



EXHIBITOR SERVICE MANUAL

International Symposium on Microelectronics

HYNES CONVENTION CENTER | Boston, MA

October 4 - 5, 2022

M148251022

SHOW INFORMATION

International Symposium on Microelectronics

M148251022

HYNES CONVENTION CENTER | Boston, MA

October 4 - 5, 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

Show Colors

Show Drape Color(s): Blue, Lime Green, White

Aisle Carpet Color: Blue

Exhibit Show Schedule

GENERAL EXHIBITOR MOVE-IN

Monday, October 3, 2022 • 8:00AM to 5:00PM

EXHIBIT HOURS

Tuesday, October 4, 2022 • 11:00AM to 5:00PM

Wednesday, October 5, 2022 • 10:00AM to 6:15PM

EXHIBITOR MOVE OUT

Thursday, October 6, 2022 • 8:00AM to 12:00PM

FREIGHT REROUTE BEGINS*

*All outbound carriers must be checked in by this time

Thursday, October 6, 2022 | 12:00PM

IMPORTANT DEADLINES

Discount Price Deadline for Custom Shepard Rentals

Tuesday, September 6, 2022

Exhibitor Appointed Contractor Notification Deadline

Tuesday, September 6, 2022

First Day for Warehouse Deliveries Without a Surcharge

Tuesday, September 6, 2022

Discount Price Deadline for Standard Shepard Orders

Tuesday, September 13, 2022

Last Day for Warehouse Deliveries Without a Surcharge

Monday, September 26, 2022

Last Day for Warehouse Deliveries*

Friday, September 30, 2022

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

First Day Freight Can Arrive at Show Site

Monday, October 3, 2022 | 8:00AM

Shipping Addresses

ADVANCE WAREHOUSE SHIPMENT ADDRESS

Exhibiting Co. Name & Booth Number
International Symposium on Microelectronics
c/o Shepard Exposition Services c/o TForce Freight
80 Concord St
North Reading, MA 01864

DIRECT TO SHOW SITE SHIPMENT ADDRESS

c/o Shepard Exposition Services
Exhibiting Co. Name & Booth Number
International Symposium on Microelectronics
HYNES CONVENTION CENTER
900 Boylston St
Boston, MA 2115

ONLINE & DISCOUNT DEADLINE:* <<ADVANCED DEADLINE (STANDARD ORDERS)>>

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

Shepard Mailing Address

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

Service Desk Hours *(subject to change)*

Monday, October 3, 2022 · 8:00AM to 5:00PM
Tuesday, October 4, 2022 · 11:00AM to 5:00PM
Wednesday, October 5, 2022 · 10:00AM to 6:15PM
Thursday, October 6, 2022 · 8:00AM to 12:00PM

Exhibitor Move Out

Thursday, October 6, 2022 · 8:00AM to 12:00PM

Dismantle & Move Out Information

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

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

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than **Thursday, October 6, 2022 | 12:00PM**.

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

HYNES CONVENTION CENTER
900 Boylston St
Boston, MA 2115

BUDGET BOOTH PACKAGE

International Symposium on Microelectronics

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ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 13, 2022

A Budget and Time Friendly Solution!

Booth Package 10' x 10'

** No substitutions will be accepted.

Each Economy 10' x 10' booth package includes:



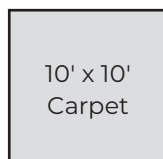
1 - 6' (l) x 24" (w) x 30" (h)
Skirted Table - Black
(5004606)



2 - Upholstered Side Chairs
(50020)



1 - Wastebasket (50091)



1 - 10' x 10' Carpet (50255)

See Step 2 to choose your specific carpet color.

Step 1. Tell us how many packages you want.

CODE	QTY	ONLINE	DISCOUNT	REGULAR
50260		\$914.80	\$1,052.00	\$1,178.25

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

Step 2. Choose your carpet color.



Red (01)



Burgundy (07)



Blue (05)



Tuxedo (50)



Black (06)

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.25%
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.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

CONTACT EMAIL ADDRESS: _____



Email completed form to: customerservice@shepardes.com

ONLINE ORDERING IT'S EASY.


International Symposium on Microelectronics


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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

1. Go to: <https://apps.shepardes.com/olk/intro.asp>
2. Select the Event.
3. Login from the Show Information page by clicking the  button.
4. Select your event, enter your email address and password then click Login.
User Name = **Your Email Address**
(provided by Event Management)
Password = **IMAPS2022**
5. Don't have an account, click "Create an Account."
6. Once logged in, please confirm your profile information. If you need to update your information, please contact us at customerservice@shepardes.com.
7. To order, utilize the grey category drop-down menus above the Welcome message.
8. After making your selections, click the add to cart button on the bottom right of the page.
9. To view your order click the Shopping Cart Icon at the top right of the page.
10. Confirm your order, click and complete the payment process.

Login

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

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

Select an Event

Email Address

Password

Create an Account

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

Select an Event

Creating an account will allow you to order online.

First, we will need your email address.

METHOD OF PAYMENT

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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, September 13, 2022 All paid orders placed online prior to the deadline date.

Discount Deadline: Tuesday, September 13, 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: **International Symposium on Microelectronics**

EVENT CODE: **M148251022**

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

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

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



Email completed form to: customerservice@shepardes.com

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

TERMS & CONDITIONS

International Symposium on Microelectronics

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You are entering a contract which limits your possible recovery in case of loss or damage. The terms and conditions set forth below become a part of the contract between Shepard Exposition Services, and you, the Exhibitor.

Exhibitor is deemed to accept these terms and conditions when any of the following conditions are met:

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

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

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

use, unauthorized alteration, or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State, or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express, debit cards, or check, provided there is sufficient customer credit in Exhibitor's form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to Shepard which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account. If EXHIBITOR provides a credit card for payment and the credit card transaction is declined, EXHIBITOR hereby authorizes Shepard to process the outstanding balance in multiple smaller increments that total the amount of the outstanding payment obligation. In the event that a THIRD PARTY (AGENT) orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

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

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

three weeks prior to show opening. If your elected Third Party Provider fails to pay for Shepard Services, the exhibitor is still responsible for paying all invoices to Shepard.

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

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

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

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

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

continued on the next page

TERMS & CONDITIONS (continued)

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

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

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

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

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

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

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

Claim(s) for Loss and Payment For Services: Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when the alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor

must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date the loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

Limits of Liability: If found liable for any loss, Shepard's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighted weight of the shipment. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

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

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

SAFETY FIRST PLAN

CREATING SAFE & SUCCESSFUL LIVE EVENTS IN A COVID WORLD.

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

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

Our Commitment!

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



Hand Hygiene

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



Safety Signage

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



Hand Sanitizing Stations

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



Exhibitor Service Center

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



Daily Safety Briefings

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



Social Distancing/No Contact Rule

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



COVID-19 Training

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



Team Meeting Areas

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

THIRD PARTY PAYMENT

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DEADLINE: TUESDAY, SEPTEMBER 6, 2022

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

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

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

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

EXHIBITING COMPANY ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT EMAIL ADDRESS: _____ PHONE NUMBER: _____

EXHIBITING COMPANY AUTHORIZED NAME (please print): _____

SIGNATURE FROM EXHIBITING COMPANY: _____

Step 2. Check services below to bill to the third party.

☐ **ALL SERVICES**

☐ Booth Cleaning

☐ Material Handling

☐ Carpet

☐ Furniture

☐ Exhibit Rentals

☐ Overhead Rigging/Labor

☐ Installation/Dismantling Labor

☐ Logistics/Transportation

Other (please specify): _____

Step 3. Provide third party contact information.

3RD PARTY COMPANY NAME: _____

CONTACT NAME: _____

EXHIBITING COMPANY ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT EMAIL ADDRESS: _____ PHONE NUMBER: _____

Step 4. Complete your payment information online.

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

EXHIBITOR APPOINTED CONTRACTOR (EAC)

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DEADLINE: TUESDAY, SEPTEMBER 6, 2022

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

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT EMAIL ADDRESS: _____ PHONE NUMBER: _____

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

No EAC will be allowed to work in an exhibitor's booth if this EAC form, a valid form of insurance, a third party Method of Payment form and an exhibitor Method of Payment is not completed by an authorized representative and received by Shepard by the due date indicated above. The Form must be completed for every third party (as well as any other ordering third party ordering or requesting services from Shepard on behalf of exhibitor) at the above event. Multiple booths are not to be listed on one form. If form is not submitted by deadline date, the EAC will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

EXHIBITOR APPOINTED CONTRACTOR: _____

CONTACT NAME: _____ PHONE NUMBER: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DESCRIPTION OF PROPOSED SERVICE FOR EXHIBITOR: _____

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

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

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

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

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

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

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

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

EXHIBITOR SIGNATURE: _____



Email completed form to: customerservice@shepardes.com

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With Shepard, You Can.

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)

International Symposium on Microelectronics

M148251022

HYNES CONVENTION CENTER | Boston, MA

October 4 - 5, 2022

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

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

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL ADDRESS: _____

Step 2. Where are we picking up the shipment?

COMPANY NAME: _____

STREET ADDRESS: _____ PHONE NUMBER: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Is there a loading dock? ☐ Yes ☐ No

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

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

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

Any thing else we should know about your building?

Step 3. When are we picking up the shipment?

DATE: _____ HOURS OF OPERATION: _____

Step 4. Where is the shipment going?

☐ Advanced Warehouse ☐ Direct to Facility/Show Site

Step 5. What are we shipping?

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

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

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

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

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

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

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

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

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



International Exhibition and Event Logistics

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

Our complete services include:

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

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

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

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

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

Contact us for a free quote today!



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

OUTBOUND MATERIAL HANDLING AUTHORIZATION & LABEL REQUEST

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

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

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

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

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

Step 2. Where is the shipment going?

COMPANY NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Step 3. How many pieces are in your shipment?

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

Step 4. What are we shipping?

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

Is there a loading dock? ☐ Yes ☐ No

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

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

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

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

Any thing else we should know about your building?

Step 5. How many labels do you need? _____

Step 6. Who is picking up your shipment?

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

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

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

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

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

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

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

ADVANCED SHIPPING LABEL

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

ADVANCED WAREHOUSE	 Shepard
	ADVANCED WAREHOUSE
	TO:
	_____ (Exhibiting Company Name)
	_____ (Exhibiting Company Booth Number)
RUSH	c/o Shepard Exposition Services c/o TForce Freight 80 Concord St North Reading, MA 01864
	FOR: International Symposium on Microelectronics
	Delivery Hours: Monday - Friday, 8:00AM - 4:00PM
	First day freight can arrive without a surcharge: Tuesday, September 6, 2022
	Last day freight can arrive without a surcharge: Monday, September 26, 2022

DIRECT SHIPPING LABEL

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October 4 - 5, 2022

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

**DIRECT TO
SHOW SITE**

RUSH

 **Shepard**

DIRECT TO SHOW SITE

TO:

(Exhibiting Company Name)

(Exhibiting Company Booth Number)

**c/o Shepard Exposition Services
HYNES CONVENTION CENTER
900 Boylston St
Boston, MA 2115**

FOR:

**International Symposium on
Microelectronics**

MUST NOT BE DELIVERED PRIOR TO:

Monday, October 3, 2022 | 8:00AM

MATERIAL HANDLING RATES

International Symposium on Microelectronics

M148251022

HYNES CONVENTION CENTER | Boston, MA

October 4 - 5, 2022

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

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

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

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

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

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

Advanced Warehouse Shipments**

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

FIRST DAY FREIGHT CAN ARRIVE: Tuesday, September 6, 2022

LAST DAY FREIGHT CAN ARRIVE: Friday, September 30, 2022

CODE	ITEM	WEIGHT		PRICE/CWT	TOTAL
35010	Crated		X	\$283.30	
35036	Special Handling		X	\$368.25	

Light Weight Shipments****

**** Shipments 40 pounds or less.

CODE	ITEM	WEIGHT		PRICE	TOTAL
35400	Light Weight		X	\$141.75	

Direct to Facility/Show Site Shipments***

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

FIRST DAY FREIGHT CAN ARRIVE: Monday, October 3, 2022

CODE	ITEM	WEIGHT		PRICE/CWT	TOTAL
35030	Crated		X	\$245.50	
35043	Uncrated		X	\$368.25	
35038	Special Handling		X	\$319.25	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.25%
AMOUNT DUE	\$ _____

Other Material Handling Services

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

MATERIAL HANDLING INFORMATION

International Symposium on Microelectronics

HYNES CONVENTION CENTER | Boston, MA

M148251022

October 4 - 5, 2022

Special Handling Definitions

Rate as shown on Material Handling Rate Form, approx. 30%.

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

Constricted Space

Freight packed in trailer to full capacity. Shipments are not easily accessible because trailer is loaded by cubic space, or top to bottom and side to side.

Stacked Shipments

Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.

Mixed Shipments

Mixed shipments are shipments that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal deeming the shipment special handling but not uncrated. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as uncrated.

Shipment Integrity

Shipments loaded on a carrier in a manner requiring separating or sorting to reestablish the integrity of each shipment.

