PASCHR	Pasadena Chair - White Molded Plastic w/Chrome Tower Base		\$296.35	\$340.80	\$381.70	
SC10	Razor Armless Chair - White		\$108.25	\$124.50	\$139.45	
RSTDIN	Rustique Chair w/ Arms - Gunmetal		\$182.15	\$209.45	\$234.60	
CS4	Syntax Chair - Black, Chrome		\$287.75	\$330.90	\$370.60	
ZENCHR	Zenith Chair - White, Chrome		\$232.30	\$267.15	\$299.20	

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

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$

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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:	





# **BENCHES & OTTOMANS**

# **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

# **ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, JUNE 8, 2022**

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# **Beverly Benches**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BVSMBK	Beverly Small Bench Ottoman - Black Vinyl		\$263.65	\$303.20	\$339.60	
BVSMBL	Beverly Small Bench Ottoman - Ocean Blue Fabric		\$263.65	\$303.20	\$339.60	
BVSMBN	Beverly Small Bench Ottoman - Brown Fabric		\$263.65	\$303.20	\$339.60	
BVSMGN	Beverly Small Bench Ottoman - Olive Green Fabric		\$263.65	\$303.20	\$339.60	
BVSMGY	Beverly Small Bench Ottoman - Grey Fabric		\$263.65	\$303.20	\$339.60	
BVSMLN	Beverly Small Bench Ottoman - Linen Fabric		\$263.65	\$303.20	\$339.60	
BVSMLV	Beverly Small Bench Ottoman - Lavender Fabric		\$263.65	\$303.20	\$339.60	
BVSMOR	Beverly Small Bench Ottoman - Orange Fabric		\$263.65	\$303.20	\$339.60	
BVSMRD	Beverly Small Bench Ottoman - Red Fabric		\$263.65	\$303.20	\$339.60	
BVSMWH	Beverly Small Bench Ottoman - White Vinyl		\$263.65	\$303.20	\$339.60	
BVSMYL	Beverly Small Bench Ottoman - Yellow Fabric		\$263.65	\$303.20	\$339.60	
BVLYBK	Beverly Bench - Black Vinyl		\$559.70	\$643.65	\$720.90	
BVLYBN	Beverly Bench - Brown Fabric		\$559.70	\$643.65	\$720.90	
BVLYGR	Beverly Bench - Grey Fabric		\$559.70	\$643.65	\$720.90	
BVLYLN	Beverly Bench - Linen Fabric		\$559.70	\$643.65	\$720.90	
BVLYOB	Beverly Bench - Ocean Fabric		\$559.70	\$643.65	\$720.90	
BVLYRD	Beverly Bench - Red Fabric		\$559.70	\$643.65	\$720.90	
BVLYWH	Beverly Bench - White Vinyl		\$559.70	\$643.65	\$720.90	

#### **Metal Bench**

COD	DE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
REGB	BEN F	Regis Bench/Table - Brushed Metal		\$398.65	\$458.45	\$513.45	

#### **Ottomans**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
END01B	Endless Curved Ottoman - Black Vinyl, Chrome		\$580.80	\$667.90	\$748.05	
ENDOIW	Endless Curved Ottoman - White Vinyl, Chrome		\$580.80	\$667.90	\$748.05	
END02B	Endless Square Ottoman - Black Vinyl, Chrome		\$364.30	\$418.95	\$469.20	
END02W	Endless Square Ottoman - White Vinyl, Chrome		\$364.30	\$418.95	\$469.20	

 ${\it NOTE:}\ Items\ may\ be\ discontinued\ without\ notice\ at\ any\ time.$ 

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	





# **CUBE & SWIVEL OTTOMANS**

# **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

# **ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, JUNE 8, 2022**

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## **Vibe Cubes**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VIB01	Vibe Cube - Green		\$195.35	\$224.65	\$251.60	
VIB02	Vibe Cube - Blue		\$195.35	\$224.65	\$251.60	
VIB04	Vibe Cube - Red		\$195.35	\$224.65	\$251.60	
VIB05	Vibe Cube - Yellow		\$195.35	\$224.65	\$251.60	
VIB08	Vibe Cube - Orange		\$195.35	\$224.65	\$251.60	
VIB09	Vibe Cube - White Waterproof		\$195.35	\$224.65	\$251.60	
VIB10	Vibe Cube - Black Waterproof		\$195.35	\$224.65	\$251.60	
VIBII	Vibe Cube - Steel Blue Vinyl		\$195.35	\$224.65	\$251.60	
VIB12	Vibe Cube - Silver Vinyl		\$195.35	\$224.65	\$251.60	
VIB13	Vibe Cube - Purple Vinyl		\$195.35	\$224.65	\$251.60	
VIB14	Vibe Cube - Cirtus Green		\$195.35	\$224.65	\$251.60	
VIB15	Vibe Cube - Taupe Vinyl		\$195.35	\$224.65	\$251.60	
VIB16	Vibe Cube - Spice Orange		\$195.35	\$224.65	\$251.60	
VIB17	Vibe Cube - Desert Rose		\$195.35	\$224.65	\$251.60	

## **Marche Swivel**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MAR001	Marche Swivel - White		\$258.70	\$297.50	\$333.20	
MAR002	Marche Swivel - Grey		\$258.70	\$297.50	\$333.20	
MAR003	Marche Swivel - Linen		\$258.70	\$297.50	\$333.20	
MAR004	Marche Swivel - Raspberry		\$258.70	\$297.50	\$333.20	
MAR005	Marche Swivel - Red		\$258.70	\$297.50	\$333.20	
MAR006	Marche Swivel - Rose Qtz		\$258.70	\$297.50	\$333.20	
MAR007	Marche Swivel - Plum		\$258.70	\$297.50	\$333.20	
MAR008	Marche Swivel - Meadow Green		\$258.70	\$297.50	\$333.20	
MAR009	Marche Swivel - Pear		\$258.70	\$297.50	\$333.20	
MAR010	Marche Swivel - Blue		\$258.70	\$297.50	\$333.20	
MAR011	Marche Swivel - Orange		\$258.70	\$297.50	\$333.20	
MAR012	Marche Swivel - Forest Green		\$258.70	\$297.50	\$333.20	
MAR013	Marche Swivel - Teal Velvet		\$258.70	\$297.50	\$333.20	
MAR014	Marche Swivel - Distressed Brown		\$258.70	\$297.50	\$333.20	
MAR015	Marche Swivel - Black Vinyl		\$258.70	\$297.50	\$333.20	
MAR016	Marche Swivel - Ivory Faux Sheep Fur		\$258.70	\$297.50	\$333.20	

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

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$

COMPANY NAME:	_ BOOTH NUMBER:
CONTACT NAME:	





# **ACCENT TABLES: COCKTAIL & END**

# **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

# **ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, JUNE 8, 2022**

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## **Cocktail Tables**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ALC100	Alondra Cocktail Table - Glass Top, Chrome		\$464.65	\$534.35	\$598.45	
ALC200	Alondra Cocktail Table - Brandy Maple Top, Chrome		\$464.65	\$534.35	\$598.45	
CIC	Geo Cocktail Table - Glass Top, Chrome		\$348.50	\$400.75	\$448.85	
CIFWB	Geo Cocktail Table - Brandy Maple Top, Black		\$348.50	\$400.75	\$448.85	
MESCTB	Mesa Cocktail Table - Black Top, Bronze		\$277.20	\$318.80	\$357.05	
MESCTG	Mesa Cocktail Table - Glass Top, Bronze		\$277.20	\$318.80	\$357.05	
MESCTW	Mesa Cocktail Table - Barnwood Top, Bronze		\$277.20	\$318.80	\$357.05	
CIE	Silverado Cocktail Table - Glass Top, Chrome		\$385.45	\$443.25	\$496.45	
CIW	Sydney Cocktail Table - White Top, Brushed Steel		\$390.70	\$449.30	\$503.20	
CIY	Sydney Cocktail Table - Black Top, Brushed Steel		\$390.70	\$449.30	\$503.20	
CIWP	POWERED Sydney Cocktail Table - White Top, Brushed Steel		\$496.30	\$570.75	\$639.25	
CIYP	POWERED Sydney Cocktail Table - Black Top, Brushed Steel		\$496.30	\$570.75	\$639.25	
SYDBEC	Sydney Cocktail Table - Blue Top, Brushed Steel		\$396.00	\$455.40	\$510.05	
SYDWDC	Sydney Cocktail Table - Barnwood Top, Brushed Steel		\$396.00	\$455.40	\$510.05	

#### **End Tables**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ALE100	Alondra End Table - Glass Top, Chrome		\$335.30	\$385.60	\$431.85	
ALE200	Alondra End Table - Brandy Maple Top, Chrome		\$335.30	\$385.60	\$431.85	
CUBPOW	POWERED Wireless Charging Table - White, AC Plug In		\$597.60	\$687.25	\$769.70	
EIC	Geo End Table - Glass Top, Chrome		\$343.20	\$394.70	\$442.05	
EIFWB	Geo End Table - Brandy Maple Top, Black		\$353.75	\$406.80	\$455.60	
MESETB	Mesa End Table - Black Top, Bronze		\$183.10	\$210.55	\$235.80	
MESETG	Mesa End Table - Glass Top, Bronze		\$183.10	\$210.55	\$235.80	
MESETW	Mesa End Table - Barnwood Top, Bronze		\$183.10	\$210.55	\$235.80	
REGOTT	Regis End Table - Brushed Metal		\$293.05	\$337.00	\$377.45	
EIE	Silverado End Table - Glass, Chrome		\$366.95	\$422.00	\$472.65	
EIW	Sydney End Table - White Top, Brushed Steel		\$353.75	\$406.80	\$455.60	
EIY	Sydney End Table - Black Top, Brushed Steel		\$353.75	\$406.80	\$455.60	
SYDBEE	Sydney End Table - Blue Top, Brushed Steel		\$353.75	\$406.80	\$455.60	
SYDWDE	Sydney End Table - Barnwood Top, Brushed Steel		\$353.75	\$406.80	\$455.60	

**= 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)	7.00%
AMOUNT DUE	\$

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	
EMAIL ADDRESS:	





# **ACCENT TABLES: SIDE**

# **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

# **ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, JUNE 8, 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		\$200.65	\$230.75	\$258.45	
SEDBBK	Sedona Side Table - Black Top, Bronze		\$184.80	\$212.50	\$238.00	
SEDBWD	Sedona Side Table - Wood Top, Bronze		\$184.80	\$212.50	\$238.00	
SEDBWH	Sedona Side Table - White Top, Bronze		\$184.80	\$212.50	\$238.00	
TAOBBK	Taos Side Table - Black Top, Bronze		\$184.80	\$212.50	\$238.00	
TAOBWD	Taos Side Table - Wood Top, Bronze		\$184.80	\$212.50	\$238.00	
TAOBWH	Taos Side Table - White Top, Bronze		\$184.80	\$212.50	\$238.00	
TMBTBL	Timber Table - Wood		\$237.60	\$273.25	\$306.05	

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

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$

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.	your
booth. Cancellations must be received in writing 14 days prior to mate exhibitor move in day. Kentantems found and in use in your booth are subject to Kegulai pricing.	

