

Dear Corrugated Week 2022 Exhibitor,

## **Welcome to Corrugated Week!**

We are pleased that you will be joining TAPPI and AICC in San Antonio, TX for Corrugated Week 2022. The Exhibit Hall will be open Tuesday, September 20 12:00pm – 5:00pm and Wednesday, September 21 12:00pm – 4:00pm. Events will begin Monday, September 19 and run through Wednesday, September 21. For additional program information, please visit the official show website at <a href="https://www.corrugatedweek.org">www.corrugatedweek.org</a>.

This Exhibitor Service Manual has been carefully planned and organized to help you prepare for a successful show! It is intended to be the one resource and reference guide that will assist you in the planning process for the show. Pay close attention and adhere to the deadline dates when ordering products and services from show vendors – the savings can be substantial.

The Corrugated Management Team along with TAPPI/AICC is available to help you with your exhibiting experience. On behalf of the entire staff, we appreciate your participation and look forward to seeing you in San Antonio.

## Let's have a great show!

Sincerely,

Grayson Lutz TAPPI Exhibits Manager



## **EXHIBITOR & SHOW HOURS:**

<u>Day</u>	<u>Date</u>	Move in	Exhibit Hall Hours	<u>Dismantle</u>
Sunday	Sept 18	1:00pm – 5:00pm		
Monday	Sept 19	8:00am – 5:00pm		
Tuesday	Sept 20	8:00am – 10:00am	12:00pm – 5:00pm	
Wednesday	Sept 21		12:00pm – 4:00pm	4:00pm – 10:00pm

Exhibitors will have access to the Exhibit Hall at 10:00am Tuesday and Wednesday mornings and may remain in the Exhibit Hall until 6:00pm on Tuesday after show closing at 5:00pm.

## ADDRESS OF CONFERENCE AND EXHIBIT HALL

Corrugated Week will be held at the Henry B Gonzalez Convention Center 900 E. Market Street, San Antonio, TX 78205 USA.

## **AFFILIATE FUNCTIONS & HOSPITALITY SUITES**

Show Management manages the scheduling of meeting rooms and suites in the official event hotel (Grand Hyatt). Meeting rooms and suites are only for use by Corrugated Week 2022 exhibitors and sponsors. Hospitality suites, meetings or other functions hosted by exhibitors are only permitted before or after education sessions or show hours. Please contact Hayley King at <a href="https://hking@tappi.org">hking@tappi.org</a> to discuss your needs.

## **AMERICANS WITH DISABILITIES ACT (ADA)**

In compliance with the Americans with Disabilities Act of 1990, Corrugated Week makes all reasonable effort to accommodate persons with disabilities. All exhibiting companies are required to be in compliance with the ADA as well, and are encouraged to be sensitive, and as accommodating as possible to attendees with disabilities.

## **ANNOUNCEMENTS**

The PA system in the Exhibit Hall is used for emergency and official Corrugated Week announcements only. In the event of an emergency, messages should be submitted to Show Management for broadcast.

## **BOOTH PACKAGES**

**Shepard Discount Deadlines:** 

Standard Orders – Tuesday, August 30, 2022

Each 10x10 booth comes equipped with:

- o Blue/White pipe & drape (3' side walls and 8' back wall), 7" x 44" booth ID sign
- 2 Complimentary exhibitor badges for staff (per 10x10 booth). Additional exhibit registrations and full conference registrations area available at the exhibitor discounted rates.
- Networking opportunities
- Company listing on the official event app.
- Recognition as an exhibitor/sponsor on the Corrugated Week website
- \*Utilities are NOT included with the booth package and must be ordered through the in-house exclusive provider.
- \*Flooring or Booth Cleaning are <u>NOT</u> included with the booth package. Flooring is mandatory. Carpeting/Flooring & Booth Cleaning can be ordered through Shepard Exposition Services.



## **BOOTH HEIGHT RESTRICTIONS**

- In-line Linear Booths: The height restriction for all in-line linear booths is 8 ft. *The maximum height is allowed only in the rear half of the booth space, with a 3' height restriction imposed on all materials in the remaining space forward to the aisle.*
- Perimeter Booths: The maximum height restriction for perimeter wall booths is 10 ft.
- Peninsula Booths: Where two (2) peninsula booths share a common back wall ("split Island"), the maximum height may be 20 ft. in all areas of the booth, including the back wall (same as Island Booth). Peninsula booths sharing a common side wall with in-line linear booths must adhere to in-line height restrictions on the shared sides and can go up to 20 ft. in the middle 10 feet only.
- Island Booths: The maximum height restriction for island booths is 20 ft.
   To verify booth height or exhibit display restrictions, please contact Grayson Lutz at glutz@tappi.org.

## **CHILDREN**

No infants or children under 16 years of age will be admitted onto the exhibit floor.

## **DECIMETER & SOUND GUIDELINES**

Sound presentations will be permitted if tuned to conversational levels and if not objectionable to neighboring exhibitors. Sound must not carry beyond the immediate area of display. Loudspeakers must be positioned to direct sound into the center of the exhibit and may not point out into the aisles. Noise resulting from exhibitor demonstrations or presentations should not interfere or disturb surrounding exhibitors and their patrons or cause aisles to become blocked. Exhibitors will receive a first and second warning if sound levels are excessive. Receiving a third warning will result with all electrical power to the booth terminated for the remainder of the show day. The exhibitor will be responsible for charges to reconnect electrical service to the booth.

## **DEMONSTRATIONS/BOOTH ENTERTAINMENT**

As a matter of safety and courtesy to others, exhibitors should conduct presentations and demonstrations in a manner which assures all exhibitor personnel and attendees, as well as the sound and entertainment itself, are within the limits of the contracted exhibit space and do not overflow into aisle space or neighboring exhibit spaces. **Machinery demonstrations are restricted to a maximum of 110 Volts.** It is the responsibility of each exhibitor to arrange displays, product or machinery in a manner that will ensure compliance. If entertainment or demonstration volume is disruptive to neighboring booths, Show Management reserves the right to request the entertainment or demonstration cease or be limited. In addition, all samples, literature and giveaways must be distributed within the limits of the contracted exhibit space.

## **ELECTRICAL & POWER** Discount Deadline: Tuesday, August 30, 2022

All electrical and power must be ordered through the in-house provider – EDLEN. Order forms are provided in the Exhibitor Manual. EDLEN can be reached at 210-662-9450 or via email at <a href="mailto:sanantonio@edlen.com">sanantonio@edlen.com</a>.

## **EXHIBITOR REGISTRATION**

Show badges are <u>required</u> for all booth personnel and will be printed onsite and available for pick-up in the Registration Area. Personnel should bring their registration confirmation email with them to receive their printed badge. Exhibitors are allotted two (2) complimentary exhibit personnel badges per 10x10 booth space. Additional exhibit registrations and full conference registrations are available at the exhibitor discounted rates.



## **EXHIBIT REQUIREMENTS**

All displays must be fully set by the opening of the show and all exhibits must be open during exhibit hours. Each booth must be staffed and open for business during regular show hours. No exhibit merchandise, equipment, container or packing materials shall be brought into or out of exhibit space during exhibit hours. No dismantling or packing may begin before the show closes. All exhibit space shall be vacated and left in good order by 10:00pm on Wednesday, September 21, 2022.

## **EXHIBIT SPACE CONTRACTS, PAYMENTS, & CANCELLATIONS**

It is the sole responsibility of the exhibitor to submit a complete exhibit space contract and to provide Corrugated Week with current company information including additional listings, contact information, social media, etc. In addition, exhibitors are responsible for assuring that their exhibit space is paid in full prior to the show. Exhibitors with outstanding exhibit space payments will not be permitted to move-in or set-up. All cancellations must be made in writing to show management.

## **EXPOSED WALLS**

All exposed parts of constructed displays must be finished to present an attractive appearance when viewed from aisles or other adjoining booths. Exposed back and sidewalls may not display copy, logos, graphics or other advertising. Exhibitors using curved pop-up backdrops/displays may be required to provide side masking drape at their expense if the curvature exposes the back scaffolding. If an exhibitor fails to finish off their booth, show management reserves the right to cover any exposed areas at the expense of the exhibitor

## **FIRE AND SAFETY REGULATIONS**

Exhibitors are expected to comply with all city regulations in effect at the Convention Center. All material used in the construction of an exhibit/display must be non-combustible and flameproof. It should be noted that the Fire Marshal has final say on any jurisdiction disputes. Exhibit booths shall not interfere with access to emergency exits or restrict visibility of emergency exit signs. Exhibits and displays may not obstruct any aisles or public space.

## **FOOD & BEVERAGE**

All food and beverages distributed from your booth must be ordered from the in-house exclusive caterer, The RK Culinary Group. Distribution or sale of food and beverages from sources other than The RK Culinary Group is prohibited. If interested in providing F&B in your booth, please contact the RK Culinary Group – 210-225-4535 or via <a href="mailto:emailt

## **FREIGHT SHIPPING ADDRESSES**

## **ADVANCE WAREHOUSE**

First Day for Advance Warehouse Deliveries – Monday, August 22, 2022

Last Day for Advance Warehouse Deliveries without Surcharge – Monday, September 12, 2022

Last Day for Advance Warehouse Deliveries (w/Surcharge) – Friday, September 16. 2022

Materials sent in advance to the warehouse may arrive without additional charge between the dates above. Materials arriving early or late to the warehouse will be assessed with a surcharge.

Exhibiting Company Name & Booth Number CORRUGATED WEEK YRC c/o Shepard Exposition Services 111 Gembler Road San Antonio, TX 78219



## **DIRECT TO SHOWSITE**

First Day Freight Can Arrive on Show Site – Sunday, September18, 2022 8:00AM

Exhibiting Company Name & Booth Number CORRUGATED WEEK
Henry B Gonzalez Convention Center
237 Tower of the Americas Way
San Antonio, TX 78205

## **HANGING SIGNS**

Hanging signs are permitted in 20x20 or larger <u>Island Booths</u> and <u>Peninsular Booths</u> ONLY. No signs or advertising devices shall be displayed outside exhibit space. Nothing shall be posted, tacked or otherwise attached to columns, walls, floors or other parts of the building or furniture. For additional questions regarding signage within the confines of your exhibit space, please contact Grayson Lutz at <u>glutz@tappi.org</u>. Please contact the Shepard Exposition Services to order rigging services as they are the exclusive provider for this service.

## **HOTEL & TRAVEL**

Corrugated Week has arranged for discounted hotel rates at the Grand Hyatt Hotel. Please use the following link to book your hotel reservations - 2022 TAPPI & AICC Corrugated Week and Exhibit (hyatt.com). Please be aware and vigilant of housing poachers that may contact exhibitors about booking hotel rooms for Corrugated Week 2022. Corrugated Week has NO affiliation and is NOT working with any outside companies to provide housing details. Please ignore these pirating emails/calls.

## **INSURANCE** Deadline: September 1, 2022

Each exhibiting company is required to carry Commercial General Liability Insurance and to provide proof of coverage via a Certificate of Insurance (COI). Insurance must have a minimum of \$1,000,000 per occurrence, \$2,000,000 aggregate and must be in force for the full dates of Corrugated Week, September 19-21, 2022. Corrugated Week must be listed as the certificate holder and must list the following as additional insureds: Henry B Gonzalez Convention Center and Shepard Exposition Services. Please address COI's to: TAPPI/Corrugated Week, 15 Technology Pkwy S, Peachtree Corners, GA 30092. Submit COI to Grayson Lutz at glutz@tappi.org or via fax at 678-866-2525.

## Already have insurance for your business?

Please provide your insurance agency with the necessary coverage listed above for them to create a COP for your company for Corrugated Week 2022.

## Don't carry offsite insurance?

If you do not carry insurance that meets the above requirements, <u>Insurance4Exhibitors</u> and <u>John Buttine</u> offer exhibitors event insurance policies for under \$100 per company.

## **LEAD RETRIEVAL**

Eleventh & Gather is Corrugated Week's Official Lead Management Service for Corrugated Week 2022. Eleventh & Gather offers two easy ways to gather leads during the show: Apple device rental or qConnection app. See order form in the Exhibitor Service Kit.

## NETWORK, TELECOMMUCATIONS & WIFI Discount Deadline: Tuesday, August 30, 2022

All orders for network, telephone & WI-FI must be ordered through the in-house exclusive provider, SmartCity. See order forms in the Exhibitor Service Kit. SmartCity can be reached at 210-258-8900 or via <a href="mailto:email">email</a>. You can access their services here – Smart City Networks | Event Technology Leaders.



## **PHOTOGRAPHY/VIDEOTAPING**

Photographing and videotaping within the Exhibit Hall is restricted to 1) the official Corrugated Week photographer and video crew 2) photographers and video crews engaged by exhibits and registered as EAC's to photograph or videotape their specific exhibit and 3) press/media who have obtained permission from exhibiting companies.

## **RULES & REGULATIONS/AMENDMENT TO REGULATIONS**

Exhibitors agree to abide by the rules and regulations of Show Management by virtue of the signing of their Exhibit Space Contract. The Terms & Conditions are located on the back of the Exhibit Space Contracts. All regulations outlined in this document will remain in effect during the entire installation, show days and dismantling. Any and all matters not specifically covered by either of these documents will be subject solely to the judgment of Show Management and may be amended at any time, with reasonable notice.

## **SECURITY**

Show Management makes every effort to provide protection for exhibitor's merchandise and displays. Show Management will provide security service throughout the hall during move-in, show hours, overnight, and move-out. While Show Management will implement security measures to safeguard your property, neither Show Management, Shepard Exposition Services, nor any of their officers, agents or employees assumes any responsibility or liability for such property, loss or theft. Exhibitors are encouraged to remove valuable items from their booth when they are not present. If you would like to order security for your booth, you can contact the in-house exclusive security provider at 210-207-7020 or via email.

## **SHOW SPECIALS Deadline: September 1, 2022**

Will you be offering a show special to attendees during Corrugated Week 2022? Or offering a raffle, giveaway, demo, or hosting an in-booth event? Let us help drive additional traffic to your booth by promoting your company's special. This **free** promotional opportunity provides additional visibility and an extra chance to get your name in front of the right attendee(s). Submit your information to Grayson Lutz at <a href="mailto:glutz@tappi.org">glutz@tappi.org</a>.

## **SOCIAL MEDIA**

Social Media is a great way to promote the excitement of Corrugated Week 2022 beyond the trade show floor. Use & promote the official hashtag, #corrugatedweek2022, across all social media platforms and in all your posts before the show to build excitement. Tag Corrugated Week on Facebook and @TAPPITWEETS on Twitter. Also check us out on You Tube and Linked-In.

## **STORAGE**

Storage of any kind behind exhibit booths will not be permitted. Please contact Shepard Exposition Services for accessible storage capabilities and rates.

## **VEHICLES ON THE EXHIBIT FLOOR**

Show Management, Shepard Exposition Services, Henry B Gonzalez Convention Center and the Fire Marshal all require prior notification of booths that will contain vehicles. Please contact Grayson Lutz at <a href="mailto:glutz@tappi.org">glutz@tappi.org</a> if you are planning to display any vehicles in your booth.

## **VIOLATION OF ABOVE SHOW REGULATIONS**

If an exhibitor is in violation of one or more of the rules listed above, the exhibitor may be asked to leave the show, removing his exhibit at his own expense and will jeopardize his right to exhibit in future TAPPI shows. Any and all matters or questions not specifically covered by the show rules and regulations shall be subject solely to the decision of Show Management. These rules and regulations may be amended at any time by the Sponsors and all amendments made shall be binding on exhibitors equally with the foregoing rules and regulations. Exhibiting companies are responsible for the actions of their exhibiting employees. Exhibitors must comply with the TAPPI Code of Ethics regardless of their membership status.



## **EXHIBITOR SERVICE MANUAL**



**Corrugated Week** 

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022



## SHOW INFORMATION

**Corrugated Week** 

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

## **Booth Package**

Items provided in your booth, per exhibitor:

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

Please note! Flooring is mandatory for this event. Flooring must be placed in your booth space by 10:00AM on September 20 or flooring will be placed at the exhibitor's expense.

## **Show Colors**

Show Drape Color(s): Blue, White Aisle Carpet Color: Eclipse

## **Exhibit Show Schedule**

## **GENERAL EXHIBITOR MOVE-IN**

Sunday, September 18, 2022 · 1:00PM to 5:00PM Monday, September 19, 2022 · 8:00AM to 5:00PM Tuesday, September 20, 2022 · 8:00AM to 10:00AM

## **EXHIBIT HOURS**

Tuesday, September 20, 2022 · 12:00PM to 5:00PM Wednesday, September 21, 2022 · 12:00PM to 4:00PM

## **EXHIBITOR MOVE OUT**

Wednesday, September 21, 2022 · 4:00PM to 10:00PM

## **FREIGHT REROUTE BEGINS\***

\*All outbound carriers must be checked in by this time

Wednesday, September 21, 2022 | 8:00PM

## **IMPORTANT DEADLINES**

## Discount Price Deadline for Custom Shepard Rentals

Monday, August 22, 2022

## Exhibitor Appointed Contractor Notification Deadline

Monday, August 22, 2022

## First Day for Warehouse Deliveries Without a Surcharge

Monday, August 22, 2022

## Discount Price Deadline for Standard Shepard Orders

Tuesday, August 30, 2022

## Last Day for Warehouse Deliveries Without a Surcharge

Monday, September 12, 2022

## Last Day for Warehouse Deliveries\*

Friday, September 16, 2022

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

## First Day Freight Can Arrive at Show Site

Sunday, September 18, 2022 | 8:00AM

Shepard will be closed Monday, September 5 in observance of Labor Day.

## **Shipping Addresses**

## **ADVANCE WAREHOUSE SHIPMENT ADDRESS**

Exhibiting Co. Name & Booth Number Corrugated Week YRC c/o Shepard Exposition Services 111 Gembler Road San Antonio, TX 78219

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

c/o Shepard Exposition Services
Exhibiting Co. Name & Booth Number
Corrugated Week
Henry B. Gonzalez Convention Center
237 Tower of the Americas Way
San Antonio, TX 78205





## INFORMATION

**Corrugated Week** T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

## **ONLINE & DISCOUNT DEADLINE:\* TUESDAY, AUGUST 30, 2022**

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

## **Shepard Mailing Address**

1531 Carroll Drive, NW Atlanta, GA 30318 Phone: 404-720-8600

Email: orders@shepardes.com

## Service Desk Hours (subject to change)

Sunday, September 18, 2022 · 1:00PM to 5:00PM Monday, September 19, 2022 · 8:00AM to 5:00PM Tuesday, September 20, 2022 · 8:00AM to 5:00PM Wednesday, September 21, 2022 · 12:00PM to 10:00PM

## **Exhibitor Move Out**

Wednesday, September 21, 2022 · 4:00PM to 10:00PM

## **Dismantle & Move Out Information**

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed and/or plastic protection is installed on top of the floor. All exhibitor materials must be removed from the facility by Wednesday, September 21, 2022 | 8:00PM.

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

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Wednesday, September 21, 2022 | 8:00PM.

## **Post Show Paperwork & Labels**

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

## **Outbound Shipping**

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

## **Pick Up Address**

Henry B. Gonzalez Convention Center 237 Tower of the Americas Way San Antonio, TX 78205







## **BUDGET BOOTH PACKAGE**

## **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

**ONLINE & DISCOUNT DEADLINE:\* TUESDAY, AUGUST 30, 2022** 

## A Budget and Time Friendly Solution!

## Booth Package 10' x 10'\*\*

\*\* No substitutions will be accepted.

Each Economy 10' x 10' booth package includes:



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



2 - Upholstered Side Chairs



1 - Wastebasket (50091)



1 - 10' x 10' Carpet (50255)

See Step 2 to choose your specific carpet color.

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

CODE	QTY	ONLINE	DISCOUNT	REGULAR
50260		\$628.95	\$723.30	\$810.10

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

## **Step 2. Choose your carpet color.**

Red (01)	Burgundy (07)
Blue (05)	Tuxedo (50)
Black (06)	

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.25%
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.

\_ BOOTH NUMBER: \_ COMPANY NAME: CONTACT NAME: \_





Corrugated Week T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX

September 20 - 21, 2022

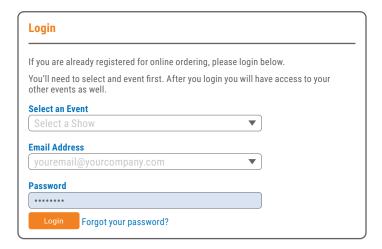
Order online through the Shepard Exhibitor Portal at

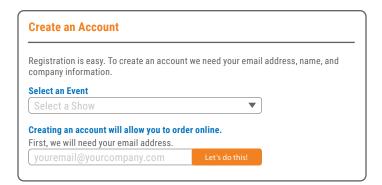
https://apps.shepardes.com/olk/intro.asp. Login or Create an Account and follow the simple instructions for ordering. If you need assistance during your shopping experience, contact us using our chat feature on the right side of the screen. Representatives are available Monday - Friday, 8AM - 5PM EST.

- 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 = **TAPPI** 

- 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.









Corrugated Week T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX

September 20 - 21, 2022

Please review the information and complete your payment information online.

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

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

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

## Complete your payment information online.

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

## **Discount Pricing Deadlines**

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

Online: Tuesday, August 30, 2022 All paid orders placed online prior to the deadline date.

Discount Deadline: Tuesday, August 30, 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: Corrugated Week

EVENT CODE: **T189380922** 

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

**Corrugated Week** T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX

September 20 - 21, 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 Furnishings: There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 14 days prior to first exhibitor move in day. Labor: Cancellations must be received in writing before 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

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

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

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

continued on the next page



## TERMS & CONDITIONS (continued)

**Corrugated Week** T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX

September 20 - 21, 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

Corrugated Week T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX

September 20 - 21, 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

## **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

**DEADLINE: MONDAY, AUGUST 22, 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 NUM!	BER:
EXHIBITING COMPA	NY AUTHORIZED NAME (plea	se print):		
SIGNATURE FROM E	XHIBITING COMPANY:			
Step 2. Check	services below to	bill to the third party.		
☐ ALL SERVICES	Booth Cleaning	☐ Material Handling	Carpet	Furniture
	Exhibit Rentals	Overhead Rigging/Labor	☐ Installation/Dismantling Labor	☐ Logistics/Transportation
	Other (please specify):			
Step 3. Provid	de third party conta	act information.		
3RD PARTY COMPAI	NY NAME:			
CONTACT NAME:				
EXHIBITING COMPA	NY ADDRESS:			
CITY:			STATE:	_ ZIP CODE:
CONTACT EMAIL AD	DRESS:		PHONE NUMI	BER:

## 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)**

**Corrugated Week** 

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

**DEADLINE: MONDAY, AUGUST 22, 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:		



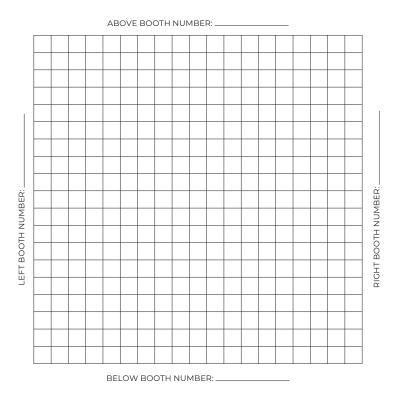
# WHERE DOES IT GO? TELL US! SAVE TIME AND MONEY.