Carpet/Pad Only

Carpet and/or pad only shipments are time and labor intensive, and require additional manpower and tools (e.g. carpet poles, flatbed carts or scooters, dollies).

No Documentation

Shipments received from small package carriers (including, among others, Fed Ex, UPS, & DHL) that are delivered without documentation or bills of lading that require additional sorting, processing, and tools for delivery.

Designated Piece Unloading

Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.

Padded Van Deliveries

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

Disposal Fee

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

Overtime/Double-time

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

Warehouse Overtime/Double-time

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

Early/Late Shipments to the Warehouse

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

Uncrated Shipments

Rate as shown on Material Handling Rate Form
An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move out of the show, and is based on the weight of the shipment handled.

Off-Target Deliveries

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

Marshaling Yard

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

Reweigh of Shipments

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

Empty Crate Storage

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

Light Weight Shipments

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

Envelope Deliveries

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

Priority Empty Labels

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

Mobile Spotting

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

MATERIAL HANDLING 101

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

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

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

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

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

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

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

How do I calculate material handling charges? Material handling, whether used completely or in part are offered as a round trip service. When recording weight, round up to the next 100 lbs. EXAMPLE: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

Will there be any additional charges? Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

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

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

How do I calculate my Light Weight shipment?

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

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

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

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

What are Advanced Shipments? All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual). Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00 AM - 4:00 PM, excluding holidays. Shipments must arrive by advanced warehouse deadline date to avoid late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CARTLOAD SERVICE

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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

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

Double Time (DT): All hours Sunday. Holidays, During week.

Holidays: NY Day, ML King Day, Presidents Day, Good Friday, Patriots Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day

CODE	ITEM	# OF TRIPS	RATE	TOTAL
35151	Dock to Booth ST		\$314.00	
35152	Booth to Dock ST		\$314.00	
35153	Dock to Booth OT		\$451.00	
35154	Booth to Dock OT		\$451.00	

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 6.25%

AMOUNT DUE \$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

MOBILE SPOTTING FEE

International Symposium on Microelectronics

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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.

Important Rules and Regulations

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

All vehicles must be removed no later than:

Thursday, October 6, 2022 | 12:00PM

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

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

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 6.25%

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.

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

PERSONALLY OPERATED VEHICLE (POV) UNLOADING INFORMATION

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



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



3 ALLOWED POVs INCLUDE:

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



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



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



7 Full Size Vans



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

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



3 ALLOWED:

- Hand Carried Boxes



NOT ALLOWED:

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



FORKLIFTS & GROUND RIGGING

International Symposium on Microelectronics

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October 4 - 5, 2022

DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 13, 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.

Double Time (DT): All hours Sunday. Holidays, During week.

Holidays: NY Day, ML King Day, Presidents Day, Good Friday, Patriots Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day

Step 1: Describe the work.

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

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

Step 2. When are we moving it?

(times are not guaranteed)

Install Date/Time: _____

Dismantle Date/Time: _____

Step 3. Choose your lift size.

FORKLIFT RENTAL - UP TO 5,000 LB. CAPACITY						
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35028	ST Hourly Rental		\$434.40	\$499.55	\$559.50	
35039	OT Hourly Rental		\$540.30	\$621.35	\$695.90	
35067	DT Hourly Rental		\$646.30	\$743.25	\$832.45	

FORKLIFT RENTAL - UP TO 10,000 LB. CAPACITY						
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35029	ST Hourly Rental		\$868.80	\$999.10	\$1,119.00	
35049	OT Hourly Rental		\$1,080.65	\$1,242.75	\$1,391.90	
35069	DT Hourly Rental		\$1,292.65	\$1,486.55	\$1,664.95	

FORKLIFT RENTAL - UP TO 15,000 LB. CAPACITY						
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35455	ST Hourly Rental		\$1,086.00	\$1,248.90	\$1,398.75	
35456	OT Hourly Rental		\$1,350.80	\$1,553.40	\$1,739.80	
35457	DT Hourly Rental		\$1,615.80	\$1,858.15	\$2,081.15	

FORKLIFT RENTAL - UP TO 20,000 LB. CAPACITY						
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35035	ST Hourly Rental		\$1,303.20	\$1,498.70	\$1,678.55	
35066	OT Hourly Rental		\$1,620.95	\$1,864.10	\$2,087.80	
35070	DT Hourly Rental		\$1,938.95	\$2,229.80	\$2,497.40	

FORKLIFT RENTAL - UP TO 30,000 LB. CAPACITY						
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35255	ST Hourly Rental		\$1,737.60	\$1,998.25	\$2,238.05	
35256	OT Hourly Rental		\$2,161.30	\$2,485.50	\$2,783.75	
35257	DT Hourly Rental		\$2,585.30	\$2,973.10	\$3,329.85	

FORKLIFT RENTAL - 4 STAGE						
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35593	ST Hourly Rental		\$651.60	\$749.35	\$839.25	
35594	OT Hourly Rental		\$810.50	\$932.05	\$1,043.90	
35595	DT Hourly Rental		\$969.50	\$1,114.90	\$1,248.70	

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		\$342.50	\$393.85	\$441.10	
35086	OT Hourly Rental		\$513.75	\$590.80	\$661.70	
35099	DT Hourly Rental		\$685.00	\$787.75	\$882.30	

RIGGERS & MATERIAL HANDLERS (PER MAN HOUR)						
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35087	ST Hourly Rental		\$274.00	\$315.10	\$352.90	
35100	OT Hourly Rental		\$411.00	\$472.65	\$529.35	
35101	DT Hourly Rental		\$548.00	\$630.20	\$705.80	

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

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 6.25%

AMOUNT DUE \$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

BOOTH & CARPET CLEANING

International Symposium on Microelectronics

M148251022

HYNES CONVENTION CENTER | Boston, MA

October 4 - 5, 2022

ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 13, 2022

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

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

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

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

Booth Vacuuming

VACUUM ONCE						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47050	0-399 sq. ft.		\$0.52	\$0.60	\$0.65	
47051	400-900 sq. ft.		\$0.45	\$0.50	\$0.55	
47052	900+ sq. ft.		\$0.45	\$0.50	\$0.55	

VACUUM DAILY						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47055	0-399 sq. ft.		\$1.02	\$1.15	\$1.30	
47056	400-900 sq. ft.		\$0.95	\$1.10	\$1.25	
47057	900+ sq. ft.		\$0.85	\$1.00	\$1.10	

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		\$0.85	\$1.00	\$1.10	
47031	Daily Porter		\$1.65	\$1.90	\$2.15	

Specialty Services

MOPPING & CARPET SHAMPOOING						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47042	Mop One Time		\$0.65	\$0.75	\$0.85	
47022	Mop Daily		\$1.15	\$1.30	\$1.45	
47013	Shampoo One Time		\$0.65	\$0.75	\$0.85	

DISPLAY WIPE DOWN (CHARGED PER HOUR)						
CODE	SERVICE	QTY IS 1	ONLINE	DISCOUNT	REGULAR	TOTAL
47043	One Time		\$268.50	\$308.75	\$345.80	
47044	Daily		\$488.18	\$561.40	\$628.75	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.25%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

EXHIBIT DISINFECTING SERVICES

International Symposium on Microelectronics

M148251022

HYNES CONVENTION CENTER | Boston, MA

October 4 - 5, 2022

ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 13, 2022

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

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

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

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

Display Wipe Down with Sanitizing Disinfectant

CODE	ITEM	PER HOUR	ONLINE	DISCOUNT	REGULAR	TOTAL
47070	One Time Wipe Down Disinfectant		\$278.84	\$320.65	\$359.15	

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		\$506.99	\$583.05	\$653.00	

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		\$253.49	\$291.50	\$326.50	

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.		\$1.04	\$1.20	\$1.35	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.25%
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: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

BULK WASTE REMOVAL

International Symposium on Microelectronics

M148251022

HYNES CONVENTION CENTER | Boston, MA

October 4 - 5, 2022

ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 13, 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		\$268.50	\$308.75	\$345.80	
68067	Labor - Overtime		\$402.75	\$463.15	\$518.75	
68068	Labor - Double Time		\$537.05	\$617.60	\$691.70	

Forklift

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35028	5k Forklift - Straight Time		\$434.40	\$499.55	\$559.50	
35039	5k Forklift - Overtime		\$540.30	\$621.35	\$695.90	
35067	5k Forklift - Double Time		\$646.30	\$743.25	\$832.45	

Dumpster Fee

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.25%
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 "Standard" pricing.

COMPANY NAME: _____ BOOTH NUMBER: _____

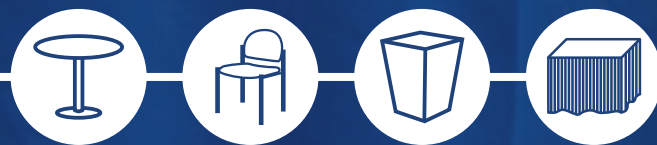
CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

SHEPARD FURNISHINGS & DECOR CATALOG



Dress up your space.
With Shepard, You Can.

TABLES

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

UNSKIRTED



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



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



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



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



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



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

SKIRTED

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



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



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



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



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



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



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

PEDESTAL & SIDE



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



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



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



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



Round Side Table
#50030
18" x 24"



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

CHAIRS

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

STOOLS & CHAIRS WITH ARMS



Director's Stool
#51090
Black Fabric,
Maple Wood



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



Padded Stool
#50024
Padded Stool with
Back, Grey Fabric



Director's Chair
#51086
Black Fabric,
Maple Wood



Upholstered Arm Chair
#50021
Upholstered Arm Chair,
Grey Fabric

CHAIRS WITHOUT ARMS



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



Upholstered Side Chair
#50020
Upholstered Side Chair,
Grey Fabric

DISPLAYS

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

FOR HANGING



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



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



Spiral Garment Rack
#50093
30" x 70"
Silver



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



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



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

#66149 (vert)
4' x 8'
White



6" Hooks for Peg Board
#50104
Silver



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

UPRIGHT, CROSSBARS & DRAPERY



8' High Upright with Base
#50088
Crossbar rented
separately



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



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



3' High Drape
#50074



8' High Drape
#50073

SHELVING



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



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



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

BARRIER

DISPLAYS & SHOWCASES

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

FOR SIGNS & LITERATURE



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



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



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



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



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

OTHER



Wastebasket
#50091



Mini Refrigerator
#50098



Drawing Bowl
#50185



Sand Bag
#51087

SHOW CASES



4' Full View Showcase
#50067

6' Full View Showcase
#50068



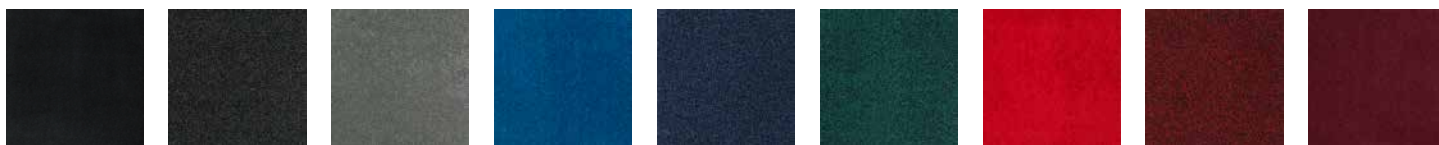
4' Quarterview Showcase
#50069

6' Quarterview Showcase
#50070

FLOORING

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

EXPO - 13 OZ



Black

Tuxedo

Grey

Blue

Eclipse

Peacock

Red

Cayenne

Burgundy

PREMIUM - 28 OZ



Black

Deep Navy

Silver Cloud

Charcoal

Red

Beige

PLUSH - 50 OZ



Black

Dark Grey

Silver Dollar

Sand

White

Electric Blue

Navy

Crimson

VINYL - CUSTOM ORDER ONLY



Rosemary
Stone

Snow

Maple

Silverwood

Shadow

Walnut

Barnwood

SKIRT & DRAPE

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

SKIRT



Red



Burgundy



Gold



Green



Blue



Teal



White



Grey



Black

SKIRT - SPANDEX



Red



Blue

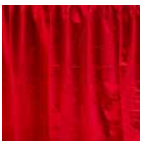


White



Black

DRAPE



Red



Burgundy



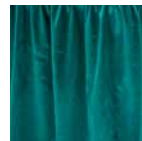
Gold



Green



Blue



Teal



White



Grey



Black

STANDARD FURNISHINGS

International Symposium on Microelectronics

M148251022

HYNES CONVENTION CENTER | Boston, MA

October 4 - 5, 2022

ONLINE & DISCOUNT DEADLINE:* <<ADVANCED DEADLINE (STANDARD ORDERS)>>

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

Tables

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

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

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50042	4' (l) x 24" (w) x 30" (h) Skirted Table			\$235.70	\$271.05	\$303.60	
50046	6' (l) x 24" (w) x 30" (h) Skirted Table			\$289.60	\$333.05	\$373.00	
50050	8' (l) x 24" (w) x 30" (h) Skirted Table			\$367.20	\$422.30	\$473.00	
50043	4' (l) x 24" (w) x 42" (h) Skirted Table			\$286.40	\$329.35	\$368.85	
50047	6' (l) x 24" (w) x 42" (h) Skirted Table			\$366.80	\$421.80	\$472.40	
50051	8' (l) x 24" (w) x 42" (h) Skirted Table			\$431.50	\$496.20	\$555.75	
50052	4th Side Skirt for 30" High Table			\$143.30	\$164.80	\$184.60	
50171	4th Side Skirt for 42" High Table			\$143.30	\$164.80	\$184.60	
50040	4' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$160.00	\$184.00	\$206.10	
50044	6' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$190.80	\$219.40	\$245.75	
50048	8' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$224.95	\$258.70	\$289.75	
50041	4' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$180.10	\$207.10	\$231.95	
50045	6' (l) 24" x (w) x 42" (h) UnSkirted Table		n/a	\$224.95	\$258.70	\$289.75	
50049	8' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$251.05	\$288.70	\$323.35	
51089	42" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$403.05	\$463.50	\$519.10	
50032	30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$376.80	\$433.30	\$485.30	
50030	Round Side Table - 24" (w) x 18" (h)		n/a	\$189.70	\$218.15	\$244.35	
50031	Square Side Table - 24" (w) x 18" (h)		n/a	\$189.70	\$218.15	\$244.35	
50706	30" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$492.95	\$566.90	\$634.95	
50707	42" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$513.90	\$591.00	\$661.90	
50700	White Fabric Table Cover w/ 6'x30" Table		03	\$409.20	\$470.60	\$527.05	
50700	Red Fabric Table Cover w/ 6'x30" Table		01	\$409.20	\$470.60	\$527.05	
50700	Blue Fabric Table Cover w/ 6'x30" Table		05	\$409.20	\$470.60	\$527.05	
50700	Black Fabric Table Cover w/ 6'x30" Table		06	<<50700_o>>	<<50700_d>>	<<50700_r>>	