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	





# **BAR TABLES, BARS & COUNTERS**

# **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

# **ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, JUNE 8, 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
30AGBB	30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top		\$313.65	\$360.70	\$404.00	
30BEBB	30" Round Bar Table w/ Standard Black Base - Blue Top		\$313.65	\$360.70	\$404.00	
30BKSB	30" Round Bar Table w/ Standard Black Base - Black Top		\$313.65	\$360.70	\$404.00	
30GSBB	30" Round Bar Table w/ Standard Black Base - Green Top		\$313.65	\$360.70	\$404.00	
30OSBB	30" Round Bar Table w/ Standard Black Base - Orange Top		\$313.65	\$360.70	\$404.00	
30WDBB	30" Round Bar Table w/ Standard Black Base - Barnwood Top		\$313.65	\$360.70	\$404.00	
30WH42	30" Round Bar Table w/ Standard Black Base - White Top		\$325.95	\$374.85	\$419.85	
30YBBB	30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top		\$313.65	\$360.70	\$404.00	
VTB	30" Round Bar Table w/ Standard Black Base - Red Top		\$343.20	\$394.70	\$442.05	
VTJ	30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$343.20	\$394.70	\$442.05	
VTK	30" Round Bar Table w/ Standard Black Base - Maple Top		\$343.20	\$394.70	\$442.05	
VTA	30" Round Madison Bar Table w/ Standard Black Base - Gray Acajou Top		\$343.20	\$394.70	\$442.05	

## 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		\$366.95	\$422.00	\$472.65	
VTN	36" Round Bar Table w/Standard Black Base - Graphite Nebula Top		\$366.95	\$422.00	\$472.65	
VTW	36" Round Bar Table w/Standard Black Base - White Top		\$366.95	\$422.00	\$472.65	
VTP	36"Round Bar Table w/ Standard Black Base - Maple Top		\$366.95	\$422.00	\$472.65	

# 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		\$432.60	\$497.50	\$557.20	
30BEHB	30" Round Bar Table w/ Hydraulic Base - Blue Top		\$432.60	\$497.50	\$557.20	
30BKHB	30" Round Bar Table w/ Hydraulic Base - Black Top		\$432.60	\$497.50	\$557.20	
30BRHB	30" Round Bar Table w/ Hydraulic Base - Red Top		\$432.60	\$497.50	\$557.20	
30GRHB	30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$432.60	\$497.50	\$557.20	
30GSHB	30" Round Bar Table w/ Hydraulic Base - Green Top		\$432.60	\$497.50	\$557.20	
30MTHB	30" Round Bar Table w/ Hydraulic Base - Maple Top		\$432.60	\$497.50	\$557.20	
300SHB	30" Round Bar Table w/ Hydraulic Base - Orange Top		\$432.60	\$497.50	\$557.20	
30WDHB	30" Round Bar Table w/ Hydraulic Base - Barnwood Top		\$432.60	\$497.50	\$557.20	
30WHHB	30" Round Bar Table w/ Hydraulic Base - White Top		\$432.60	\$497.50	\$557.20	
30YSHB	30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top		\$432.60	\$497.50	\$557.20	
30МАНВ	30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top		\$432.60	\$497.50	\$557.20	

# 36" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHB	36" Round Bar Table w/ Hydraulic Base - Black Top		\$467.10	\$537.15	\$601.60	
36GRHB	36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$467.10	\$537.15	\$601.60	
36MTHB	36" Round Bar Table w/ Hydraulic Base - Maple Top		\$467.10	\$537.15	\$601.60	
36WTHB	36" Round Bar Table w/ Hydraulic Base - White Top		\$467.10	\$537.15	\$601.60	-





# BAR TABLES, BARS & COUNTERS CONTINUED

# **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

# **ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, JUNE 8, 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		\$380.15	\$437.15	\$489.60	

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

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTBNP	Ventura Communal Bar Table - Black Top, Silver		\$921.35	\$1,059.55	\$1,186.70	
VNTMNP	Ventura Communal Bar Table - Maple Top, Silver		\$921.35	\$1,059.55	\$1,186.70	
VNTWNP	Ventura Communal Bar Table - White Top, Silver		\$921.35	\$1,059.55	\$1,186.70	
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes - Maple Top, Silver		\$921.35	\$1,059.55	\$1,186.70	
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes - White Top, Silver		\$921.35	\$1,059.55	\$1,186.70	
VNTBLK	POWERED Ventura Communal Bar Table, Powered - Black Top, Silver		\$1,087.70	\$1,250.85	\$1,400.95	
VNTWHT	POWERED Ventura Communal Bar Table, Powered - White Top, Silver		\$1,087.70	\$1,250.85	\$1,400.95	

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

#### **Bars**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTBLPI	Midtown Bar, Lighted w/ Plug In - Taupe Glass Top, Pewter		\$2,052.00	\$2,359.80	\$2,643.00	
MTBUUL	Midtown Bar, Unlighted - Taupe Glass Top, Pewter		\$1,920.00	\$2,208.00	\$2,472.95	

#### **Counters**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In - Taupe Glass Top, Pewter		\$2,052.00	\$2,359.80	\$2,643.00	
MTCPUL	Midtown Powered Counter, Unlighted - Taupe Glass Top, Pewter		\$1,932.00	\$2,221.80	\$2,488.40	

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

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	





# **CAFÉ TABLES**

F128110722

# **World Perfumery Congress**

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

# **ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, JUNE 8, 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		\$311.50	\$358.20	\$401.20	
30BEBC	30" Round Cafe Table w/ Standard Black Base - Blue Top		\$311.50	\$358.20	\$401.20	
30BKSC	30" Round Cafe Table w/ Standard Black Base - Black Top		\$311.50	\$358.20	\$401.20	
30GSBC	30" Round Cafe Table w/ Standard Black Base - Green Top		\$311.50	\$358.20	\$401.20	
30OSBC	30" Round Cafe Table w/ Standard Black Base - Orange Top		\$311.50	\$358.20	\$401.20	
30WDBC	30" Round Cafe Table w/ Standard Black Base - Barnwood Top		\$311.50	\$358.20	\$401.20	
30WH29	30" Round Cafe Table w/ Standard Black Base - White Top		\$311.50	\$358.20	\$401.20	
30YSBC	30" Round Cafe Table w/ Standard Black Base - Brushed Yellow Top		\$311.50	\$358.20	\$401.20	
ZTA	30" Round Madison Cafe Table w/ Standard Black Base - Gray Acajou Top		\$311.50	\$358.20	\$401.20	
ZTB	30" Round Cafe Table w/ Standard Black Base - Red Top		\$311.50	\$358.20	\$401.20	
ZTJ	30" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$311.50	\$358.20	\$401.20	
ZTK	30" Round Cafe Table w/ Standard Black Base - Maple Top		\$311.50	\$358.20	\$401.20	

## 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		\$350.75	\$403.35	\$451.75	
ZTN	36" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$350.75	\$403.35	\$451.75	
ZTP	36" Round Cafe Table w/ Standard Black Base - Maple Top		\$350.75	\$403.35	\$451.75	
ZTQ	36" Round Cafe Table w/ Standard Black Base - White Top		\$350.75	\$403.35	\$451.75	

# 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		\$410.10	\$471.60	\$528.20	
30BEHC	30" Round Cafe Table w/ Hydraulic Base - Blue Top		\$410.10	\$471.60	\$528.20	
30ВКНС	30" Round Cafe Table w/ Hydraulic Base - Black Top		\$410.10	\$471.60	\$528.20	
30BRHC	30" Round Cafe Table w/ Hydraulic Base - Red Top		\$410.10	\$471.60	\$528.20	
30GRHC	30" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$410.10	\$471.60	\$528.20	
30GSHC	30" Round Cafe Table w/ Hydraulic Base - Green Top		\$410.10	\$471.60	\$528.20	
30MTHC	30" Round Cafe Table w/ Hydraulic Base - Maple Top		\$410.10	\$471.60	\$528.20	
300SHC	30" Round Cafe Table w/ Hydraulic Base - Orange Top		\$410.10	\$471.60	\$528.20	
30WDHC	30" Round Cafe Table w/ Hydraulic Base - Barnwood Top		\$410.10	\$471.60	\$528.20	
30WHHC	30" Round Cafe Table w/ Hydraulic Base - White Top		\$410.10	\$471.60	\$528.20	
30YSHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Yellow Top		\$410.10	\$471.60	\$528.20	
30МАНС	30" Round Madison Cafe Table w/ Hydraulic Base - Gray Acajou Top		\$410.10	\$471.60	\$528.20	





# CAFÉ TABLES CONTINUED

# **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

# **ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, JUNE 8, 2022**

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#### 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		\$454.10	\$522.20	\$584.85	
36GRHC	36"Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$454.10	\$522.20	\$584.85	
36МТНС	36"Round Cafe Table w/ Hydraulic Base - Maple Top		\$454.10	\$522.20	\$584.85	
36WTHC	36"Round Cafe Table w/ Hydraulic Base - White Top		\$454.10	\$522.20	\$584.85	

## **Ventura Communal Café Tables**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTCBN	Ventura Communal Cafe Table - Black Top, Silver		\$708.00	\$814.20	\$911.90	
VNTCMN	Ventura Communal Cafe Table - Maple Top, Silver		\$708.00	\$814.20	\$911.90	
VNTCWN	Ventura Communal Cafe Table - White Top, Silver		\$708.00	\$814.20	\$911.90	
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes - Maple Top, Silver		\$708.00	\$814.20	\$911.90	
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes - White Top, Silver		\$708.00	\$814.20	\$911.90	
VNTCBK	POWERED Communal Ventura Cafe Table - Black Top, Silver		\$804.00	\$924.60	\$1,035.55	
VNTCWH	POWERED Communal Ventura Cafe Table - White Top, Silver		\$804.00	\$924.60	\$1,035.55	-

**= 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)	7.00%
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 nas been delivered to you
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:	





# **BAR STOOLS**

F128110722

# **World Perfumery Congress**

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

# **ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, JUNE 8, 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		\$345.85	\$397.75	\$445.50	
BST	Banana Barstool - White, Chrome		\$345.85	\$397.75	\$445.50	
BLDBRD	Blade Barstool - Red		\$180.00	\$207.00	\$231.85	
BLDBSB	Blade Barstool - Sky Blue		\$180.00	\$207.00	\$231.85	
XBAR	Christopher Barstool - White Vinyl, Chrome		\$250.80	\$288.40	\$323.00	
LMBAR	Laguna Barstool - Maple, Chrome		\$258.70	\$297.50	\$333.20	
ROLLBL	Lift Barstool - Black Vinyl, Chrome		\$293.05	\$337.00	\$377.45	
ROLLGY	Lift Barstool - Gray Vinyl, Chrome		\$293.05	\$337.00	\$377.45	
ROLLRD	Lift Barstool - Red Vinyl, Chrome		\$293.05	\$337.00	\$377.45	
ROLLWH	Lift Barstool - White Vinyl, Chrome		\$293.05	\$337.00	\$377.45	
LUBSCL	Lucent Barstool - Frosted Acrylic, Chrome		\$360.00	\$414.00	\$463.70	
MARBBE	Marina Barstool - Ocean Blue Fabric, Brushed Metal		\$263.65	\$303.20	\$339.60	
MARBBK	Marina Barstool - Black Vinyl, Brushed Metal		\$263.65	\$303.20	\$339.60	
MARBBR	Marina Barstool - Brown Fabric, Brushed Metal		\$263.65	\$303.20	\$339.60	
MARBRD	Marina Barstool - Red Fabric, Brushed Metal		\$263.65	\$303.20	\$339.60	
MARBWH	Marina Barstool - White Vinyl, Brushed Metal		\$263.65	\$303.20	\$339.60	
RSTSTL	Rustique Barstool - Gunmetal		\$200.65	\$230.75	\$258.45	
BS001	Shark Barstool - White, Chrome		\$440.90	\$507.05	\$567.90	
BSR	Syntax Barstool - Black, Chrome		\$314.15	\$361.25	\$404.60	
ZENBAR	Zenith Barstool - White, Chrome		\$232.30	\$267.15	\$299.20	
BS002	Zoey Barstool - White, Chrome		\$403.90	\$464.50	\$520.25	