## 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!

	PANY NAME:	E	BOOTH NUMBER:	
CONTACT NAME: CONTACT EMAIL ADDRESS:	TACT NAME:	CONTACT EMAIL ADDDESS:		

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.
- · 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)**

## **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

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

*Discour	nt does not apply to shipments co	onsidered small p	ackage, local	deliveries, "Lig	ht Weight" shipm	nents, or shipn	nents over 10,000 lbs. Roundtri	ip SLS shipping is re	quired to qual	ify for discount	. (35572)
Step	1. Complete exhib	oiting con	npany ii	nformat	ion.						
EXHIB	ITING COMPANY NAME:							ВООТН	NUMBER: _		
CONTA	ACT NAME:						PHO	NE NUMBER:			
CITY: _							STATE:	2	ZIP CODE: _		
EMAIL	ADDRESS:										
Step	2. Where are we	picking u	p the sh	nipment	?						
СОМР	ANY NAME:										
STREE	T ADDRESS:							PHONE	NUMBER: _		
CITY:						STATE:		ZIP CODE: _			
Is there a loading dock?					A ny th	ng else we should know	about vour buil	dina?			
Is the building in a residential area? Yes No						Ally til	ing eise we should know	about your buil	unig:		
Do we need a lift gate on our truck? Yes No											
	need to go inside your offi			☐Yes ☐	No						
Step	3. When are we p	icking up	the shi	ipment?	•						
DATE:					HOURS O	F OPERATION	DN:				
Step	4. Where is the s	hipment	going?								
$\Box$ Ad	vanced Warehouse	☐ Direct t	o Facility,	/Show Sit	е						
Ston	5. What are we sl	ninning?									
QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT	QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
Q	Crates	LENGIN	Wibin	I I I I I I I I I I I I I I I I I I I	WEIGHT	4	Carpet (color)	LENGTH	Wibin	III.	WEIGHT
	Cartons (cardboard)						Monitors				
	Cases/Trunks						Other				
	Skids/Pallets					тота	<u>L</u>				
		-									
	6. What type of s										
	ndard Ground 2nd Day are level may be changed to						requested pick up date.				
	7. After the event		re we s	hipping	it back to	you?					
∟ YES	! No, I will arrange anot	her carrier.									
EXHIB	TING COMPANY NAME:							BOOTH	NUMBER: _		
STREE	T ADDRESS:										
CITY: _							STATE:	2	ZIP CODE: _		

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







## INTERNATIONAL SHIPPING INSTRUCTIONS



September 19-21, 2022 • San Antonio, TX



**DSV - Agility Fairs & Events** has been appointed by show management as the **Official International Freight Forwarder and Customs Broker** for **Corrugated Week 2022**.

It's time to plan your shipping, so let our exposition freight experts assist with all of your international transportation needs, including:

- Shipping of international exhibits to the show
- Customs clearance procedures
- Delivering your cargo to the appointed site handling contractor
- Re-exporting your freight at the conclusion of the show.

## Please <u>CLICK HERE</u> to request a quotation for our services.







**DSV - Agility Fairs and Events Logistics LLC** 

Tel: + 1 941 861 8930

US Toll Free: 866 298 3422

www.agility.com

Contact: Rick Blumberg

E-mail: rick.Blumberg@dsv.com

Mobile: + 1 770 841 1419











Freight for advance warehouse delivery should arrive by August 17th

Freight for direct to show delivery should arrive 21 days before assigned target move-in date



Freight for advance warehouse delivery should arrive by August 19th

Freight for direct to show delivery should arrive 14 days before assigned target move-in date



Freight for advance warehouse delivery should arrive by August 26th

Freight for direct to show delivery should arrive 10 days before assigned target move-in date









## Consignment and Marking Instructions

- Henry B. Gonzalez Convention Center
- 200 E. Market Street
- San Antonio, TX 78205 USA

- "Exhibitor Name" / Booth #
- Corrugated Week 2022
- E-mail: <a href="mailto:colin.may@dsv.com">colin.may@dsv.com</a>
- Tel: + 1 941 861 8930
- Fax: + 1 941 237 5681

## Consignee



## Notify



- "Exhibiting Company Name"
- c/o Corrugated Week 2022
- Booth # \_\_\_\_
- Henry B. Gonzalez Exhibition Center
- San Antonio, TX USA
- Made in (country of origin)

## Marks











## International Logistics and Customs

To find a local **DSV – Agility Fairs & Events** agent office in your country please <u>CLICK HERE</u>

If you only require services from arrival USA, then <a href="CONTACT US">CONTACT US</a> prior to shipping for handling and coordination

Please <u>CLICK HERE</u> for blank shipping documents and instructions (ex - pre alert, ISF form, commercial invoice & packing list, Customs POA and other gov't agency forms)

NOTIFICATION - You must notify Agility Fairs & Events with details of your shipment before it departs the origin country

INSURANCE — Take out adequate insurance to cover the value of your exhibit to and from the show







## **Shipping Documents**

CLICK RED TABS BELOW TO OPEN DOCUMENTS

Pre Alert Requirements for Air Freight

Pre Alert Requirements for Sea Freight

**Pre Alert Form** 

ISF Guidelines and Notes for Consolidated Containers

**ISF Worksheet** 

Commercial Invoice & Packing List Form

**Customs POA Form** 

POA Non-Resident Form

Instructions for Completion of Customs POA Form and Non-Resident Form

Re-export FPPI - Power of Attorney for Foreign Principle Party in Interest

**Textile Declaration Form** 

**Textile Manufacturer Form** 

**Toxic Substances** Control Act Form (TSCA)

Lacey Act Form

- Pre Alert requirement documents are basic guides for which documents are required for air and ocean shipments, and details on specific items that require additional documentation.
- Pre Alert form is your instructions page to us on how to handle the shipment.
- ISF guidelines are notes on what is required to complete an Importer Security Filing for your ocean shipment along with the blank ISF form.
- Commercial Invoice and Packing List (CIPL)
- The Customs Power of Attorney (POA) and Non-Resident forms are required for ALL import shipments into the United States. Instructions for these forms are attached.
- Re-export FPPI Power of Attorney is required for ALL shipments that are being re-exported after the show / exhibition.
- Textile Declaration form and manufacturer form are both required for any shipment that contains any textile items.
- TSCA form is required for any shipment that contains a chemical. The TSCA form is required for all shipments that contain pens.
- Lacey Act form is required for any product that is made of wood.









DSV - Agility Fairs & Events is ready to make your international shipping needs easy. Contact Agility Fairs & Events USA today to get started!

**Show Project Manager: Rick Blumberg** 

Email: rick.Blumberg@dsv.com

Mobile: + 1 770 841 1419

## **DSV - Agility Fairs & Events**

1100 Tamiami Trail South, Suite B Venice, FL 34285 USA

Tel: + 1 941 861 8930

US Toll Free: 866 298 3422

Fax: + 1 941 237 5681

www.agility.com

## Please CLICK HERE to request a quotation for our services.

Agility Fairs & Events Logistics LLC terms and conditions require that all transportation services be paid before the show opens. International exhibitors may make credit arrangements through our coordinating offices in their home country. Payment may also be made via wire transfer or credit card.









## Agent Offices

Agility Fairs & Events has an agent office in most countries. If you do not see your country listed below, then please contact Agility Fairs & Events USA so that we can provide local contact info.

## **Australia**

DSV Solutions Pty. Ltd. 47 Watson Drive **Melbourne Airport** VIC 3045, Australia Contact: Ben Wilson Tel: +61 3 9330 9019 Mobile: + 61 409 791 763 Email: benjamin.wilson@ dsv.com

## Austria

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

**Corrugated Week** 

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

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



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

14000.7	an arma parties mast piek t	1p 1111 17 () labels (	at the onepu	ira service b	· CSIK.						
Step	1. Complete exhi	biting cor	mpany i	nformat	ion.						
EXHIB	ITING COMPANY NAME:							ВООТН	NUMBER: _		
CONTA	ACT NAME:						PHC	NE NUMBER:			
EMAIL	ADDRESS:										
Step	2. Where is the s	shipment	going?								
СОМР	ANY NAME:										
STREE	T ADDRESS:										
CITY: _							STATE:		ZIP CODE: _		
Step	4. What are we	shipping?	I	1					Ι	I	Г
QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT	QTY	ITEM	LENGTH	WIDTH	HEIGHT	WEIGHT
	Crates  Cartons (cardboard)						Carpet (color)  Monitors				
	Cartons (cardboard)  Cases/Trunks						Other				
	Skids/Pallets					тота					
Is ther	e a loading dock?	Пио					ing else we should knov	v about vour buil	ding?		
	building in a residential ar		]No			7 7					
Do we	need a lift gate on our tru	ick? 🗆 Yes 🛭	□No								
Do we	need to go inside your of	fice to pick up	your items?	Yes 🗆	No						
Step	5. How many lab	els do you	u need?								
Step	6. Who is pickin	a up vour	shipme	nt?							
Offi	cial Show Carrier: SHEPAI cting a carrier other than s ng labels.	RD LOGISTICS	Other (	Truckload, Sp		his includes	Fed Ex, UPS, etc. If usin	ng FedEx or UPS y	 you must ha	ave and appl	y their

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

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

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

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

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





## **ADVANCED SHIPPING LABEL**

**Corrugated Week** 

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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.



TO:

(Exhibiting Company Name)

(Exhibiting Company Booth Number)

YRC c/o Shepard Exposition Services
111 Gembler Road
San Antonio, TX 78219

FOR: Corrugated Week

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

Monday, August 22, 2022

**Last day freight can arrive without a surcharge:**Monday, September 12, 2022



## **DIRECT SHIPPING LABEL**

**Corrugated Week** 

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Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 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

## **Corrugated Week**

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## 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: Monday, August 22, 2022 LAST DAY FREIGHT CAN ARRIVE: Friday, September 16, 2022

CODE	ITEM	WEIGHT
35010	Crated	
35036	Special Handling	

PRICE/CWT	TOTAL
\$149.33	
\$194.25	

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

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

FIRST DAY FREIGHT CAN ARRIVE: Sunday, September 18, 2022

CODE	ITEM	WEIGHT	
35030	Crated		
35043	Uncrated		
35038	Special Handling		

	PRICE/CWT	TOTAL
X	\$133.31	
Х	\$200.00	
X	\$173.25	

## **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	\$74.75	

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.25%
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**

## **Corrugated Week**

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Henry B. Gonzalez Convention Center | San Antonio, TX

## **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.



# MATERIAL **HANDLING 101**

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

#### What is material handling (also referred to as

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

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

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? 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

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 advance warehouse.

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

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

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

What is and why would I need liability insurance? Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

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

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

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

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

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

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







#### CARTLOAD SERVICE

#### **Corrugated Week**

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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

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

Sunday

Double Time (DT): Holidays

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

CODE	ITEM	# OF TRIPS	RATE	TOTAL
35151	Dock to Booth ST		\$146.00	
35152	Booth to Dock ST		\$146.00	
35153	Dock to Booth OT		\$199.00	
35154	Booth to Dock OT		\$199.00	

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.25%
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:







#### **MOBILE SPOTTING FEE**

#### **Corrugated Week**

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#### 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: **Wednesday, September 21, 2022 | 8:00PM** 

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

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

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.25%
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:

CONTACT NAME:

EMAIL ADDRESS:



# PERSONALLY OPERATED VEHICLE (POV) UNLOADING INFORMATION

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



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



#### 3 **ALLOWED POVs INCLUDE:**

- · Passenger Automobile
- Mini Van

· SUV

- · Pick-up Truck



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









7 Trailers of any kind 7 No Step Van/Box Truck 7 Full Size Vans



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



#### 3 ALLOWED:

· Hand Carried Boxes



#### **NOT ALLOWED:**

72-wheel or 4-wheel Hand Carts 7 Pallet Jacks







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

#### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

#### **DISCOUNT DEADLINE:\* TUESDAY, AUGUST 30, 2022**

\* 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

NY Day, Memorial Day, Independence Day, Labor Day,

	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35035	ST Hourly Rental		\$895.95	\$1,030.35	\$1,154.00	
35066	OT Hourly Rental		\$1,114.40	\$1,281.55	\$1,435.35	
35070	DT Hourly Rental		\$1,333.05	\$1,533.00	\$1,716.95	
Only Shan:		owed to	onerate mechai	nical equipment	Orders cancelled	d without 4
	ccept the Payment P			<b>nical equipment.</b> ons.	Orders cancelled	d without 4
read and a		olicy and	Terms & Conditi	ons.		
read and ad	Y NAME:	olicy and	l Terms & Conditi	ons.		
read and ad	ccept the Payment P	olicy and	l Terms & Conditi	ons.		
COMPAN	Y NAME:	olicy and	l Terms & Conditi	ons.		

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL		
35255	ST Hourly Rental		\$1,194.60	\$1,373.80	\$1,538.65			
35256	OT Hourly Rental		\$1,485.90	\$1,708.80	\$1,913.85			
35257	DT Hourly Rental		\$1,777.40	\$2,044.00	\$2,289.30			
FORKLIFT RENTAL - 4 STAGE								
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL		

FORKLIFT RENTAL - UP TO 30,000 LB. CAPACITY

FORKLIFT RENTAL - 4 STAGE								
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL		
35593	ST Hourly Rental		\$448.00	\$515.20	\$577.00			
35594	OT Hourly Rental		\$557.20	\$640.80	\$717.70			
35595	DT Hourly Rental		\$666.50	\$766.45	\$858.40			

Rate structure includes forklift and one (1) operator only. Minimum crews are based on scope of work and area jurisdiction. Additional labor and groundmen will be billed at the hourly rate. PLEASE NOTE: Per riggers jurisdiction, a rigging crew (up to 3 riggers) may require a 4-hour minimum to install any hanging sign, truss and/or motors, or structures requiring hoisting. Rates are per lift and crew per hour.

RIGGING SUPERVISOR RATES (PER MAN HOUR)								
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL		
35085	ST Hourly Rental		\$132.50	\$152.40	\$170.70			
35086	OT Hourly Rental		\$198.75	\$228.55	\$256.00			
35099	DT Hourly Rental		\$265.00	\$304.75	\$341.30			

	RIGGERS & MATERIAL HANDLERS (PER MAN HOUR)								
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL			
35087	ST Hourly Rental		\$106.00	\$121.90	\$136.55				
35100	OT Hourly Rental		\$159.00	\$182.85	\$204.80				
35101	DT Hourly Rental		\$212.00	\$243.80	\$273.05				

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

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$

#### Thanksgiving, Day after Thanksgiving, Christmas Eve Day, Christmas.

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

**Step 1: Describe the work.** ☐ Uncrating Materials ☐ Spotting Equipment ☐ Booth Work/Ground Rigging

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

#### Step 2. When are we moving it?

(times are not guaranteed)

Double Time (DT): Holidays

Install Date/Time: \_

**Labor Hours** 

Overtime (OT): Sunday

Holidavs:

Dismantle Date/Time: \_\_\_

#### Step 3. Choose your lift size.

	FORKLIFT RENTAL - UP TO 5,000 LB. CAPACITY										
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL					
35028	ST Hourly Rental		\$298.65	\$343.45	\$384.65						
35039	OT Hourly Rental		\$371.45	\$427.15	\$478.40						
35067	DT Hourly Rental		\$444.35	\$511.00	\$572.30						

FORKLIFT RENTAL - UP TO 10,000 LB. CAPACITY								
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL		
35029	ST Hourly Rental		\$597.30	\$686.90	\$769.35			
35049	OT Hourly Rental		\$742.95	\$854.40	\$956.95			
35069	DT Hourly Rental		\$888.70	\$1,022.00	\$1,144.65			

FORKLIFT RENTAL - UP TO 15,000 LB. CAPACITY								
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL		
35455	ST Hourly Rental		\$746.65	\$858.65	\$961.70			
35456	OT Hourly Rental		\$928.70	\$1,068.00	\$1,196.15			
35457	DT Hourly Rental		\$1,110.85	\$1,277.50	\$1,430.80			

	FORKLIFT RENTAL - UP TO 20,000 LB. CAPACITY									
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL				
35035	ST Hourly Rental		\$895.95	\$1,030.35	\$1,154.00					
35066	OT Hourly Rental		\$1,114.40	\$1,281.55	\$1,435.35					
35070	DT Hourly Rental		\$1,333.05	\$1,533.00	\$1,716.95					





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

#### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 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. Two different types of storage are available:

Accessible Storage: Use this type when you need to pull items out of storage during the show. Materials in Accessible Storage will be accessible during the event, but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus a per hour labor fee each time materials are moved. (\$100.00 Minimum).

**Secured Storage:** Use this type only if you do not need your items again until the end of the event. Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. (\$100.00 Minimum).

Step 1	Comple	te ex	chik	oiti	ing com	npa	ny info	orm	at	ion.								
EXHIBITIN	NG COMPANY	/ NAME	::											BOOTI	IUN H	мвек:		
ON-SITE (	CONTACT NAI	ME:											ON-SIT	E CELL PHONE: _				
						_		_				_	ole for Shepard storage s crated material will be a	, ,		be properly pa	cked &	labeled. Shepard
-	. Choose ner storage						_				ck to	your bo	oth at the end (	of the event.				
Acces:	sible Sto	rage										STEP 2:						
CODE	ITEM	QTY	,		COST PER D	DAY	NUM OF E	IBER DAYS		EST TOTAL 1		CODE	ITEM	COST PER MOVE		NUMBER OF MOVES		EST TOTAL 2
35166	Pallets/Skids			x	\$35.00		x		=			35087	Labor - Straight Time	\$106.00	x		=	
35349	1/2 Trailer			x	\$80.00		x		=			35100	Labor - Overtime	\$159.00	х		=	
35348	Full Trailer			x	\$120.00		x		=			35101	Labor - Double Time	\$212.00	х		=	
STED 3: A	.dd your Estin	nated I	Fotal:	fron	n Sten 1 to tl	he F	stimated <sup>-</sup>	Total	of S	ten 2							•	
	TOTAL 1				TAL 2		EST STO			<u> </u>								
		+				=												
Secure	Storage																	
STEP 1:												STEP 2:						
CODE	COST PER SQ.	FT.			T SQ. FT. EEDED		NUMBER O	)F		EST TOTAL 1		CODE	ITEM	COST PER MOVE		NUMBER OF MOVES		EST TOTAL 2
35068	.80	х				x			= [			35087	Labor - Straight Time	\$106.00	x		=	
STEP 3: A	.dd your Estin	nated 1	Total	fron	n Step 1 to ti	he F	stimated <sup>-</sup>	 Total	of S	tep 2.		35100	Labor - Overtime	\$159.00	x		=	
	TOTAL 1				TAL 2		EST STO					35101	Labor - Double Time	\$212.00	x		=	
						=												
Only Shepa	ard personnel ar	re allow	ed to	oper	ate mechanic	cal eq	uipment. N	o refu	nds (	or exchanges o	once iter	m has been	delivered to your booth.	Cancellations must b	e recei	ived in writina (	vithin	48 hours of 1st



COMPANY NAME:

CONTACT NAME: \_
EMAIL ADDRESS: \_

day of exhibitor move in. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

BOOTH NUMBER:





#### WAREHOUSE STORAGE

#### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 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.

XHIBITII	NG COMPANY	′ NAME:							ВООТН	NUMBER:	
N-SITE	CONTACT NAI	ме:						ON-SITE CELI	L PHONE:		
MAIL AE	DRESS:										
Step 2	. What n	eeds to k	e stored	?							
OTAL N	JMBER OF PI	ECES TO BE S	STORED:						,		
PIECE	LENGTH	WIDTH	HEIGHT	WEIGHT	CRATE/SKID	PIECE	LENGTH	WIDTH	HEIGHT	WEIGHT	CRATE/SKID
1						7					
2						8					
3						9					
4						10					
5						11					
6						12					
								AMOUNT	DUE		\$
								AMOUNT	DOE		
tep 3	. How lor	ng are we	e storing	your item	is?						
	TE: continue until					TO DATE: _					
					the end of the	_	-				
					ipping, including utiliz any storage moveme		ogistics. Item	ns WILL NOT	automatically	be taken to the	e next event.
xhibitor						d event*					
	another dest	ination via Sh	nepard Logisti	cs* La Transp	ort to another Shepar						
]Ship to	another dest		nepard Logisti	cs* Ll Transp	ort to another Shepar	a event					
]Ship to Addition	al fees will ap	ply			ort to another Shepar						
Ship to Addition	al fees will ap	ply									
Ship to	al fees will ap	ply									
Ship to Addition	al fees will ap	ply									
Ship to Addition	al fees will ap	ply with another	carrier:					leased without :	a valid credit car	d on file.	







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

#### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* TUESDAY, AUGUST 30, 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.		\$0.47	\$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.		\$0.94	\$1.10	\$1.25					
47056	400-900 sq. ft.		\$0.85	\$1.00	\$1.10					
47057	900+ sq. ft.		\$0.80	\$0.90	\$1.00					

#### **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		\$1.05	\$1.20	\$1.35					

#### **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		\$1.05	\$1.20	\$1.35				
47013	Shampoo One Time		\$0.60	\$0.70	\$0.80				

DISPLAY WIPE DOWN (CHARGED PER HOUR)								
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL		
47043	One Time		\$126.20	\$145.15	\$162.55			
47044	Daily		\$229.45	\$263.85	\$295.50			

AMOUNT DUE	\$
TAX (All tax rates are subject to change)	8.25%
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 th	is 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	f 1st day of exhibitor move in.

CONTACT NAME:



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





#### **EXHIBIT DISINFECTING SERVICES**

#### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* TUESDAY, AUGUST 30, 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		\$131.06	\$150.70	\$168.80	

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		\$238.29	\$274.05	\$306.95	

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		\$119.14	\$137.00	\$153.45	

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.		\$0.94	\$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)	8.25%
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**

#### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* TUESDAY, AUGUST 30, 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		\$126.20	\$145.15	\$162.55	
68067	Labor - Overtime		\$189.30	\$217.70	\$243.80	
68068	Labor - Double Time		\$252.40	\$290.25	\$325.10	

#### **Forklift**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35028	5k Forklift - Straight Time		\$298.65	\$343.45	\$384.65	
35039	5k Forklift - Overtime		\$371.45	\$427.15	\$478.40	
35067	5k Forklift - Double Time		\$444.35	\$511.00	\$572.30	

#### **Dumpster Fee**

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

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$

Submission of this form indicates you read and decept the rayment rolley and remis a conditions. There are no exenanges of retaines once item has been	erraenverea to your booth. Caricenations mast be received
in writing 14 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Standard" pricing.	