Seating

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50020	Side Chair Grey Fabric		n/a	\$145.85	\$167.75	\$187.90	
50021	Arm Chair Grey Fabric		n/a	\$198.90	\$228.75	\$256.20	
50024	Stool with Back Grey Fabric		n/a	\$242.25	\$278.60	\$312.05	
51086	Director's Chair Black Fabric		n/a	\$150.50	\$173.05	\$193.80	
51090	Director's Stool Black Fabric		n/a	\$269.30	\$309.70	\$346.85	
50705	Natural Feel Stool Maple Back, Black Fabric Seat		n/a	\$293.70	\$337.75	\$378.30	
50704	Natural Feel Chair, Maple Back, Black Fabric Seat		n/a	\$241.20	\$277.40	\$310.70	

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

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 6.25%

AMOUNT DUE \$ _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.com

SPECIALTY, DISPLAYS & DRAPERY

International Symposium on Microelectronics

M148251022

HYNES CONVENTION CENTER | Boston, MA

October 4 - 5, 2022

ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 13, 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	\$80.70	\$92.80	\$103.95	
50245	Literature Rack Silver, Glass		n/a	\$297.90	\$342.60	\$383.70	
50175	Bag Rack, Chrome		n/a	\$394.50	\$453.65	\$508.10	
50092	Coat Rack, Chrome		n/a	\$140.10	\$161.10	\$180.45	
50093	Garment Rack, Chrome		n/a	\$394.50	\$453.65	\$508.10	
50427	Tensabarrier, Per Stem, Black		n/a	\$166.40	\$191.35	\$214.30	
50095	Sign Holder, 22" x 28" Chrome		n/a	\$183.75	\$211.30	\$236.65	
50185	Drawing Bowl, Clear		n/a	\$74.10	\$85.20	\$95.40	
50296	4' x 12" Display Riser White and Black		n/a	\$166.65	\$191.65	\$214.65	
50297	6' x 12" Display Riser White and Black		n/a	\$207.35	\$238.45	\$267.05	
50098	Mini Refrigerator, Approx. 3 cubic feet		n/a	\$629.20	\$723.60	\$810.45	
50067	4' Full View Showcase, White		n/a	\$1,486.65	\$1,709.65	\$1,914.80	
50068	6' Full View Showcase, White		n/a	\$1,639.60	\$1,885.55	\$2,111.80	
50069	4' Quarter View Showcase, White		n/a	\$1,486.65	\$1,709.65	\$1,914.80	
50070	6' Quarter View Showcase, White		n/a	\$1,639.60	\$1,885.55	\$2,111.80	
50060	4' x 8' Horizontal Posterboard Grey Fabric		n/a	\$481.45	\$553.65	\$620.10	
50061	4' x 8' Vertical Posterboard Grey Fabric		n/a	\$481.45	\$553.65	\$620.10	
50236	Grids 2' x 8' with Legs, Each		n/a	\$355.60	\$408.95	\$458.00	
50237	Grid 2' x 8' without Legs, Each		n/a	\$266.30	\$306.25	\$343.00	
50242	7-Ball Waterfall for Grids		n/a	\$24.50	\$28.15	\$31.55	
50104	6" Hooks (12) for Peg Boards		n/a	\$77.05	\$88.60	\$99.25	

50073	8' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$37.75	\$43.40	\$48.60	
50074	3' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$28.00	\$32.20	\$36.05	
50088	8' Upright with Base		n/a	\$52.15	\$59.95	\$67.15	
52065	3' Upright with Base		n/a	\$52.15	\$59.95	\$67.15	
50349	6'-10' Crossbar		n/a	\$34.65	\$39.85	\$44.65	
50348	7'-12' Crossbar		n/a	\$34.65	\$39.85	\$44.65	
50058	Sateen, per linear foot (minimum 5' linear feet rental)			\$32.30	\$37.15	\$41.60	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.25%
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: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

FLOORING

International Symposium on Microelectronics

M148251022

HYNES CONVENTION CENTER | Boston, MA

October 4 - 5, 2022

ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 13, 2022
PREMIUM PLUSH & PREMIUM VINYL DEADLINE: TUESDAY, SEPTEMBER 6, 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.			\$15.90	\$18.30	\$20.50	

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46005	Premium Vinyl** (per sq. ft.)*** Rental includes installation and removal of carpet and visqueen.			\$20.55	\$23.65	\$26.50	
46007	1/2" Padding for Vinyl (per sq. ft.)***		n/a	\$7.50	\$8.65	\$9.70	

AVAILABLE COLORS: Rosemary Stone (64), Snow (89), Maple (66), Silverwood, Shadow, Walnut, Barnwood *** Minimum 100 sq. ft. order required.

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46001	Premium Carpet - 28 oz. Rental/Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$11.45	\$13.15	\$14.75	
46003	Premium Carpet - 28 oz. Rental 1000+ Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$10.00	\$11.50	\$12.90	
46002	Premium Carpet - 28 oz. Purchase Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$28.25	\$32.50	\$36.40	

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50255	Expo Carpet - 13 oz. (Regular & Speical Cut) 10' x 10'			\$402.55	\$462.95	\$518.50	
50256	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 20'			\$751.20	\$863.90	\$967.55	
50257	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 30'			\$1,120.40	\$1,288.45	\$1,443.05	
50258	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 40'			\$1,489.70	\$1,713.15	\$1,918.75	
50400	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 15'		Tuxedo ONLY	\$704.50	\$810.15	\$907.35	

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50580	Special Cut 0-399 Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$7.75	\$8.90	\$9.95	
50581	Special Cut 400-900 Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$7.10	\$8.15	\$9.15	
50582	Special Cut 900+ Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$6.50	\$7.45	\$8.35	

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50009	1/2" Padding		n/a	\$2.10	\$2.40	\$2.70	
50008	1" Padding		n/a	\$4.00	\$4.60	\$5.15	
50010	Visqueen		n/a	\$0.55	\$0.65	\$0.75	

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

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

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

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 6.25%

AMOUNT DUE \$ _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.com





TRADESHOW

FURNISHINGS | 2021

Soft Seating Collections

Valencia

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

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



Level The Field!:

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

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



Fairfax

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

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



Sterling

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

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



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

Soft Seating Collections

Allegro

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

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



Palm Beach

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



Key Largo

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

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

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



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

Soft Seating Collections

Baja

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

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

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



Powered Products 



Naples

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

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

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

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

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

Powered[⚡] Seating

Naples Collection



A.



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

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

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



B.



C.

Charge It!

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



Tech Tablet Chair

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



POWERED
DETAIL

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

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

Accent Chairs



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



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



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

Make it ●
swivel



10'x20' - Meeting Booth



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

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

Accent Chairs



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



A.



B.



C.



D.



E.



F.



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



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



Create Space

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

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

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

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

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

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

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

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



CHAIRS

17.5"L19.5"D35"H



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

All frames brushed metal.

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

Individual Seating

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



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



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.

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

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

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

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

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

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

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

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

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

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



SMALL BENCH

OTTOMANS

30"L20"D18"H



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

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



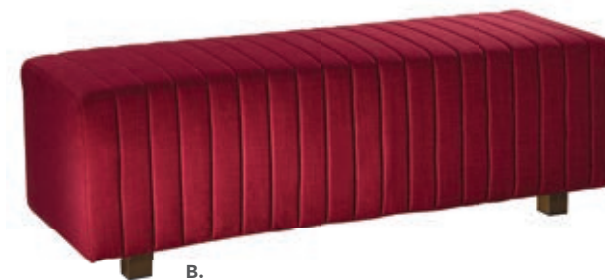
BENCH

OTTOMANS

60"L20"D18"H



A.



B.



C.



D.



E.



F.



G.

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

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

Ottomans

Squares

Endless

END02B (black vinyl, chrome)

END02W (white vinyl, chrome)
34"L 34"D 15"H



Curves

Endless

END01W (white vinyl, chrome)