 ${\it NOTE:}\ Items\ may\ be\ discontinued\ without\ notice\ at\ any\ time.$ 

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$

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

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	





# **CONFERENCE & WORK TABLES**

# **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

# **ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, JUNE 8, 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
BKC10N	10'Table - BlackTop, Silver		\$810.90	\$932.55	\$1,044.45	
BKC10P	POWERED 10' Table - Black Top, Silver		\$1,012.75	\$1,164.65	\$1,304.40	
CB8	42" Round Madison Table - Gray Acajou, Black		\$424.85	\$488.60	\$547.25	
42BKCT	42" Round Table - Black Top, Black		\$499.20	\$574.10	\$643.00	
CB1	42" Round Table - Graphite Nebula Top		\$533.30	\$613.30	\$686.90	
CONF42	42" Round Table - White Top		\$533.30	\$613.30	\$686.90	
BKCT5N	5' Table - Black Top, Silver		\$407.25	\$468.35	\$524.55	
ВКСТ5Р	POWERED 5' Table - Black Top, Silver		\$527.25	\$606.35	\$679.10	
BKCT8N	8'Table - Black Top, Silver		\$810.90	\$932.55	\$1,044.45	
ВКСТ8Р	POWERED 8' Table - Black Top, Silver		\$1,012.75	\$1,164.65	\$1,304.40	
36ATO	Atomic 36" Round Table - Glass Top, Chrome		\$440.90	\$507.05	\$567.90	
42ATO	Atomic 42" Round Table - Glass Top, Chrome		\$440.90	\$507.05	\$567.90	
CE2	Geo Table, Rectangle - Glass Top, Chrome		\$635.70	\$731.05	\$818.80	
CF2	Geo Table, Rectangle - Glass Top, Black		\$635.70	\$731.05	\$818.80	
CE1	Geo Table, Rounded Square - Glass Top, Chrome		\$440.90	\$507.05	\$567.90	
CF1	Geo Table, Rounded Square - Glass Top, Black		\$440.90	\$507.05	\$567.90	
MADC05	Madison 5' Table - Gray Acajou, Chrome		\$667.90	\$768.10	\$860.25	
MADC08	Madison 8' Table - Gray Acajou, Chrome		\$1,333.20	\$1,533.20	\$1,717.20	
MADC10	Madison 10' Table - Gray Acajou, Chrome		\$1,333.20	\$1,533.20	\$1,717.20	

## **Work Table**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
WD3	Work Table - White Top, White		\$477.85	\$549.55	\$615.50	

= **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)	7.0	00%
AMOUNT DUE	\$	

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or r	retunds 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  you  day  for  the  prior  to  first  exhibitor  move  in  day.  Rental  items  found  and  in  use  in  you  day  for  the  prior  the  pri	our booth are subject to "Regular" pricing.

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	





# **EXECUTIVE SEATING, DESKS & STORAGE**

# **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

# **ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, JUNE 8, 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		\$396.00	\$455.40	\$510.05	
GENCHA	Genesis Chair - Black		\$345.60	\$397.45	\$445.15	
PROGB	Pro Executive Guest Chair - Black Vinyl, Chrome		\$361.70	\$415.95	\$465.85	
PROEXB	Pro Executive High Back Chair - Black Vinyl, Chrome		\$514.80	\$592.00	\$663.05	
PROEXE	Pro Executive High Back Chair - White Vinyl, Chrome		\$514.80	\$592.00	\$663.05	
PROMDB	Pro Executive Mid Back Chair - Black Vinyl, Chrome		\$337.90	\$388.60	\$435.25	
PROMID	Pro Executive Mid Back Chair - White Vinyl, Chrome		\$327.35	\$376.45	\$421.60	
TASKST	Task Stool - Black Fabric, Black		\$204.00	\$234.60	\$262.75	

## **Desks**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
TECH	POWERED Tech Desk - Black Metal, Black Laminate w/ Electrical Unit		\$625.70	\$719.55	\$805.90	
TECH3B	POWERED Tech Desk w/ 3 Drawer File Cabinet - Black Metal, Black Laminate w/ Electrical Unit		\$773.50	\$889.55	\$996.30	
JD8	Madison Executive Desk - Gray Acajou, Chrome		\$842.15	\$968.45	\$1,084.65	

#### **Storage**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BC8	Madison Bookcase - Gray Acajou, Chrome		\$609.85	\$701.35	\$785.50	
TECH3	Cabinet on Castors - Black Top, Black Metal		\$205.90	\$236.80	\$265.20	

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

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

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	7.00%
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 nas been delivered to you
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.

	—
CONTACT NAME:	





# **DIVIDERS**

F128110722

# **World Perfumery Congress**

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

# **ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, JUNE 8, 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
HDG4FT	4' Boxwood Hedge		\$612.00	\$703.80	\$788.25	
HDG7FT	7' Boxwood Hedge		\$996.00	\$1,145.40	\$1,282.85	

#### **Stanchions**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
STNSGN	Stanchion Sign Holder - Chrome		\$49.10	\$56.45	\$63.20	
STNCHI	Stanchion w/ Retractable Belt - Black, Chrome		\$56.35	\$64.80	\$72.60	

#### **Dividers**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
DIVBAR	Bar/Counter Divider - Clear, Black		\$158.20	\$181.95	\$203.80	
DIVFRE	Freestanding Divider - Clear, Silver		\$318.20	\$365.95	\$409.85	
DIVFCR	Freestanding Corner Divider - Clear, Silver		\$636.35	\$731.80	\$819.60	
DIVFWL	Freestanding Wall Divider - Clear, Silver		\$318.20	\$365.95	\$409.85	
DIVFST	Sofa/Table Divider - Clear, Silver		\$285.45	\$328.25	\$367.65	
DIVFWB	Freestanding Whiteboard Divider - White, Silver		\$396.35	\$455.80	\$510.50	
MIRWHT	Miramar Divider - White Molded Plastic		\$407.25	\$468.35	\$524.55	

 ${\it NOTE:}\ Items\ may\ be\ discontinued\ without\ notice\ at\ any\ time.$ 

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	7.00%
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:							





# **ACCESSORIES**

F128110722

# **World Perfumery Congress**

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

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## **Charging Hub**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VILHUB	POWERED Village Charging Hub - Cream		\$238.20	\$273.95	\$306.80	

## **Lamps**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
LA14	Mason Silver Table Lamp - Brushed Silver		\$306.25	\$352.20	\$394.45	
LA15	Mason Silver Floor Lamp - Brushed Silver		\$200.65	\$230.75	\$258.45	

#### **Pedestals**

PDL36B	POWERED 36" Locking Pedestal - Black	\$699.60	\$804.55	\$901.10	
PDL36W	POWERED 36" Locking Pedestal - White	\$699.60	\$804.55	\$901.10	
PDL42B	POWERED 42" Locking Pedestal - Black	\$828.95	\$953.30	\$1,067.70	
PDL42W	POWERED 42" Locking Pedestal - White	\$828.95	\$953.30	\$1,067.70	

## **Shelving**

•					
PSHCCS	Posh Shelving - Chrome, Acrylic	\$715.45	\$822.75	\$921.50	

**= 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)	7.00%
AMOUNT DUE	\$

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:					

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CONTACT NAME: \_
EMAIL ADDRESS: \_





# **GRAPHICS & SIGNS**

# **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

# **DISCOUNT DEADLINE:\* TUESDAY, MAY 31, 2022**

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" x28" Vertical		\$201.00	\$231.15	\$258.90	
70010	22" x 28" Horizontal		\$201.00	\$231.15	\$258.90	
70011	28" x 44" Vertical		\$306.20	\$352.15	\$394.40	
70012	28" x 44" Horizontal		\$306.20	\$352.15	\$352.15	
70027	38.25" x 90.75" Meter Board, Trovicel Panel		\$619.70	\$712.65	\$798.15	
70138	39" x 84" Meter Board, Ultraboard		\$360.00	\$414.00	\$463.70	

# **Printed Vinyl Banners (per sq. ft.)**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70065	Vertical with Grommets		\$25.50	\$29.35	\$32.85	
70071	Horizontal with Grommets		\$25.50	\$29.35	\$32.85	
70066	Vertical with Pockets		\$27.40	\$31.50	\$35.30	
70072	Horizontal with Pockets		\$27.40	\$31.50	\$35.30	

# **Table Clings**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70034	36" x 36" Round Table Cling Table clings are made to fit our standard pedestal table tops.		\$213.85	\$245.95	\$275.45	

#### **Accessories**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70017	4' x 8' Blank Foamcore		\$54.60	\$62.80	\$70.35	
70021	Velcro/per ft. (Minimum of 5')		\$3.55	\$4.10	\$4.60	
70004	7"x 44" ID Sign		\$60.10	\$69.10	\$77.40	
50094	Floor Easel		\$53.90	\$62.00	\$69.45	
50095	22" x 28" Chrome Sign Holder		\$122.70	\$141.10	\$158.05	
50508	Cardboard Meter Board Base, Black		\$24.00	\$27.60	\$30.90	

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$

Submission of this form indicates yo	ou read and accept the Payment Po	ilcy and Terms & Conditions. D	due to the custom nature of this proc	duct, no retunds or cancellations
are available once ordered.				

CONTACT NAME:	COMPANY NAME:	BOOTH NUMBER:
	CONTACT NAME:	



<sup>\*</sup> Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

# UPLOADING GRAPHICS 101 ADDING FILES TO THE FTP.

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL

June 29-July 1, 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**

- 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**

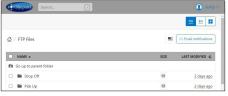
- Go to: files.shepardes.com.
- Login to the FTP site.
   User Name = sesftp
   Password = ftpftp
- 3. Click the Go to Files button.
- 4. Select the "Drop Off" folder.
- 5. Navigate to the show folder using the following path:

  Year → Month → Show Name → Exhibitor Uploads

  example: 2020 → 01\_Shepard Show → Exhibitor Uploads
- 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.
Ai Illustrator	.ai or .eps	Vector artwork. Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
Ps 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.

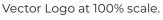
#### **Vector**

- · 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.







Raster Logo at 100% 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.

$\square$ Bring your brand to life	$\square$ Attract attention	$\square$ Generate traffic
$\square$ Create an engaging experience	$\square$ 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



# **SHIELDS & BARRIERS**

# **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

# **ONLINE & DISCOUNT DEADLINE:\* TUESDAY, MAY 31, 2022**

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Counters not included

# **Plexi Shields**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66651	Standard Plexi Shield (CVPS1) 40" (I) x 36" (h)		\$325.00	\$373.75	\$418.60	
66652	<b>Tall Plexi Shield</b> (CVPS2) 40" (I) x 44" (h)		\$400.00	\$460.00	\$515.20	
66653	<b>Curved Plexi Shield</b> (CVPS3) 4' 8.75" (l) x 4' (h) x 2' 2.25" (d)		\$500.00	\$575.00	\$644.00	

# Walls & Dividers



CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66654	<b>Large Wall Divider</b> (CVDWI) 9'1.25" (I) x 7' (h) x 11.85" (d) base 30" from floor		\$500.00	\$575.00	\$644.00	
66655	Plexi/Trovicel Panel Wall Divider (CVDW2) 3' 4.5" (I) x 8' high x Approx. 6" (d) base		\$350.00	\$402.50	\$450.80	
66656	Trovicel/Trovicel Wall Divider (CVDW3) 3' 4.5" (l) x 8' (h) x 1' 9" (d) base		\$300.00	\$345.00	\$386.40	
66657	Plexi Rolling Baffle (CVDW4) 4' 2.5" (I) x 7' (h) x 1' 9" (d) base		\$625.00	\$718.75	\$805.00	

# **Sanitizer Kiosk**



CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66650	<b>Sanitizer Kiosk A</b> (CVSKI) 40" (I) x 36" (h)		\$375.00	\$431.25	\$483.00	