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	



# 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**



#### 4' x 12" Display Shelf

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



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



**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



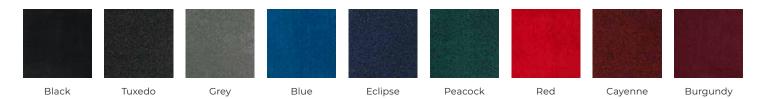
4' Quarterview Showcase #50069

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

#### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* TUESDAY, AUGUST 30, 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			\$162.05	\$186.35	\$208.70	
50046	6' (I) × 24" (w) × 30" (h) Skirted Table			\$199.10	\$228.95	\$256.40	
50050	8' (I) x 24" (w) x 30" (h) Skirted Table			\$252.45	\$290.30	\$325.15	
50043	4' (I) × 24" (w) × 42" (h) Skirted Table			\$196.90	\$226.45	\$253.60	
50047	6' (I) x 24" (w) x 42" (h) Skirted Table			\$252.20	\$290.05	\$324.85	
50051	8' (I) x 24" (w) x 42" (h) Skirted Table			\$296.65	\$341.15	\$382.10	
50052	4th Side Skirt for 30" High Table			\$98.50	\$113.25	\$126.85	
50171	4th Side Skirt for 42" High Table			\$98.50	\$113.25	\$126.85	
50040	4' (I) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$110.00	\$126.50	\$141.70	
50044	6' (I) × 24" (w) × 30" (h) UnSkirted Table		n/a	\$131.20	\$150.90	\$169.00	
50048	8' (I) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$154.65	\$177.85	\$199.20	
50041	4' (I) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$123.80	\$142.35	\$159.45	
50045	6' (l) 24" x (w) x 42" (h) UnSkirted Table		n/a	\$154.65	\$177.85	\$199.20	
50049	8' (I) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$172.60	\$198.50	\$222.30	
51089	42" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$277.10	\$318.65	\$356.90	
50032	30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$259.05	\$297.90	\$333.65	
50030	Round Side Table - 24" (w) x 18" (h)		n/a	\$130.40	\$149.95	\$167.95	
50031	Square Side Table - 24" (w) x 18" (h)		n/a	\$130.40	\$149.95	\$167.95	
50706	30" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$338.90	\$389.75	\$436.50	
50707	42" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$353.30	\$406.30	\$455.05	
50700	White Fabric Table Cover w/ 6'x30" Table		03	\$281.35	\$323.55	\$362.40	
50700	Red Fabric Table Cover w/ 6'x30" Table		01	\$281.35	\$323.55	\$362.40	
50700	Blue Fabric Table Cover w/ 6'x30" Table		05	\$281.35	\$323.55	\$362.40	
50700	Black Fabric Table Cover w/ 6'x30" Table		06	\$281.35	\$323.55	\$362.40	

#### Seating

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50020	Side Chair Grey Fabric		n/a	\$100.25	\$115.30	\$129.15	
50021	Arm Chair Grey Fabric		n/a	\$136.75	\$157.25	\$176.10	
50024	Stool with Back Grey Fabric		n/a	\$166.55	\$191.55	\$214.55	
51086	Director's Chair Black Fabric		n/a	\$103.45	\$118.95	\$133.20	
51090	Director's Stool Black Fabric		n/a	\$185.15	\$212.90	\$238.45	
50705	Natural Feel Stool Maple Back, Black Fabric Seat		n/a	\$201.90	\$232.20	\$260.05	
50704	Natural Feel Chair, Maple Back, Black Fabric Seat		n/a	\$165.85	\$190.75	\$213.65	

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)	8.25%
AMOUNT DUE	\$

our booth are subject to "Regular" pricing.	AMOUNT DUE	÷
COMPANY NAME:	BOOTH NUMBER:	
CONTACT NAME:		
SONTACT NAME.		







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

#### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* TUESDAY, AUGUST 30, 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	\$55.50	\$63.80	\$71.45	
50245	Literature Rack Silver, Glass		n/a	\$204.80	\$235.50	\$263.75	
50175	Bag Rack, Chrome		n/a	\$271.20	\$311.90	\$349.35	
50092	Coat Rack, Chrome		n/a	\$96.30	\$110.75	\$124.05	
50093	Garment Rack, Chrome		n/a	\$271.20	\$311.90	\$349.35	
50427	Tensabarrier, Per Stem, Black		n/a	\$114.40	\$131.55	\$147.35	
50095	Sign Holder, 22" x 28" Chrome		n/a	\$126.35	\$145.30	\$162.75	
50185	Drawing Bowl, Clear		n/a	\$50.95	\$58.60	\$65.65	
50296	4' x 12" Display Riser White and Black		n/a	\$114.55	\$131.75	\$147.55	
50297	6' x 12" Display Riser White and Black		n/a	\$142.55	\$163.95	\$183.60	
50098	Mini Refrigerator, Approx. 3 cubic feet		n/a	\$432.60	\$497.50	\$557.20	
50067	4' Full View Showcase, White		n/a	\$1,022.05	\$1,175.35	\$1,316.40	
50068	6' Full View Showcase, White		n/a	\$1,127.25	\$1,296.35	\$1,451.90	
50069	4' Quarter View Showcase, White		n/a	\$1,022.05	\$1,175.35	\$1,316.40	
50070	6' Quarter View Showcase, White		n/a	\$1,127.25	\$1,296.35	\$1,451.90	
50060	4' x 8' Horizontal Posterboard Grey Fabric		n/a	\$331.00	\$380.65	\$426.35	
50061	4'x8'Vetical Posterboard Grey Fabric		n/a	\$331.00	\$380.65	\$426.35	
50236	Grids 2' x 8' with Legs, Each		n/a	\$244.50	\$281.15	\$314.90	
50237	Grid 2' x 8' without Legs, Each		n/a	\$183.10	\$210.55	\$235.80	
50242	7-Ball Waterfall for Grids		n/a	\$16.85	\$19.40	\$21.75	
50104	6" Hooks (12) for Peg Boards		n/a	\$52.95	\$60.90	\$68.20	
50073	8' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$25.95	\$29.85	\$33.45	
50074	3' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$19.25	\$22.15	\$24.80	
50088	8' Upright with Base		n/a	\$35.85	\$41.25	\$46.20	
52065	3' Upright with Base		n/a	\$35.85	\$41.25	\$46.20	
50349	6'-10' Crossbar		n/a	\$23.80	\$27.35	\$30.65	
50348	7'-12' Crossbar		n/a	\$23.80	\$27.35	\$30.65	
						†	

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

Sateen, per linear foot (minimum 5' linear feet rental)

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$

\$28.60

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:	







#### **FLOORING**

T189380922

#### **Corrugated Week**

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* TUESDAY, AUGUST 30, 2022** PREMIUM PLUSH & PREMIUM VINYL DEADLINE:\*\* MONDAY, AUGUST 22, 2022

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL		
46004	Premium Plush Carpet** - 50 oz. (per sq. ft.)*** Rental includes installation and removal of carpet and visqueen.			\$10.95	\$12.60	\$14.10			
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.			\$14.15	\$16.25	\$18.20			
46007 1/2" Padding for Vinyl (per sq. ft.)*** n/a \$5.15 \$5.90 \$6.60									
ΔΥΔΙΙ ΔΒ	AVAILABLE COLORS: Posemary Stone (64) Snow (89) Manle (66) Silverwood Shadow Walnut Barnwood *** Minimum 100 sq ft order required								

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46001	Premium Carpet - 28 oz. Rental/Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$7.85	\$9.05	\$10.15	
46003	Premium Carpet - 28 oz. Rental 1000+ Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$6.90	\$7.95	\$8.90	
46002	Premium Carpet - 28 oz. Purchase Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$19.40	\$22.30	\$25.00	
	Rental includes installation and removal of carpet and visqueen.  Premium Carpet - 28 oz. Purchase Sq. Ft.***						_

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50255	Expo Carpet - 13 oz. (Regular & Speical Cut) 10' x 10'			\$276.75	\$318.25	\$356.45	
50256	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 20'			\$516.45	\$593.90	\$665.15	
50257	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 30'			\$770.30	\$885.85	\$992.15	
50258	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 40'			\$1,024.15	\$1,177.75	\$1,319.10	
50400	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 15'		Tuxedo ONLY	\$484.35	\$557.00	\$623.85	

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50580	<b>Special Cut 0-399 Sq. Ft.</b> Rental includes installation and removal of carpet and visqueen.			\$5.35	\$6.15	\$6.90	
50581	Special Cut 400-900 Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$4.90	\$5.65	\$6.35	
50582	Special Cut 900+ Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$4.45	\$5.10	\$5.70	

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50009	1/2" Padding		n/a	\$1.45	\$1.65	\$1.85	
50008	1" Padding		n/a	\$2.75	\$3.15	\$3.55	
50010	Visqueen		n/a	\$0.40	\$0.45	\$0.50	
ENTICE ATTENDEES TO LINGER IN YOUR SPACE WITH SOFT, COMFORTABLE PADDING.							

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

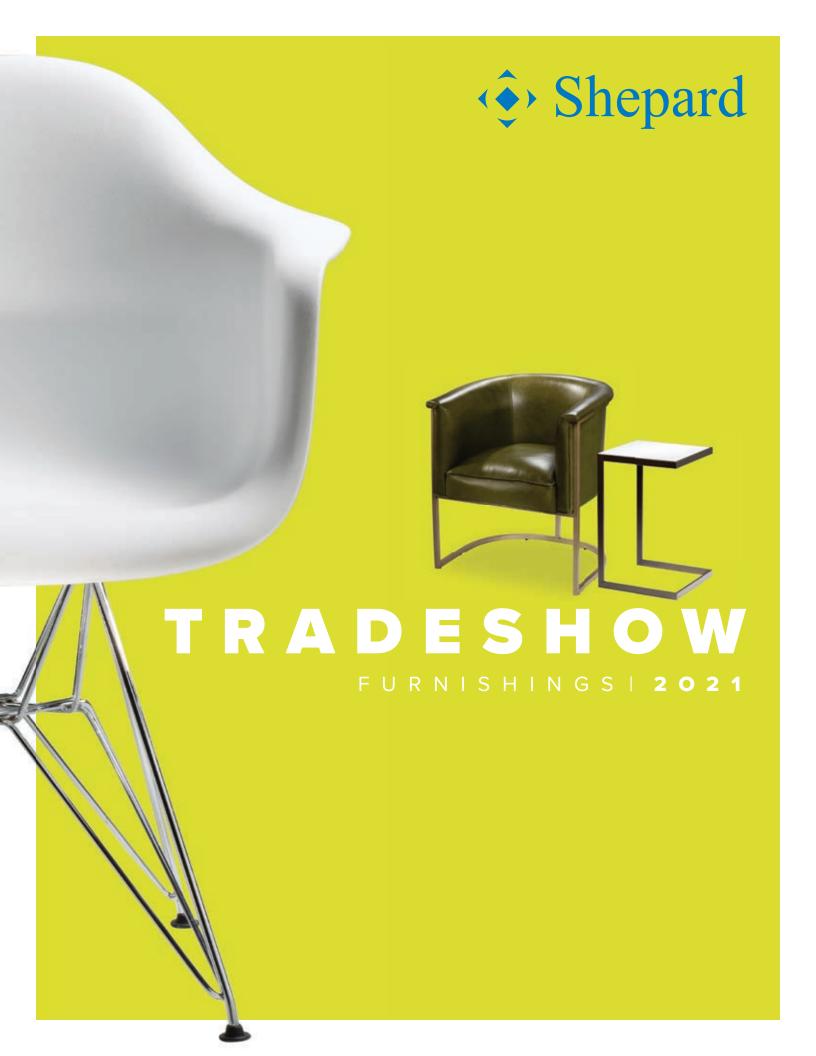
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TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	

Email completed form to: orders@shepardes.com





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





# Palm Beach

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

# **Key Largo**

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

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

**KEYLOV Loveseast** (black fabric) 57"L 35"D 34"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

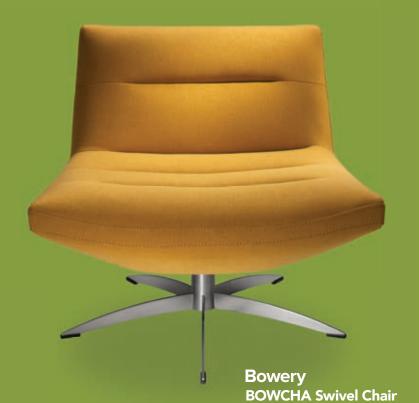
Also available without tablet.

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

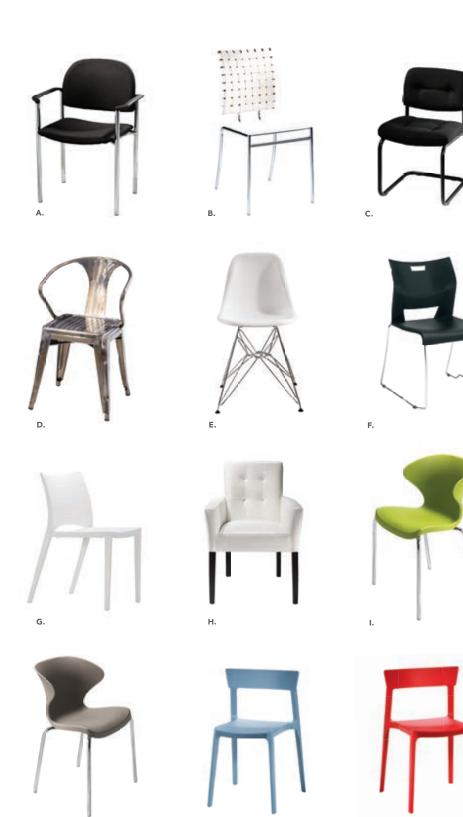
17.5"L19.5"D35"H



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

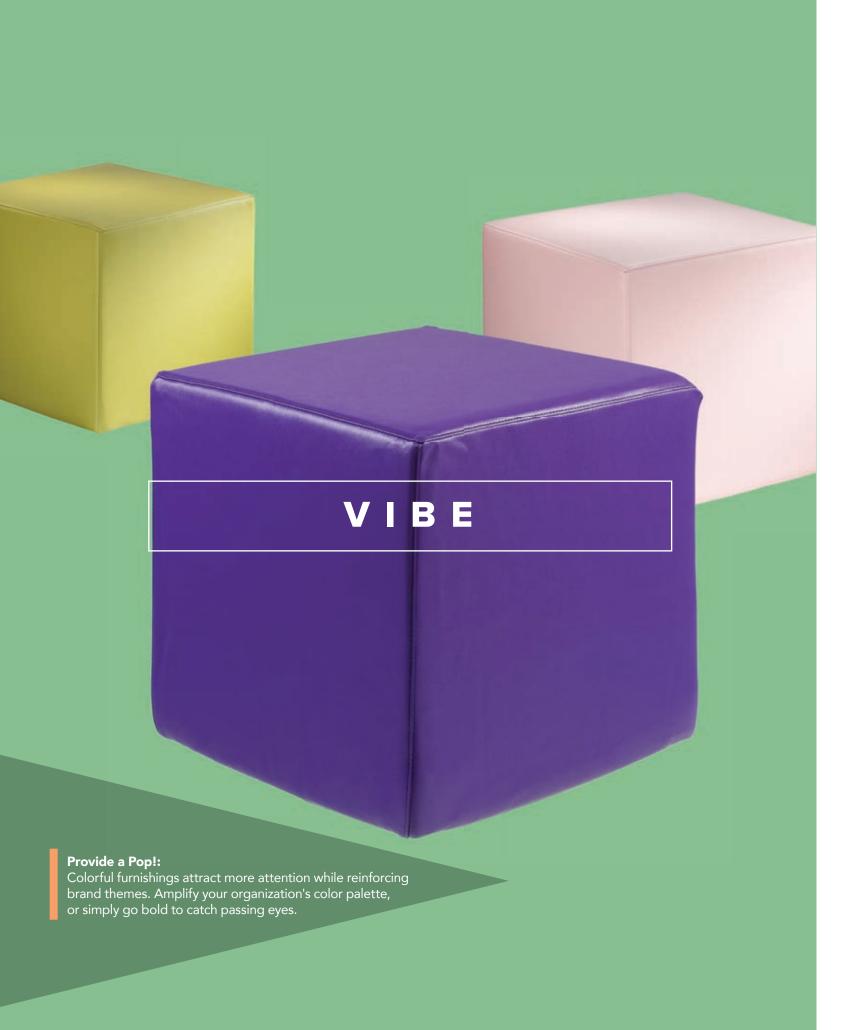
OTTOMANS

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



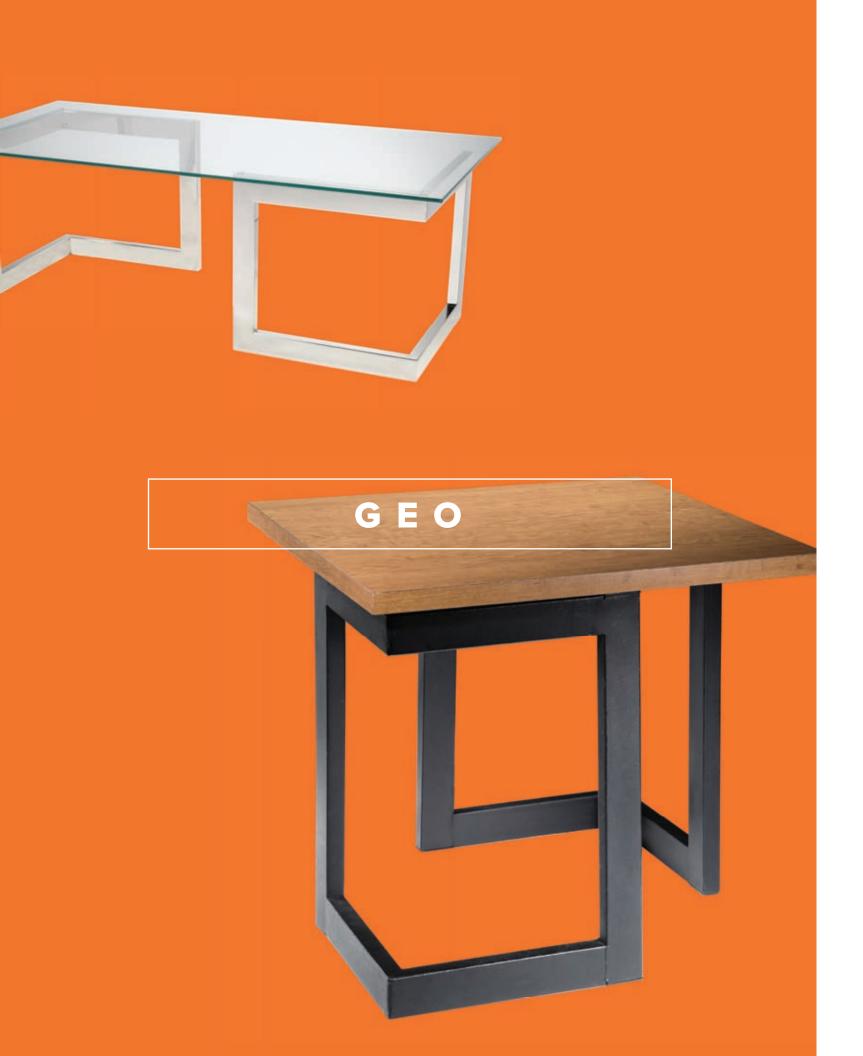
# ACCENT

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

**REGOTT End Table** (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)

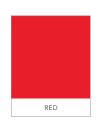
**36BKHB** (black top)

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

2. Then pick a color that suits your design.

















**Create Space** 

Mix and match table

to create the perfect

combination for

your needs.

tops with base options







#### **Cafe Tables**

**Cafe Tables** 

30" RND 29"H

Hydraulic Chrome Base

**30MTHC** (maple top) **30BRHC** (red top)

**30WHHC** (white top)

**30BKHC** (black top)

**30OSHC** (orange top)

**30BEHC** (blue top)

**30GSHC** (green top)

**36MTHC** (maple top)

**36WTHC** (white top)

**36BKHC** (black top)

36" RND 29"H

**30WDHC** (barnwood top)

**30AGHC** (brushed gunmetal top)

**30YSHC** (brushed yellow top)

**36GRHC** (graphite nebula top)

**30MAHC** (Madison/gray acajou top)

**30GRHC** (graphite nebula top)

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.



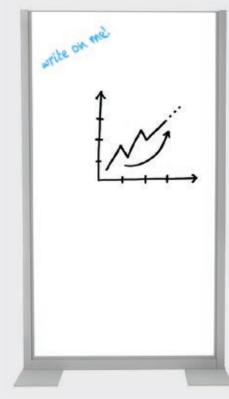


Clear Divider, Freestanding Whiteboard DIVFWB (silve, white) 39"L 9"D 72"H

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









#### **SOFT SEATING COLLECTIONS**

#### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* TUESDAY, AUGUST 30, 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		\$1,173.35	\$1,349.35	\$1,511.25	
KEYLOV	Key Largo Loveseat - Black Fabric, Wood		\$540.50	\$621.55	\$696.15	
NPLLOV	Naples Loveseat - Black Vinyl		\$1,036.10	\$1,191.50	\$1,334.50	
NPLLOP	POWERED Naples Loveseat - Black Vinyl		\$1,291.05	\$1,484.70	\$1,662.85	

#### Sofas

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
SFA002	Allegro Sofa - Blue Fabric, Brushed Metal		\$1,030.60	\$1,185.20	\$1,327.40	
BSFWHT	Baja Sofa - White Vinyl		\$1,247.45	\$1,434.55	\$1,606.70	
FAIRSW	Fairfax Sofa - White Vinyl, Brushed Metal		\$702.90	\$808.35	\$905.35	
KEYSOF	Key Largo Sofa - Black Fabric, Wood		\$697.30	\$801.90	\$898.15	
NPLSOF	Naples Sofa - Black Vinyl		\$1,232.20	\$1,417.05	\$1,587.10	
NPLLOP	POWERED Naples Sofa - Black Vinyl		\$1,501.05	\$1,726.20	\$1,933.35	
PALSOF	Palm Beach Sofa - White Vinyl		\$978.80	\$1,125.60	\$1,260.65	
STESOF	Sterling Sofa - Grey Fabric		\$1,162.05	\$1,336.35	\$1,496.70	
VALSOF	Valencia Sofa - Coffee Brown Velvet		\$655.75	\$754.10	\$844.60	

**= 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)	8.25%
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:	







#### **ACCENT CHAIRS**

#### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

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CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CHR002	Allegro Chair - Blue Fabric, Brushed Metal		\$722.55	\$830.95	\$930.65	
ATHCHA	Atherton Chair - Brown Leather, Black Metal		\$599.25	\$689.15	\$771.85	
BCHWHT	Baja Chair - White Vinyl		\$800.95	\$921.10	\$1,031.65	
BOWCHA	Bowery Chair - Ochre Fabric		\$562.80	\$647.20	\$724.85	
CNTCHR	Century Chair - Gray Velvet		\$573.55	\$659.60	\$738.75	
FAIRCW	Fairfax Chair - White Vinyl, Brushed Metal		\$506.90	\$582.95	\$652.90	
KEYCHR	Key Largo Chair - Black Fabric, Wood		\$462.10	\$531.40	\$595.15	
LABREA	La Brea Swivel Chair - Charcoal Gray Fabric, Chrome		\$604.85	\$695.60	\$779.05	
LENCHA	Lena Chair - Moss Green Leather, Bronze		\$505.05	\$580.80	\$650.50	
BCW	Madrid Chair - White Vinyl, Chrome		\$1,100.60	\$1,265.70	\$1,417.60	
MONCHA	Montreal Chair - Blue, Black Metal		\$618.50	\$711.25	\$796.60	
миснсн	Munich Armless Chair - Gray Fabric, Black		\$831.70	\$956.45	\$1,071.20	
NPLCHP	POWERED Naples Chair - Black Vinyl		\$932.60	\$1,072.50	\$1,201.20	
NPLCHR	Naples Chair - Black Vinyl		\$859.75	\$988.70	\$1,107.35	
STECHA	Sterling Chair - Gray Fabric		\$798.20	\$917.95	\$1,028.10	
SWAN	Swanson Swivel Chair - White Vinyl, Chrome		\$526.45	\$605.40	\$678.05	
TCHP	Tech Chair, No Tablet - Gray Vinyl, Chrome Base		\$440.85	\$507.00	\$567.85	
TCHGRY	POWERED Tech Tablet Chair - Gray Vinyl, White Metal Tablet, Chrome Base		\$430.15	\$494.65	\$554.00	
VALCHA	Valencia Chair - Spice Orange Velvet		\$441.20	\$507.40	\$568.30	
WENCHA	Wentworth Swivel Chair - Brown Vinyl	-	\$483.75	\$556.30	\$623.05	

**= 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.

	\$
TAX (All tax rates are subject to change)	8.25%
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
$booth. Cancellations \ must \ be \ received \ in \ writing 14 \ days \ prior \ to \ first \ exhibitor \ move \ in \ day. \ Rental \ items \ found \ and \ in \ use \ in \ day \ for \ in \ day \ for \ day \ for$	in your booth are subject to "Regular" pricing.