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



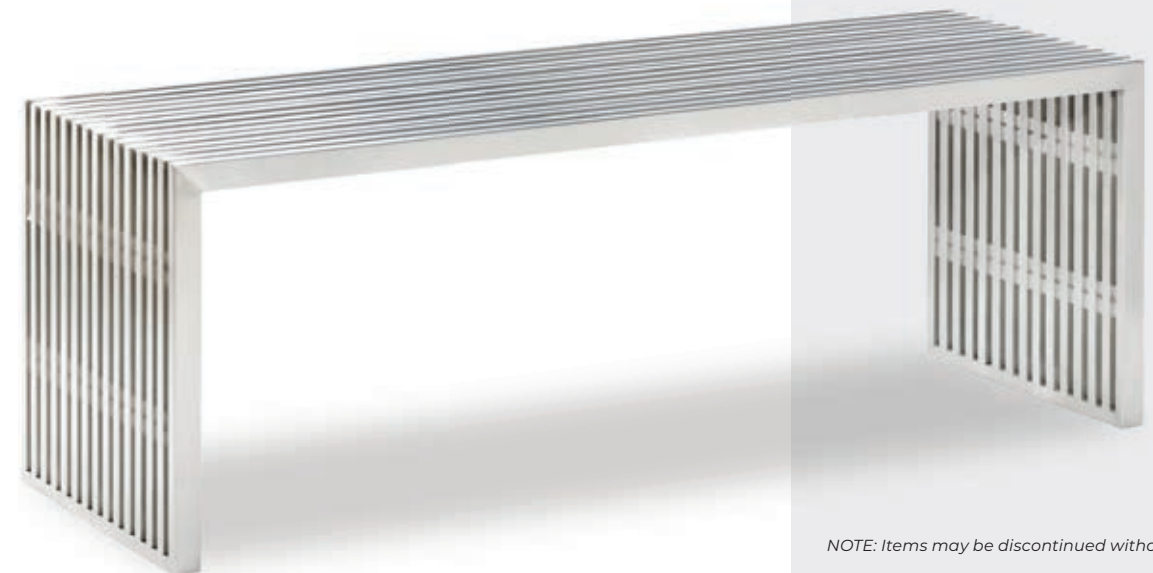
Demo Down

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

Bench

REGBEN Regis

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



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

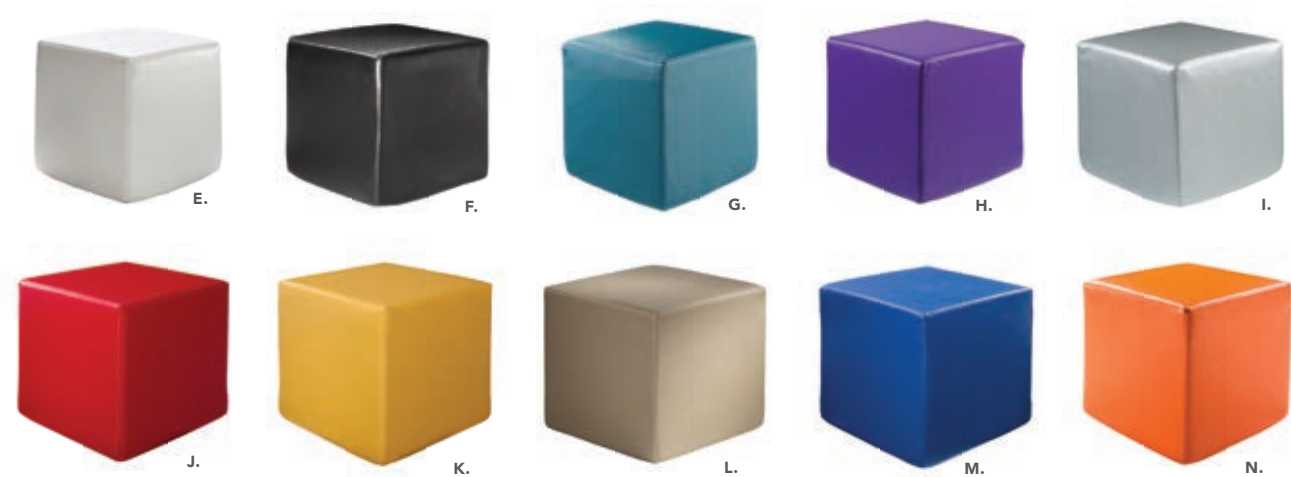
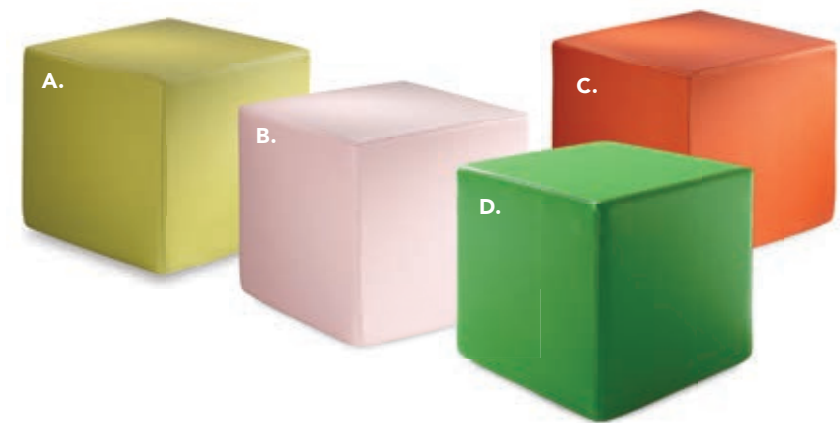


Provide a Pop!
Colorful furnishings attract more attention while reinforcing brand themes. Amplify your organization's color palette, or simply go bold to catch passing eyes.

CUBE

OTTOMANS

18" L 18" D 18" H



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

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



SWIVEL

OTTOMANS

17" RND 18"H



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

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



M E S A



ACCENT

COCKTAIL & END TABLES

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



A) MESCTW Cocktail Table / B) MESETW End Table (barnwood top)

C) MESCTB Cocktail Table / D) MESETB End Table (black top)

E) MESCTG Cocktail Table / F) MESETG End Table (glass top)

All frames bronze finish.

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



A L O N D R A



ACCENT

COCKTAIL & END TABLES

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



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

All frames chrome finish.

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



ACCENT

COCKTAIL & END TABLES



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

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



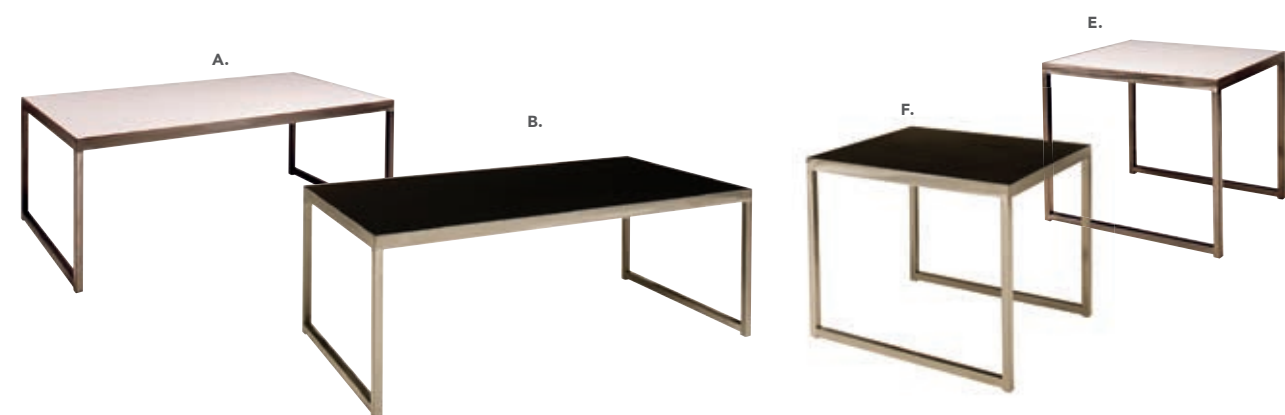
S Y D N E Y



ACCENT

COCKTAIL & END TABLES

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



A/B Powered options available.



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

All frames brushed steel.

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



TAOS | SEDONA

SIDE

TABLES

15.75 "L 15.75 "D 24 "H



A.

B.

C.



D.

E.

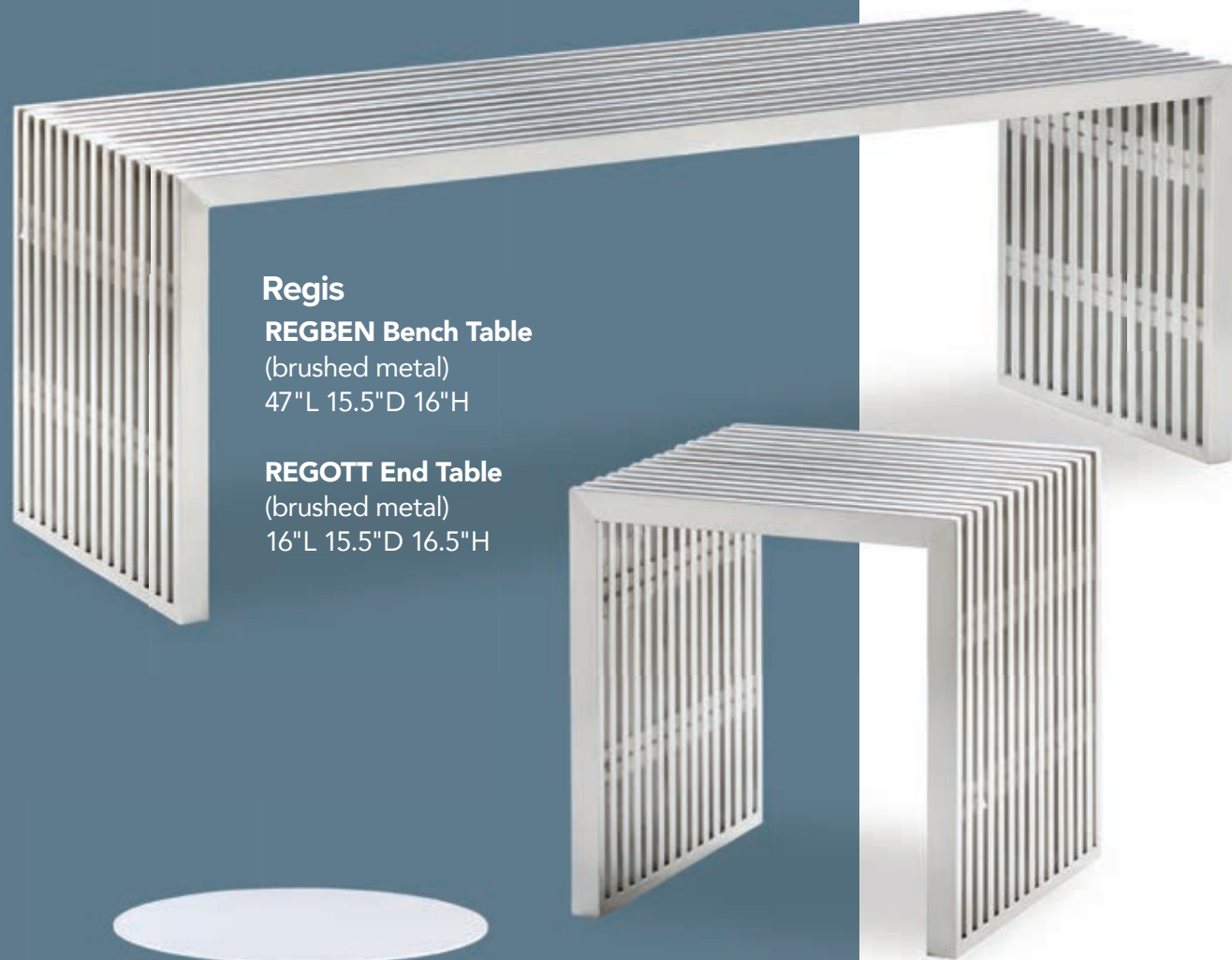
F.

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

All frames bronze finish.

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

Accent Tables



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

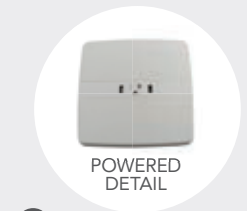
REGOTT End Table
(brushed metal)
16"L 15.5"D 16.5"H



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



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



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

Gather Round

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



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

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

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

Bar & Cafe Tables

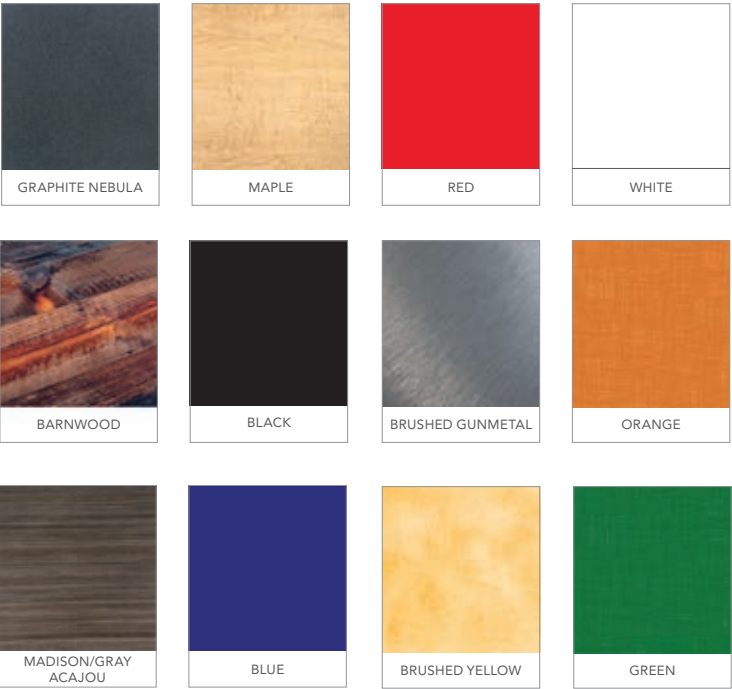


Rustique
RSTSQT Square
Metal Bar Table
(gunmetal)
23.75"L 23.75"D 41.25"H

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

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

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



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

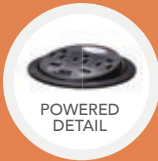


- Cafe Tables**
Hydraulic Chrome Base
30" RND 29"H
30GRHC (graphite nebula top)
30MTHC (maple top)
30BRHC (red top)
30WHHC (white top)
30WDHC (barnwood top)
30BKHC (black top)
30AGHC (brushed gunmetal top)
30OSHC (orange top)
30MAHC (Madison/gray acajou top)
30BEHC (blue top)
30YSHC (brushed yellow top)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

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

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

Midtown Counter & Bar



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



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



20'x20' - Midtown
Greenery Booth

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



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



MARINA

BARSTOOL

COLLECTION

21" L 17.5" D 41.5" H



A.

B.



C.

D.

E.

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

All frames brushed metal.

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



BARSTOOL

COLLECTION

15 "RND 23 - 33.5 "H



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

All bases crome finish.

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



ZOEY | BANANA

BARSTOOL

COLLECTIONS



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

All bases chrome finish.

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



42" ROUND



CONFERENCE

TABLES
42" RND 29" H



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

All bases black finish.

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

G E O

CONFERENCE

TABLES



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

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

Conference Tables

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

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



Rectangular
A) BKC10N 10' Table (black top, silver) 120"L 48"D 29"H
B) BKCT8N 8' Table (black top, silver) 96"L 48"D 29"H
C) BKCT5N 5' Table (black top, silver) 60"L 48"D 29"H



**Work Table
WD3**
(white top, white)
48"L 24"D 30"H

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



MADISON



CONFERENCE TABLES



A.



B.



C.



Dividers | pg 16

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

All frames silver finish.

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

Ventura

Powered & Communal Tables



Powered Bar Table

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

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

Communal Bar Table

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

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



TABLE TOP OPTIONS

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



Powered Cafe Table

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

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

Communal Cafe Table

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

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

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

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

Powered⚡ Communal Tables



Ventura Bar Tables, Powered

A) VNTWHT (white top)

B) VNTBLK (black top)

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



Styling Tip:

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

Ventura Cafe Tables, Powered

C) VNTCWH (white top)

D) VNTCBK (black top)

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



Use Ventura 6' Bar or Cafe Tables

in your design to facilitate conversations while physical distancing.