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	





# **EXHIBIT COUNTER RENTALS**

# **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

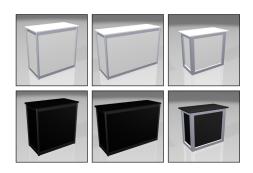
# **ONLINE & DISCOUNT DEADLINE:\* TUESDAY, MAY 31, 2022**

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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" (I) x 3' 6" (h) x 1' 9" (d) Graphic Sizes: 968mm x 898mm		\$939.85	\$1,080.85	\$1,210.55		
66283	1.5 Meter Locking Cabinet (LC2) 5' (l) x3' 6" (h) x1' 9" (d) Graphic Size: 1463mm x 898mm		\$1,140.50	\$1,311.55	\$1,468.95		
66284	Locking Cabinet (LC3) 3' 9" (I) x 3' 6" (h) x 2' 3" (d) Graphic Size: 922mm x 872mm		\$693.25	\$797.25	\$892.90	Silver ONLY	

# **Reception Counters**



CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66275	Reception Counter (RC2) 4'10.75" (I) x 40" (h) x 2' 4.75" (d) Graphic Size: 1530mm x 898mm		\$966.50	\$1,111.45	\$1,244.80		
66276	Reception Counter (RC3) 5' 2.75" (I) x 42" (h) x 3' 5.5" (d) Graphic Size: 1080mm x 898mm		\$2,096.50	\$2,410.95	\$2,700.25		

# **Computer Stands - Silver Metal Only (graphic included!)**



CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66285	Computer Stand 1 (CS1) 3' (I) x 6' 3" (h) x 1' 9" (d) Graphic Size: 250mm x 700mm		\$1,219.20	\$1,402.10	\$1,570.35	Silver ONLY	
66286	Computer Stand 2 (CS2) 2' 3" (I) x 6' 3" (I) x 1' 6" (d) Graphic Size: 380mm x 580mm		\$710.65	\$817.25	\$915.30	Silver ONLY	

TOTAL ESTIMATE	\$ 
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$

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COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	
EMAIL ADDRESS:	





# PRODUCT DISPLAYS & CHARGING STATION RENTALS

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# 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" (I) x 4' 6" (h) x 1'3 " (d)		\$658.55	\$757.35	\$848.25		
66278	<b>GL1</b> 5' 4" (I) x 8' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$651.00	\$748.65	\$838.50	Silver ONLY	
66279	<b>GL2</b> 4'3" (I) x 7' (h) x 1'3" (d) Graphic Sizes: 674mm x 1682mm		\$1,122.20	\$1,290.55	\$1,445.40	Silver ONLY	

#### **Showcases**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66270	Quarterview Showcase (Qtrview) 4'6" (I) x 3' 3" (h) x 1'9" (d)		\$1,268.00	\$1,458.20	\$1,633.20		
66272	<b>Square Showcase</b> (Square) 1'9" (I) x7' (h) x1'9" (d)		\$1,368.55	\$1,573.85	\$1,762.70		

# **Charging Unit**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66430	Phone Charging Station (PCS) 3' (I) x 6' 3" (I) x 1' 9" (d) Graphic Size: 250mm x 700mm		\$2,154.25	\$2,477.40	\$2,774.70		Black ONLY

## **Perforated/Peg Boards**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66148	8' x 4' Pegboard Panel (PerfH)		\$320.15	\$368.15	\$412.35	Silver ONLY	n/a
66149	4' x 8' Pegboard Panel (PerfV)		\$320.15	\$368.15	\$412.35	Silver ONLY	n/a
50104	6" Pegs - 1 dozen (6"Pegs)		\$52.25	\$60.10	\$67.30	n/a	n/a
66147	3.5' x 8' Slat Wall, Grey (Slatwall)		\$320.15	\$368.15	\$412.35	Silver ONLY	n/a

TOTAL ESTIMATE	\$	
TAX (All tax rates are subject to change	•)	7.00%
AMOUNT DUE	\$_	

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COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	





#### ISLAND BOOTH RENTALS

#### **World Perfumery Congress**

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#### Turnkey Rental Designs Make Exhibiting Easier!

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

#### Please contact an Exhibit Team member with any questions.

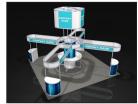


The Monroe

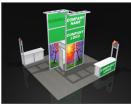
#### **Island Booths**

CODE	ITEM		ONLINE	DISCOUNT	REGULAR	TOTAL
66494	The Monroe		\$9,731.10	\$11,190.75	\$12,533.65	
66368	The Washington		\$13,965.30	\$16,060.10	\$17,987.30	
66495	The Tyler		\$10,392.30	\$11,951.15	\$13,385.30	
66496	The Garfield		\$10,176.80	\$11,703.30	\$13,107.70	

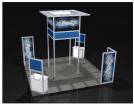
TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$



The Washington



The Tyler



The Garfield

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COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	





#### **FABRIC HANGING SIGNS**

#### **World Perfumery Congress**

F128110722

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#### **ONLINE & DISCOUNT DEADLINE:\* TUESDAY, MAY 31, 2022**

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#### 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





Circle

Square



Triangle



**Circle Hanging Signs** 

CODE	ITEM		ONLINE	DISCOUNT	REGULAR	TOTAL
69140	10' x 48" Circle Hanging Sign (HSC10)		\$6,128.45	\$7,047.70	\$7,893.40	
69142	16' x 48" Circle Hanging Sign (HSC16)		\$9,740.10	\$11,201.10	\$12,545.25	

#### **Square Hanging Sign**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69143	10' x 48" Square Hanging Sign (HSS10)		\$7,452.20	\$8,570.05	\$9,598.45	

#### **Triangle Hanging Sign**

CODE	ITEM		ONLINE	DISCOUNT	REGULAR	TOTAL
69144	10' x 48" Triangle Hanging Sign (HSTIO)		\$6,030.30	\$6,934.85	\$7,767.05	

#### **Wave Hanging Signs**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69145	10' x 48" Single Sided Wave Hanging Sign (HSWS)		\$2,655.70	\$3,054.05	\$3,420.55	
69146	10' x 48" Double Sided Wave Hanging Sign (HSWD)		\$3,533.90	\$4,064.00	\$4,551.70	

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	7.00%
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:	



<sup>\*\*</sup> Rigging not included



# ADVANCED SHIPPING HANGING SIGN LABEL

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 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.

If you have a sign or anything (truss, etc.) that has been approved to hang from the ceiling, send it to the advance shipping warehouse address. Hanging items must be identified and readily available since they are installed first, before the show floor becomes encumbered by freight.

# Shepard ADVANCED WAREHOUSE IANGING SIGN TO: (Exhibiting Company Name) (Exhibiting Company Booth Number) SES c/o TForce Freight c/o ZIX Corporation 8439 N.W. 72nd Street Medley, FL 33166 FOR: **World Perfumery Congress** Delivery Hours: Monday - Friday, 8:00AM - 4:00PM First day freight can arrive without a surcharge: Tuesday, May 31, 2022 Last day freight can arrive without a surcharge: Monday, June 20, 2022



#### STRUCTURAL INTEGRITY STATEMENT

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, JUNE 8, 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

# This form must be completed for all suspended structures. Please include the completed form with your hanging sign order forms.

As the contracted exhibitor, the display house or builder for the below exhibitor, I do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures. We hereby release, indemnify and forever hold harmless the following:

# Miami Beach Convention Center 1901 Convention Center Drive Miami, FL 33139 SHEPARD EXPOSITION SERVICES

along with their subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on-site at the exhibitor's expense.

EXHIBITING COMPANY NAME:	
EMAIL ADDRESS:	
AUTHORIZED NAME (printed):	
AUTHORIZED SIGNATURE:	DATE:
DISPLAY HOUSE/BUILDER (if applicable):	
EMAIL ADDRESS:	
AUTHORIZED NAME (printed):	
AUTHORIZED SIGNATURE:	DATE:



# HANGING'SIGNS 101 THINGS TO KNOW.

All signs must be designed to comply with Show Organizer rules and regulations and facility limitations. Shepard is responsible for assembly, installation, and removal of all hanging signs, overhead truss, attachment and removal of light fixtures for truss and lights, as well as any additional installation required for chain motors, span sets or other packages.

Only Shepard personnel are allowed in aerial lifts or operate mechanical equipment.

Only Shepard certified riggers can install and remove any and all hanging materials that will be flown overhead.

All signs, with the exception of banners, must have structural rigging points and signs exceeding 200 pounds must include detailed construction plans with a current structural engineer's stamp. Send these plans to Customer Service in advance of the first day of move in.

Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/orientation/height from floor) with the order. Shepard accepts no liability for any work completed without such instructions, when required.

If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code.

Overhead Signs should be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign Shipping Label.

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

#### **Hanging Sign Checklist**

- Submit Method of Payment Online
- Order Assembly labor to have your sign built by Shepard Certified Riggers
- Order Rigging Install and Removal labor for all Hanging Signs, Truss and Motors
- Order necessary Chain Motors, Rotating Motors and Truss
- ☐ Place electrical orders (if necessary)
- Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead
- Package Hanging Sign(s) in a separate container from exhibit materials
- Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual
- Ship Hanging Sign(s) to the Advance Warehouse by: **Monday, June 20, 2022**





#### **OVERHEAD RIGGING LABOR**

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, JUNE 8, 2022**

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

Only Shepard Exposition Services may operate machinery. Exhibitors and their EACs may not utilize, operate, or be inside equipment

		•		,	ate macminery. Ex					•	·			
limited t	o: spann	er truss for	load points, addition	al labor for power and	he facility, ensuring structur d/or lighting specifics, addit our minimum to install any h	ional materials, facili	y pick po	int ceiling	fees, facility and/or in	house exclusive labo	r charges, etc. Plea	se note: Pei		
Labo	r Ho	urs					SIGN DISASSEMBLY LABOR - SHEPARD SUPERVISED							
Straigh Overtin Sunday	ne (OT		onday - Friday   8:0 onday - Friday   5:0		ll hours Saturday and	CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL		
Double	Time	( <b>DT</b> ): Ho				69193	ST		\$167.38	\$192.50	\$215.60			
Holiday Labor [			g, Christmas Eve,		Memorial Day, 4th of Ju <b>6</b>	9001 <sub>69194</sub>	ОТ		\$251.06	\$288.70	\$323.35			
						69195	DT		\$334.75	\$384.95	\$431.15			
Step TYPE:		Cloth 🗌	bout your h Wood □Truss		n.	HOW N	IANY LA		WILL YOU REQUI	RE?:	RT TIME:			
SHAPE	: 🔲 d	Circle $\Box$		ngle Rectang	le	charge v	ill be app	olied.	rvision not be present		ives a 1 Hour Crew I	Minimum		
		d Riggers a	re required to assem	sassembly l	to ensure structural integrit	Rates are thereafte	per lift a er is char arrives a	ind crew (u ged in 1/2 in 1 Hour Crev	/erhead rigg p to 3 riggers) per hou crements. Should har v Minimum charge wi	ır. One hour minimur nging sign or supervi ill be applied.	sion not be presen	t at time		
		EST.	SSEMBLI LABOI	R - EXHIBITOR 30	PERVISED	_	OVER		GGING INSTALLA	TION & IN BOOT	H SCISSOR LIFT	rs T		
CODE	ITEM	LABOR HOURS	ONLINE	DISCOUNT	REGULAR TOT	CODE	ITEN	I LAB HOU	OR ONLINE	DISCOUNT	REGULAR	TOTAL		
69150	ST		\$128.75	\$148.05	\$165.80	69156	Lift		\$753.95	\$867.05	\$971.10			
69151	OT		\$193.13	\$222.10	\$248.75	68120	Scissor Install	_ift	\$753.95	\$867.05	\$971.10			
69152	DT		\$257.50	\$296.15	\$331.70									
		SIGN A	SSEMBLY LABO	R - SHEPARD SU	PERVISED		ov	ERHEAD	RIGGING REMOV	AL & IN BOOTH S	CISSOR LIFTS			
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR TOT	CODE	ITEN	ES LAB HOL	OR ONLINE	DISCOUNT	REGULAR	TOTAL		
69190	ST		\$167.38	\$192.50	\$215.60	69157	Lift		\$753.95	\$867.05	\$971.10			
69191	ОТ		\$251.06	\$288.70	\$323.35	68121	Scissor Install	_ift	\$753.95	\$867.05	\$971.10			
69192	DT		\$334.75	\$384.95	\$431.15	DATE C		ALL:		L START TIME:				
		EMBLY:	S WILL YOU REQU		RT TIME:									
	anging:	sign or supe			rives a 1 Hour Crew Minimu		F REM	OVAL:		START TIME	:			
		-	ASSEMBLYLAD	OR - EXHIBITOR S	SUDEDVISED				TOTAL ESTIMA		\$			
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR TOT	AL			AMOUNT DUE	es are subject to c	shange) <b>\$</b>	7.00%		
69153	ST		\$128.75	\$148.05	\$165.80									
69154	ОТ		\$193.13	\$222.10	\$248.75									
69155	DT		\$257.50	\$296.15	\$331.70									
Submiss	ion of th		cates you read and a		I I	ns. Cancellations mus	t be rece	ived in writ	ing within 48 hours of	lst day of exhibitor r	nove in.			
СОМРА	NY NA	ME:							E	BOOTH NUMBER:				
CONTA	CT NAI	ME:												
EMAII	٨٦٦٦	= <b>C C</b> ·												