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	







#### **INDIVIDUAL SEATING**

#### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* TUESDAY, AUGUST 30, 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		\$99.30	\$114.20	\$127.90	
BLDCSB	Blade Chair - Sky Blue		\$99.30	\$114.20	\$127.90	
SC3	Brewer Chair - Onyx, Chrome		\$257.55	\$296.20	\$331.75	
XCHR	Christopher Chair - White Vinyl, Chrome		\$154.05	\$177.15	\$198.40	
DUET	Duet Stack Chair - Black, Chrome		\$95.20	\$109.50	\$122.65	
LMCHR	Laguna Chair - Maple, Chrome		\$218.45	\$251.20	\$281.35	
LUCHCL	Lucent Chair - Frosted Acrylic, Chrome		\$267.30	\$307.40	\$344.30	
MALGRN	Malba Chair - Green, Chrome		\$168.05	\$193.25	\$216.45	
MALGRY	Malba Chair - Gray, Chrome		\$168.05	\$193.25	\$216.45	
MARCBE	Marina Chair - Ocean Blue Fabric, Brushed Metal		\$216.35	\$248.80	\$278.65	
MARCBK	Marina Chair - Black Vinyl, Brushed Metal		\$216.35	\$248.80	\$278.65	
MARCBR	Marina Chair - Brown Fabric, Brushed Metal		\$216.35	\$248.80	\$278.65	
MARCRD	Marina Chair - Red Fabric, Brushed Metal		\$216.35	\$248.80	\$278.65	
MARCWH	Marina Chair - White Vinyl, Brushed Metal		\$216.35	\$248.80	\$278.65	
OCMWHT	Meeting Chair - White		\$369.65	\$425.10	\$476.10	
PASCHR	Pasadena Chair - White Molded Plastic w/Chrome Tower Base		\$348.80	\$401.10	\$449.25	
SC10	Razor Armless Chair - White		\$114.85	\$132.10	\$147.95	
RSTDIN	Rustique Chair w/ Arms - Gunmetal		\$193.20	\$222.20	\$248.85	
CS4	Syntax Chair - Black, Chrome		\$305.25	\$351.05	\$393.20	
ZENCHR	Zenith Chair - White, Chrome		\$246.40	\$283.35	\$317.35	

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

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$

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COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	







#### **BENCHES & OTTOMANS**

#### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* TUESDAY, AUGUST 30, 2022**

#### **Beverly Benches**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BVSMBK	Beverly Small Bench Ottoman - Black Vinyl		\$310.30	\$356.85	\$399.65	
BVSMBL	Beverly Small Bench Ottoman - Ocean Blue Fabric		\$310.30	\$356.85	\$399.65	
BVSMBN	Beverly Small Bench Ottoman - Brown Fabric		\$310.30	\$356.85	\$399.65	
BVSMGN	Beverly Small Bench Ottoman - Olive Green Fabric		\$310.30	\$356.85	\$399.65	
BVSMGY	Beverly Small Bench Ottoman - Grey Fabric		\$310.30	\$356.85	\$399.65	
BVSMLN	Beverly Small Bench Ottoman - Linen Fabric		\$310.30	\$356.85	\$399.65	
BVSMLV	Beverly Small Bench Ottoman - Lavender Fabric		\$310.30	\$356.85	\$399.65	
BVSMOR	Beverly Small Bench Ottoman - Orange Fabric		\$310.30	\$356.85	\$399.65	
BVSMRD	Beverly Small Bench Ottoman - Red Fabric		\$310.30	\$356.85	\$399.65	
BVSMWH	Beverly Small Bench Ottoman - White Vinyl		\$310.30	\$356.85	\$399.65	
BVSMYL	Beverly Small Bench Ottoman - Yellow Fabric		\$310.30	\$356.85	\$399.65	
BVLYBK	Beverly Bench - Black Vinyl		\$593.65	\$682.70	\$764.60	
BVLYBN	Beverly Bench - Brown Fabric		\$593.65	\$682.70	\$764.60	
BVLYGR	Beverly Bench - Grey Fabric		\$593.65	\$682.70	\$764.60	
BVLYLN	Beverly Bench - Linen Fabric		\$593.65	\$682.70	\$764.60	
BVLYOB	Beverly Bench - Ocean Fabric		\$593.65	\$682.70	\$764.60	
BVLYRD	Beverly Bench - Red Fabric		\$593.65	\$682.70	\$764.60	
BVLYWH	Beverly Bench - White Vinyl		\$593.65	\$682.70	\$764.60	

#### **Metal Bench**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
REGBEN	Regis Bench/Table - Brushed Metal		\$422.85	\$486.30	\$544.65	

#### **Ottomans**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
END01B	Endless Curved Ottoman - Black Vinyl, Chrome		\$616.10	\$708.50	\$793.50	
ENDOIW	Endless Curved Ottoman - White Vinyl, Chrome		\$616.10	\$708.50	\$793.50	
END02B	Endless Square Ottoman - Black Vinyl, Chrome		\$386.50	\$444.45	\$497.80	
END02W	Endless Square Ottoman - White Vinyl, Chrome		\$386.50	\$444.45	\$497.80	

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

TOTAL ESTIMATE	\$ 
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$ 

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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.





#### **CUBE & SWIVEL OTTOMANS**

#### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* TUESDAY, AUGUST 30, 2022**

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#### **Vibe Cubes**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VIB01	Vibe Cube - Green		\$207.30	\$238.40	\$267.00	
VIB02	Vibe Cube - Blue		\$207.30	\$238.40	\$267.00	
VIB04	Vibe Cube - Red		\$207.30	\$238.40	\$267.00	
VIB05	Vibe Cube - Yellow		\$207.30	\$238.40	\$267.00	
VIB08	Vibe Cube - Orange		\$207.30	\$238.40	\$267.00	
VIB09	Vibe Cube - White Waterproof		\$207.30	\$238.40	\$267.00	
VIB10	Vibe Cube - Black Waterproof		\$207.30	\$238.40	\$267.00	
VIBII	Vibe Cube - Steel Blue Vinyl		\$207.30	\$238.40	\$267.00	
VIB12	Vibe Cube - Silver Vinyl		\$207.30	\$238.40	\$267.00	
VIB13	Vibe Cube - Purple Vinyl		\$207.30	\$238.40	\$267.00	
VIB14	Vibe Cube - Cirtus Green		\$207.30	\$238.40	\$267.00	
VIB15	Vibe Cube - Taupe Vinyl		\$207.30	\$238.40	\$267.00	
VIB16	Vibe Cube - Spice Orange		\$207.30	\$238.40	\$267.00	
VIB17	Vibe Cube - Desert Rose		\$207.30	\$238.40	\$267.00	_

#### **Marche Swivel**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MAR001	Marche Swivel - White		\$274.40	\$315.55	\$353.40	
MAR002	Marche Swivel - Grey		\$274.40	\$315.55	\$353.40	
MAR003	Marche Swivel - Linen		\$274.40	\$315.55	\$353.40	
MAR004	Marche Swivel - Raspberry		\$274.40	\$315.55	\$353.40	
MAR005	Marche Swivel - Red		\$274.40	\$315.55	\$353.40	
MAR006	Marche Swivel - Rose Qtz		\$274.40	\$315.55	\$353.40	
MAR007	Marche Swivel - Plum		\$274.40	\$315.55	\$353.40	
MAR008	Marche Swivel - Meadow Green		\$274.40	\$315.55	\$353.40	
MAR009	Marche Swivel - Pear		\$274.40	\$315.55	\$353.40	
MAR010	Marche Swivel - Blue		\$274.40	\$315.55	\$353.40	
MAR011	Marche Swivel - Orange		\$274.40	\$315.55	\$353.40	
MAR012	Marche Swivel - Forest Green		\$274.40	\$315.55	\$353.40	
MAR013	Marche Swivel - Teal Velvet		\$274.40	\$315.55	\$353.40	
MAR014	Marche Swivel - Distressed Brown		\$274.40	\$315.55	\$353.40	
MAR015	Marche Swivel - Black Vinyl		\$274.40	\$315.55	\$353.40	
MAR016	Marche Swivel - Ivory Faux Sheep Fur		\$274.40	\$315.55	\$353.40	

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

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

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$ 

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	







#### **ACCENT TABLES: COCKTAIL & END**

#### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* TUESDAY, AUGUST 30, 2022**

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

#### **Cocktail Tables**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ALC100	Alondra Cocktail Table - Glass Top, Chrome		\$492.85	\$566.80	\$634.80	
ALC200	Alondra Cocktail Table - Brandy Maple Top, Chrome		\$492.85	\$566.80	\$634.80	
CIC	Geo Cocktail Table - Glass Top, Chrome		\$369.65	\$425.10	\$476.10	
C1FWB	Geo Cocktail Table - Brandy Maple Top, Black		\$431.25	\$495.95	\$555.45	
MESCTB	Mesa Cocktail Table - Black Top, Bronze		\$285.50	\$328.30	\$367.70	
MESCTG	Mesa Cocktail Table - Glass Top, Bronze		\$285.50	\$328.30	\$367.70	
MESCTW	Mesa Cocktail Table - Barnwood Top, Bronze		\$285.50	\$328.30	\$367.70	
CIE	Silverado Cocktail Table - Glass Top, Chrome		\$408.85	\$470.20	\$526.60	
CIW	Sydney Cocktail Table - White Top, Brushed Steel		\$414.45	\$476.60	\$533.80	
CIY	Sydney Cocktail Table - Black Top, Brushed Steel		\$414.45	\$476.60	\$533.80	
CIWP	POWERED Sydney Cocktail Table - White Top, Brushed Steel		\$526.45	\$605.40	\$678.05	
CIYP	POWERED Sydney Cocktail Table - Black Top, Brushed Steel		\$526.45	\$605.40	\$678.05	
SYDBEC	Sydney Cocktail Table - Blue Top, Brushed Steel		\$420.10	\$483.10	\$541.05	
SYDWDC	Sydney Cocktail Table - Barnwood Top, Brushed Steel		\$381.85	\$439.15	\$491.85	

#### **End Tables**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ALE100	Alondra End Table - Glass Top, Chrome		\$355.70	\$409.05	\$458.15	
ALE200	Alondra End Table - Brandy Maple Top, Chrome		\$355.70	\$409.05	\$458.15	
CUBPOW	POWERED Wireless Charging Table - White, AC Plug In		\$633.95	\$729.05	\$816.55	
EIC	Geo End Table - Glass Top, Chrome		\$364.10	\$418.70	\$468.95	
EIFWB	Geo End Table - Brandy Maple Top, Black		\$375.25	\$431.55	\$483.35	
MESETB	Mesa End Table - Black Top, Bronze		\$188.60	\$216.90	\$242.95	
MESETG	Mesa End Table - Glass Top, Bronze		\$188.60	\$216.90	\$242.95	
MESETW	Mesa End Table - Barnwood Top, Bronze		\$188.60	\$216.90	\$242.95	
REGOTT	Regis End Table - Brushed Metal		\$310.90	\$357.55	\$400.45	
EIE	Silverado End Table - Glass, Chrome		\$389.25	\$447.65	\$501.35	
EIW	Sydney End Table - White Top, Brushed Steel		\$375.25	\$431.55	\$483.35	
EIY	Sydney End Table - Black Top, Brushed Steel		\$375.25	\$431.55	\$483.35	
SYDBEE	Sydney End Table - Blue Top, Brushed Steel		\$369.15	\$424.50	\$475.45	
SYDWDE	Sydney End Table - Barnwood Top, Brushed Steel		\$369.15	\$424.50	\$475.45	

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

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

•	AMOUNT DUE	\$
	TAX (All tax rates are subject to change)	8.25%
	TOTAL ESTIMATE	\$

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	







#### **ACCENT TABLES: SIDE**

#### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* TUESDAY, AUGUST 30, 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		\$212.80	\$244.70	\$274.05	
SEDBBK	Sedona Side Table - Black Top, Bronze		\$190.30	\$218.85	\$245.10	
SEDBWD	Sedona Side Table - Wood Top, Bronze		\$190.30	\$218.85	\$245.10	
SEDBWH	Sedona Side Table - White Top, Bronze		\$190.30	\$218.85	\$245.10	
TAOBBK	Taos Side Table - Black Top, Bronze		\$190.30	\$218.85	\$245.10	
TAOBWD	Taos Side Table - Wood Top, Bronze		\$190.30	\$218.85	\$245.10	
TAOBWH	Taos Side Table - White Top, Bronze		\$190.30	\$218.85	\$245.10	
TMBTBL	Timber Table - Wood		\$252.05	\$289.85	\$324.65	

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

TOTAL ESTIMATE	\$	
TAX (All tax rates are subject to change)	8.25	5%
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:	







#### **BAR TABLES, BARS & COUNTERS**

#### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* TUESDAY, AUGUST 30, 2022**

#### 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		\$369.15	\$424.50	\$475.45	
30BEBB	30" Round Bar Table w/ Standard Black Base - Blue Top		\$369.15	\$424.50	\$475.45	
30BKSB	30" Round Bar Table w/ Standard Black Base - Black Top		\$369.15	\$424.50	\$475.45	
30GSBB	30" Round Bar Table w/ Standard Black Base - Green Top		\$369.15	\$424.50	\$475.45	
30OSBB	30" Round Bar Table w/ Standard Black Base - Orange Top		\$369.15	\$424.50	\$475.45	
30WDBB	30" Round Bar Table w/ Standard Black Base - Barnwood Top		\$369.15	\$424.50	\$475.45	
30WH42	30" Round Bar Table w/ Standard Black Base - White Top		\$383.65	\$441.20	\$494.15	
30YBBB	30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top		\$369.15	\$424.50	\$475.45	
VTB	30" Round Bar Table w/ Standard Black Base - Red Top		\$364.10	\$418.70	\$468.95	
VTJ	30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$364.10	\$418.70	\$468.95	
VTK	30" Round Bar Table w/ Standard Black Base - Maple Top		\$364.10	\$418.70	\$468.95	
VTA	30" Round Madison Bar Table w/ Standard Black Base - Gray Acajou Top		\$364.10	\$418.70	\$468.95	

#### 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		\$364.10	\$418.70	\$468.95	
VTN	36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$389.25	\$447.65	\$501.35	
VTW	36" Round Bar Table w/Standard Black Base - White Top		\$389.25	\$447.65	\$501.35	
VTP	36"Round Bar Table w/ Standard Black Base - Maple Top		\$389.25	\$447.65	\$501.35	

#### 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		\$445.55	\$512.40	\$573.90	
30BEHB	30" Round Bar Table w/ Hydraulic Base - Blue Top		\$445.55	\$512.40	\$573.90	
30ВКНВ	30" Round Bar Table w/ Hydraulic Base - Black Top		\$445.55	\$512.40	\$573.90	
30BRHB	30" Round Bar Table w/ Hydraulic Base - Red Top		\$442.50	\$508.85	\$569.90	
30GRHB	30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$442.50	\$508.85	\$569.90	
30GSHB	30" Round Bar Table w/ Hydraulic Base - Green Top		\$445.55	\$512.40	\$573.90	
30МТНВ	30" Round Bar Table w/ Hydraulic Base - Maple Top		\$481.70	\$553.95	\$620.40	
300SHB	30" Round Bar Table w/ Hydraulic Base - Orange Top		\$445.55	\$512.40	\$573.90	
30WDHB	30" Round Bar Table w/ Hydraulic Base - Barnwood Top		\$445.55	\$512.40	\$573.90	
30WHHB	30" Round Bar Table w/ Hydraulic Base - White Top		\$478.95	\$550.80	\$616.90	
30YSHB	30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top		\$445.55	\$512.40	\$573.90	
30МАНВ	30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top		\$442.50	\$508.85	\$569.90	

#### **36" Round Bar Table with Hydraulic Base**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHB	36" Round Bar Table w/ Hydraulic Base - Black Top		\$445.55	\$512.40	\$573.90	
36GRHB	36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$481.70	\$553.95	\$620.40	
36MTHB	36" Round Bar Table w/ Hydraulic Base - Maple Top		\$481.70	\$553.95	\$620.40	
36WTHB	36" Round Bar Table w/ Hydraulic Base - White Top		\$481.70	\$553.95	\$620.40	-



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





#### **BAR TABLES, BARS & COUNTERS CONTINUED**

#### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* TUESDAY, AUGUST 30, 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		\$403.25	\$463.75	\$519.40	

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

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTBNP	Ventura Communal Bar Table - Black Top, Silver		\$977.40	\$1,124.00	\$1,258.90	
VNTMNP	Ventura Communal Bar Table - Maple Top, Silver		\$977.40	\$1,124.00	\$1,258.90	
VNTWNP	Ventura Communal Bar Table - White Top, Silver		\$977.40	\$1,124.00	\$1,258.90	
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes - Maple Top, Silver		\$977.40	\$1,124.00	\$1,258.90	
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes - White Top, Silver		\$977.40	\$1,124.00	\$1,258.90	
VNTBLK	POWERED Ventura Communal Bar Table, Powered - Black Top, Silver		\$1,153.80	\$1,326.85	\$1,486.05	
VNTWHT	POWERED Ventura Communal Bar Table, Powered - White Top, Silver		\$1,153.80	\$1,326.85	\$1,486.05	

= 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		\$2,176.70	\$2,503.20	\$2,803.60	
MTBUUL	Midtown Bar, Unlighted - Taupe Glass Top, Pewter		\$2,036.70	\$2,342.20	\$2,623.25	

#### **Counters**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In - Taupe Glass Top, Pewter		\$2,176.70	\$2,503.20	\$2,803.60	
MTCPUL	Midtown Powered Counter, Unlighted - Taupe Glass Top, Pewter		\$2,049.40	\$2,356.80	\$2,639.60	

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

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$

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COMPANY NAME:	BOOTH NUMBER:

Email completed form to: orders@shepardes.com







### **CAFÉ TABLES**

#### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* TUESDAY, AUGUST 30, 2022**

#### 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		\$331.00	\$380.65	\$426.35	
30BEBC	30" Round Cafe Table w/ Standard Black Base - Blue Top		\$331.00	\$380.65	\$426.35	
30BKSC	30" Round Cafe Table w/ Standard Black Base - Black Top		\$331.00	\$380.65	\$426.35	
30GSBC	30" Round Cafe Table w/ Standard Black Base - Green Top		\$331.00	\$380.65	\$426.35	
30OSBC	30" Round Cafe Table w/ Standard Black Base - Orange Top		\$331.00	\$380.65	\$426.35	
30WDBC	30" Round Cafe Table w/Standard Black Base - Barnwood Top		\$331.00	\$380.65	\$426.35	
30WH29	30" Round Cafe Table w/Standard Black Base - White Top		\$350.00	\$402.50	\$450.80	
30YSBC	30" Round Cafe Table w/Standard Black Base - Brushed Yellow Top		\$331.00	\$380.65	\$426.35	
ZTA	30" Round Madison Cafe Table w/ Standard Black Base - Gray Acajou Top		\$341.60	\$392.85	\$440.00	
ZTB	30" Round Cafe Table w/ Standard Black Base - Red Top		\$330.45	\$380.00	\$425.60	
ZTJ	30" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$330.45	\$380.00	\$425.60	
ZTK	30" Round Cafe Table w/ Standard Black Base - Maple Top		\$330.45	\$380.00	\$425.60	

#### 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		\$361.25	\$415.45	\$465.30	
ZTN	36" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$361.25	\$415.45	\$465.30	
ZTP	36" Round Cafe Table w/ Standard Black Base - Maple Top		\$361.25	\$415.45	\$465.30	
ZTQ	36" Round Cafe Table w/ Standard Black Base - White Top		\$361.25	\$415.45	\$465.30	

#### 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		\$444.90	\$511.65	\$573.05	
30BEHC	30" Round Cafe Table w/ Hydraulic Base - Blue Top		\$445.55	\$512.40	\$573.90	
30ВКНС	30" Round Cafe Table w/ Hydraulic Base - Black Top		\$444.90	\$511.65	\$573.05	
30BRHC	30" Round Cafe Table w/ Hydraulic Base - Red Top		\$442.50	\$508.85	\$569.90	
30GRHC	30" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$481.70	\$553.95	\$620.40	
30GSHC	30" Round Cafe Table w/ Hydraulic Base - Green Top		\$444.90	\$511.65	\$573.05	
30MTHC	30" Round Cafe Table w/ Hydraulic Base - Maple Top		\$442.50	\$508.85	\$569.90	
30OSHC	30" Round Cafe Table w/ Hydraulic Base - Orange Top		\$444.90	\$511.65	\$573.05	
30WDHC	30" Round Cafe Table w/ Hydraulic Base - Barnwood Top		\$445.55	\$512.40	\$573.90	
30WHHC	30" Round Cafe Table w/ Hydraulic Base - White Top		\$478.95	\$550.80	\$616.90	
30YSHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Yellow Top		\$444.90	\$511.65	\$573.05	
30МАНС	30" Round Madison Cafe Table w/ Hydraulic Base - Gray Acajou Top		\$442.50	\$508.85	\$569.90	

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





#### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* TUESDAY, AUGUST 30, 2022**

#### 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		\$481.70	\$553.95	\$620.40	
36GRHC	36"Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$481.70	\$553.95	\$620.40	
36MTHC	36"Round Cafe Table w/ Hydraulic Base - Maple Top		\$481.70	\$553.95	\$620.40	
36WTHC	36"Round Cafe Table w/ Hydraulic Base - White Top		\$481.70	\$553.95	\$620.40	

#### **Ventura Communal Café Tables**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTCBN	Ventura Communal Cafe Table - Black Top, Silver		\$751.05	\$863.70	\$967.35	
VNTCMN	Ventura Communal Cafe Table - Maple Top, Silver		\$751.05	\$863.70	\$967.35	
VNTCWN	Ventura Communal Cafe Table - White Top, Silver		\$751.05	\$863.70	\$967.35	
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes - Maple Top, Silver		\$751.05	\$863.70	\$967.35	
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes - White Top, Silver		\$751.05	\$863.70	\$967.35	
VNTCBK	POWERED Communal Ventura Cafe Table - Black Top, Silver		\$852.85	\$980.80	\$1,098.50	
VNTCWH	POWERED Communal Ventura Cafe Table - White Top, Silver		\$852.85	\$980.80	\$1,098.50	

**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)	8.25%
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 a	are subject to "Regular" pricing.