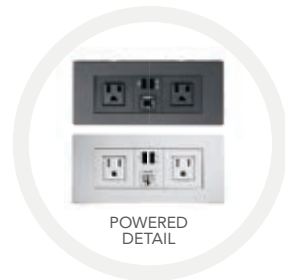
Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

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

Powered[⚡] Tables

Sydney

Powered
Cocktail Tables



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



10'x20' -
Wireless Charging
Demonstration
Booth

Wireless Charging Table

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



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

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



MADISON



10'x20' Madison Presentation Booth

EXECUTIVE DESK & STORAGE

A.



DESK FRONT

B.



DESK BACK

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

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

Executive Seating

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

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



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

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



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



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



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



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



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

Dividers

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



A.



D.



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

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

Attract, Connect and Inspire.

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



Locking Hinge Detail

B.



C.

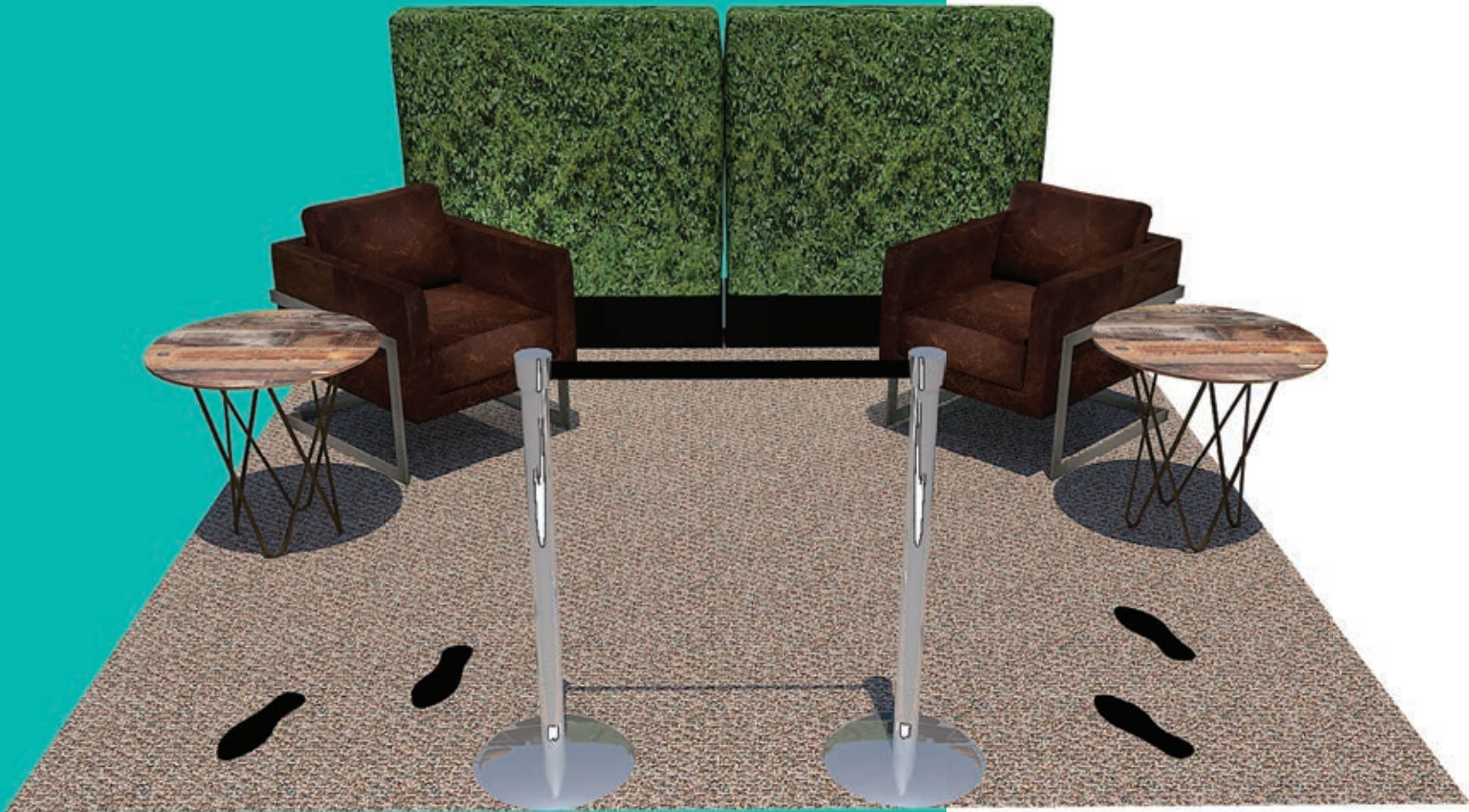


E.



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

Dividers



A.

Stanchion w/ Retractable Belt
A) STNCH1
(black, chrome) 96"L 37"H

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



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



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



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

Boxwood Hedges

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

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



Keep it Green

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

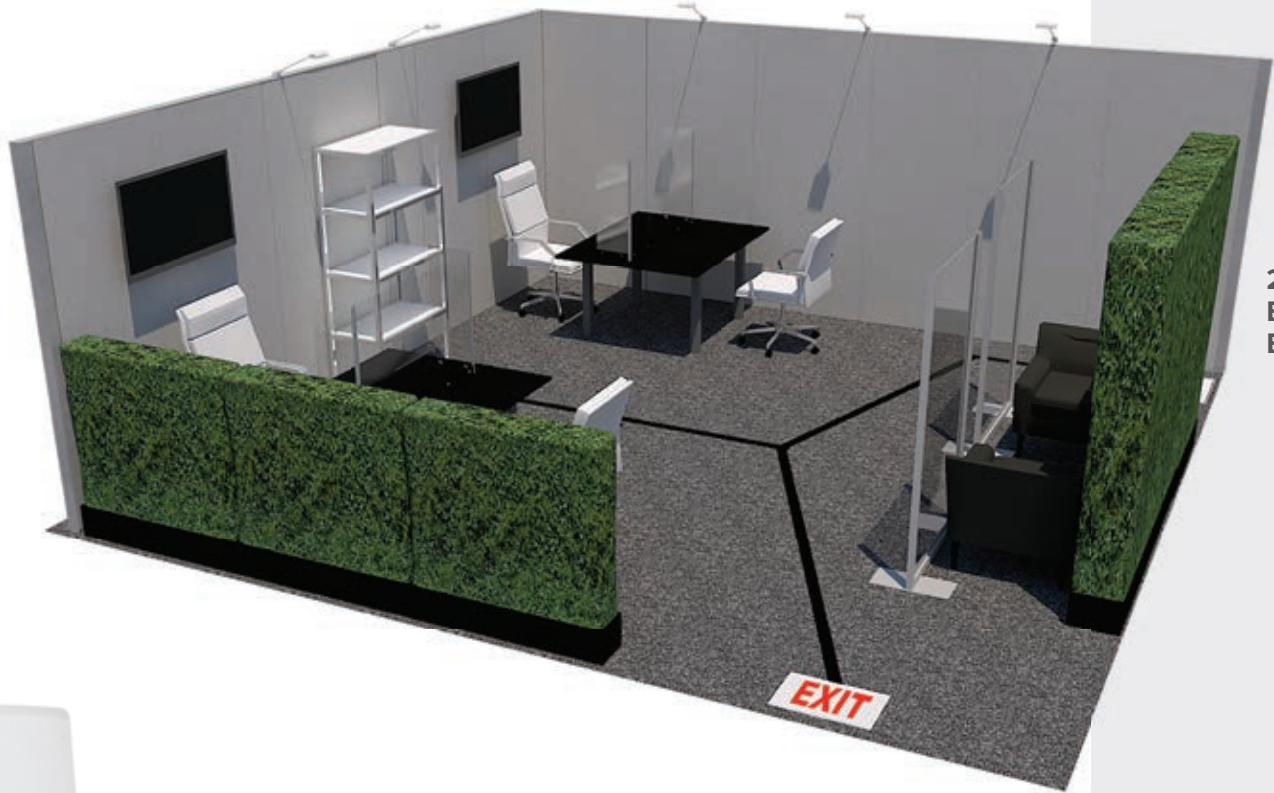


NOTE: Items may be discontinued without notice at any time.

Office Accessories & Decor

Embrace The Organic

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



20'x20' -
Executive Meeting
Booth



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



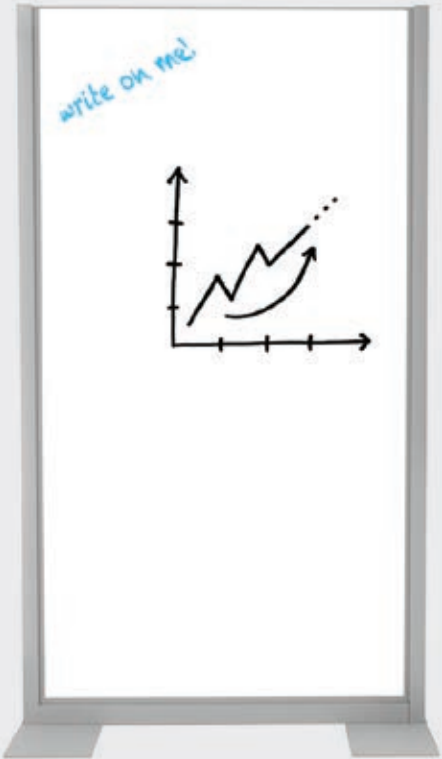
Mason Lamps
(brushed silver)
A) LA15 Floor Lamp
18" RND 55"H
B) LA14 Table Lamp
16" RND 26"H



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



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



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

Powered[⚡] Products

Village Charging Hub



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



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



Powered Pedestals

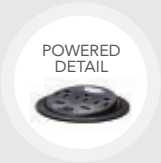
The flip-top electrical units rotate 180° to let devices charge on or inside the cabinet.



Powered Locking Pedestals

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

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



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

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

SOFT SEATING COLLECTIONS

International Symposium on Microelectronics

M148251022


HYNES CONVENTION CENTER | Boston, MA

October 4 - 5, 2022


ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 13, 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		\$1,706.70	\$1,962.70	\$2,198.20	
KEYLOV	Key Largo Loveseat - Black Fabric, Wood		\$786.15	\$904.05	\$1,012.55	
NPLLOV	Naples Loveseat - Black Vinyl		\$1,507.05	\$1,733.10	\$1,941.05	
NPLLOP	 POWERED Naples Loveseat - Black Vinyl		\$1,877.90	\$2,159.60	\$2,418.75	

Sofas

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
SFA002	Allegro Sofa - Blue Fabric, Brushed Metal		\$1,499.05	\$1,723.90	\$1,930.75	
BSFWHT	Baja Sofa - White Vinyl		\$1,814.50	\$2,086.65	\$2,337.05	
FAIRSW	Fairfax Sofa - White Vinyl, Brushed Metal		\$1,022.40	\$1,175.75	\$1,316.85	
KEYSOF	Key Largo Sofa - Black Fabric, Wood		\$1,014.25	\$1,166.40	\$1,306.35	
NPLSOF	Naples Sofa - Black Vinyl		\$1,792.30	\$2,061.15	\$2,308.50	
NPLLOP	 POWERED Naples Sofa - Black Vinyl		\$2,183.35	\$2,510.85	\$2,812.15	
PALSOF	Palm Beach Sofa - White Vinyl		\$1,423.70	\$1,637.25	\$1,833.70	
STESOF	Sterling Sofa - Grey Fabric		\$1,690.25	\$1,943.80	\$2,177.05	
VALSOF	Valencia Sofa - Coffee Brown Velvet		\$953.85	\$1,096.95	\$1,228.60	

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

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.25%
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: _____