### **OVERHEAD RIGGING EQUIPMENT**

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

ONLINE & DISCOUNT DEA	DLINE:* TUESDAY	, MAY 31	, 2022
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Charges will apply for additional supplies required to ensure structural integrity of overhead sign.

#### Truss\*\*

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
6909415	12" Silver Box Truss (Per Ft.)		\$28.85	\$33.20	\$37.20	
6909406	12" Black Box Truss (Per Ft.)		\$28.85	\$33.20	\$37.20	
69038	12" Silver Corner Block		\$108.20	\$124.45	\$139.40	
6903806	12" Black Corner Block		\$108.20	\$124.45	\$139.40	
70067	Design Fee (Hourly)		\$180.30	\$207.35	\$232.25	

70007	Design tee (nouny)		\$100.50	Ψ207.33	\$232.25	ĺ
** If you are	ordering truss, you also need to order motors!					
Truss D	etails QTY:			SIZE:		
Motors						
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69017	One Ton Hoist/Chain Motor		\$613.10	\$705.05	\$789.65	
69016	HalfTon Hoist/Chain Motor		\$540.95	\$622.10	\$696.75	
69101	1/4Ton Hoist/Chain Motor		\$324.55	\$373.25	\$418.05	
69019	Rotating Motor 500 LB Limit		\$576.95	\$663.50	\$743.10	
69020	Rotating Motor 200 LB Limit		\$324.55	\$373.25	\$418.05	
□Rotate	Clockwise (right) ☐ Rotate Counterclockwise	se (left)		TOTAL ESTIMATE	Ē	\$
				TAX (All tax rates	are subject to chang	ge) 7.00%
				AMOUNT DUE		\$
Include	the following items with uss and Motor Order:					
your ire	iss and Motor Order.					
	ng Sign Instructions					
∟Sign/H □Placem	anging Diagram					
	ead Rigging Labor Order					
_ 0 001110	and Magaing Educit Graci					

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. No relations of exchanges once item has been delivered to your booth. Eabor Cancellations must be receive
writing within 48 hours of 1st day of exhibitor move in. Equipment cancellations must be made in writing within 14 days of exhibitor move in.

CONTACT NAME: \_

Email completed form to: orders@shepardes.com Shepard ·

<sup>\*</sup> Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing.

#### Miami, 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.





#### **SHEPARD BLUE LABOR**

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, JUNE 8, 2022**

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

<b>Overtime</b> Sunday	Time (S <sup>.</sup> e (OT):	T): Monday - Frida Monday - Frida	ay   8:00AM - 5:00Pl ay   5:00PM - 8:00Al		rday and	Step 4. When should the If using Shepard Blue Labor for both complete BOTH date and time field	n install and dismantle, please		
Double T Holidays:		'): Holidays NY Eve. NY Da	y, ML King Day, Eas	ter. Memorial Dav	4. 4th of July.	INSTALLATION DATE:			
			as Eve, Christmas Da		,	DISMANTLING DATE:	DISMANTLING TIME:		
Shepa	rd Bl	ue Supervis	sed Labor			Step 5. Tell us about you	<b>Ir exhibit.</b> Shepard can begin any work on your exhibit.		
			NSTALL LABOR**			·			
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED	BOOTH SIZE:xxx	_		
		-			TOTAL***	CARRIER NAME:	arenouse Direct to snow site		
68066	ST	\$133.90	\$154.00	\$172.50					
68067 68068	OT DT	\$200.85 \$267.80	\$231.00 \$307.95	\$258.70 \$344.90		ESTIMATED ARRIVAL DATE:			
68068	ы	\$267.80	\$307.95	\$344.90		NUMBER OF PIECES:			
		DIS	MANTLE LABOR**			SET UP INFORMATION			
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***	COMPANY CONTACT NAME:			
68070	ST	\$133.90	\$154.00	\$172.50		EMAIL:			
68071	ОТ	\$200.85	\$231.00	\$258.70		CELL PHONE NUMBER:			
68072	DT	\$267.80	\$307.95	\$344.90		DRAWINGS/PHOTOS/INSTRUCTIONS ☐ Attached ☐ Emailed to Shepard ☐ With the Exhibit ☐ In Crate #:			
Installa  Step 2  NSTALLA  DISMANT  BOTH INS  Step 3  Hours ar  Deerson ord  NSTALLA	E. HOVATION N TLING N STALLAT S. HOV THE based of the prediction o	MOUN  OSE YOUR SE  Dismantling  V many peo  UMBER OF PEOPI  TION & DISMANTL  V many hou  on estimates. You will half increments there  OURS:	rvice.  Both Installation  ple are need  LE:  LE:  ING NUMBER OF PI  rs?***  be invoiced for actual teafter.	& Dismantling ed?  EOPLE:  ime incurred. Minim	um one hour per	ELECTRICAL PLACEMENT (exhibited	Attached Drawing with Exhibit  itor Owned Carpet Padding  Audio Visual (AV)  tbound shipping.***  Iuling your pick up.  NUMBER OF CARTONS:  NUMBER OF PALLETS:  Next Day Air Other		
		-		-		Re-route with Shepard Logistics S Send to advanced warehouse for p rs cancelled without 48-hour written notice will b	oickup (\$400 minimum charge)		
COMPAN	y name	E:					BOOTH NUMBER:		





#### **EXHIBITOR SUPERVISED LABOR**

#### **World Perfumery Congress**

F128110722

Miami Beach Convention Center | Miami, FL June 29-July 1, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, JUNE 8, 2022**

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

Order wit	.n complet	e Method of Paymer	it must be received bei	ore Discount Deadiir	ne date to receive d			
_	Time (ST	): Monday - Frid	ay   8:00AM - 5:00P			Step 1. Choose your service.  ☐ Installation ☐ Dismantling ☐ Both Installation & Dismantling		
Sunday		Monday - Frida  i: Holidays	ay   5:00PM - 8:00A	M. All hours Satu	rday and	Step 2. How many people are needed?		
Holidays	:	NY Eve, NY Da	ay, ML King Day, Eas		y, 4th of July,	INSTALLATION NUMBER OF PEOPLE:		
Labor Da	y, Thank	sgiving, Christma	as Eve, Christmas Da	ay.		DISMANTLING NUMBER OF PEOPLE:		
Exhib	itor S	upervised L	_abor			BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE:		
		II	NSTALL LABOR**			Step 3. How many hours?"		
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***	*** Hours are based on estimates. You will be invoiced for actual time incurred. Minimum one hour pe person ordered and half increments thereafter.		
68060	ST	\$103.00	\$118.45	\$132.65		INSTALLATION HOURS: DISMANTLING HOURS:		
68061	ОТ	\$154.50	\$177.65	\$198.95		BOTH INSTALLATION & DISMANTLING HOURS:		
68062	DT	\$206.00	\$236.90	\$265.35		Step 4. Where is the carpet coming from?		
		DIS	MANTLE LABOR**	•		Ordered from Shepard Exhibitor Owned Carpet Padding		
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***	Step 5. Provide a list of any tools or additional details		
68063	ST	\$103.00	\$118.45	\$132.65		that would be needed.		
68064	ОТ	\$154.50	\$177.65	\$198.95		□ Ladders □ Lifts □ Special Tools:		
68065	DT	\$206.00	\$236.90	\$265.35		ADDITIONAL DETAILS:		
			tax rates are subjec	ct to change)	7.00%	Step 6. Tell us about the schedule?  Requested times are not guaranteed and are based on availability.  INSTALLATION REQUEST DATE:		
		<u> </u>			<u></u>	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 a	and submi	ssion of this form inc	dicates you read and acc	cept the Payment Po	olicy and Terms & Co	onditions. Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.		
COMPAN	IY NAME	:				BOOTH NUMBER:		



. PHONE NUMBER: \_



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Order your electrical & plumbing services online by

06 / 08 / 2022

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Quick, secure, and easy to use!



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CONVENTION CENTER

# EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO A SUCCESSFUL EVENT









#### FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our customer service team will work with you to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand there are a lot of moving parts when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping ensure network reliability and the delivery of the services you need. During move-in and show days, our team is available to assist you with your ordered services.

#### KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are readily available to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available throughout the entire event to provide you with the show experience you've always envisioned.

#### REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with little to no downtime.

#### 24/7 NETWORK MONITORING

All ports on the Smart City network are polled every minute for network stability. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





Order online at:

https://orders.smartcitynetworks.com or call 888.446.6911

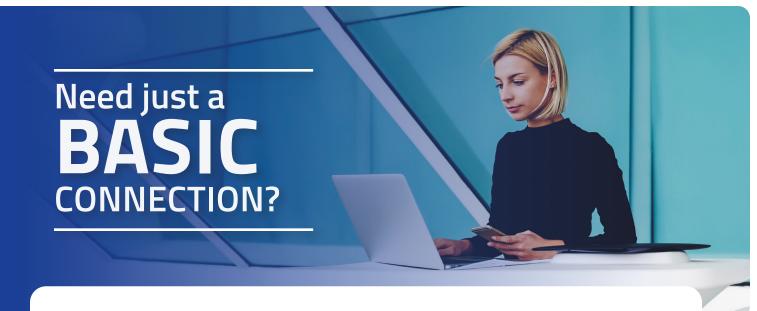


Is the exclusive provider of the following services:





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Our BASIC INTERNET SERVICE, ideal for

# LIGHT INTERNET USAGE such as

web browsing and checking email via a wired connection.

SERVICE	INCENTIVE**	BASE	ON-SITE
Basic Internet	\$895	\$1,140	\$1,368
Additional Device	\$185	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE**	BASE	ON-SITE
Switch Rental	\$185	\$225	\$270
Patch Cables	\$50	\$62	\$74
Labor (Floor Work)	\$125	\$125	\$125

#### \*NOT FOR STREAMING

#### \*\*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

#### **Basic Internet Includes:**

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.





Order online at:

https://orders.smartcitynetworks.com

or call 888.446.6911



Our **DEDICATED WIRED SERVICES** are the

# **FASTEST AND MOST RELIABLE** way

to deliver high quality experiences at your event.