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.





#### **BAR STOOLS**

#### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* TUESDAY, AUGUST 30, 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		\$366.85	\$421.90	\$472.55	
BST	Banana Barstool - White, Chrome		\$366.85	\$421.90	\$472.55	
BLDBRD	Blade Barstool - Red		\$190.90	\$219.55	\$245.90	
BLDBSB	Blade Barstool - Sky Blue		\$190.90	\$219.55	\$245.90	
XBAR	Christopher Barstool - White Vinyl, Chrome		\$266.00	\$305.90	\$342.60	
LMBAR	Laguna Barstool - Maple, Chrome		\$274.40	\$315.55	\$353.40	
ROLLBL	Lift Barstool - Black Vinyl, Chrome		\$310.90	\$357.55	\$400.45	
ROLLGY	Lift Barstool - Gray Vinyl, Chrome		\$310.90	\$357.55	\$400.45	
ROLLRD	Lift Barstool - Red Vinyl, Chrome		\$310.90	\$357.55	\$400.45	
ROLLWH	Lift Barstool - White Vinyl, Chrome		\$310.90	\$357.55	\$400.45	
LUBSCL	Lucent Barstool - Frosted Acrylic, Chrome		\$381.85	\$439.15	\$491.85	
MARBBE	Marina Barstool - Ocean Blue Fabric, Brushed Metal		\$310.30	\$356.85	\$399.65	
MARBBK	Marina Barstool - Black Vinyl, Brushed Metal		\$310.30	\$356.85	\$399.65	
MARBBR	Marina Barstool - Brown Fabric, Brushed Metal		\$310.30	\$356.85	\$399.65	
MARBRD	Marina Barstool - Red Fabric, Brushed Metal		\$310.30	\$356.85	\$399.65	
MARBWH	Marina Barstool - White Vinyl, Brushed Metal		\$310.30	\$356.85	\$399.65	
RSTSTL	Rustique Barstool - Gunmetal		\$212.80	\$244.70	\$274.05	
BS001	Shark Barstool - White, Chrome		\$467.60	\$537.75	\$602.30	
BSR	Syntax Barstool - Black, Chrome		\$333.25	\$383.25	\$429.25	
ZENBAR	Zenith Barstool - White, Chrome		\$246.40	\$283.35	\$317.35	
BS002	Zoey Barstool - White, Chrome		\$428.50	\$492.75	\$551.90	

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

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$

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COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	







#### **CONFERENCE & WORK TABLES**

#### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

#### **ONLINE & DISCOUNT DEADLINE:\* TUESDAY, AUGUST 30, 2022**

#### **Conference Tables**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BKC10N	10' Table - Black Top, Silver		\$954.40	\$1,097.55	\$1,229.25	
BKC10P	POWERED 10' Table - Black Top, Silver		\$1,191.95	\$1,370.75	\$1,535.25	
CB8	42" Round Madison Table - Gray Acajou, Black		\$500.05	\$575.05	\$644.05	
42BKCT	42" Round Table - Black Top, Black		\$514.15	\$591.25	\$662.20	
CBI	42" Round Table - Graphite Nebula Top		\$565.75	\$650.60	\$728.65	
CONF42	42" Round Table - White Top		\$565.75	\$650.60	\$728.65	
BKCT5N	5' Table - Black Top, Silver		\$479.40	\$551.30	\$617.45	
BKCT5P	POWERED 5' Table - Black Top, Silver		\$620.60	\$713.70	\$799.35	
BKCT8N	8'Table - Black Top, Silver		\$954.40	\$1,097.55	\$1,229.25	
ВКСТ8Р	POWERED 8' Table - Black Top, Silver		\$1,191.95	\$1,370.75	\$1,535.25	
36ATO	Atomic 36" Round Table - Glass Top, Chrome		\$467.60	\$537.75	\$602.30	
42ATO	Atomic 42" Round Table - Glass Top, Chrome		\$467.60	\$537.75	\$602.30	
CE2	Geo Table, Rectangle - Glass Top, Chrome		\$663.70	\$763.25	\$854.85	
CF2	Geo Table, Rectangle - Glass Top, Black		\$663.70	\$763.25	\$854.85	
CEI	Geo Table, Rounded Square - Glass Top, Chrome		\$467.60	\$537.75	\$602.30	
CF1	Geo Table, Rounded Square - Glass Top, Black		\$467.60	\$537.75	\$602.30	
MADC05	Madison 5' Table - Gray Acajou, Chrome		\$708.50	\$814.75	\$912.50	
MADC08	Madison 8' Table - Gray Acajou, Chrome		\$1,414.20	\$1,626.35	\$1,821.50	
MADC10	Madison 10' Table - Gray Acajou, Chrome		\$1,414.20	\$1,626.35	\$1,821.50	

#### **Work Table**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
WD3	Work Table - White Top, White		\$487.30	\$560.40	\$627.65	

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

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.25%
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
$booth. Cancellations \ must \ be \ received \ in \ writing 14 \ days \ prior \ to \ first \ exhibitor \ move \ in \ day. \ Rental \ items \ found \ and \ in \ use \ in \ day \ for \ in \ day \ for \ day \ for$	in your booth are subject to "Regular" pricing.

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.





### **EXECUTIVE SEATING, DESKS & STORAGE**

### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

### **ONLINE & DISCOUNT DEADLINE:\* TUESDAY, AUGUST 30, 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		\$407.85	\$469.05	\$525.35	
GENCHA	Genesis Chair - Black		\$355.90	\$409.30	\$458.40	
PROGB	Pro Executive Guest Chair - Black Vinyl, Chrome		\$383.65	\$441.20	\$494.15	
PROEXB	Pro Executive High Back Chair - Black Vinyl, Chrome		\$546.10	\$628.00	\$703.35	
PROEXE	Pro Executive High Back Chair - White Vinyl, Chrome		\$546.10	\$628.00	\$703.35	
PROMDB	Pro Executive Mid Back Chair - Black Vinyl, Chrome		\$358.45	\$412.20	\$461.65	
PROMID	Pro Executive Mid Back Chair - White Vinyl, Chrome		\$347.25	\$399.35	\$447.25	
TASKST	Task Stool - Black Fabric, Black		\$216.35	\$248.80	\$278.65	

### **Desks**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
TECH	POWERED Tech Desk - Black Metal, Black Laminate w/ Electrical Unit		\$663.70	\$763.25	\$854.85	
TECH3B	POWERED Tech Desk w/ 3 Drawer File Cabinet - Black Metal, Black Laminate w/ Electrical Unit		\$820.55	\$943.65	\$1,056.90	
JD8	Madison Executive Desk - Gray Acajou, Chrome		\$893.35	\$1,027.35	\$1,150.65	

### **Storage**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BC8	Madison Bookcase - Gray Acajou, Chrome		\$646.85	\$743.90	\$833.15	
TECH3	Cabinet on Castors - Black Top, Black Metal		\$218.45	\$251.20	\$281.35	

= 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)	8.25%
AMOUNT DUE	\$

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COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	







### **DIVIDERS**

T189380922

### **Corrugated Week**

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

### **ONLINE & DISCOUNT DEADLINE:\* TUESDAY, AUGUST 30, 2022**

### **Boxwood Hedges**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
HDG4FT	4' Boxwood Hedge		\$649.15	\$746.50	\$836.10	
HDG7FT	7' Boxwood Hedge		\$1,056.55	\$1,215.05	\$1,360.85	

### **Stanchions**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
STNSGN	Stanchion Sign Holder - Chrome		\$57.80	\$66.45	\$74.40	
STNCH1	Stanchion w/ Retractable Belt - Black, Chrome		\$66.35	\$76.30	\$85.45	

### **Dividers**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
DIVBAR	Bar/Counter Divider - Clear, Black		\$186.20	\$214.15	\$239.85	
DIVFRE	Freestanding Divider - Clear, Silver		\$374.50	\$430.65	\$482.35	
DIVFCR	Freestanding Corner Divider - Clear, Silver		\$749.00	\$861.35	\$964.70	
DIVFWL	Freestanding Wall Divider - Clear, Silver		\$374.50	\$430.65	\$482.35	
DIVFST	Sofa/Table Divider - Clear, Silver		\$336.00	\$386.40	\$432.75	
DIVFWB	Freestanding Whiteboard Divider - White, Silver		\$466.50	\$536.45	\$600.80	
MIRWHT	Miramar Divider - White Molded Plastic		\$479.40	\$551.30	\$617.45	

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

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.25%
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: .

EMAIL ADDRESS: \_



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





### **ACCESSORIES**

### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

### **ONLINE & DISCOUNT DEADLINE:\* TUESDAY, AUGUST 30, 2022**

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

### **Charging Hub**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VILHUB	POWERED Village Charging Hub - Cream		\$280.35	\$322.40	\$361.10	

### **Lamps**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
LA14	Mason Silver Table Lamp - Brushed Silver		\$212.80	\$244.70	\$274.05	
LA15	Mason Silver Floor Lamp - Brushed Silver		\$324.85	\$373.60	\$418.45	

### **Pedestals**

PDL36B	POWERED 36" Locking Pedestal - Black	\$742.10	\$853.40	\$955.80	
PDL36W	POWERED 36" Locking Pedestal - White	\$742.10	\$853.40	\$955.80	
PDL42B	POWERED 42" Locking Pedestal - Black	\$879.35	\$1,011.25	\$1,132.60	
PDL42W	POWERED 42" Locking Pedestal - White	\$879.35	\$1,011.25	\$1,132.60	

### **Shelving**

PSHCCS	Posh Shelving - Chrome, Acrylic	\$758.95	\$872.80	\$977.55	

**= 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)	8.25%
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: \_\_\_\_\_

EMAIL ADDRESS: \_







### **GRAPHICS & SIGNS**

### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

### **DISCOUNT DEADLINE:\* MONDAY, AUGUST 22, 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		\$207.00	\$238.05	\$266.60	
70010	22" x 28" Horizontal		\$207.00	\$238.05	\$266.60	
70011	28" x 44" Vertical		\$315.30	\$362.60	\$406.10	
70012	28" x 44" Horizontal		\$315.30	\$362.60	\$362.60	
70027	38.25" x 90.75" Meter Board, Trovicel Panel		\$638.15	\$733.85	\$821.90	
70138	39" x 84" Meter Board, Ultraboard		\$370.75	\$426.35	\$477.50	

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

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70065	Vertical with Grommets		\$26.25	\$30.20	\$33.80	
70071	Horizontal with Grommets		\$26.25	\$30.20	\$33.80	
70066	Vertical with Pockets		\$28.25	\$32.50	\$36.40	
70072	Horizontal with Pockets		\$28.25	\$32.50	\$36.40	

### **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.		\$220.20	\$253.25	\$283.65	

### **Accessories**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70017	4' x 8' Blank Foamcore		\$56.20	\$64.65	\$72.40	
70021	Velcro/per ft. (Minimum of 5')		\$3.65	\$4.20	\$4.70	
70004	7"x 44" ID Sign		\$61.95	\$71.25	\$79.80	
50094	Floor Easel		\$55.50	\$63.80	\$71.45	
50095	22" x 28" Chrome Sign Holder		\$126.35	\$145.30	\$162.75	
50508	Cardboard Meter Board Base, Black		\$24.70	\$28.40	\$31.80	

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$

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

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.

Corrugated Week T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX

September 20 - 21, 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**

- 1. Go to: files.shepardes.com.
- Login to the FTP site.
   User Name = sesftp
   Password = ftpftp
- 3. Click the Goto 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 opposed button and browse to the files you want to upload.
  - NOTE: You can create additional folders using the New Folder button to help with organizing uploads. Be careful when doing this, as you can not delete these.
- 7. When upload is complete, email the name of your files to: orders@shepardes.com with the subject line: "Show Name" FTP Upload.

Failure to follow these steps could result in delayed graphics.













## SHEPARD GRAPHIC GUIDELINES DIRECT TO SUBSTRATE PRINTING.

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

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

### **Document Size & Specs**

- All artwork should be created at 100% size at 150 dpi or in a proportionally scaled down format.
   examples: 50% at 300 dpi OR 25% at 600 dpi
- Please mark artwork size if scaled down.
   example: DESIGNED AT 50%
- All content should be kept within the live area, leave approximately 2" all the way around artwork to ensure sign holder or structure metal does not cut off content.
- When working between Adobe programs, DO NOT copy & paste objects from Illustrator to InDesign files.
   This causes objects to not print correctly. Save elements from Illustrator and place them in InDesign.

### **Acceptable File Formats**

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

PROGRAM	FILE EXTENSION	SPECIAL CONSIDERATIONS
Acrobat	.pdf	Must be high resolution with fonts embedded.
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.

## 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
☐ Create an engaging experience	☐ Make exhibiting easy	



### **High-impact Exhibits**

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

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



### Offering innovative exhibit frameworks...and more!

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



### Why Shepard?

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





### **SHIELDS & BARRIERS**

### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

### **ONLINE & DISCOUNT DEADLINE:\* MONDAY, AUGUST 22, 2022**

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









### **Plexi Shields**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66651	Standard Plexi Shield (CVPSI) 40" (I) x 36" (h)		\$382.55	\$439.95	\$492.75	
66652	<b>Tall Plexi Shield</b> (CVPS2) 40" (I) x 44" (h)		\$470.80	\$541.40	\$606.35	
66653	Curved Plexi Shield (CVPS3) 4 8.75" (I) x 4' (h) x 2' 2.25" (d)		\$588.50	\$676.75	\$757.95	









### **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		\$588.50	\$676.75	\$757.95	
66655	Plexi/Trovicel Panel Wall Divider (CVDW2) 3' 4.5" (I) x 8' high x Approx. 6" (d) base		\$411.95	\$473.75	\$530.60	
66656	<b>Trovicel/Trovicel Wall Divider</b> (CVDW3) 3' 4.5" (I) × 8' (h) × 1' 9" (d) base		\$353.10	\$406.05	\$454.80	
66657	Plexi Rolling Baffle (CVDW4) 4'2.5" (I) x7' (h) x1'9" (d) base		\$735.65	\$846.00	\$947.50	

### **Sanitizer Kiosk**



CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL	
66650	Sanitizer Kiosk A (CVSKI) 40" (I) x 36" (h)		\$441.40	\$507.60	\$568.50		

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$

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COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	

EMAIL ADDRESS: \_\_\_\_

Shepard -





### **EXHIBIT COUNTER RENTALS**

### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

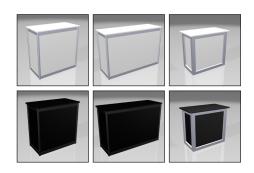
### **ONLINE & DISCOUNT DEADLINE:\* MONDAY, AUGUST 22, 2022**

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

### Choose Your Counter & Customize to Fit Your Exhibit!

### **AVAILABLE COLORS FOR ALL PRODUCTS:**

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



### **Locking Cabinets**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66282	1 Meter Locking Cabinet (LC1) 3' 6" (I) x 3' 6" (h) x 1' 9" (d) Graphic Sizes: 968mm x 898mm		\$967.90	\$1,113.10	\$1,246.65		
66283	<b>1.5 Meter Locking Cabinet</b> (LC2) 5' (I) x 3' 6" (h) x 1' 9" (d) Graphic Size: 1463mm x 898mm		\$1,174.55	\$1,350.75	\$1,512.85		
66284	Locking Cabinet (LC3) 3' 9" (I) x3' 6" (h) x2' 3" (d) Graphic Size: 922mm x 872mm		\$713.95	\$821.05	\$919.60	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		\$995.35	\$1,144.65	\$1,282.00		
66276	Reception Counter (RC3) 5' 2.75" (I) x 42" (h) x 3' 5.5" (d) Graphic Size: 1080mm x 898mm		\$2,159.15	\$2,483.00	\$2,780.95		



### **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		\$1,255.65	\$1,444.00	\$1,617.30	Silver ONLY	
66286	Computer Stand 2 (CS2) 2' 3" (I) x 6' 3" (h) x 1' 6" (d) Graphic Size: 380mm x 580mm		\$731.90	\$841.70	\$942.70	Silver ONLY	

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$ 

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







### PRODUCT DISPLAYS & CHARGING STATION RENTALS

### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

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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	<b>Gondola</b> 3' 6" (I) × 4' 6" (h) × 1'3 " (d)		\$678.25	\$780.00	\$873.60		
66278	<b>GL1</b> 5' 4" (l) x 8' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$670.50	\$771.05	\$863.60	Silver ONLY	
66279	<b>GL2</b> 4'3" (I) x 7' (h) x 1'3" (d) Graphic Sizes: 674mm x 1682mm		\$1,155.70	\$1,329.05	\$1,488.55	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)		\$1,305.85	\$1,501.75	\$1,681.95		
66272	<b>Square Showcase</b> (Square) 1'9" (I) x 7' (h) x 1'9" (d)		\$1,409.40	\$1,620.80	\$1,815.30		

### **Charging Unit**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66430	Phone Charging Station (PCS) 3' (I) x 6'3" (h) x 1'9" (d) Graphic Size: 250mm x 700mm		\$2,218.60	\$2,551.40	\$2,857.55		Black ONLY

### **Perforated/Peg Boards**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66148	8' x 4' Pegboard Panel (PerfH)		\$329.75	\$379.20	\$424.70	Silver ONLY	n/a
66149	4' x 8' Pegboard Panel (PerfV)		\$329.75	\$379.20	\$424.70	Silver ONLY	n/a
50104	6" Pegs - 1 dozen (6"Pegs)		\$53.85	\$61.95	\$69.40	n/a	n/a
66147	3.5' x 8' Slat Wall, Grey (Slatwall)		\$329.75	\$379.20	\$424.70	Silver ONLY	n/a

TOTAL ESTIMATE	\$ 
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	







### **INLINE BOOTH RENTALS**

### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

### **ONLINE & DISCOUNT DEADLINE:\* MONDAY, AUGUST 22, 2022**

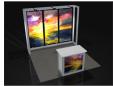
\*Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

### Turnkey Rental Designs Make Exhibiting Easier!

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

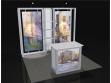
Don't see what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Please contact an Exhibit Team member with any questions or customization requests.





he Eddie

The Jonathor





The Pierce

The Madison

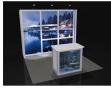




The Grant

The Harrison





The Hamilton

The Lucy

### **Inline Booths**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66470	The Eddie - 10' x 10'		\$3,936.90	\$4,527.45	\$5,070.75	
66471	The Eddie - 10' x 20'		\$6,410.90	\$7,372.55	\$8,257.25	
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66474	The Jonathon - 10' x 10'		\$2,746.50	\$3,158.45	\$3,537.45	
66475	The Jonathon - 10' x 20'		\$4,807.45	\$5,528.55	\$6,192.00	
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66477	The Pierce - 10' x 10'		\$3,406.70	\$3,917.70	\$4,387.80	
66478	The Pierce - 10' x 20'		\$6,468.40	\$7,438.65	\$8,331.30	
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66484	The Madison - 10' x 10'		\$4,131.20	\$4,750.90	\$5,321.00	
66485	The Madison - 10' x 20'		\$4,896.20	\$5,630.65	\$6,306.35	
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	тота
66486	The Grant - 10' x 10'		\$4,360.60	\$5,014.70	\$5,616.45	
	The Grant - 10' x 20'		\$6,043.75	\$6,950.30	\$7,784.35	
66487				1		
66487 CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
		QTY	<b>ONLINE</b> \$4,008.80	<b>DISCOUNT</b> \$4,610.10	<b>REGULAR</b> \$5,163.30	TOTAL
CODE	ITEM	QTY				TOTAL
<b>CODE</b> 66492	ITEM The Harrison - 10' x 10'	QTY	\$4,008.80	\$4,610.10	\$5,163.30	TOTAL
<b>CODE</b> 66492 66493	The Harrison - 10' x 10' The Harrison - 10' x 20'		\$4,008.80 \$5,890.65	\$4,610.10 \$6,774.25	\$5,163.30 \$7,587.15	
<b>CODE</b> 66492 66493 <b>CODE</b>	The Harrison -10'x10' The Harrison -10'x20'		\$4,008.80 \$5,890.65 <b>ONLINE</b>	\$4,610.10 \$6,774.25 DISCOUNT	\$5,163.30 \$7,587.15 REGULAR	
CODE 66492 66493 CODE 66467	The Harrison - 10' x 10' The Harrison - 10' x 20'  ITEM The Hamilton - 10' x 10'		\$4,008.80 \$5,890.65 <b>ONLINE</b> \$2,793.45	\$4,610.10 \$6,774.25 <b>DISCOUNT</b> \$3,212.45	\$5,163.30 \$7,587.15 <b>REGULAR</b> \$3,597.95	

TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	Ś

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	







### **FABEX BOOTH RENTALS**

### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

### **ONLINE & DISCOUNT DEADLINE:\* MONDAY, AUGUST 22, 2022**

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

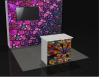
Carpet is not included. Please use the Flooring Order Form to order carpet or other flooring options.

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

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









### 10' x 10' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66557	<b>10' x 10' Booth</b> (FX21)		\$2,596.00	\$2,985.40	\$3,343.65	
66558	10' x 10' Booth with Monitor (FX2M1)		\$4,696.30	\$5,400.75	\$6,048.85	
66561	10' x 10' Booth with Header (FX2H1)		\$3,176.45	\$3,652.90	\$4,091.25	
66562	10' x 10' Booth with Header and Monitor (FX2M1H)		\$5,276.85	\$6,068.40	\$6,796.60	

GRAPHIC SIZE SPECIFICATIONS							
Backwall Graphic Size	3042mm x 2432mm	Side Panel Colors	☐White ☐Black				
Counter Graphic Size	1070mm x 1020mm	Monitor = 66620					
Header Graphic Size	2440mm x 380mm						









FX2H2



FX2M2H

### 10' x 20' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66559	10' x 20' Booth (FX22)		\$4,499.70	\$5,174.65	\$5,795.60	
66560	10' x 20' Booth with Monitor (FX2M2)		\$6,600.10	\$7,590.10	\$8,500.90	
66567	10' x 20' Booth with Header (FX2H2)		\$5,018.95	\$5,771.80	\$6,464.40	
66563	10' x 20' Booth with Header and Monitor (FX2M2H)		\$7,119.30	\$8,187.20	\$9,169.65	

GRAPHIC SIZE SPECIFICATIONS						
Backwall Graphic Size	6012mm x 2432mm	Side Panel Colors	□White	□Black		
Counter Graphic Size	1070mm x 1020mm	Monitor = 66620				
Header Graphic Size	2440mm x 380mm					

TOTAL ESTIMATE	\$_	
TAX (All tax rates are subject to change)		8.25%
AMOUNT DUE	\$_	

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	
55(1) (51 (V W)E)	







### **FABEX BACKLIT BOOTH RENTALS**

### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

### **ONLINE & DISCOUNT DEADLINE:\* MONDAY, AUGUST 22, 2022**

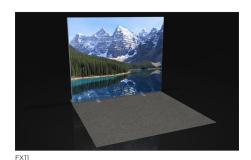
\*Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

### Freestanding 8' High Backlit Backwalls with Full Color Graphics

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

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

Please contact an Exhibit Team member with any questions.