EMAIL ADDRESS: _____

ACCENT CHAIRS

International Symposium on Microelectronics



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CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CHR002	Allegro Chair - Blue Fabric, Brushed Metal		\$1,050.95	\$1,208.60	\$1,353.65	
ATHCHA	Atherton Chair - Brown Leather, Black Metal		\$871.60	\$1,002.35	\$1,122.65	
BCHWHT	Baja Chair - White Vinyl		\$1,165.05	\$1,339.80	\$1,500.60	
BOWCHA	Bowery Chair - Ochre Fabric		\$818.65	\$941.45	\$1,054.40	
CNTCHR	Century Chair - Gray Velvet		\$834.25	\$959.40	\$1,074.55	
FAIRCW	Fairfax Chair - White Vinyl, Brushed Metal		\$737.30	\$847.90	\$949.65	
KEYCHR	Key Largo Chair - Black Fabric, Wood		\$672.15	\$772.95	\$865.70	
LABREA	La Brea Swivel Chair - Charcoal Gray Fabric, Chrome		\$879.75	\$1,011.70	\$1,133.10	
LENCHA	Lena Chair - Moss Green Leather, Bronze		\$734.65	\$844.85	\$946.25	
BCW	Madrid Chair - White Vinyl, Chrome		\$1,600.90	\$1,841.05	\$2,062.00	
MONCHA	Montreal Chair - Blue, Black Metal		\$899.60	\$1,034.55	\$1,158.70	
MNCHCH	Munich Armless Chair - Gray Fabric, Black		\$1,209.75	\$1,391.20	\$1,558.15	
NPLCHP	 POWERED Naples Chair - Black Vinyl		\$1,356.50	\$1,559.95	\$1,747.15	
NPLCHR	Naples Chair - Black Vinyl		\$1,250.55	\$1,438.15	\$1,610.75	
STECHEA	Sterling Chair - Gray Fabric		\$1,161.05	\$1,335.20	\$1,495.40	
SWAN	Swanson Swivel Chair - White Vinyl, Chrome		\$765.75	\$880.60	\$986.25	
TCHP	Tech Chair, No Tablet - Gray Vinyl, Chrome Base		\$641.20	\$737.40	\$825.90	
TCHGRY	 POWERED Tech Tablet Chair - Gray Vinyl, White Metal Tablet, Chrome Base		\$625.70	\$719.55	\$805.90	
VALCHA	Valencia Chair - Spice Orange Velvet		\$641.75	\$738.00	\$826.55	
WENCHA	Wentworth Swivel Chair - Brown Vinyl		\$703.60	\$809.15	\$906.25	

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

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TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.25%
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CONTACT NAME: _____

EMAIL ADDRESS: _____

INDIVIDUAL SEATING

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CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLDCRD	Blade Chair - Red		\$144.40	\$166.05	\$186.00	
BLDCSB	Blade Chair - Sky Blue		\$144.40	\$166.05	\$186.00	
SC3	Brewer Chair - Onyx, Chrome		\$374.65	\$430.85	\$482.55	
XCHR	Christopher Chair - White Vinyl, Chrome		\$224.10	\$257.70	\$288.60	
DUET	Duet Stack Chair - Black, Chrome		\$138.50	\$159.25	\$178.35	
LMCHR	Laguna Chair - Maple, Chrome		\$317.75	\$365.40	\$409.25	
LUCHCL	Lucent Chair - Frosted Acrylic, Chrome		\$388.80	\$447.10	\$500.75	
MALGRN	Malba Chair - Green, Chrome		\$244.40	\$281.05	\$314.80	
MALGRY	Malba Chair - Gray, Chrome		\$244.40	\$281.05	\$314.80	
MARCBF	Marina Chair - Ocean Blue Fabric, Brushed Metal		\$314.70	\$361.90	\$405.35	
MARCBK	Marina Chair - Black Vinyl, Brushed Metal		\$314.70	\$361.90	\$405.35	
MARCBR	Marina Chair - Brown Fabric, Brushed Metal		\$314.70	\$361.90	\$405.35	
MARCRD	Marina Chair - Red Fabric, Brushed Metal		\$314.70	\$361.90	\$405.35	
MARCWH	Marina Chair - White Vinyl, Brushed Metal		\$314.70	\$361.90	\$405.35	
OCMWH	Meeting Chair - White		\$537.70	\$618.35	\$692.55	
PASCHR	Pasadena Chair - White Molded Plastic w/Chrome Tower Base		\$507.35	\$583.45	\$653.45	
SC10	Razor Armless Chair - White		\$167.05	\$192.10	\$215.15	
RSTDIN	Rustique Chair w/ Arms - Gunmetal		\$281.05	\$323.20	\$362.00	
CS4	Syntax Chair - Black, Chrome		\$444.00	\$510.60	\$571.85	
ZENCHR	Zenith Chair - White, Chrome		\$358.40	\$412.15	\$461.60	

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

TOTAL ESTIMATE	\$ _____
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AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.com

BENCHES & OTTOMANS

International Symposium on Microelectronics

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October 4 - 5, 2022

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Beverly Benches

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BVSMBK	Beverly Small Bench Ottoman - Black Vinyl		\$451.35	\$519.05	\$581.35	
BVSMBL	Beverly Small Bench Ottoman - Ocean Blue Fabric		\$451.35	\$519.05	\$581.35	
BVSMBN	Beverly Small Bench Ottoman - Brown Fabric		\$451.35	\$519.05	\$581.35	
BVSMGN	Beverly Small Bench Ottoman - Olive Green Fabric		\$451.35	\$519.05	\$581.35	
BVSMGY	Beverly Small Bench Ottoman - Grey Fabric		\$451.35	\$519.05	\$581.35	
BVSM LN	Beverly Small Bench Ottoman - Linen Fabric		\$451.35	\$519.05	\$581.35	
BVSM LV	Beverly Small Bench Ottoman - Lavender Fabric		\$451.35	\$519.05	\$581.35	
BVSMOR	Beverly Small Bench Ottoman - Orange Fabric		\$451.35	\$519.05	\$581.35	
BVSMRD	Beverly Small Bench Ottoman - Red Fabric		\$451.35	\$519.05	\$581.35	
BVSMWH	Beverly Small Bench Ottoman - White Vinyl		\$451.35	\$519.05	\$581.35	
BVSMYL	Beverly Small Bench Ottoman - Yellow Fabric		\$451.35	\$519.05	\$581.35	
BVLYBK	Beverly Bench - Black Vinyl		\$863.50	\$993.05	\$1,112.20	
BVLYBN	Beverly Bench - Brown Fabric		\$863.50	\$993.05	\$1,112.20	
BVLYGR	Beverly Bench - Grey Fabric		\$863.50	\$993.05	\$1,112.20	
BVLYLN	Beverly Bench - Linen Fabric		\$863.50	\$993.05	\$1,112.20	
BVLYOB	Beverly Bench - Ocean Fabric		\$863.50	\$993.05	\$1,112.20	
BVLYRD	Beverly Bench - Red Fabric		\$863.50	\$993.05	\$1,112.20	
BVLYWH	Beverly Bench - White Vinyl		\$863.50	\$993.05	\$1,112.20	

Metal Bench

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
REG BEN	Regis Bench/Table - Brushed Metal		\$615.05	\$707.30	\$792.20	

Ottomans

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
END01B	Endless Curved Ottoman - Black Vinyl, Chrome		\$896.15	\$1,030.55	\$1,154.20	
END01W	Endless Curved Ottoman - White Vinyl, Chrome		\$896.15	\$1,030.55	\$1,154.20	
END02B	Endless Square Ottoman - Black Vinyl, Chrome		\$562.15	\$646.45	\$724.00	
END02W	Endless Square Ottoman - White Vinyl, Chrome		\$562.15	\$646.45	\$724.00	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.25%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

CUBE & SWIVEL OTTOMANS

International Symposium on Microelectronics

M148251022

HYNES CONVENTION CENTER | Boston, MA

October 4 - 5, 2022

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Vibe Cubes

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VIB01	Vibe Cube - Green		\$301.50	\$346.70	\$388.30	
VIB02	Vibe Cube - Blue		\$301.50	\$346.70	\$388.30	
VIB04	Vibe Cube - Red		\$301.50	\$346.70	\$388.30	
VIB05	Vibe Cube - Yellow		\$301.50	\$346.70	\$388.30	
VIB08	Vibe Cube - Orange		\$301.50	\$346.70	\$388.30	
VIB09	Vibe Cube - White Waterproof		\$301.50	\$346.70	\$388.30	
VIB10	Vibe Cube - Black Waterproof		\$301.50	\$346.70	\$388.30	
VIB11	Vibe Cube - Steel Blue Vinyl		\$301.50	\$346.70	\$388.30	
VIB12	Vibe Cube - Silver Vinyl		\$301.50	\$346.70	\$388.30	
VIB13	Vibe Cube - Purple Vinyl		\$301.50	\$346.70	\$388.30	
VIB14	Vibe Cube - Cirtus Green		\$301.50	\$346.70	\$388.30	
VIB15	Vibe Cube - Taupe Vinyl		\$301.50	\$346.70	\$388.30	
VIB16	Vibe Cube - Spice Orange		\$301.50	\$346.70	\$388.30	
VIB17	Vibe Cube - Desert Rose		\$301.50	\$346.70	\$388.30	

Marche Swivel

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MAR001	Marche Swivel - White		\$399.10	\$458.95	\$514.00	
MAR002	Marche Swivel - Grey		\$399.10	\$458.95	\$514.00	
MAR003	Marche Swivel - Linen		\$399.10	\$458.95	\$514.00	
MAR004	Marche Swivel - Raspberry		\$399.10	\$458.95	\$514.00	
MAR005	Marche Swivel - Red		\$399.10	\$458.95	\$514.00	
MAR006	Marche Swivel - Rose Qtz		\$399.10	\$458.95	\$514.00	
MAR007	Marche Swivel - Plum		\$399.10	\$458.95	\$514.00	
MAR008	Marche Swivel - Meadow Green		\$399.10	\$458.95	\$514.00	
MAR009	Marche Swivel - Pear		\$399.10	\$458.95	\$514.00	
MAR010	Marche Swivel - Blue		\$399.10	\$458.95	\$514.00	
MAR011	Marche Swivel - Orange		\$399.10	\$458.95	\$514.00	
MAR012	Marche Swivel - Forest Green		\$399.10	\$458.95	\$514.00	
MAR013	Marche Swivel - Teal Velvet		\$399.10	\$458.95	\$514.00	
MAR014	Marche Swivel - Distressed Brown		\$399.10	\$458.95	\$514.00	
MAR015	Marche Swivel - Black Vinyl		\$399.10	\$458.95	\$514.00	
MAR016	Marche Swivel - Ivory Faux Sheep Fur		\$399.10	\$458.95	\$514.00	

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

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TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.25%
AMOUNT DUE	\$ _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



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ACCENT TABLES: COCKTAIL & END

International Symposium on Microelectronics

M148251022



HYNES CONVENTION CENTER | Boston, MA

October 4 - 5, 2022


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Cocktail Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ALC100	Alondra Cocktail Table - Glass Top, Chrome		\$716.90	\$824.45	\$923.40	
ALC200	Alondra Cocktail Table - Brandy Maple Top, Chrome		\$716.90	\$824.45	\$923.40	
CIC	Geo Cocktail Table - Glass Top, Chrome		\$537.70	\$618.35	\$692.55	
CIFWB	Geo Cocktail Table - Brandy Maple Top, Black		\$627.30	\$721.40	\$807.95	
MESCTB	Mesa Cocktail Table - Black Top, Bronze		\$415.30	\$477.60	\$534.90	
MESCTG	Mesa Cocktail Table - Glass Top, Bronze		\$415.30	\$477.60	\$534.90	
MESCTW	Mesa Cocktail Table - Barnwood Top, Bronze		\$415.30	\$477.60	\$534.90	
CIE	Silverado Cocktail Table - Glass Top, Chrome		\$594.70	\$683.90	\$765.95	
CIW	Sydney Cocktail Table - White Top, Brushed Steel		\$602.80	\$693.20	\$776.40	
CIY	Sydney Cocktail Table - Black Top, Brushed Steel		\$602.80	\$693.20	\$776.40	
CIWP	 POWERED Sydney Cocktail Table - White Top, Brushed Steel		\$765.75	\$880.60	\$986.25	
CIYP	 POWERED Sydney Cocktail Table - Black Top, Brushed Steel		\$765.75	\$880.60	\$986.25	
SYDBEC	Sydney Cocktail Table - Blue Top, Brushed Steel		\$611.05	\$702.70	\$787.00	
SYDWDC	Sydney Cocktail Table - Barnwood Top, Brushed Steel		\$555.45	\$638.75	\$715.40	

End Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ALE100	Alondra End Table - Glass Top, Chrome		\$517.35	\$594.95	\$666.35	
ALE200	Alondra End Table - Brandy Maple Top, Chrome		\$517.35	\$594.95	\$666.35	
CUBPOW	 POWERED Wireless Charging Table - White, AC Plug In		\$922.10	\$1,060.40	\$1,187.65	
EIC	Geo End Table - Glass Top, Chrome		\$529.60	\$609.05	\$682.15	
EIFWB	Geo End Table - Brandy Maple Top, Black		\$545.85	\$627.75	\$703.10	
MESETB	Mesa End Table - Black Top, Bronze		\$274.30	\$315.45	\$353.30	
MESETG	Mesa End Table - Glass Top, Bronze		\$274.30	\$315.45	\$353.30	
MESETW	Mesa End Table - Barnwood Top, Bronze		\$274.30	\$315.45	\$353.30	
REGOTT	Regis End Table - Brushed Metal		\$452.25	\$520.10	\$582.50	
EIE	Silverado End Table - Glass, Chrome		\$566.15	\$651.05	\$729.20	
EIW	Sydney End Table - White Top, Brushed Steel		\$545.85	\$627.75	\$703.10	
EIY	Sydney End Table - Black Top, Brushed Steel		\$545.85	\$627.75	\$703.10	
SYDBEE	Sydney End Table - Blue Top, Brushed Steel		\$536.95	\$617.50	\$691.60	
SYDWDE	Sydney End Table - Barnwood Top, Brushed Steel		\$536.95	\$617.50	\$691.60	