DEDICATED SERVICES	ST SD c	REAMIN or HD o	NG r UHD	INCENTIVE*	BASE	ON-SITE
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$24,060	\$28,872

#### \*ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

#### **Dedicated Services Include:**

- Ethernet (1) RJ45 Hardline drop with VLAN
- Wireless and Hardline routers are permitted
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

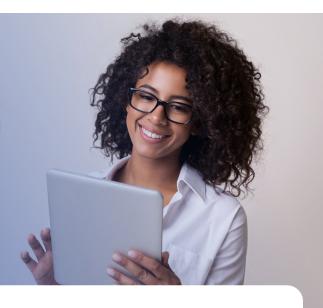




Order online at:

https://orders.smartcitynetworks.com or call 888.446.6911

# NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides

# **SIMPLE & SECURE WIRELESS**

connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 1.5 Mbps PER DEVICE*						
DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE			
5 Device Limit	\$2,339	\$2,807	\$3,368			
15 Device Limit	\$4,133	\$4,960	\$5,952			
30 Device Limit	\$6,762	\$8,114	\$9,737			
Additional Access Point Rental	\$750	\$ <i>7</i> 50	\$750			

<sup>\*</sup>NOT FOR STREAMING.

All Hotspots broadcast on the 5 Ghz frequency only and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point booth size may require additional Access Point rental







Order online at: <a href="https://orders.smartcitynetworks.com">https://orders.smartcitynetworks.com</a> or call 888.446.6911

Wi-Fi Splash Page services starting at \$250 https://orders.smartcitynetworks.com/wifi-splash-page-design

<sup>\*\*</sup>ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!

# WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines

## HIGH BANDWIDTH WIRELESS

with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

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BANDWIDTH ALLOCATION	SD c	r <b>HD</b> o	r <b>UHD</b>	INCENTIVE*	BASE	ON-SITE
10 Mbps	3	N/A	N/A	\$8,800	\$10,560	\$12,672
20 Mbps	6	4	N/A	\$16,600	\$19,920	\$23,904
30 Mbps	10	6	1	\$24,200	\$29,040	\$34,848
40 Mbps	13	8	1	\$31,550	\$37,860	\$45,434
50 Mbps	16	10	2	\$39,050	\$46,860	\$56,232
Additional Access Point Rental	N/A	N/A	N/A	\$ <b>7</b> 50	\$ <i>7</i> 50	\$750

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All Hotspots broadcast on the 5 Ghz frequency only and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point booth size may require additional Access Point rental





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VOICE SERVICES	INCENTIVE*	BASE	ON-SITE
Single Line Telephone - With or Without Device	\$275	\$345	\$414
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Polycom Speaker Phone	\$465	\$575	\$690

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We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

#### **Telephone Service Information:**

- Multi Line telephones include (1) Main number and (1) rollover line
- · Polycom speakerphones require power source, electrical services may need to be ordered separately
- Domestic Long Distance is included
- · International calling is billed separately

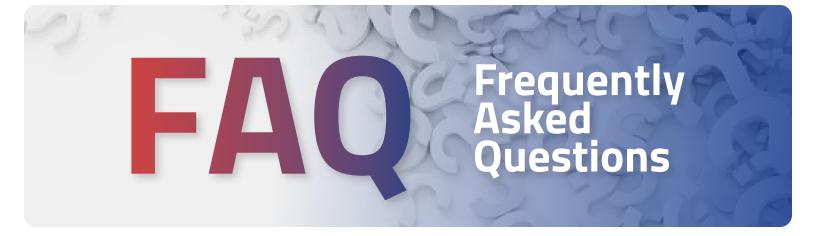




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## DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

# WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

# WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

#### WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



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#### DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

## WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

## CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

#### **HOW MUCH BANDWIDTH DO I NEED?**

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

#### WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280×720 & 1920×1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840×2160	25 Mbps



#### Our Promise ★★★★

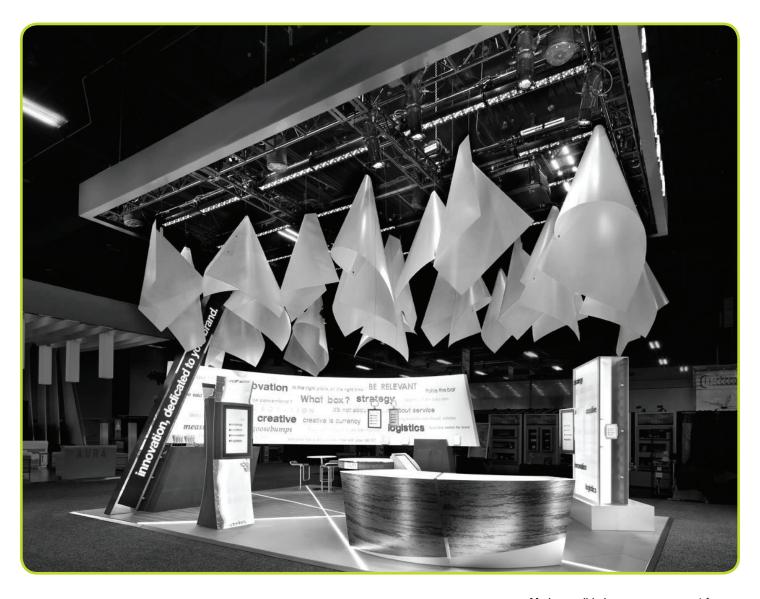
Smart City Networks is "Where Technology Meets Hospitality". By anticipating and responding to our clients' needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

"IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND."



# **Guidelines for Display Rules and Regulations**

# 2019 North American Update



Made possible by a generous grant from

FREEMAN<sup>®</sup>

The following *Guidelines for Display Rules and Regulations* have been established by the International Association of Exhibitions and Events® (IAEE) to assist in promoting continuity and consistency among North American exhibitions and events. This revised 2019 edition is offered as a resource for exhibition and event organizers to use in creating consistent and fair exhibiting standards for their events.

Recognizing that every show is unique, IAEE presents the information contained within as recommendations or suggestions for exhibiting standards each Organizer should consider. Organizers are encouraged to review the *Guidelines* and then develop their own show-customized set of exhibiting rules and regulations based on the individual features of their specific exhibition or event.

Once an Organizer has finalized their show's official set of display rules, it is good practice to provide access to a digital copy within the show's exhibitor prospectus, an exhibitor services kit, and the official rules and regulations pertaining to exhibitor participation. By providing exhibitors with the professional standards expected of their displays and participation, they will be prepared to properly design, build and plan their booth's layout and content allowing for an environment where all exhibitors will have the opportunity for successful interaction with their audiences.

**Important Note:** Although compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements have been addressed, Organizers should always check with exhibition service contractors and the facility for specific details on local regulations and requirements.

IAEE is a global association that serves as the foremost authority on exhibitions and events management and operations, and these **Guidelines** are the model for most North American exhibitions and events but in all instances, organizations should consult their legal counsel. In no event shall IAEE be held liable for damages of any kind in connection with the material, methods, information, techniques, opinions or procedures expressed, presented, or illustrated in these **Guidelines** or related materials.



International
Association of
Exhibitions and Events®

#### **TABLE OF CONTENTS**

LINE-OF-SIGHT STYLE	1
Linear Booth	1
Corner Booth	2
Perimeter Booth	2
End-cap Booth	3
Peninsula Booth	4
Split Island Booth	5
Island Booth	6
Extended Header Booth 20ft (6.10m) or Longer	7
CUBIC CONTENT STYLE	8
OTHER IMPORTANT CONSIDERATIONS	8
Remote-Controlled Devices	8
Canopies and Ceilings	9
Hanging Signs & Graphics	9
Towers and Multi-story Exhibits	9
ISSUES COMMON TO ALL BOOTH TYPES	10
U.S. AMERICANS WITH DISABILITIES ACT (ADA)	10
Structural Integrity	10
Flammable and Toxic Materials	11
Hazardous Waste	11
Storage	11
Electrical	11
Lighting	12
Demonstrations	12
Sound/Music	13
Vehicles	13
ADVISORY NOTES TO EXHIBITION ORGANIZERS	14
Fire Equipment	14
Hanging Signs	
Hardwall Booths	14
Perimeter Openings	14
Pipe and Drape	
Product Height	
Height Variances	
Environmental Responsibility	15
GUIDELINES FOR DISPLAY RULES AND REGULATIONS 2019 TASK FORCE	15

IAEE has identified two distinctly different styles of show display regulations. One style is "Line-of-Sight" while the second is "Cubic Content." Organizers should decide which style is best suited to their event or designated section of the event.

#### **LINE-OF-SIGHT STYLE**

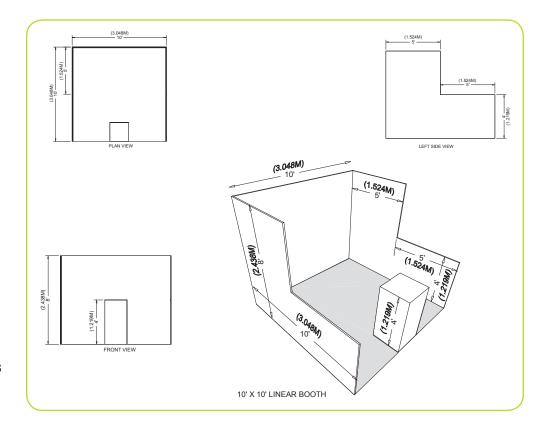
Line-of-Sight display rules provide restrictions on certain areas of booths to allow attendees to view neighboring booths in their line of sight as they walk the floor. There are a variety of booth types, and each one is addressed below with specific insight on how to implement Line-of-Sight regulations.

#### **LINEAR BOOTH**

The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Linear Booths, also called "in-line" booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

#### **Dimensions**

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft



(3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified to prevent display materials from imposing on neighboring exhibits behind the back wall.

#### **Use of Space**

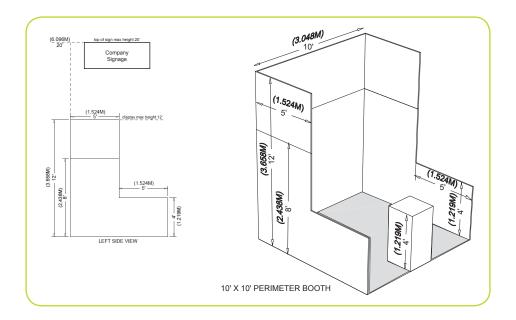
Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc., display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.

#### **CORNER BOOTH**

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All guidelines for Linear Booths apply.

#### **PERIMETER BOOTH**

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

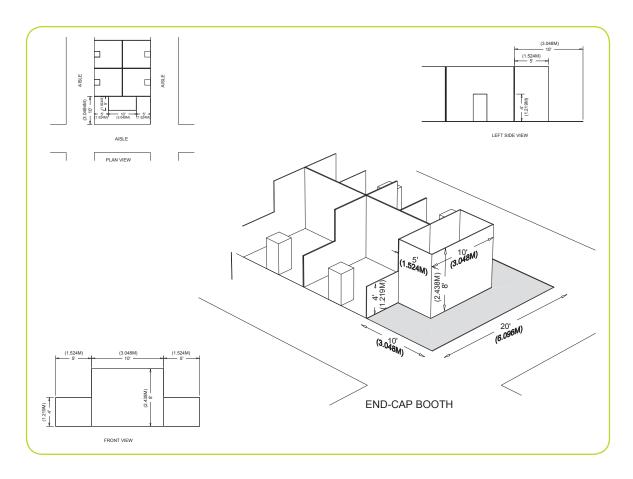


#### **Dimensions and Use of Space**

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height for Perimeter Booths is 12ft (3.66m).

#### **END-CAP BOOTH**

An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. For shows that have Line-of-Sight rules and not Cubic Content, this configuration must follow the dimensions below. Organizers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits. (In most cases, this booth style is not recommended due to the Line-of-Sight issues, and Organizers should be aware of these challenges when using them.)