### Freestanding 8' High Backlit Backwalls with Full Color Graphics

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66564	8' x 10' Backlit Backwall with Graphics (FX11) Graphic Size: 3042mm x 2436mm		\$2,617.65	\$3,010.30	\$3,371.55	
66565	8' x 20' Backlit Backwall with Graphics (FX12) Graphic Size: 6088mm x 2436mm		\$4,045.40	\$4,652.20	\$5,210.45	
66566	8' x 30' Backlit Backwall with Graphics (FX13) Graphic Size: 8992mm x 2436mm		\$5,473.20	\$6,294.20	\$7,049.50	

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$



FX12



FX13

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	







### ISLAND BOOTH RENTALS

### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

### **ONLINE & DISCOUNT DEADLINE:\* MONDAY, AUGUST 22, 2022**

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

### Turnkey Rental Designs Make Exhibiting Easier!

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

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

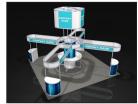


The Monroe

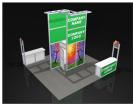
### **Island Booths**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66494	The Monroe		\$10,021.85	\$11,525.15	\$12,908.15	
66368	The Washington		\$14,382.55	\$16,539.95	\$18,524.75	
66495	The Tyler		\$10,702.80	\$12,308.20	\$13,785.20	
66496	The Garfield		\$10,480.85	\$12,053.00	\$13,499.35	

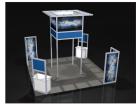
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$



The Washington



The Tyler



The Garfield

COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	







### **FABRIC HANGING SIGNS**

### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

### **ONLINE & DISCOUNT DEADLINE:\* MONDAY, AUGUST 22, 2022**

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

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

All rentals include:\*\*

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





Circle

### **Circle Hanging Signs**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69140	10' x 48" Circle Hanging Sign (HSC10)		\$6,311.55	\$7,258.30	\$8,129.30	
69142	16' x 48" Circle Hanging Sign (HSC16)		\$10,031.10	\$11,535.75	\$12,920.05	

### **Square Hanging Sign**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69143	10' x 48" Square Hanging Sign (HSS10)		\$7,674.80	\$8,826.00	\$9,885.10	



Square

### **Triangle Hanging Sign**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69144	10' x 48" Triangle Hanging Sign (HSTIO)		\$6,210.45	\$7,142.00	\$7,999.05	



Triangle

### **Wave Hanging Signs**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69145	10' x 48" Single Sided Wave Hanging Sign (HSWS)		\$2,735.05	\$3,145.30	\$3,522.75	
69146	10' x 48" Double Sided Wave Hanging Sign (HSWD)		\$3,639.45	\$4,185.35	\$4,687.60	

TOTAL ESTIMATE	\$	
TAX (All tax rates are subject to change	)	8.25%
AMOUNT DUE	\$	



COMPANY NAME:	BOOTH NUMBER:
CONTACT NAME:	
MAIL ADDRESS:	



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



### ADVANCED SHIPPING HANGING SIGN LABEL

**Corrugated Week** 

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 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.



TO:

(Exhibiting Company Name)

(Exhibiting Company Booth Number)

YRC c/o Shepard Exposition Services
111 Gembler Road
San Antonio, TX 78219

FOR: Corrugated Week

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

Monday, August 22, 2022

**Last day freight can arrive without a surcharge:**Monday, September 12, 2022



### STRUCTURAL INTEGRITY STATEMENT

**Corrugated Week** 

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

**ONLINE & DISCOUNT DEADLINE:\* TUESDAY, AUGUST 30, 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:

### Henry B. Gonzalez Convention Center 237 Tower of the Americas Way San Antonio, TX 78205 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, September 12, 2022**







### **OVERHEAD RIGGING LABOR**

### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

### **ONLINE & DISCOUNT DEADLINE:\* TUESDAY, AUGUST 30, 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.

limited t	o: spann	er truss for	load points, addition	al labor for power and	d/or lighting specifi	cs, additional m	aterials, facili	ty pick po	oint ceiling	fees, facility and/or	in house exclusive lab isting. Rates are per lif	or charges, etc. Plea	se note: Per
SHEF REFE	PARD R TO	WILL I	HANDLE RIG RE ORDER FO	GING FOR ITE DRMS FOR HA	MS UNDER	250LBS A	AND DOI 250 OR	ES NO THAT	T REQUI	JIRE CHAIN RE MOTORS	HOIST/MOTO AND HOISTS	RS. PLEASE	Ė
Labo	r Ho	urs							SIGN DIS	ASSEMBLY LAI	BOR - SHEPARD S	UPERVISED	
Straigh Overting Sunday	ne (OT)		onday - Friday   8:0 onday - Friday   5:0	00AM - 5:00PM 00PM - 8:00AM. A	ll hours Saturda	y and	CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
Double	Time (	( <b>DT):</b> Ho					69193	ST		\$157.76	\$181.40	\$203.15	
Holiday Thanks			-	ay, Independence nristmas Eve Day,			69194	ОТ		\$236.63	\$272.15	\$304.80	
							69195	DT		\$315.51	\$362.85	\$406.40	
Step				anging sigr	ո.		DATE C	F ASSE	MBLY:		STA	RT TIME:	
TYPE:		loth   ther:	Wood ☐Truss	Metal						WILL YOU REQ			
SHAPE	. 🗆 c		Square 🗆 Triar	ngle 🗆 Rectang	le			anging s vill be app		rvision not be pres	ent at time the crew ar	rives a 1 Hour Crew	Minimum
	2. 0	rder a	ssembly/dis	sassembly lable all hanging signs t		integrity.	Rates are thereaft	e per lift a er is char	and crew (u ged in 1/2 in	p to 3 riggers) per h	gging crew. nour. One hour minimus hanging sign or supers will be applied.		
		SIGN A	SSEMBLY LABOR	- EXHIBITOR SU	PERVISED			OVER	HEAD RI	GGING INSTALI	ATION & IN BOOT	'H SCISSOR LIF	TS
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL	CODE	ITEN	ES 1 LAB HOL	OR ONLINE	DISCOUNT	REGULAR	TOTAL
69150	ST		\$121.35	\$139.55	\$156.30		69156	Lift		\$752.00	\$864.80	\$968.60	
69151	ОТ		\$182.03	\$209.35	\$234.45		68120	Scissor	Lift	\$752.00	\$864.80	\$968.60	
69152	DT		\$242.70	\$279.10	\$312.60		00120	Install		\$732.00	\$604.60	\$300.00	
		SIGN A	ASSEMBLY LABO	R - SHEPARD SUI	PERVISED			ov	ERHEAD	RIGGING REMO	OVAL & IN BOOTH	SCISSOR LIFTS	
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL	CODE	ITEN	ES 1 LAB HOL	OR ONLINE	DISCOUNT	REGULAR	TOTAL
69190	ST		\$157.76	\$181.40	\$203.15		69157	Lift		\$752.00	\$864.80	\$968.60	
69191	ОТ		\$236.63	\$272.15	\$304.80		68121	Scissor	Lift	\$752.00	\$864.80	\$968.60	
69192	DT		\$315.51	\$362.85	\$406.40		DATE	Install F INSTA	\		START TIME		
		EMBLY: _	C 14/11 1 1/O11 DEO1		RT TIME:								
			S WILL YOU REQU	nt at time the crew ar	rives a 1 Hour Crew	Minimum	DATE C	F REM	DVAL:		START TIM	E:	
charge v										TOTAL ESTIM	IATE	\$	
	:	SIGN DIS	ASSEMBLY LABO	OR - EXHIBITOR S	SUPERVISED					TAX (All tax re	ates are subject to	change)	8.25%
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL				AMOUNT DU	JE	\$	
69153	ST		\$121.35	\$139.55	\$156.30								
69154	ОТ		\$182.03	\$209.35	\$234.45								
69155	DT		\$242.70	\$279.10	\$312.60								
				ccept the Payment Po g within 14 days of ex		onditions. Canc	ellations mus	t be rece	ived in writ	ing within 48 hours	s of 1st day of exhibitor	move in.	
СОМРА	ANY NA	ME:									BOOTH NUMBER	:	
CONTA	CT NAN	ИЕ:											



### LABOR RULES & REGULATIONS

### San Antonio, Austin, and South Texas

### **LABOR**

Texas 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**

Exhibitors may set their own displays without the assistance of union labor, provided the exhibitor uses full time employees of their company. Any labor services that may be required beyond what the full time employees can provide, must be provided by Shepard Exposition Services.

### MATERIAL/FREIGHT HANDLING JURISDICTION

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

Exhibitors may hand carry their own materials into the exhibit facility. The use or rental of dollies, flat trucks, pallet jacks, and other mechanical equipment is not permitted. Only full time employees of the exhibiting company may unload their own cars, mini vans, or pick up trucks.

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

### **Corrugated Week**

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

### **ONLINE & DISCOUNT DEADLINE:\* TUESDAY, AUGUST 30, 2022**

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

### **Labor Hours**

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

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

Sunday

Double Time (DT): Holidays

**Holidays:** NY Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve Day, Christmas.

### **Shepard Blue Supervised Labor**

	INSTALL LABOR**						
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***		
68066	ST	\$126.20	\$145.15	\$162.55			
68067	ОТ	\$189.30	\$217.70	\$243.80			
68068	DT	\$252.40	\$290.25	\$325.10			

	DISMANTLE LABOR**						
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***		
68070	ST	\$126.20	\$145.15	\$162.55			
68071	ОТ	\$189.30	\$217.70	\$243.80			
68072	DT	\$252.40	\$290.25	\$325.10			

<sup>\*\*</sup>Pricing includes Supervisory fee of 30% over standard labor.

TOTAL ESTIMATE	\$
TAX (All tax rates are subject to change)	8.25%
AMOUNT DUE	\$

### Step 1. Choose your service.

☐ Installation ☐ Dismantling ☐ Both Installation & Dismantling

### Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: \_\_\_\_\_\_

DISMANTLING NUMBER OF PEOPLE: \_\_\_\_\_

BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE: \_\_\_\_\_

### Step 3. How many hours?\*\*\*

\*\*\* Hours are based on estimates. You will be invoiced for actual time incurred. Minimum one hour per person ordered and half increments thereafter.

INSTALLATION HOURS: \_\_\_\_\_ DISMANTLING HOURS: \_\_\_\_

BOTH INSTALLATION & DISMANTLING HOURS: \_\_\_\_\_

### Step 4. When should the build be complete? If using Shepard Blue Labor for both install and dismantle, please

complete BOTH date and time fields.

INSTALLATION DATE:	INSTALLATION TIME:
DISMANTLING DATE:	DISMANTLING TIME:

DISMANTLING DATE: DISMANTLING TIME:
Step 5. Tell us about your exhibit. Section MUST be completed before Shepard can begin any work on your exhibit.
BOOTH SIZE:x
INBOUND FREIGHT: Advanced Warehouse Direct to Show Site
CARRIER NAME:
TRACKING OR PRO NUMBER:
ESTIMATED ARRIVAL DATE:
NUMBER OF PIECES: ESTIMATED WEIGHT:
SET UP INFORMATION
COMPANY CONTACT NAME:
EMAIL:
CELL PHONE NUMBER:
DRAWINGS/PHOTOS/INSTRUCTIONS  ☐ Attached ☐ Emailed to Shepard ☐ With the Exhibit ☐ In Crate #:
GRAPHICS  ☐ With Exhibit ☐ Shipped Separately
ELECTRICAL PLACEMENT (exhibitor is responsible to order)  ☐ Emailed to Shepard ☐ Drawing Attached ☐ Drawing with Exhibit ☐ Run Under Carpet
CARPET ☐ Ordered from Shepard ☐ Exhibitor Owned ☐ Carpet Padding
OTHER SERVICES ORDERED  ☐ Overhead Rigging ☐ Cleaning ☐ Audio Visual (AV)
Step 6. Tell us about outbound shipping.****  **** Allow time for empty return when scheduling your pick up.
NUMBER OF CRATES: NUMBER OF CARTONS:
NUMBER OF FIBER CASES: NUMBER OF PALLETS:
METHOD: Ground 2-Day Air Next Day Air Other
NAME OF CARRIER:
PHONE NUMBER:
DATE SCHEDULE TO PICKUP FREIGHT:
MUST ARRIVE AT DESTINATION BY:
IF YOUR CARRIER DOESN'T SHOW UP?  ☐ Re-route with Shepard Logistics Service ☐ Send to advanced warehouse for pickup (\$400 minimum charge)

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

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Email completed form to: orders@shepardes.com







### **EXHIBITOR SUPERVISED LABOR**

**Corrugated Week** 

T189380922

Henry B. Gonzalez Convention Center | San Antonio, TX September 20 - 21, 2022

### **ONLINE & DISCOUNT DEADLINE:\* TUESDAY, AUGUST 30, 2022**

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

### **Labor Hours**

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

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

Sunday

Double Time (DT): Holidays

**Holidays:** NY Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve Day, Christmas.

### **Exhibitor Supervised Labor**

	INSTALL LABOR**						
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***		
68060	ST	\$97.08	\$111.65	\$125.05			
68061	ОТ	\$145.62	\$167.45	\$187.55			
68062	DT	\$194.16	\$223.30	\$250.10			

	DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***	
68063	ST	\$97.08	\$111.65	\$125.05		
68064	ОТ	\$145.62	\$167.45	\$187.55		
68065	DT	\$194.16	\$223.30	\$250.10		

<sup>\*\*</sup> When ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.

TOTAL ESTIMATE	\$	
TAX (All tax rates are subject to change)	8.259	%
AMOUNT DUE	\$	_

Step 1. Choose your service.  ☐ Installation ☐ Dismantling ☐ Both Installation & Dismantling	
Step 2. How many people are needed?  INSTALLATION NUMBER OF PEOPLE:	
DISMANTLING NUMBER OF PEOPLE:	
BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE:	
Step 3. How many hours?***  *** Hours are based on estimates. You will be invoiced for actual time incurred. Minimum one hou person ordered and half increments thereafter.  INSTALLATION HOURS: DISMANTLING HOURS:	
BOTH INSTALLATION & DISMANTLING HOURS:	
Step 4. Where is the carpet coming from?  ☐ Ordered from Shepard ☐ Exhibitor Owned ☐ Carpet Padding	
Step 5. Provide a list of any tools or additional details that would be needed.  \[ \text{Ladders}  \text{Lifts}  \text{Special Tools:} \]	
ADDITIONAL DETAILS:	
Step 6. Tell us about the schedule? Requested times are not guaranteed and are based on availability.	

\_ END TIME: \_\_

\_\_\_\_\_ END TIME: \_\_\_\_

Step 7. Provide on-site contact information.

INSTALLATION REQUEST DATE: \_\_\_\_

DISMANTLE REQUEST DATE: \_\_\_\_

ON-SITE CONTACT NAME: \_\_\_

EMAIL ADDRESS: \_\_\_\_

ON-SITE CONTACT PHONE NUMBER: \_

START TIME: \_

signature and submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.						
COMPANY NAME:	BOOTH NUMBER:					
CONTACT NAME:	PHONE NUMBER:					



# TAPPI Corrugated Week 2022 September 20-21, 2022 HENRY B. GONZÁLEZ CONVENTION CENTER

### ORDER ELECTRICAL ONLINE!

Take advantage of discounted rates!

Order your electrical services online by

08 / 30 / 2022

ORDERING.EDLEN.COM

Quick, secure, and easy to use!

You may receive an email to finalize your order from ExhibitorServices-SanAntonio@edlen.com



**Edlen Electrical Exhibition Services** 

5811 La Colonia, San Antonio, TX 78218

210.662.9450 • sanantonio@edlen.com • www.edlen.com

### ORDER INSTRUCTIONS

E			Ē	N	
The	Pow	er	Peo	ple	

### **ELECTRICAL EXHIBITION SERVICES**

5811 La Colonia, San Antonio, Texas 78218 Phone: (210)662-9450 Fax: (210)662-9640 sanantonio@edlen.com

<b>EXHIBITOR:</b>		BTH#
EVENT:	TAPPI Corrugated Week 2022	
FACILITY:	Henry B. Gonzalez Convention (	Center
DATES:	September 20-21, 2022	EVENT #092003SA

Advance Payment Deadline Date: 08/30/22

### FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

### COMPLETE THE STEPS BELOW TO PLACE UTILITY ORDERS

### Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

### Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order
- C. Lighting Order

### **Step 3** Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

### Step 4 Complete Additional Labor Forms as Required

Forms include the following:

### A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. The form should be completed by <u>all island</u> booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.

### B. Plumbing Distribution

This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by <u>all island</u> booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

### **Step 5** Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

### **METHOD OF PAYMENT**



**ELECTRICAL EXHIBITION SERVICES** 

5811 La Colonia, San Antonio, Texas 78218 Phone: (210)662-9450 Fax: (210)662-9640 sanantonio@edlen.com

EXHIBITOR:		BTH#
EVENT:	TAPPI Corrugated Week 2022	
FACILITY:	Henry B. Gonzalez Convention C	Center

Advance Payment Deadline Date: 08/30/22

sanantonio@edlen.com	DATES:	Sep	tember 20-21, 2022		EVENT #092003SA			
FINANCIALLY RESPONSIBLE COMPA	ANY							
COMPANY NAME:				PHONE:				
ADDRESS:				FAX:				
CITY:		S	T:		ZIP:			
COUNTRY:		С	ELL #:					
EMAIL:								
METHOD OF PAYMENT								
All transactions require a credit card on file with proper authorization. In addition to checks, Edlen accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.								
ACH ELECTRONIC PAYMENT TRANS	FER		BANK WIRE TRANSF	ER INFO	RMATION *			
Wells Fargo ABA# 121000248 Acct: 41226360 3800 Howard Hughes Parkway, Las Vegas, NV 89 Phone: 800.289.3557  The financial institution MUST be based in the lateral transfer fee, you must notify the financial institution make an ACH electronic payment transfer.	1169 <b>US.</b> In order to avo	id	Bank transfer to Wells Fargo Wire Transfer: ABA#: 121000248 Acct: International Wire Transfer: Swift Code: WFBIUS6S Acct * \$50 processing fee MU	4122636046 : 41226360	payments. 046			
MANUAL ORDER PROCESSING FEE	*		CREDIT CARD					
Orders submitted for manual processing MUST include a \$25 processing fee. Submit orders online instead @ www.edlen.com			We will use this authorization account prior to event closing email address provided in the	g. A copy of	any remaining balances on your final charges will be sent to the nformation section.			
COMPANY CHECK  Make check payable to: Edlen Electrical. All foreig drawn on U.S. Banks only. Check must be receive deadline date and you must include a credit card a Reference the Event # listed above on your remittant	ed before the s a guarantee.		VISA MASTERCA	.RD	AMEX DISCOVER			
CHECK AND CREDIT CARD INFORMA	ATION							
COMPANY NAME:								
CHECK #:								
CREDIT CARD NUMBER:				EXP	DATE:			
CARD HOLDER SIGN:			PRINT NAME:					
EMAIL:			THIRD	PARTY F	PAYMENT? YES or NO			
CREDIT CARD ADDRESS INFORMATI	ON IF DIFFEI	REN'	T THAN INFORMATION	ON ABO	VE			
ADDRESS:	C	CITY:		ST:	ZIP:			
SERVICE TOTALS			AUTHORIZATION					
* MANUAL ORDER PROCESSING FEE	\$25.00							
* BANK WIRE TRANSFER PROCESSING FEE								
2. ELECTRICAL ORDER			AUTHORIZED SIGNATURE ABOVE					
3. ESTIMATED LABOR								
4. LIGHTING ORDER			DDINT NAME ASSOCIA		TODANIO BATE ABOVE			
5. PLUMBING ORDER			PRINT NAME ABOVE		TODAY'S DATE ABOVE			
TOTAL DUE				ned on all c	ccept all payment policies, completed service order forms n Regulation privacy policy.			



### **ELECTRICAL EXHIBITION SERVICES**

5811 La Colonia, San Antonio, Texas 78218 Phone: (210)662-9450 Fax: (210)662-9640 sanantonio@edlen.com

E	M Advance Payment Deadline Date: 08/30/22				
EXHIBITOR:		BTH#			
EVENT:	TAPPI Corrugated Week 2022				
FACILITY:	Henry B. Gonzalez Convention Center				
DATES:	September 20-21, 2022	EVENT	#0920	003SA	

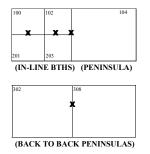
FOR YOUR CON	FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM						
ORDER INSTRUCTIONS	ELECTRICAL OUTLETS	Approximately	120V/208V A.C.	60 Cycle Pri	ces are for En	tire Event	
INLINE AND PENINSULA DELIVERY The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the	120 VOLT	<b>QTY</b> Show Hours Only	<b>QTY</b> 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST	
outlet(s) to be distributed to any other location(s), material and labor charges	500 WATTS (5 AMPS)			93.00	140.00		
apply. There is a minimum charge of (1)	1000 WATTS (10 AMPS)			165.00	248.00		
hour for installation and (1/2) hour for removal. Complete and return the	1500 WATTS (15 AMPS)		<del>-</del>	191.00	287.00		
Electrical Distribution Form along with a floor plan layout of your booth space	2000 WATTS (20 AMPS)			218.00	327.00		
indicating outlet location(s).	208 VOLT SINGLE PHASE				·		
ISLAND BOOTH DELIVERY ONE LOCATION	20 AMPS			416.00	624.00		
Island booths that only need power	30 AMPS			494.00	740.00		
delivered to one location incur (1) hour labor charge for installation & removal.	60 AMPS			649.00	973.00		
Return a floor plan layout of your booth space indicating the outlet location with	208 VOLT THREE PHASE				·		
measurements and orientation.	20 AMPS			552.00	888.00		
ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS	30 AMPS			660.00	1054.00		
Island booths that require power to be delivered to multiple locations within their	60 AMPS			865.00	1394.00		
booth space incur a minimum (1) hour labor	100 AMPS			1139.00	1709.00		
charge for installation. The removal of this work will be charged a minimum (1/2) hour	200 AMPS			1282.00	1923.00		
or (1/2) the total time of installation. Material charges will apply. Return a floor	400 AMPS			2024.00	3036.00		
plan layout of your booth space indicating a main distribution point and all outlet	TRANSFORMER(S) Boost 2	208 Volt to 230 \	Volt		·		
locations with measurements and orientation. If a main distribution point is	Transformer (20 amp minimu	um charge)	Total Amp	s:	_ x 5.00 =		
not provided, Edlen will deliver to the most convenient location.	Please call for infor	mation on any	services you	require that a	re not listed	here.	
	480V CONNECTIONS App	proximately 48	80V A.C. 60 Cy	cle Prices	are for Entire	Event	
208/480V POWER DELIVERY AND CONNECTIONS	480 VOLT THREE PHASE						
Edlen electricians must make all high voltage connections and disconnections on	20 AMPS			1006.00	1509.00		
a time and material basis. Complete the Electrical Booth Work Form to schedule	30 AMPS		<del>-</del>	1202.00	1803.00		
your estimated connection time and labor. Return form with your order.	60 AMPS		<del>-</del>	1574.00	2361.00		
,	100 AMPS		<del>-</del>	2070.00	3105.00		
24 HOUR SERVICES Electricity will be turned on within 30			<del>-</del>		- -		
minutes of show opening and off within 30 minutes of show closing, show days only. If	120V RENTAL MATERIAL	_ (Must Pick u	p Items at Ons	ite Exhibitor	Service Cent	er)	
you require power at any other time order 24 hour power at double the outlet rate.	15' EXTENSION CORD				30.00		
CANCELLATIONS	POWER STRIP		<del>-</del>		30.00		
Credits will not be issued for services delivered and not used. See #16, 22 & 23 on our Terms & Conditions for additional details.	TRANSFER TOTAL TO B PAYMENT FORM	OX #2 ON ME	THOD OF	тот	AL		
TERMS & CONDITIONS	PRINT NAME:						
I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.	EMAIL:		F	PHONE:			

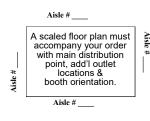
### **TERMS & CONDITIONS**

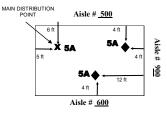
- 1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
- 2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
- 3. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email of any such corrections.
- 4. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
- 5. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
- 6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
- 7. Island Booths Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location
- 8. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
- 9. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
- 10. Edlen Supervision—A supervisory charge of 10% of the prevailing labor rate will apply to all labor that exceeds one hour.
- 11. For a dedicated outlet, order a 20 amp outlet.
- 12. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
- 13. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
- 14. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
- 15. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
- 16. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be not issued for unused items.
- 17. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
- 18. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
- All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
- 20. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
- 21. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
- 22. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
- 23. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
- 24. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
- 25. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
- 26. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
- 27. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
- 28. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <a href="https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf">https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf</a>

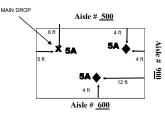
### COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.