 = **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.)
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TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.25%
AMOUNT DUE	\$ _____

COMPANY NAME: _____ BOOTH NUMBER: _____

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ACCENT TABLES: SIDE

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Side Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
AURA	Aura Round Table - White Metal		\$309.50	\$355.90	\$398.60	
SEDBBK	Sedona Side Table - Black Top, Bronze		\$276.80	\$318.30	\$356.50	
SEDBWD	Sedona Side Table - Wood Top, Bronze		\$276.80	\$318.30	\$356.50	
SEDBWH	Sedona Side Table - White Top, Bronze		\$276.80	\$318.30	\$356.50	
TAOBBK	Taos Side Table - Black Top, Bronze		\$276.80	\$318.30	\$356.50	
TAOBWD	Taos Side Table - Wood Top, Bronze		\$276.80	\$318.30	\$356.50	
TAOBWH	Taos Side Table - White Top, Bronze		\$276.80	\$318.30	\$356.50	
TMBTBL	Timber Table - Wood		\$366.65	\$421.65	\$472.25	

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AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

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BAR TABLES, BARS & COUNTERS

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30" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30ACBB	30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top		\$536.95	\$617.50	\$691.60	
30BEBB	30" Round Bar Table w/ Standard Black Base - Blue Top		\$536.95	\$617.50	\$691.60	
30BKSB	30" Round Bar Table w/ Standard Black Base - Black Top		\$536.95	\$617.50	\$691.60	
30GSBB	30" Round Bar Table w/ Standard Black Base - Green Top		\$536.95	\$617.50	\$691.60	
30OSBB	30" Round Bar Table w/ Standard Black Base - Orange Top		\$536.95	\$617.50	\$691.60	
30WDBB	30" Round Bar Table w/ Standard Black Base - Barnwood Top		\$536.95	\$617.50	\$691.60	
30WH42	30" Round Bar Table w/ Standard Black Base - White Top		\$558.00	\$641.70	\$718.70	
30YBBB	30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top		\$536.95	\$617.50	\$691.60	
VTB	30" Round Bar Table w/ Standard Black Base - Red Top		\$529.60	\$609.05	\$682.15	
VTJ	30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$529.60	\$609.05	\$682.15	
VTK	30" Round Bar Table w/ Standard Black Base - Maple Top		\$529.60	\$609.05	\$682.15	
VTA	30" Round Madison Bar Table w/ Standard Black Base - Gray Acajou Top		\$529.60	\$609.05	\$682.15	

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		\$529.60	\$609.05	\$682.15	
VTN	36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$566.15	\$651.05	\$729.20	
VTW	36" Round Bar Table w/ Standard Black Base - White Top		\$566.15	\$651.05	\$729.20	
VTP	36" Round Bar Table w/ Standard Black Base - Maple Top		\$566.15	\$651.05	\$729.20	

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		\$648.10	\$745.30	\$834.75	
30BEHB	30" Round Bar Table w/ Hydraulic Base - Blue Top		\$648.10	\$745.30	\$834.75	
30BKHB	30" Round Bar Table w/ Hydraulic Base - Black Top		\$648.10	\$745.30	\$834.75	
30BRHB	30" Round Bar Table w/ Hydraulic Base - Red Top		\$643.60	\$740.15	\$828.95	
30GRHB	30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$643.60	\$740.15	\$828.95	
30GSHB	30" Round Bar Table w/ Hydraulic Base - Green Top		\$648.10	\$745.30	\$834.75	
30MTHB	30" Round Bar Table w/ Hydraulic Base - Maple Top		\$700.65	\$805.75	\$902.45	
30OSHB	30" Round Bar Table w/ Hydraulic Base - Orange Top		\$648.10	\$745.30	\$834.75	
30WDHB	30" Round Bar Table w/ Hydraulic Base - Barnwood Top		\$648.10	\$745.30	\$834.75	
30WHHB	30" Round Bar Table w/ Hydraulic Base - White Top		\$696.65	\$801.15	\$897.30	
30YSHB	30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top		\$648.10	\$745.30	\$834.75	
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top		\$643.60	\$740.15	\$828.95	

36" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHB	36" Round Bar Table w/ Hydraulic Base - Black Top		\$648.10	\$745.30	\$834.75	
36GRHB	36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$700.65	\$805.75	\$902.45	
36MTHB	36" Round Bar Table w/ Hydraulic Base - Maple Top		\$700.65	\$805.75	\$902.45	
36WTHB	36" Round Bar Table w/ Hydraulic Base - White Top		\$700.65	\$805.75	\$902.45	

BAR TABLES, BARS & COUNTERS CONTINUED

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Metal Bar Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
RSTSQT	Rustique Square Metal Bar Table - Gunmetal		\$586.55	\$674.55	\$755.50	

Ventura Communal Bar Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTBNP	Ventura Communal Bar Table - Black Top, Silver		\$1,421.70	\$1,634.95	\$1,831.15	
VNTMNP	Ventura Communal Bar Table - Maple Top, Silver		\$1,421.70	\$1,634.95	\$1,831.15	
VNTWNP	Ventura Communal Bar Table - White Top, Silver		\$1,421.70	\$1,634.95	\$1,831.15	
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes - Maple Top, Silver		\$1,421.70	\$1,634.95	\$1,831.15	
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes - White Top, Silver		\$1,421.70	\$1,634.95	\$1,831.15	
VNTBLK	 POWERED Ventura Communal Bar Table, Powered - Black Top, Silver		\$1,678.25	\$1,930.00	\$2,161.60	
VNTWHT	 POWERED Ventura Communal Bar Table, Powered - White Top, Silver		\$1,678.25	\$1,930.00	\$2,161.60	

 = **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		\$3,166.10	\$3,641.00	\$4,077.90	
MTBUUL	Midtown Bar, Unlighted - Taupe Glass Top, Pewter		\$2,962.50	\$3,406.85	\$3,815.65	

Counters

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In - Taupe Glass Top, Pewter		\$3,166.10	\$3,641.00	\$4,077.90	
MTCPUL	Midtown Powered Counter, Unlighted - Taupe Glass Top, Pewter		\$2,980.95	\$3,428.10	\$3,839.45	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.25%
AMOUNT DUE	\$ _____

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CAFÉ TABLES

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30" Round Café Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBC	30" Round Cafe Table w/ Standard Black Base - Brushed Gunmetal Top		\$481.45	\$553.65	\$620.10	
30BEBC	30" Round Cafe Table w/ Standard Black Base - Blue Top		\$481.45	\$553.65	\$620.10	
30BKSC	30" Round Cafe Table w/ Standard Black Base - Black Top		\$481.45	\$553.65	\$620.10	
30GSBC	30" Round Cafe Table w/ Standard Black Base - Green Top		\$481.45	\$553.65	\$620.10	
30OSBC	30" Round Cafe Table w/ Standard Black Base - Orange Top		\$481.45	\$553.65	\$620.10	
30WDBC	30" Round Cafe Table w/ Standard Black Base - Barnwood Top		\$481.45	\$553.65	\$620.10	
30WH29	30" Round Cafe Table w/ Standard Black Base - White Top		\$509.10	\$585.45	\$655.70	
30YSBC	30" Round Cafe Table w/ Standard Black Base - Brushed Yellow Top		\$481.45	\$553.65	\$620.10	
ZTA	30" Round Madison Cafe Table w/ Standard Black Base - Gray Acajou Top		\$496.90	\$571.45	\$640.00	
ZTB	30" Round Cafe Table w/ Standard Black Base - Red Top		\$480.65	\$552.75	\$619.10	
ZTJ	30" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$480.65	\$552.75	\$619.10	
ZTK	30" Round Cafe Table w/ Standard Black Base - Maple Top		\$480.65	\$552.75	\$619.10	

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		\$525.45	\$604.25	\$676.75	
ZTN	36" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$525.45	\$604.25	\$676.75	
ZTP	36" Round Cafe Table w/ Standard Black Base - Maple Top		\$525.45	\$604.25	\$676.75	
ZTQ	36" Round Cafe Table w/ Standard Black Base - White Top		\$525.45	\$604.25	\$676.75	

30" Round Café Table with Chrome Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Gunmetal Top		\$647.10	\$744.15	\$833.45	
30BEHC	30" Round Cafe Table w/ Hydraulic Base - Blue Top		\$648.10	\$745.30	\$834.75	
30BKHC	30" Round Cafe Table w/ Hydraulic Base - Black Top		\$647.10	\$744.15	\$833.45	
30BRHC	30" Round Cafe Table w/ Hydraulic Base - Red Top		\$643.60	\$740.15	\$828.95	
30GRHC	30" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$700.65	\$805.75	\$902.45	
30GSHC	30" Round Cafe Table w/ Hydraulic Base - Green Top		\$647.10	\$744.15	\$833.45	
30MTHC	30" Round Cafe Table w/ Hydraulic Base - Maple Top		\$643.60	\$740.15	\$828.95	
30OSHC	30" Round Cafe Table w/ Hydraulic Base - Orange Top		\$647.10	\$744.15	\$833.45	
30WDHC	30" Round Cafe Table w/ Hydraulic Base - Barnwood Top		\$648.10	\$745.30	\$834.75	
30WHHC	30" Round Cafe Table w/ Hydraulic Base - White Top		\$696.65	\$801.15	\$897.30	
30YSHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Yellow Top		\$647.10	\$744.15	\$833.45	
30MAHC	30" Round Madison Cafe Table w/ Hydraulic Base - Gray Acajou Top		\$643.60	\$740.15	\$828.95	

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36" Round Café Table with Chrome Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHC	36" Round Cafe Table w/ Hydraulic Base - Black Top		\$700.65	\$805.75	\$902.45	
36GRHC	36" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$700.65	\$805.75	\$902.45	
36MTHC	36" Round Cafe Table w/ Hydraulic Base - Maple Top		\$700.65	\$805.75	\$902.45	
36WTHC	36" Round Cafe Table w/ Hydraulic Base - White Top		\$700.65	\$805.75	\$902.45	

Ventura Communal Café Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTCBN	Ventura Communal Cafe Table - Black Top, Silver		\$1,092.40	\$1,256.25	\$1,407.00	
VNTCMN	Ventura Communal Cafe Table - Maple Top, Silver		\$1,092.40	\$1,256.25	\$1,407.00	
VNTCWN	Ventura Communal Cafe Table - White Top, Silver		\$1,092.40	\$1,256.25	\$1,407.00	
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes - Maple Top, Silver		\$1,092.40	\$1,256.25	\$1,407.00	
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes - White Top, Silver		\$1,092.40	\$1,256.25	\$1,407.00	
VNTCBK	 POWERED Communal Ventura Cafe Table - Black Top, Silver		\$1,240.50	\$1,426.55	\$1,597.75	
VNTCWH	 POWERED Communal Ventura Cafe Table - White Top, Silver		\$1,240.50	\$1,426.55	\$1,597.75	

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

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.25%
AMOUNT DUE	\$ _____

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CONTACT NAME: _____

EMAIL ADDRESS: _____

BAR STOOLS

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Bar Stools

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BSS	Banana Barstool - Black, Chrome		\$533.60	\$613.65	\$687.30	
BST	Banana Barstool - White, Chrome		\$533.60	\$613.65	\$687.30	
BLDBRD	Blade Barstool - Red		\$277.70	\$319.35	\$357.65	
BLDBSB	Blade Barstool - Sky Blue		\$277.70	\$319.35	\$357.65	
XBAR	Christopher Barstool - White Vinyl, Chrome		\$386.90	\$444.95	\$498.35	
LMBAR	Laguna Barstool - Maple, Chrome		\$399.10	\$458.95	\$514.00	
ROLLBL	Lift Barstool - Black Vinyl, Chrome		\$452.25	\$520.10	\$582.50	
ROLLGY	Lift Barstool - Gray Vinyl, Chrome		\$452.25	\$520.10	\$582.50	
ROLLRD	Lift Barstool - Red Vinyl, Chrome		\$452.25	\$520.10	\$582.50	
ROLLWH	Lift Barstool - White Vinyl, Chrome		\$452.25	\$520.10	\$582.50	
LUBSCL	Lucent Barstool - Frosted Acrylic, Chrome		\$555.45	\$638.75	\$715.40	
MARBBE	Marina Barstool - Ocean Blue Fabric, Brushed Metal		\$451.35	\$519.05	\$581.35	
MARBBK	Marina Barstool - Black Vinyl, Brushed Metal		\$451.35	\$519.05	\$581.35	
MARBBR	Marina Barstool - Brown Fabric, Brushed Metal		\$451.35	\$519.05	\$581.35	
MARBRD	Marina Barstool - Red Fabric, Brushed Metal		\$451.35	\$519.05	\$581.35	
MARBWH	Marina Barstool - White Vinyl, Brushed Metal		\$451.35	\$519.05	\$581.35	
RSTSTL	Rustique Barstool - Gunmetal		\$309.50	\$355.90	\$398.60	
BS001	Shark Barstool - White, Chrome		\$680.15	\$782.15	\$876.00	
BSR	Syntax Barstool - Black, Chrome		\$484.70	\$557.40	\$624.30	
ZENBAR	Zenith Barstool - White, Chrome		\$358.40	\$412.15	\$461.60	
BS002	Zoey Barstool - White, Chrome		\$623.30	\$716.80	\$802.80	