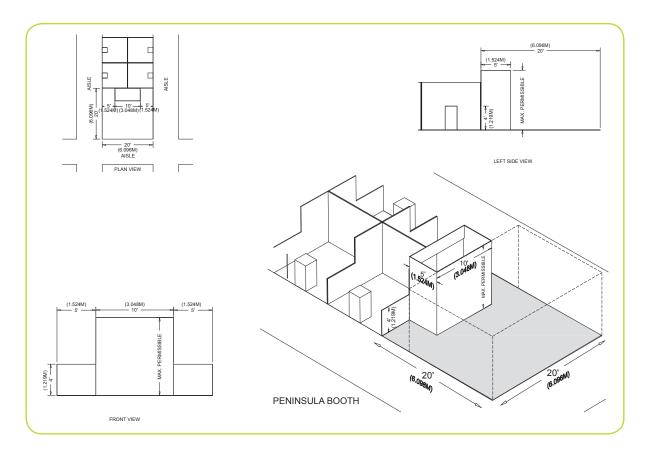


#### **Dimensions and Use of Space**

End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum backwall width allowed is 10ft (3.05m) at the center of the backwall with a maximum 5ft (1.52m) height on the two side aisles. Within 5ft of the two side aisles, the maximum height for any display materials is 4ft.

#### **PENINSULA BOOTH**

A Peninsula Booth is exposed to aisles on three sides. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth which is referred to as a "Split Island Booth."

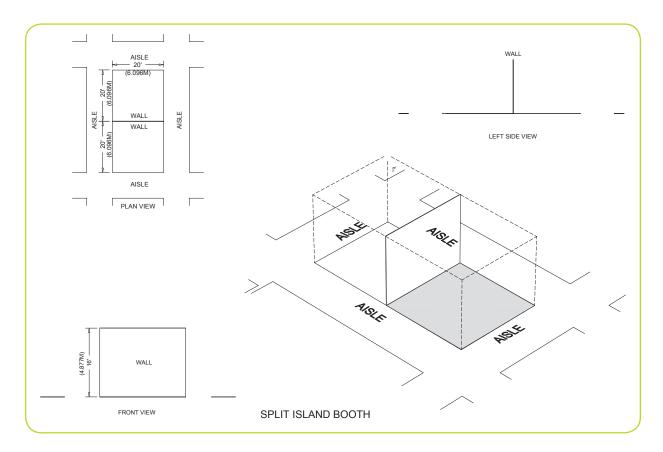


#### **Dimensions and Use of Space**

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

#### **SPLIT ISLAND BOOTH**

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth.

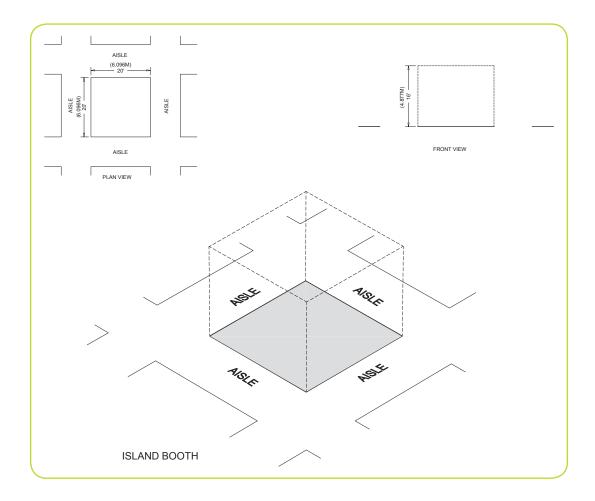


#### **Dimensions and Use of Space**

The entire Cubic Content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire Cubic Content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

#### **ISLAND BOOTH**

An Island Booth is any size booth exposed to aisles on all four sides.

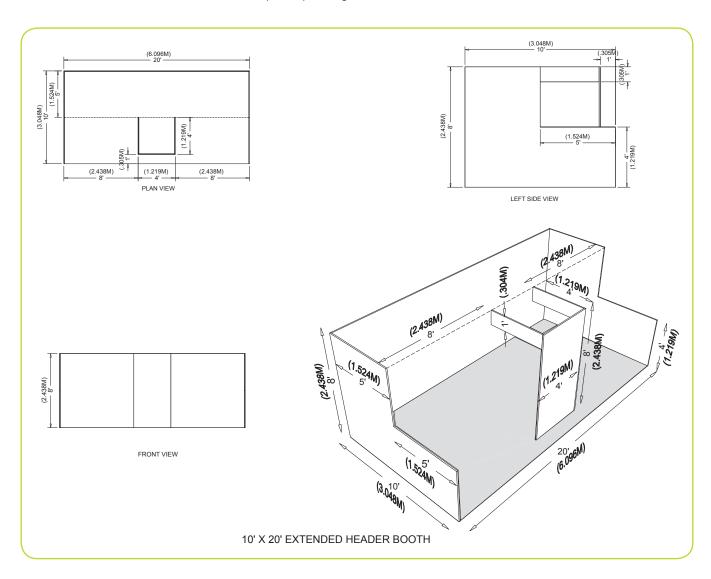


#### **Dimensions and Use of Space**

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently. The entire Cubic Content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.

#### **EXTENDED HEADER BOOTH 20FT (6.10M) OR LONGER**

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.



#### **Dimensions and Use of Space**

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.

#### **CUBIC CONTENT STYLE**

Cubic Content style allows exhibits to fully occupy the width, depth and height of the booth footprint. For example, a 10ft by 10ft (3.05m x 3.05m) booth would be allowed to utilize the full volume of the cube of a 10ft wide (3.05m) x 10ft deep (3.05m) x 8ft (2.44m) high area.

It is the choice of the Organizer to allow use of full Cubic Content in linear exhibit space or to observe the Line-of-Sight set-back rule. It is common at certain types of exhibitions or events to eliminate the Line-of-Sight requirement for Linear, End-cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full Cubic Content of the booth.

Organizers that utilize Cubic Content in Linear Booths do so for one or all of these reasons:

- Cubic Content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- Generally, exhibitions outside North America utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce Line-of-Sight setback rules.

Use of Cubic Content may create situations where the Organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these unfinished walls.

It is prudent for the Organizer considering Cubic Content to examine the concerns, advantages and disadvantages prior to putting Cubic Content guidelines into practice. It is often wise to consult with the exhibition's Exhibits Advisory Board or perhaps conduct a focus group of the exhibition's or event's exhibitors to determine their interest and gain their feedback and support for the concept. Organizers must be proactive in communicating with exhibitors and understand the effect it will have on the exhibition or event.

To learn more about Cubic Content, read the IAEE White Paper: Evaluating and Implementing Cubic Content into Linear Exhibit Space.

#### **OTHER IMPORTANT CONSIDERATIONS**

#### REMOTE-CONTROLLED DEVICES

Products such as remote-controlled cars, drones, planes, helicopters, robots, etc. are to be demonstrated in a safely controlled area of the exhibit floor (i.e. Demonstration Area). When a remote-controlled device is to be used for the purpose of demonstrating a product that requires use of an area outside of the exhibitor-assigned booth space, the Organizer will provide a Demonstration Area for this purpose. The Demonstration Area should include safe netting or other barrier appropriate to accommodate product(s) being demonstrated and be included on the master floor plan submitted for Fire Marshal approval. Each individual facility reserves the right to determine what constitutes a safe and controlled Demonstration Area prior to final plan approval.

**NOTE for Drone Operation:** Local facility and city ordinances are in effect in most areas and prohibit drone activity near the public or in public spaces. The accepted drone default regulation is the <u>FAA Small UAS Rule Part 107</u> which requires drone operators to obtain a Remote Pilot Certificate. Commercial regulations often require permits and insurance.

#### **CANOPIES AND CEILINGS**

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See "Use of Space" for Linear or Perimeter Booths).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.

#### **HANGING SIGNS & GRAPHICS**

Most exhibition and event rules allow for Hanging Signs and Graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign, or as determined by the Organizer. End-cap Booths do not qualify for Hanging Signs and Graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type. (An exception to this rule is made for Perimeter Booths, which can have a 12ft [3.66m] backwall but max sign height can be 20ft. [6.10m]. See page 2 Perimeter Booth for diagram.)

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the Organizer at least 60 days prior to installation. Variances may be issued at the Organizer's discretion. Drawings should be available for inspection.

#### **TOWERS AND MULTI-STORY EXHIBITS**

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as the Organizer because it is deemed to be a "structure" for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Organizers should be prepared to assist exhibitors in this application process.

It is recommended that Organizers require exhibitors to provide engineering stamped documents for all Multi-story Exhibits and towers over 8ft (2.44m) in height. If engineering stamps are not required, exhibitors using these types of structures should, at a minimum, provide drawings for inspection.

#### **ISSUES COMMON TO ALL BOOTH TYPES**

#### **U.S. AMERICANS WITH DISABILITIES ACT (ADA)**

In the U.S., all exhibiting companies are required to be in compliance with the U.S. Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at <a href="https://www.ada.gov">www.ada.gov</a>.

Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length). Ramps should have a minimum width of 36 inches.
- Ramp the entry or use hydraulic lifts to trailer exhibits.
- Avoid double-padded plush carpet to ease mobility device navigation.
- Provide the same attendee experience on both levels of a two-story exhibit.
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available.
- Run an audio presentation for people with sight problems.
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair.

To avoid potential fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

#### STRUCTURAL INTEGRITY

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all exhibits 20ft by 20ft (6.10m by 6.10m) and larger require a drawing, plans or renderings, preferably digital, to be submitted to the Organizer, and to the show's Official Services Contractor.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

#### FLAMMABLE AND TOXIC MATERIALS

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of, and must adhere to, all local regulations regarding fire/safety and environment.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the U.S. Environmental Protection Agency, or the appropriate government entity in the country the exhibition will be held, and the facility.

#### **HAZARDOUS WASTE**

Hazardous waste requires special arrangements to be prepared in advance of event dismantle with either the facility or a local independent disposal company. Exhibitors are responsible for all costs associated with such specialized removal.

#### **STORAGE**

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, as long as these items do not impede access to utility services, create a safety problem, or look unsightly.

#### **ELECTRICAL**

Every exhibit facility has different electrical requirements; however, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be "SO" cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for "extra hard usage." It is particularly important for exhibitors to use flat electrical cord in under-carpet installations.
- Cord wiring above floor level can be "SJ" which is rated for "hard usage."
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.
- Local code commonly requires access to electrical cords and connections along the back wall of exhibit booths; typically, the back 9 inches of the space should remain accessible for this purpose. (This would apply to all booth types with a back wall.)

To better understand electrical at exhibitions, see the CEIR article Demystifying Electrical Services for the Exhibitor.

#### LIGHTING

It is important to remember that lighting issues need to be identified as early as possible during the move-in process so they can be addressed and corrected while the necessary equipment is still available on the show floor and booths can be accessed.

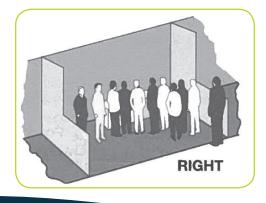
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

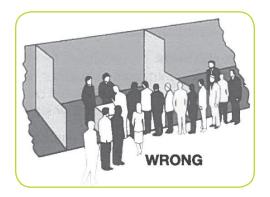
- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to the Organizer for approval.
- Lighting should not project onto other exhibits or exhibition aisles. Lighting, including gobos, should be directed to the inner confines of the booth space.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by the Organizer.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- ⇒ LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards.
- Reduced lighting for theater areas should be approved by the Organizer, the utility provider, and the facility.