ISLAND BOOTHS EXAMPLE-FLOOR POWER

**EXAMPLE-CEILING POWER** 

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE ELECTRICAL ORDER FORM

### **ELECTRICAL LABOR INSTRUCTIONS**

Е	DL	EN
The	Power	People

### **ELECTRICAL EXHIBITION SERVICES**

5811 La Colonia, San Antonio, Texas 78218 Phone: (210)662-9450 Fax: (210)662-9640 sanantonio@edlen.com

EXHIBITOR:		BTH#			
EVENT:	APPI Corrugated Week 2022				
FACILITY:	Henry B. Gonzalez Convention Center				
DATES:	September 20-21, 2022	EVENT #092003SA			

Advance Payment Deadline Date: 08/30/22

### LABOR ORDERING INSTRUCTIONS

### Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

### **Step 2** Complete the Appropriate Form

There is a different form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

### A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for <u>all island</u> booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

### Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

### **ELECTRICAL JURISDICTION**

### **WORK REQUIRING EDLEN ELECTRICIANS**

- 1. Delivery of main power line to Island Booths only
- 2. Electrical distribution under carpet or overhead
- 3. Connection of all high voltage services
- 4. Hardwiring of any electrical apparatus

- 5. Installation of lighting hung from ceiling
- 6. Assembly & installation of lighting hung from truss
- 7. Motor, truss, rigging installation and cabling

### **POWER DELIVERY**

**Power is typically delivered from the floor** in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

### **ELECTRICAL DISTRIBUTION**

EDLEN
The Power People

**ELECTRICAL EXHIBITION SERVICES** 

5811 La Colonia, San Antonio, Texas 78218 Phone: (210)662-9450 Fax: (210)662-9640 sanantonio@edlen.com

EXHIBITOR:		BTH#			
EVENT:	TAPPI Corrugated Week 2022				
FACILITY:	Henry B. Gonzalez Convention Center				
DATES:	September 20-21, 2022	EVENT #092003SA			

Advance Payment Deadline Date: 08/30/22

### **ELECTRICAL DISTRIBUTION UNDER CARPET**

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:

PRINT NAME:

2. What date will you begin building your booth?

- A. The electrical layout must indicate each power outlet and its location with exact measurements.
- B. The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
- C. Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
- D. If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.

	A.	Date: Time	e:	····	
3.	Will	you be utilizing any specialty floor coveri	ng other than car	pet, such as vinyl or wo	od?
	A.	Describe flooring:			
	B.	Estimated date and time flooring installa	ıtion will begin. [	Date:	Time:
1.	Sho	w site supervisor:			
	Nan	ne		Cell #	
	Ema			0	
5.	The	exhibitor acknowledges there is a minim	um 1 hour labor c	charge for the distributio	n of services and 1/2 hour for the

- removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.
- **6.** In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE			
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	ST	<b>RATE</b> \$110.00	TOTAL
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	LIFT RENT	OT -	\$220.00	
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	HOURS		<b>RATE</b> \$250.00	TOTAL
TRANSFER E	STIMATED TOTAL TO BOX #3 ON METHOD FORM	ES	STIMA	TED TOTAL	
AUTHORIZA	UTHORIZATION				

DATE:

### **ELECTRICAL BOOTH WORK**

E	DL	EN
The	Power	People

### **ELECTRICAL EXHIBITION SERVICES**

5811 La Colonia, San Antonio, Texas 78218 Phone: (210)662-9450 Fax: (210)662-9640 sanantonio@edlen.com

EXHIBITOR:		BTH#					
EVENT:	TAPPI Corrugated Week 2022						
FACILITY:	Henry B. Gonzalez Convention Center						
DATES:	September 20-21, 2022	EVENT #092003SA					

Advance Payment Deadline Date: 08/30/22

Total

### **BOOTH LABOR REQUIREMENTS**

Straight Time

**Overtime** 

Holidays.

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1/2 hour labor charge per electrician applies.

 Date
 \_\_\_\_\_\_ Hrs. Each

Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Connection of	High Voltage Service	<b>es</b> (208V - 480V)							
Day	Date	Time	# Elec	Hrs.	Each	Total			
Day	Booth Lighting  Date  LIGHTING / LIG	Time	# Elec	Hrs.	Each	_Total			
	stallation of Lighting			mplete Lighting	Order Form)				
Assembly & III	staliation of Lighting	Hung hom Cennig	or in Booth (Co	implete Lighting	Order Form)				
LIFT RENTA	<b>NL</b>								
In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.									
LABOR RAT	TES AND HOURS		ВС	OTH LABO	R ESTIMAT	Ē			
Labor Minimums	hour for removal. For	1 hour for installation or installation labor gre 1/2 the total installatio	eater than	AN HRS	<b>RATE</b> \$110.00	TOTAL			

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM	ESTIMATED TOTAL
AUTHORIZATION	
PRINT NAME:	DATE:

Monday - Friday, 8:00 AM - 4:30 PM, except

Monday - Friday 4:30 PM - 8:00 AM, all day

Saturday, Sunday & Holidays.

**TOTAL** 

OT

LIFT RENTAL

**HOURS** 

\$220.00

**RATE** 

\$250.00



### **ELECTRICAL EXHIBITION SERVICES**

5811 La Colonia, San Antonio, Texas 78218 Phone: (210)662-9450 Fax: (210)662-9640 sanantonio@edlen.com

EXHIBITOR:		BTH#					
EVENT:	TAPPI Corrugated Week 2022						
FACILITY:	Henry B. Gonzalez Convention Center						
DATES:	September 20-21, 2022	EVENT	#092003SA				

Advance Payment Deadline Date: 08/30/22

Go to the exhibitors tab at <a href="https://www.edlen.com">www.edlen.com</a> for an exact grid to match your booth space.

### POWER ORIGINATES FROM THE FLOOR IN THIS VENUE

Power is delivered from a floor port to a "main distribution point" in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if power is needed at any other location than the rear of the booth. (See T&C page 4 for examples):

INDICATE BOOTH TYPE	INDICATE SCALE & TOTAL SQ FT	OUTLET LEGEND
Island	Example: 1 Square = 1 Foot	X = Main Distribution Point ▲ = 5amp/500 watt
Inline	Square = Ft	◆ = 10amp/1000 watt ★ = 15amp/1500 watt
Peninsula	Total Square Footage =	● = 20amp/2000 watt

Adjacent Booth or Aisle # \_\_\_\_\_

Adjacent Booth or Aisle #

Adjacent Booth or Aisle #

GRID\_F.V1.SA.08.17\_PG 7

**Adjacent Booth or Aisle** 



### Corrugated Week 2022 **Exhibitor Audio Visual Equipment Order Form** Henry B.Gonzalez Convention Center, San Antonio, TX Pricing for 2 Day Rental Period

Corrugated Week 2022

exhibits@asavonline.com

DELIVERY/SET UP DATE & TIMES	CREDIT CARD INFORMATION (VISA, MASTERCARD OR AMEX)				
Mon. 9/19, 9AM-5PM	COMPANY NAME				
EXHIBIT/RENTAL PERIOD	NAME ON CARD				
Tues. 9/20, 12PM-5PM & Wed. 9/21, 12PM-4PM	CREDIT CARD NUMBER				
PICK UP DATE & TIMES	EXPIRATION (MMYY)	SECURITY CODE			
Wed. 9/21, 4PM-6PM	STREET ADDRESS				
ADDITIONAL SERVICES: This order form list some of the more popular AV equipment ordered by exhibitors. We have a fully	BILLING ZIP CODE	BOOTH NUMBER			
stocked warehouse containing audio, video, display & computer products. If you don't see what you need here, call us at (866)	CONTACT PHONE NO.				
3-	-DAY EQUIPMENT RENTAL PR	RICING			

	AUGUST 29, 2	>										
SHOW ( BY	AUGUST 29, 2	3-DAY EQUIPMENT RENTAL PRICING  INCENTIVE RATES ON ORDERS SIGNED <u>21 DAYS PRIOR</u> TO SHOW ( BY AUGUST 29, 2022)										
MONITORS - ALL MONITORS CAPABLE OF PLAYING MOST VIDEO FORMATS FROM USB 2-DAY 2-DAY												
QTY	RATE	RATE	TOTALS									
	\$ 375.00	\$ 475.00										
	\$ 575.00	\$ 675.00										
	\$ 675.00	\$ 775.00										
	\$ 875.00	\$ 975.00										
	\$ 1,075.00	\$ 1,175.00										
L. Carlotte												
	\$ 315.00	\$ 375.00										
	\$ 215.00	\$ 275.00										
	\$ 600.00	\$ 650.00										
	\$ 850.00	\$ 900.00										
Equipment Total 1.												
Del/Set Up/Pick Up- REQUIRED (Multiply Box 1 X 23%) 2.												
otal Amou	ınt Due (Add	Boxes 1 + 2) 3.										
	REQUIR	INCENTIVE   RATE   \$ 375.00   \$ 575.00   \$ 675.00   \$ 875.00   \$ 1,075.00   \$ 215.00   \$ 600.00   \$ 850.00   \$ Equi	INCENTIVE   REGULAR   RATE   RATE     RATE     RATE     RATE     RATE     RATE     RATE   R									

All Payment (Equipment + Labor) is Due at the Time Services are Ordered Via VISA, MasterCard or AMEX Don't See What You Need? Call (866) 547-0056 for Assistance! Thank You! We Appreciate Your Business!



### Order online at: www.prereg.net/qconnect

6840 Meadowridge Court Alpharetta, GA 30005

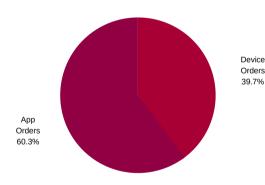
Phone: 678.341.3000 Fax: 678.341.3099





### **Real-Time Reporting**

No waiting necessary! qConnection will automatically update as long as the device Is connected to WiFi. Users have the ability to download leads from the qConnection website Instantaneously and follow-up while still working the conference.



2018 Lead Retrieval Orders



### Customizable

qConnection is a user-friendly, Innovative lead retrieval solution molded by over forty years of Industry experience. The app may operate on personal smartphones or tablets placing authority over the leads right at your fingertips.



### **Easy To Use**

The qConnection app Is completely customizable. Users have the ability to develop custom qualifiers, add special notes for each lead and/or tailor survey questions within the app to better suit any sales need.

We look forward to seeing You at the Corrugated Week 2022 September 19 -21, 2022 - San Antonio, Texas



### Apple® Device Rental:

Package Includes: Ipad mini rental with qConnect app pre-loaded on the device, event set-up through unique access codes, and qConnect lead management web portal access. \*Attendees can opt out of supplying their email in the bar code, but Exhibitors can still ask an attendee for their email when scanning\*

\$325/Device on or before 8/19/2022 \$375/Device after 8/19/2022

### qConnect App:

Package Includes: qConnect app downloaded from google play or apple store, event set-up through unique access codes, and qConnect lead management web portal access. \*Attendees can opt out of supplying their email in the bar code, but Exhibitors can still ask an attendee for their email when scanning\*

\$300/License on or before 8/19/2022 \$350/License after 8/19/2022







### Lead Retrieval Services Order Form

C Featuring qConnection

	Со	ntact Informatio	n		
Company Address Phone	Fax	Booth #	Contact State Email	Zip	
QTY	Item Descriptio	n	On or before 8/19/2022	After 8/19/2022	Subtotal
	qConnection App: Exhibitors use own iPhone 7.1,7.1.1) or Android TM phone or te Package Includes: qConnection lead retrieval app down play, event set-up through unique access code, and qCo access. *must purchase one licer	ablet (version 4.4) lloaded from apple app store or google onnection show management website	\$300	\$350	
	Apple® device Ren  Package Includes: Apple® device rental with a  pre-loaded on the device, event set-up throu  qConnection show management	\$325	\$375		
	<b>Developer's Ki Package Includes:</b> Detailed badge specifica customize their own device(s) and scan attend bar code informat	\$400	\$500		
► Email	<b>qConnection Show Management Website</b> ualifiers prior to scanning leads to anyone load all leads, from all devices	d search leads	Gra	nd Total	
We Make 6840 Advance or	Options: Check Credit Card e accept: Visa, Master card and AMEX e Checks payable to: Eleventh & Gather Meadowridge Ct   Alpharetta, GA   30005 ders must be accompanied by full paym th & Gather Fed Employ. ID # 20-0499150	Card No Expiration Name onent. Billing A	complete Cardholder credit umber: on Date: on Card:	card:	
All orders must be purchase onsite. If prior to event to re Eleventh & Gathe close of the event	placed at least 10 days prior to event to ensure avaing orders are not placed in advance, there is no guaraisective a full refund. Any request after will not be reformed and the reformed as the refundable or a \$100 late fee will be applied. A Non-Refundable required for gConnection attendance updates. Elever	ailability. Any order received les antee one will be available. <u>All (</u> <u>funded.</u> Rentals must be picked structions. All equipment must le e charge of \$1200 will be applie	Cancellations must be received up at the lead retrieval desponding the returned to the lead retrieved for devices not returned	ved in writing no late sk prior to the start of ieval desk within 45 to Eleventh & Gathe	er than five (5) days of the event from a minutes after the er at close of show

### SUBMIT ORDER TO:

It is the exhibitors responsibility to provide themselves with a data connection, whether it be inside or outside the convention building. A Eleventh & Gather manager will upload leads to the qConnection website when units are returned or this can be done daily at the lead retrieval desk. Exhibitor understands that they are purchasing a license to rent the equipment only and no equity or ownership is imparted by this rental agreement.

Agree To Terms and Cancellation Policy: X\_\_

**FAX:** 678-341-3099 **EMAIL:** info@prereg.net **PHONE:** 678-341-3000

**ORDER ONLINE:** www.prereg.net/qconnect



(770) 507-6777 FAX (770) 474-4676 plant@tlc-florist.com www.tlc-florist.com



				convention • plant • ser
			Representative:	
Booth Number:		Credit C	Card #:	
Billing Address:		Expirati	ion Date:	CVV#
City :	State:	Zip:Name o	f Credit Card Holder as show	n on card
Show Decorator:				
Phone:	extFax:	Authorize	ed Signature:	
lease return complete	ed form with payment to	: order@tlc-florist.com or m	ail to: P.O. Box 538, Rex, GA	30273 (770) 507-6777 <b>(770) 474-4676</b>
D		Order Cost Summary		Sub Total
and pick up. ALL ORDER	S MUST BE PAID – IN – FUL	g, professional maintenance, installat L PRIOR TO SHOW CLOSING.	lion	Sub Total
		v. All rental items remain property of	f	Del Fee \$50
There is a restocking fee	e for orders cancelled less th	an 2 weeks en may be subject to a delivery fee	g.	Total
	FROM SIMP	LE AND ELEGANT TO WIL	D AND COLORFUL!	
	LET A TLC DESIGN	NER CREATE THE PERFE	CT LOOK JUST FOR YOU!	1
If you v	would like to specify co	lor, size, type flowers, please	e do so below— <i>prices</i> <u>start</u> a	at \$75.00.
	Qty Qty	tropical flowers—Price \$ _ Spring flowers—Price \$ _	each each	
Color _			Height	
				-1842
			ictures. For free design assist- florist.com with any question	
	•		• •	
**	Special services are a	vailable for Hospitality Sui	ites and VIP room deliverie	<u>s**</u>
COLORI	FUL POTS OF VIBRAN	T FLOWERS!		
	an an	<b>***</b>		GREEN PLANTS
			1 (	Pothos—12"H x 12"W
			Ferns—24"H x 24"	W \$50.00 each Qty
			\$50.00 each Qty	
			1 1	Ivy—10"H x 10"W
			11	\$50.00 each Qty
Seasonal 12"-18"H	Azaleas—12"H	Bromeliads—12"-18"H	11	
\$40.00 each	\$50.00 each	\$50.00 each	3' to 4' @ \$75.00	each Qty
Qty	Qty	Qty	5' to 6' @ \$95.00	each Qty
	White	Purple	1 1	
White	Pink	Red		7' - please call 770-507-6777 or
Yellow	Red	Yellow	email plant@tic-f	lorist.com for pricing and
Lavender		Orange		

Orange \_\_\_

Pink \_\_\_

#### \*INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN



# **INTERNET SERVICE CONTRACT** HENRY B. GONZALEZ CONVENTION CENTER



Exhibitor Company Name:		Booth/Room#:	Show Name: Corrugated Week 2022					
Billing Company Name:	l		Show Start Date	e:	Show	End Date:		
			September 20, 2022 September 2					
Billing Company Address:			INCENTIVE ORDER DEADLINE:					
	Sept	ember 2, 202	22					
City, State, Zip:			On-site Authorized Contact: Onsite Cell Number:					
Contact Name:	Phone Number:		Contact Email:		Cell N	lumber:	C	
BASIC INTERNET, NOT FOR STE	REAMING		QTY	INCENTIVE*	BASE	ON-SITE	TOTAL	
Includes: 1 Private IP Address, Routers PR	OHIBITED and will n	ot work						
1.5 Mbps Burstable To 3 Mbps (E	OHCP), Intended for Li	ght Internet Usage		\$895	\$1,140	\$1,368		
Additional Device(s), Per Device l	·			\$185	\$220	\$255		
DEDICATED INTERNET, FOR ST	REAMING, GAN	MING & WEBC	AST QTY	INCENTIVE*	BASE	ON-SITE	TOTAL	
Includes: 5 Public IP Addresses, Routers S	SUPPORTED							
Dedicated 3 Mbps				\$3,495	\$4,370	\$5,244		
Dedicated 6 Mbps				\$5,900	\$7,375	\$8,850		
Dedicated 10 Mbps		\$7,850	\$9,810	\$11, <i>77</i> 2				
Dedicated 15 Mbps		\$11,700	\$14,630	\$17,556				
Dedicated 20 Mbps				\$15,500	\$19,380	\$23,256		
Upgrade to 29 Public Static IP Add	resses			\$995	\$1,194	\$1,433		
Higher Bandwidth Services Avai	lable for UHD Strean	ning						
INTERNET EQUIPMENT & LAB	OR		QTY	INCENTIVE*	BASE	ON-SITE	TOTAL	
Switch Rental – up to 24 ports				\$185	\$225	\$270		
Patch Cable (up to 100') – Cat5e				\$50	\$62	\$74		
Labor / floor work – four lines per	hour			\$125	\$125	\$125		
Distance Fee for each Internet line o	delivered outside the f	acility		\$500	\$500	\$500		
WIRELESS INTERNET, Full prod	ducts catalog avail	lable online						
SPECIAL QUOTE, Attachment A c	or Statement of Work	k (if applicable)						
I hereby acknowledge the above liste								
site changes to my order. I also ackn credit card on file being charged. Up	- , -	,			ESTIMATED 1	0% TAX/FEES		
authorizes Smart City Networks to prequest such services and acknowledge	s authorized to			GRAND TOTAL				
Conditions.	NCE OF TERMS	· ·		LITHOPIZATI	ON OF O	PDER		
		AND CONDI		-	214 31 31	\	Date:	
Printed Name: Signature:					,	Dule.		
(X)		(X)				/_	/	

#### PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

When your order is processed, you will receive an email with a link to Smart City Networks payment portal where you can pay via credit card.

Make checks payable to Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110

SMART CITY NETWORKS Las Vegas, NV 89118



ORDER NOW

#### \*INCENTIVE RATE APPLIES TO ORDERS RECEIVED WITH PAYMENT 14 DAYS PRIOR TO 1ST DAY OF SHOW MOVE-IN



# **TELEPHONE SERVICE CONTRACT** HENRY B. GONZALEZ CONVENTION CENTER



Exhibitor Company Name:	Во	oth/Room#:	Show Name: Corrugated Week 2022						
Billing Company Name:			Show Start				End Date:		
5 p - 7				nber 20, 2022		September 21, 2022			
Billing Company Address:		September 20, 2022 September 21, 202 INCENTIVE ORDER DEADLINE:							
0 1 /				tember 2, 20	22				
City, State, Zip:	Co	ountry:	On-site Au			_	e Cell Number:		
Contact Name:	Phone Number:		Contact En	nail:		Cell N	Number:		
VOICE SERVICES, PBX Serv	ice – Domestic Long	Distance Incl	uded	QTY	INCENTIVE*	BASE	ON-SITE	TOTAL	
Single Line  Instrument  I	Distance		\$275	\$345	\$414				
Multi Line Phone with (1) main i	number and (1) rolld	over line			\$415	\$520	\$624		
Speaker Phone Line with Polyco	om Instrument				\$465	\$575	\$690		
Distance Fee for each Telephon	ty		\$100	\$100	\$100				
SPECIAL QUOTE, Attachmen	nt A or Statement of	Work (if app	olicable)						
I hereby acknowledge the above listed on-site authorized contact is permitted to make on-site changes to my order. I also acknowledge any change to my order									
could result in the credit card document the Customer hereby au	on file being charg thorizes Smart City N	jed. Upon e etworks to pro	xecution of ovide service	of this ESTIMATED 10% TAX/FEES					
requested herein, is authorized to request such services and acknowledges full and complete understanding of the <u>Terms and Conditions</u> .									
АССЕРТА	NCE OF TERMS AN	ND CONDII	TIONS AN	ID AU	THORIZATION	OF O	RDER		
Printed Name:			Siç	gnature:				Pate:	
(X) (X) (X)						/			

#### PAYMENT IN FULL IS REQUIRED PRIOR TO THE EVENT

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Make checks payable to Send completed form(s) with payment to: 5795 W. Badura Avenue, Suite 110

**SMART CITY NETWORKS** Las Vegas, NV 89118





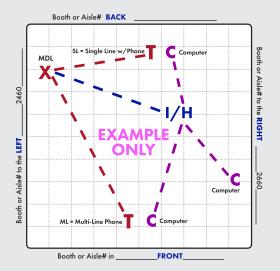
## "COMMUNICATIONS" FLOOR PLAN WORKSHEET

Company Name:

Show: Corrugated Week 2022

Center: Henry B. Gonzalez Convention Center

Customer / Ref #: 2022-017-574



# SPECIFY YOUR DESIRED LOCATION OF SERVICES

### X = MAIN DISTRIBUTION LOCATION (MDL)

The originating line(s) for service, whether overhead, a floor pocket or a column, will be delivered to a "MDL" before booth distribution. Example: Storage area, back of booth, etc. Unless specified, the default for the "MDL" will be the back of the booth or where Smart City's deems the most convenient. All distribution of services to their final destination within the booth will originate from the Main Distribution Location "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and/or installed.

T = TELEPHONE/FAX...

= INTERNET SERVICE

H = HUBS

PC = PATCH CABLES

**C** = COMPUTERS

Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Voice and Data communications cabling. Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within Subooths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

# IMPORTANT!! Prior to installation of service, a complete floor plan is required.

Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it must include all the finformation listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Booth or Aisle# in FRONT\_\_\_\_\_

**Booth Orientation:** For Smart City to accurately install services "A minimum" of one surrounding Booth or Aisle # is required, two or more would be more helpful.

BOOTH SIZE \_\_\_\_ft x \_\_\_\_ft

**SCALE:** 1 BOX IS = TO \_\_\_\_\_ft

**BOOTH TYPE** Island Inline



You may reach us with questions at:

Call (888) 446-6911 • Email: <u>customerservice@smartcitynetworks.com</u> Order online at: https://orders.smartcitynetworks.com

**City**<sub>®</sub> Or fax order to (702) 943-6001

WIRELESS PER	FORMANCE AGREEN	MENT
Company Name:	Show: Corrugated Week 2022	Booth/Room #:
Center: Henry B. Gonzalez Convention Center	Customer / Ref #: 2022-017-574	

#### **OVERVIEW**

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a comprehensive wireless 802.11 network. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time dependent upon the type of service purchased. Router, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to achieve your company objectives. Please contact us at (888) 446-6911 to discuss your network design.

#### **CUSTOM WIRELESS NETWORKS**

If you require wireless 5 GHz access for application demonstrations, Smart City is able to build a custom 5 GHz wireless network in your booth. Please call Smart City at (888) 446-6911 for a custom wireless quote.

#### **INTERNAL NETWORKS**

Smart City is the exclusive provider of all voice, wired and wireless data services. Wireless Devices not authorized by Smart City are strictly prohibited. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a Wireless Engineering Management Fee). Please provide Smart City with the make and model of your wireless router for network approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Wireless devices need to be programmed on-site following Smart City guidelines.

#### CUSTOMER ACCEPTANCE

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City does NOT recommend wireless service for mission critical services such as presentations or product demonstrations that can accept a wired connection. Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. No service refunds will be given.

#### ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of the completed Smart City Contract, Smart City Services will be activated / available for your use.

Printed Name:	Signature:	Date:
Title:	Fmail:	Phone #:



EVENTS THAT TRANSFORM						NAME: Art Parras EMAIL: Art.Parras@EncoreGlobal.com				
NAME OF CONFERENCE						START DATE		END DATI	E	# OF EVENT DAYS
										OTH MANAG (ANIMADED
COMPANY NAME				ON-SITE CONTACT NAME & NUMBER ROOM/ BOOTH NAME/NUMBI						OTH NAME/NUMBER
BILLING ADDRES	 S	CITY & STATE						ZIP CODE		
DELIVERY DATE		DELIVERY TI	IME			PICKUP DATE			PIC	CKUP TIME
ORDERD BY					EMAIL			PHONE		
<b>On</b> ce	your form is s Labor	Email compleubmitted an I	eted form to Encore rep	o the Encore presentativ	days before show Representative live will contact you and all necessa	opening. isted above. ou for an official ord ary services will be	der review a applied.	nd signatu	re.	
PROJECTION	QUA	ANTITY		DAILY	ADVANCED R	ATE		DAILY	REGUL	AR RATE
LCD PROJECTOR (2000-4000 LUMENS)					\$425.00				\$450.	00
PROJECTOR SUPPORT PACKAGE					\$170.00				\$200.	00
MONITOR	QUA	ANTITY		DAILY	ADVANCED R	ATE	DAILY REGULAR RATE		.AR RATE	
24" MONITOR TABLE TOP			\$260.00			\$285.00		00		
43" MONITOR		\$510.00			\$550.00					
46" MONITOR			\$610.00		\$650.00			00		
55" MONITOR PACKAGE					\$790.00 \$850.00			00		
AUDIO	QUA	ANTITY		DAILY	ADVANCED R	ATE		DAILY	REGUL	.AR RATE
POWERED SPEAKER PACKAGE					\$273.00	\$300.00			00	
COMPUTER AUDIO INTERFACE				\$65.00			\$85.00			

POWERED SPEAKER PACKAGE		\$273.00	\$300.00
COMPUTER AUDIO INTERFACE		\$65.00	\$85.00
COMPUTER	QUANTITY	DAILY ADVANCED RATE	DAILY REGULAR RATE
WINDOWS LAPTOP		\$225.00	\$250.00

MAC LAPTOP		\$225.00	\$250.00
LIGHTING	QUANTITY	DAILY ADVANCED RATE	DAILY REGULAR RATE
LEKO LIGHT		\$55.00	\$75.00
PAR LIGHT		\$50.00	\$75.00
LED LIGHT		\$80.00	\$100.00

RIGGING

ALL RIGGING INQUIRIES WILL REQUIRE A RIGGING ADVANCE TO BE FILLED OUT. LINK IS <a href="https://www.encoreglobal.com/rigging-portal/">https://www.encoreglobal.com/rigging-portal/</a>



# **EXHIBITOR PACK**

HENRY B. GONZÁLEZ CONVENTION CENTER SAN ANTONIO, TEXAS



### Welcome

On behalf of The RK Culinary Group, we welcome you to the dynamic Henry B. González Convention Center and the amazing city of San Antonio. Prepare to discover an incredible diversity of contemporary attractions, historic landmarks and virtually non-stop entertainment—all matched by our equally amazing options for award-winning cuisine!

The RK Culinary Group, the largest privately held culinary group in San Antonio, represents the talents of our city's finest catering professionals with over 70 years of renowned experience.

Our dedication to the most inspired selections, locally sourced whenever possible for authentic preparation and freshest flavor, matched by the highest standards of service make every event a success from start to finish.

Whatever your taste, event theme, or dietary requests, we have the perfect menu and ideal solutions to fit the occasion for any number of

guests. Quality preparation, exacting attention to every detail and presentation, and sensational cuisine has raised the bar for event dining that surpasses all others.

The distinguished professionals who comprise The RK Culinary Group understand what it takes to make great food—so please explore our extensive menu opportunities and let us know if you have any special needs or event considerations that require customized meal selections.

Our entire team is here to help and ensure your visit to the Henry B. González Convention Center is bold, bright, and the most beautiful experience on every level. We look forward to serving you soon!

# POLICIES AND PROCEDURES

# THE RK CULINARY GROUP (RKIII), LLC EXHIBITOR FOOD SERVICE

Please advise if a table is needed for service as well as the show colors so we can dress the table properly.

All prices quoted are subject to a 22% service charge and applicable sales tax.

Orders must be received and either paid in full or secured with a credit card two weeks prior to the start of the show, as a 10% or \$50 late fee (whichever is greater) will be applied.

Your credit card will be charged 72 hours prior to the start of your service for the total estimated amount plus a \$200.00 deposit.

All additional charges will be charged to the credit card on file.

A final invoice and receipt will be sent at the conclusion of the show.

We accept: Visa, Master Card, American Express or check made payable to: The RK Culinary Group, LLC

A Copy of the credit card and driver's license must accompany the Credit Card Authorization Form.

Please note when requesting specialty items, The RK Culinary Group will order and bill exhibitor for the exact amount requested.

All electrical needs must be arranged through the show's electrician.

# HENRY B. GONZÁLEZ CONVENTION CENTER EXHIBITOR SAMPLE & FOOD PROMOTION GUIDELINES

Exhibitors are permitted to use their own serving vessels (buckets, cups, bags) displaying their logo.

In the event that The RK Culinary Group cannot provide a specific product, the exhibitor must first obtain verification from the Catering Sales Staff. Once confirmed the Event Services Manager of the Henry B. González Convention Center must grant permission to bring in the specific product.

Distribution of individual pieces of hard candy or chocolate mints from any source is permitted.

Exhibitors may provide 2 ounce, or less, food product samples of their individual brand name products.

Exhibitors may provide 4 ounce, or less, non-alcoholic beverage samples of their individual brand name products.

Exhibitors may provide full-size food or non alcoholic beverage samples of their individual brand name products. Corking fees will apply.

Any exhibitor wanting to distribute alcoholic beverages must first receive permission from the show's management at least one week prior to the event. The Off Duty Police Office must be notified. It is up to their discretion whether or not an officer will need to be present. All product must be provided through the RK Culinary Group.

Requests for permission to serve food and/ or beverage samples outside of these parameters must be submitted in writing to the Event Service Manager. The written request must come from the customer (licensee), and must contain the name of the exhibitor(s) or sponsor(s), date, time, location, the product(s) to be served, and reason why.

### **FEES**

#### **BOOTH DELIVERY**

\$25 | DELIVERY

#### **RECEIVING & STORAGE FEE**

\$250 | DAY

#### **CHINA FLATWARE**

\$2.50 | PERSON

#### **ICE**

\$15 | 10 LBS

#### ATTENDANT & BARTENDER FEE

Five consecutive hour minimum

TABC CERTIFIED BARTENDER IS REQUIRED WHEN PURCHASING ALCOHOL BEVERAGES \$30 | HOUR

### **BEVERAGES**

#### **COFFEE**

Regular and Decaffeinated

\$70 | GALLON

#### **ASSORTED HOT HERBAL TEA**

\$70 | GALLON

#### **ICED TEA**

\$50 | GALLON

#### **HOT COCOA**

\$60 | GALLON

#### **SODAS**

\$4 | CAN

#### **LEMONADE**

\$50 | GALLON

#### **AGUA FRESCAS**

\$50 | GALLON

#### FRUIT INFUSED WATER

Prickly Pear-Hibiscus Watermelon-Mint Pineapple-Strawberry

\$50 | GALLON

#### **BOTTLED WATER**

\$4 | BOTTLE

#### **FIJI WATER**

\$7 | BOTTLE

#### **SELF SERVEWATER UNIT**

\$85 | DAY

Spring Water \$32 | 5 GAL BOTTLE

ALL BEVERAGE SERVICES INCLUDE 8 OZ. CUPS AND COCKTAIL NAPKINS.

ONE GALLON EQUALS APPROXIMATELY 18-20 SERVINGS

### MACHINE RENTAL

NOTE: ELECTRICITY REQUIREMENTS WILL NEED TO BE MADE FOR ALL MACHINES THROUGH THE SHOW'S ELECTRICIAN.



#### STARBUCKS COFFEE & HOT TEA SET-UP

Service includes Tazo tea bags, sleeves, cups, sugar, creamers, stirs

BOOTH FLOOR SPACE REQUIREMENTS: 4'10" L x 2'5" W X 2'10" H
POWER REQUIREMENTS: NO POWER IS NEEDED
\$250 | SET UP FEE

Syrups

Optional, additional cost

CUP SIZE: 12 OZ STARBUCKS CUPS WITH LID & SLEEVES

\$95 | GALLON

#### MARGARITA MACHINE

Service includes 8 oz. disposable cups, cocktail napkins, margarita salt, stirrers, and fresh cut lime.

MACHINE HOLDS UP TO TWO (2) FLAVORS BOOTH FLOOR SPACE REQUIREMENTS: 36" L x 21" W POWER REQUIREMENTS: 120 VOLTS \$500 | DAY

Margarita Mix Flavors
Classic Margarita, Strawberry, Mango, and Watermelon
MINIMUM OF 3 GALLONS PER ORDER
\$125 | GALLON

#### **SMOOTHIE MACHINE**

Service includes 8 oz. disposable cups, cocktail napkins.

MACHINE HOLDS UP TO TWO (2) FLAVORS BOOTH FLOOR SPACE REQUIREMENTS: 36" L X 21" W POWER REQUIREMENTS: 120 VOLTS \$400 | DAY

Smoothie Flavors
Peach, Strawberry, Mango, Strawberry-Banana
MINIMUM OF 3 GALLONS PER ORDER
\$100 | GALLON

#### ANTIQUE POPCORN CART

Service includes bags and cocktail napkins.

BOOTH FLOOR SPACE REQUIREMENTS: 24" L x 40" W POWER REQUIREMENTS: 120 VOLTS \$500 | DAY

Popcorn

One case contains 24 packages. Approximately 15-18 servings per package.

\$200 | CASE

#### **COOKIE BAKING OVEN**

Service includes disposable napkins and plates.

BOOTH COUNTER SPACE REQUIREMENTS: 21" L X 20" W
POWER REQUIREMENTS: 120 VOLTS; 15 AMPS

\$500 | DAY

Cookie Options Chocolate Chip, Oatmeal Raisin, Sugar \$44.25 | DOZEN



#### STARBUCKS ICED TEA SET-UP

Service includes 3 Types of Tea, Passion, Zen, Black Tea, Clear Cups with Lids, Sugar, Classic and Raspberry Syrup, Napkins and Ice.

BOOTH FLOOR SPACE REQUIREMENTS: 36" L x 21" W POWER REQUIREMENTS: NO POWER IS NEEDED \$250 | SET UP FEE

Syrups
Classic and raspberry are included
CUP SIZE: 16 OZ STARBUCKS CLEAR CUPS WITH LID
\$95 | GALLON

ALL MACHINES REQUIRE AN ATTENDANT OR BARTENDER
ATTENDANT & BARTENDER FEE: \$30 | HOUR-MINIMUM FIVE
(5) CONSECUTIVE HOURS PER MACHINE

# MACHINE RENTAL (CONT.)

NOTE: ELECTRICITY REQUIREMENTS WILL NEED TO BE MADE FOR ALL MACHINES THROUGH THE SHOW'S ELECTRICIAN.

#### **FREEZER**

BOOTH FLOOR SPACE REQUIREMENTS:  $59"L \times 26"W \mid 25"L \times 50"W$  POWER REQUIREMENTS: 120 VOLTS; 2000 WATT OUTLET \$250 | DAY

Ice Cream Bars \$4.00 | EACH

#### ITALIAN ICE CART RENTAL

BOOTH FLOOR SPACE REQUIREMENTS: 25" L x 33" W POWER REQUIREMENTS: 120 VOLTS; 2000 WATT OUTLET \$500 | DAY

Italian Ice Flavors
Mango, Watermelon, Strawberry, Lime
MINIMUM ORDER OF 100 SERVINGS
\$4 | 40Z SERVING



#### YOGURT MACHINE

Service includes full hopper of two flavors, cups, spoons and various toppings.

BOOTH FLOOR SPACE REQUIREMENTS: MACHINE IS 15 SQUARE FEET POWER REQUIREMENTS: 220 VOLT / 30 AMP

\$325 | DAY \$1200 | SET UP

Additional Gallons of Yogurt \$1000 | GALLON

#### PRETZEL WARMER

Service includes disposable napkins and plates.

BOOTH COUNTER SPACE REQUIREMENTS: 20" L X 19" W
POWER REQUIREMENTS: 120 VOLTS

\$500 | DAY

Soft Pretzel \$52 | DOZEN



#### **OJ MACHINE**

Service includes cups, lids, straws, napkins.

BOOTH FLOOR SPACE REQUIREMENTS: 70"H X 27"L X 21" W POWER REQUIREMENTS: 120 VOLTS \$400 | DAY

Oranges \$100 | CASE

Prosecco \$30 | BOTTLE MINIMUM ORDER OF SIX (6) BOTTLES

#### TABLE TOP ESPRESSOMACHINE

Service includes 12 oz. disposable coffee cups, lids, stir sticks, assorted sugars, creamer, milk.

BOOTH COUNTER SPACE REQUIREMENTS: 21" L x 17" W
POWER REQUIRED: TWO-WIRE GROUNDED SERVICE | 220 VOLTS; 30 AMPS |
(L1, L2, G) | NEMA L6-30P RECEPTACLE REQUIRED
\$750 | DAY

Espresso Beverage Options
Americano, Cappuccino, Caramel Macchiato, Latte, Mocha
5 flavored syrupsincluded

MINIMUM OF 250 BEVERAGES SERVED \$5 | BEVERAGE

ALL MACHINES REQUIRE AN ATTENDANT OR BARTENDER ATTENDANT & BARTENDER FEE: \$30 | HOUR-MINIMUM FIVE (5) CONSECUTIVE HOURS PER MACHINE

### **BAKERYITEMS**

#### **BAKERY FRESHCOOKIES**

\$44.25 | DOZEN

#### **ASSORTED PASTRIES**

Cinnamon Rolls, Danish, Donuts

\$50.50 | DOZEN

#### PECAN BROWNIES AND BLONDIES

\$45 | DOZEN

#### **ASSORTED MINICUPCAKES**

\$48 | DOZEN

#### **PIE TIME**

Mini and Classic Pies Includes: Seasonal Fruit, Chocolate Pies

\$8 | SERVING

## HORS D'OEUVRES

#### INDIVIDUAL VEGGIE CRUDITÉ SHOOTERS

Ranch Dressing, Blue Cheese Dressing

\$6 | EACH

#### **CHICKEN SALAD MINI PO'BOYS**

Green Grapes, Poppy Seed Brioche

\$7 | EACH

#### **CHIPS AND SALSA**

Corn Tortilla Crisps, Roasted Salsa, Green Salsa, Pico de Gallo

\$7 | PERSON

#### PICNIC CHEESES AND CRACKERS DISPLAY

Domestic Cheeses, Crackers, Breadsticks, Green Grapes

\$7 | PERSON

#### **RK'S JALAPEÑO CHICKEN BITES**

\$6 | EACH

#### CHIPOTLE CHICKEN CHEDDAR FLAUTAS

\$6 | EACH

#### **BEEF EMPANADAS**

\$5 | EACH

#### **CORNED BEEF "REUBEN" TAQUITOS**

Swiss, Sauerkraut, 1000 Island Dressing

\$7 | EACH

#### SPICY SRIRACHA IMPOSSIBLE TAQUITOS

Impossible Plant-Based "Beef," Black Beans, Onions, Kale Rice

\$7 | EACH

#### BAR

# TEXAS WINE TASTING EXPERIENCE BECKER VINEYARDS

Becker Cabernet Sauvignon Reserve

Becker Chardonnay

Becker Viognier Reserve

Becker Tempranillo

BARTENDER REQUIRED MUST ORDER ALL (4) FOUR VARIETALS; MINIMUM OF (2) TWO BOTTLES OF EACH VARIETAL

\$35 | BOTTLE

#### SAN ANTONIO BEER TASTING EXPERIENCE

BARTENDER REQUIRED
MUST ORDER ALL (3) THREE VARIETALS
\$525 | PONY KEY (APPROXIMATELY 85 SERVINGS)

\$780 | KEG (APPROXIMATELY 165 SERVINGS)

#### WHISKEY TASTING

Bourbon Whiskey

Angel's Envy \$160 | BOTTLE

Buffalo Trace \$160 | BOTTLE

Texas Bourbon Garrison Bros

Garrison Bros \$200 | BOTTLE

Scotch Whiskey
Glenmorangie Quinta Ruban - 12 year
\$250 | BOTTLE

Irish Whiskey
Red Breast - 12 year
\$250 | BOTTLE

\$2000 | WHISKEY EXPERT AND SET UP

#### LIQUID NITROGEN COCKTAIL BAR

Frozen Cocktail Bar (alcoholic) Package Includes:

Trained and licensed staff

LED bar and podium with ability to match company colors (LED only)

Disposable cups, spoons, and napkins

Up to two (2) flavors

2-Hour Package \$2900 | 200 STANDARD BOOTH SERVINGS

4-Hour Package \$4785 | 400 STANDARD BOOTH SERVINGS

6-Hour Package \$6585 | 600 STANDARD BOOTH SERVINGS

ADDITIONAL SERVICE TIME IS \$35 | HOUR

ADDITIONAL DAY SET-UP FEE: \$250 | DAY

ALCOHOL MUST BE PURCHASED FROM THE RK CULINARY GROUP

Flavor Options

Simply Lime Margarita, Chocolate Whiskey Ice Cream Cocktail, Peach Bellini, Sinfully Scotch Ice Cream Cocktail, Cranberry Cocktail, Strawberry Margarita, Amaretto Freeze, Piña Colada, or White Russian Ice Cream Cocktail



**EXAMPLE OF WHISKEY TASTING BOOTH SHOWN ABOVE** 

BARTENDER FEE: \$30 | HOUR-MINIMUM FIVE (5) CONSECUTIVE HOURS

# EXHIBITORORDERFORM& CREDIT CARDAUTHORIZATION



PLEASE RETURN THIS ORDER FORM & CREDIT CARD AUTHORIZATION FORM TO: 210.225.4535 | FAX 210.224.5120

Trade Show Name:				Show Dates:					
Loca	tion of E	khibits:		Booth Number:			Booth	Name:	
Company Name: On-Site Contact: [AUTHORIZED SIGNEE]									
Phor	ne #:				Phone #:				
Cell	#:				Cell #:				
Fax	#:				Fax #:				
Ema	il #:								
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Date	Time	Quantity		Item	Table Needed	Attendar	nt Require	d Price Per Unit	Total
								Sub Total:	
							2	2% Service Charge:	
Sign	for Autho	rization:						8.25% Sales Tax:	
							A	dditional Deposit:	\$200.00
								Grand Total:	

#### PLEASE REMEMBER:

IF WE DO NOT RECEIVE—WE CANNOT PROCESS YOUR ORDER
ANY ADDITIONAL ORDERS WILL BE BILLED TO CREDIT CARD BELOW



#### CREDIT CARD AUTHORIZATION FORM THE RK CULINARY GROUP 900E. MARKETSTSANANTONIO, TX78205

Phone: 210-225-4535 | Fax: 210-224-5120

Please fill out the following information and fax or e-mail back allowing us to process your credit card payment request. Please fill out all areas of the form. The charge will appear from The RK Culinary Groupfor any of the services you may receive.

I,(client) her form <u>and use for any outstanding</u>		o <b>up</b> to charge my credit card a	ıs indicated on this
CARDHOLDER INFORMATION:			
Name as it appears on card:			-
Credit Card Stmt Address:	Street / City / State / Zip Code		_
Phone Number:	,	(including area code)	
Cardholder Signature:			_
Email Address for receipt verification:			-
CREDIT CARD INFORMATION:			
VISA MASTERCARD	AMX	DISCOVER	
Credit Card Number:			
Expiration Date:	CVV2 Security Code:	_	
Amount to be charge:			
EVENT INFORMATION:			
Event Order#	Date of Event :		
Event Name:	Location:	_	
Name to be Billed(invoiced):			
Billing Address: Street / City / State / Zip Code			