#### **DEMONSTRATIONS**

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations, product demonstrations, press conferences and other media events in a manner which assures all exhibitor personnel and attendees of such in-booth events are within the contracted exhibit space and not encroaching on the aisles or neighboring exhibits. Any queue lines formed for exhibitor customer interaction must also be contained within the booth footprint. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance with all other previously listed rules and regulations. Exhibitors should be aware of, and adhere to, local regulations regarding fire/safety and environment.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified exhibitor personnel.





#### SOUND/MUSIC

In general, the use of sound equipment in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths). Generally, sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. If an exhibitor or attendee is standing within ten feet of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud. (Refer to the U.S. Occupational Safety and Health Act [OSHA] at <a href="https://www.osha.gov">www.osha.gov</a> for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. Authorized licensing organizations, including but not limited to ASCAP, BMI and SESAC, collect copyright fees on behalf of composers and publishers of music. It is the exhibitors' responsibility to be informed of copyright laws and submit fees to the appropriate organizations.

#### **VEHICLES**

Rules for display vehicles vary widely depending on the facility and local fire and safety regulations. Compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other city, county, federal, and provincial government requirements is the responsibility of the Organizer.

Important Note: Always check with local exhibition service contractors and/or the facility for all requirements regarding display vehicles.

Below are a few common examples of display vehicle regulations:

- Display vehicles must have battery cables disconnected and taped, and alarm systems deactivated.
- Fuel tank openings shall be locked or sealed in a manner to prevent escape of vapors through filler caps.
- Vehicles shall be limited in the amount of fuel that can remain in the tanks; specific amounts vary but one example is no more than one-quarter the tank capacity or a maximum of five gallons of fuel, whichever is less.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Once placed, display vehicles may not be started or moved without the approval and direction of show management.
- Auxiliary batteries not connected to engine starting system may remain connected. External power is recommended for demonstration purposes. No battery charging is permitted inside buildings.
- Combustible/flammable materials must not be stored beneath display vehicle. There may be no leaks underneath vehicles.
- It is not recommended that Organizers hold or take possession of display vehicle keys during the event. However, it is recommended that an official policy be established for the handling of vehicle keys which might include identifying booth contacts with mobile numbers should vehicles need to be moved in an emergency or some other unforeseen situation.

#### **ADVISORY NOTES TO EXHIBITION ORGANIZERS**

#### **FIRE EQUIPMENT**

Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

#### **HANGING SIGNS**

Although these Guidelines indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range to the top of the sign, some exhibitions permit other heights, or have no height limit. However, most Organizers do impose height limits. Caution should be exercised so exhibitors will not compete over air space for hanging signs. (See page 2 for details and a diagram for hanging signs in Perimeter Booths.)

Exhibitors should be advised to install "hanging points" at the time of manufacture of the sign or display. It is also advisable to have Hanging Signs labeled and cased separately so that they can be easily identified on-site as they usually must be installed before other exhibit construction can begin.

#### **HARDWALL BOOTHS**

Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

#### PERIMETER OPENINGS

Local fire and/or facility regulations may require larger exhibit booths to have a certain number of openings within the perimeter walls for safe egress. Regulations vary with each location, but one example would be to provide, at a minimum, one 6ft (1.83m) wide opening every 30ft (9.14m).

#### PIPE AND DRAPE

These are commonly used at exhibitions and events in the United States to define exhibit space. Organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

#### PRODUCT HEIGHT

Some exhibitors have products that exceed display height restrictions. Organizers should establish guidelines for displaying such products. For example, some exhibitions or events require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold. NOTE: Any special height variances allowed should apply only to those products represented, produced or manufactured by the exhibitor and would not apply to ancillary display or marketing items (such as promotional flags, signs, etc.).

#### **HEIGHT VARIANCES**

Height Variances may be issued for all types of booths. However, in a Linear Booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics and/or logos. Tall flags or markers on the front aisle of Linear Booths are prohibited. Pop up tents or canopies may be allowed but must follow all local fire and facility regulations.

#### **ENVIRONMENTAL RESPONSIBILITY**

Exhibitions and events, by their very nature, create waste. Properly managed, exhibitions and events can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible. Exhibitors planning to dispose of, or leave behind, any property from their booth must make arrangements with the Official Services Contractor for disposal and all appropriate and applicable fees will apply.

#### **GUIDELINES FOR DISPLAY RULES AND REGULATIONS 2019 TASK FORCE**

Thomas Corcoran (Task Force Chairperson) – Corcoran Expositions, Inc.

Larry Arnaudet – ESCA

Tom Cindric, Jr., CEM – Informa Exhibitions

Jonathan "Skip" Cox – Freeman

Christine Fletcher, CEM – Encore! Event Management

Heather MacRae – Landscape Ontario Horticultural Trades Association

Kelly Miller, CMP, CEM – International Sign Association

Pamela Kay Pietrok – GES

Jamie Reesby, CEM – Access Intelligence LLC

Linda Lizardi Rubin, CEM – Shepard

Chuck Schwartz, CEM – ConvExx

Dennis Smith - Messe Frankfurt North America

Rachel Thomas, CEM – National Business Aviation Association

Terry VanConant – M3S Management, LLC

Russell Wingard, CEM – Freeman

John D. Zinn, CEM – Industry Consultant



#### Audio Visual Order Form



Event Name:					/Booth:										
Company:					Delivery Date:		ne:	Davis and in Fills in		BY SIGNING AND DELIVERING THIS FORM, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THIS FORM CAREFULLY PRIOR TO PLACING ORDER.  For PRE SHOW rates we must receve a completed order					
Billing Name:					Pickup Date:		e:								
Billing Address:								Payment in FULL is required prior to the							than 14 days s received an
City:	/: State:			Zip: Onsite Cont				event.				All other ord			customer for ed at the LATE
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VII	DEO EQ			AUDIO	E	QUII	PM	IENT							
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Micca Media Server	\$ 50.00	-				4		echnician AV Set & Strike	\$	150.0	_	175.00			
40" HD Monitor	\$ 300.00	-				-		I Technician / Day Rate	\$	750.0	_				
50" HD Monitor	\$ 400.00							iQ-12 Powered Speaker	\$	95.0		114.00			
65" HD Monitor	\$ 800.00							lrs Dowered Speaker	\$	168.0 95.0	_				
90" HD Monitor w/Stand 70" Touch Screen w/Stand	\$ 1,350.00 \$ 1,800.00	\$ 1,620.00				1 1		Jrs Powered Speaker -1P Powered Speaker	\$	168.0	_				
6' Rolling Stand for 40"-65"		\$ 1,930.00				1 1		00hp Powered Sub	\$	200.0	_				
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DLP Projector 5k Lumens	\$ 675.00	\$ 810.00				1		Array Packages	۲	Call F	_				
Laser Projector7K Lumens	\$ 1,050.00	\$ 1,260.00				1 1	4 Ch Mixer		\$	68.0					
DLP Projector 14k Lumens	\$ 2,700.00					1	12 Ch Mixer		\$	108.0					
*Projector Lens Additional		. ,				1	16 Ch Mixer		\$	135.0					
-						1		2 channel Digital Console	\$	450.0	) \$	500.00			
						]		t Box- ProCo AV1	\$	30.0					
								Laptop Soundport	\$	20.0	<u> </u>				
8'x8' Tripod Screen	\$ 85.00	\$ 102.00				1 1		Soundcard Interface	\$	75.0	_				
6' x 10.8" Fast Fold w/ Dress Kit	\$ 375.00	\$ 450.00				4		SM 58 w/ Switch	\$	35.0					
7'6" x 13'3" Fast Fold w/Dress kit	\$ 410.00	\$ 492.00				-		Podium Microphone	\$	45.0	_ ·				
9'x16' Fast Fold w/ Dress Kit	\$ 525.00 \$ 825.00	\$ 630.00 \$ 990.00				- 1	Shure Wireles	s Microphone Combo Kit	\$			162.00			
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David Income Date II LID In	ć 27F.00	\$ 450.00	T		1	-		Lighting Console	\$	70.0	_				
Barco Image Pro II HD Jr	\$ 375.00 \$ 150.00	\$ 450.00 \$ 180.00				1 1		Ch Opto Splitter Channel Dimmer	\$	75.0	_ ·				
Blackmagic HDMI Switcher Black Magic Studio Pro HD	\$ 750.00					1 1		owered LED Up Light	\$	88.0	_				
Panasonic ENG Camera w/ Tripod	\$ 850.00					1 1		nt Wireless Transmitter	\$	70.0	_				
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HDMI to HD-SDI	\$ 65.00	\$ 78.00				1		4 Par w/ Wide Lens	\$	30.0					
HD-SDI to HDMI	\$ 65.00	\$ 78.00				1		wer w/ Base & Black Cover	\$	90.0	_ ·				
Decimator MD-HX	\$ 85.00					1		Sand Bags	\$	14.0					
HD-SDI DA 1x8	\$ 65.00					]		EXP			_				
HDMI DA 1x4	\$ 65.00	\$ 78.00				]									
	Ι.		1		1	4		IDMI Cable each	\$	25.0	<u> </u>				
Laptop Computer	\$ 270.00					4		Gaffers Tape each	\$	20.0					
Mac Playback Pro	\$ 800.00	\$ 960.00				-		Gaffers Tape each	\$	20.0					
iPad Wireless Mouse / aser Pointer	\$ 150.00					-		Batteries each	\$	2.5	_				
Wireless Mouse/Laser Pointer  Digital LED Branding Panel	\$ 35.00 \$ 650.00				<del>                                     </del>	┥ ├		Batteries each Batteries each	\$	1.0					
Poster Easel	\$ 20.00					┥		oll of Tie Line each	\$	40.0	_				
4'x6' White Board on Wheels	\$ 80.00					1		of Duvetyne each	\$	400.0	_				
Flip Charts with Markers	\$ 70.00					† ∣	1.011 0					.55.00			
Additional Pad	\$ 12.00					†			DR	APE					
34" Roll Cart w/ Skirt	\$ 15.00					1	4.01.1	aluri lai la um	_	270.5	, ,	224.22			
48" Roll Cart w/ Skirt	\$ 20.00					1	10' Wide x 2	0' High Black Drape Kit	۶	270.00	ן י	324.00			
Video Patch Kit / Mac Adaptors	\$ 25.00					1			_						
AV Cable Package	\$ 25.00	\$ 33.00			,	1		LATIONS: Written cancellati							
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#### Everlast Productions - Miami Beach Convention Center, Miami Beach, FL - 33467 - Tel. - 786-276-2660

Delivery: An authorized representative must be present at the time of delivery and pickup. Equipment will be delivered to and picked up from your booth. Labor, Installation & Dismantle (I&D):

Any order requiring labor, including the installation and dismantling of equipment, will be subject to a labor charge. Everlast Productions does not supply labor to mount hanging brackets to your booth. This must be done prior to Everlast Productions setting up any equipment that is to be mounted on your booth. The client will be responsible for any union labor costs, if applicable. **Equipment:** For equipment not listed, please contact us for a complete list of inventory. Customer is responsible for the security of rented equipment and will be required to pay for any items that are lost or stolen during the rental period (anytime after delivery and before pickup of equipment). **Guarantee:** Equipment is guaranteed to be operational upon delivery to your booth. It is assumed that the renter has an understanding of the operation of equipment. Equipment problems must be reported immediately to your Account Executive.

Everlast Productions will not be responsible for problems reported after termination of rental. Any loss or damage of said equipment will be paid for by the renter. Cancellation: Equipment rental cancellation must be submitted 5 days prior to show or will be charged 50% of rental fee. On-site cancellations will be charged 100% of rental fee. Payment: All exhibit orders must be reserved with a major credit card with payment in full due at the time the order is placed. A written confirmation will be sent to you once you order has been processed. @ 2021-2022