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CONFERENCE & WORK TABLES

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M148251022




HYNES CONVENTION CENTER | Boston, MA

October 4 - 5, 2022

ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 13, 2022

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

Conference Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BKCT0N	10' Table - Black Top, Silver		\$1,388.25	\$1,596.50	\$1,788.10	
BKCT0P	 POWERED 10' Table - Black Top, Silver		\$1,733.75	\$1,993.80	\$2,233.05	
CB8	42" Round Madison Table - Gray Acajou, Black		\$727.35	\$836.45	\$936.80	
42BKCT	42" Round Table - Black Top, Black		\$747.85	\$860.05	\$963.25	
CB1	42" Round Table - Graphite Nebula Top		\$822.90	\$946.35	\$1,059.90	
CONF42	42" Round Table - White Top		\$822.90	\$946.35	\$1,059.90	
BKCT5N	5' Table - Black Top, Silver		\$697.30	\$801.90	\$898.15	
BKCT5P	 POWERED 5' Table - Black Top, Silver		\$902.70	\$1,038.10	\$1,162.65	
BKCT8N	8' Table - Black Top, Silver		\$1,388.25	\$1,596.50	\$1,788.10	
BKCT8P	 POWERED 8' Table - Black Top, Silver		\$1,733.75	\$1,993.80	\$2,233.05	
36ATO	Atomic 36" Round Table - Glass Top, Chrome		\$680.15	\$782.15	\$876.00	
42ATO	Atomic 42" Round Table - Glass Top, Chrome		\$680.15	\$782.15	\$876.00	
CE2	Geo Table, Rectangle - Glass Top, Chrome		\$965.35	\$1,110.15	\$1,243.35	
CF2	Geo Table, Rectangle - Glass Top, Black		\$965.35	\$1,110.15	\$1,243.35	
CE1	Geo Table, Rounded Square - Glass Top, Chrome		\$680.15	\$782.15	\$876.00	
CF1	Geo Table, Rounded Square - Glass Top, Black		\$680.15	\$782.15	\$876.00	
MADC05	Madison 5' Table - Gray Acajou, Chrome		\$1,030.55	\$1,185.15	\$1,327.35	
MADC08	Madison 8' Table - Gray Acajou, Chrome		\$2,057.05	\$2,365.60	\$2,649.45	
MADC10	Madison 10' Table - Gray Acajou, Chrome		\$2,057.05	\$2,365.60	\$2,649.45	

Work Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
WD3	Work Table - White Top, White		\$708.80	\$815.10	\$912.90	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.25%
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: _____

EMAIL ADDRESS: _____

EXECUTIVE SEATING, DESKS & STORAGE

International Symposium on Microelectronics

M148251022

HYNES CONVENTION CENTER | Boston, MA

October 4 - 5, 2022



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Seating

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CUPCHA	Cupertino Mid Back Chair - Black Vinyl		\$593.20	\$682.20	\$764.05	
GENCHA	Genesis Chair - Black		\$517.70	\$595.35	\$666.80	
PROGB	Pro Executive Guest Chair - Black Vinyl, Chrome		\$558.00	\$641.70	\$718.70	
PROEXB	Pro Executive High Back Chair - Black Vinyl, Chrome		\$794.30	\$913.45	\$1,023.05	
PROEXE	Pro Executive High Back Chair - White Vinyl, Chrome		\$794.30	\$913.45	\$1,023.05	
PROMDB	Pro Executive Mid Back Chair - Black Vinyl, Chrome		\$521.35	\$599.55	\$671.50	
PROMID	Pro Executive Mid Back Chair - White Vinyl, Chrome		\$505.10	\$580.85	\$650.55	
TASKST	Task Stool - Black Fabric, Black		\$314.70	\$361.90	\$405.35	

Desks

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
TECH	 POWERED Tech Desk - Black Metal, Black Laminate w/ Electrical Unit		\$965.35	\$1,110.15	\$1,243.35	
TECH3B	 POWERED Tech Desk w/ 3 Drawer File Cabinet - Black Metal, Black Laminate w/ Electrical Unit		\$1,193.50	\$1,372.50	\$1,537.20	
JD8	Madison Executive Desk - Gray Acajou, Chrome		\$1,299.45	\$1,494.35	\$1,673.65	

Storage

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BC8	Madison Bookcase - Gray Acajou, Chrome		\$940.90	\$1,082.05	\$1,211.90	
TECH3	Cabinet on Castors - Black Top, Black Metal		\$317.75	\$365.40	\$409.25	

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AMOUNT DUE	\$ _____

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DIVIDERS

International Symposium on Microelectronics

M148251022

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Boxwood Hedges

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
HDC4FT	4' Boxwood Hedge		\$944.25	\$1,085.90	\$1,216.20	
HDC7FT	7' Boxwood Hedge		\$1,536.80	\$1,767.30	\$1,979.40	

Stanchions

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
STNSGN	Stanchion Sign Holder - Chrome		\$84.10	\$96.70	\$108.30	
STNCHI	Stanchion w/ Retractable Belt - Black, Chrome		\$96.50	\$110.95	\$124.25	

Dividers

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
DIVBAR	Bar/Counter Divider - Clear, Black		\$270.80	\$311.40	\$348.75	
DIVFRE	Freestanding Divider - Clear, Silver		\$544.70	\$626.40	\$701.55	
DIVFCR	Freestanding Corner Divider - Clear, Silver		\$1,089.45	\$1,252.85	\$1,403.20	
DIVFWL	Freestanding Wall Divider - Clear, Silver		\$544.70	\$626.40	\$701.55	
DIVFST	Sofa/Table Divider - Clear, Silver		\$488.70	\$562.00	\$629.45	
DIVFWB	Freestanding Whiteboard Divider - White, Silver		\$678.55	\$780.35	\$874.00	
MIRWHT	Miramar Divider - White Molded Plastic		\$697.30	\$801.90	\$898.15	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.25%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

ACCESSORIES

International Symposium on Microelectronics

M148251022


HYNES CONVENTION CENTER | Boston, MA

October 4 - 5, 2022

ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 13, 2022

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Charging Hub

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VILHUB	 POWERED Village Charging Hub - Cream		\$407.75	\$468.90	\$525.15	

Lamps


CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
LA14	Mason Silver Table Lamp - Brushed Silver		\$309.50	\$355.90	\$398.60	
LA15	Mason Silver Floor Lamp - Brushed Silver		\$472.50	\$543.40	\$608.60	

Pedestals

PDL36B	 POWERED 36" Locking Pedestal - Black		\$1,079.45	\$1,241.35	\$1,390.30	
PDL36W	 POWERED 36" Locking Pedestal - White		\$1,079.45	\$1,241.35	\$1,390.30	
PDL42B	 POWERED 42" Locking Pedestal - Black		\$1,279.05	\$1,470.90	\$1,647.40	
PDL42W	 POWERED 42" Locking Pedestal - White		\$1,279.05	\$1,470.90	\$1,647.40	

Shelving

PSHCCS	Posh Shelving - Chrome, Acrylic		\$1,103.90	\$1,269.50	\$1,421.85	
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 NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.25%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

GRAPHICS & SIGNS

International Symposium on Microelectronics

M148251022

HYNES CONVENTION CENTER | Boston, MA

October 4 - 5, 2022

DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 6, 2022

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

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

Foam Core Signs, Single Sided

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70009	22" x 28" Vertical		\$301.10	\$346.25	\$387.80	
70010	22" x 28" Horizontal		\$301.10	\$346.25	\$387.80	
70011	28" x 44" Vertical		\$458.65	\$527.45	\$590.75	
70012	28" x 44" Horizontal		\$458.65	\$527.45	\$527.45	
70027	38.25" x 90.75" Meter Board, Trovicel Panel		\$928.25	\$1,067.50	\$1,195.60	
70138	39" x 84" Meter Board, Ultraboard		\$539.30	\$620.20	\$694.60	

Printed Vinyl Banners (per sq. ft.)

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70065	Vertical with Grommets		\$38.15	\$43.85	\$49.10	
70071	Horizontal with Grommets		\$38.15	\$43.85	\$49.10	
70066	Vertical with Pockets		\$41.10	\$47.25	\$52.90	
70072	Horizontal with Pockets		\$41.10	\$47.25	\$52.90	

Table Clings

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70034	36" x 36" Round Table Cling <i>Table clings are made to fit our standard pedestal table tops.</i>		\$320.30	\$368.35	\$412.55	

Accessories

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70017	4' x 8' Blank Foamcore		\$81.75	\$94.00	\$105.30	
70021	Velcro/per ft. (Minimum of 5')		\$5.30	\$6.10	\$6.85	
70004	7" x 44" ID Sign		\$90.10	\$103.60	\$116.05	
50094	Floor Easel		\$80.70	\$92.80	\$103.95	
50095	22" x 28" Chrome Sign Holder		\$183.75	\$211.30	\$236.65	
50508	Cardboard Meter Board Base, Black		\$35.90	\$41.30	\$46.25	

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 6.25%

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 are available once ordered.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

UPLOADING GRAPHICS 101 ADDING FILES TO THE FTP.

International Symposium on Microelectronics

HYNES CONVENTION CENTER | Boston, MA

M148251022

October 4 - 5, 2022

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

Before Sending Files

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

Company Name_Booth#_Panel Letter

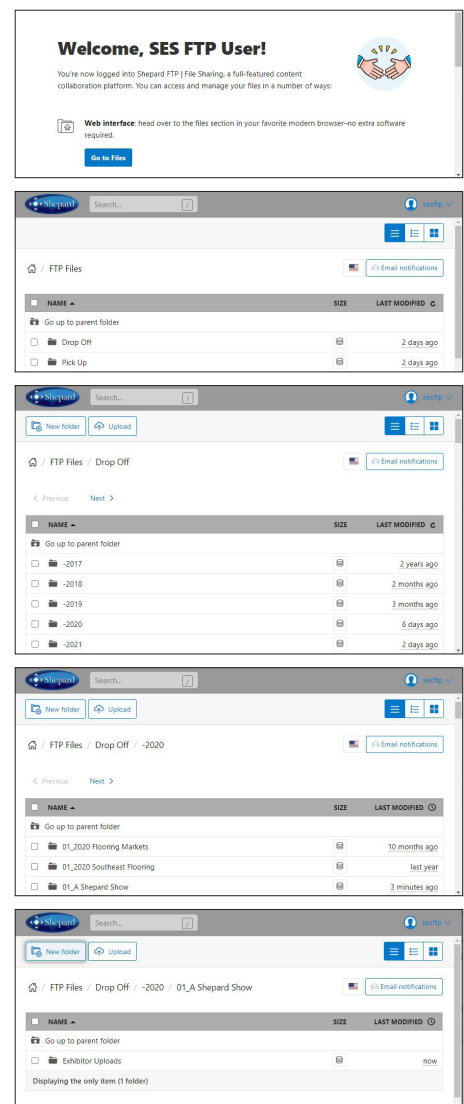
example: Shepard_Booth1905_Panel A.pdf

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

Submitting Your Files

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

Failure to follow these steps could result in delayed graphics.



SHEPARD GRAPHIC GUIDELINES

DIRECT TO SUBSTRATE PRINTING.

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





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

Document Size & Specs

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

Acceptable File Formats

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

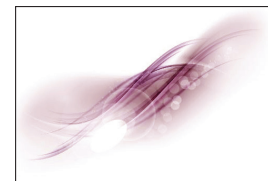
PROGRAM	FILE EXTENSION	SPECIAL CONSIDERATIONS
 Acrobat	.pdf	Must be high resolution with fonts embedded.
 InDesign	.indd or .idml	Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
 Illustrator	.ai or .eps	Vector artwork. Images embedded and fonts changed to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

Color

- Artwork must be created in the **CMYK color space**.
- If **PMS color matching** is required during the printing process, please **use Pantone®+ Solid Coated swatches** in your artwork.
- Converting color from RGB to CMYK will change the vibrancy and the look of some effects, DO NOT design artwork in RGB. Colors may vary due to output devices.



RGB Color Space.



CMYK Color Space.

Fonts & Links

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

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

SHEPARD GRAPHIC GUIDELINES

CONTINUED

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

Vector

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

Raster

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



Vector Logo at 100% scale.



Vector Logo at 200% scale.



Raster Logo at 100% scale.



Raster Logo at 200% scale.

Resolution

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

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

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

Before Sending Files

- Please name your files appropriately for easy identification.

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

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

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

Submitting Your Files

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

Website: files.shepardes.com

Login: [sesftp](#)

Password: [ftpftp](#)

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

ELEVATE YOUR EXHIBIT

With Shepard, You Can.

What are *your* exhibit goals?

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

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



High-impact Exhibits

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

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



Offering innovative exhibit frameworks...and more!

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



Why Shepard?

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

SHIELDS & BARRIERS

International Symposium on Microelectronics

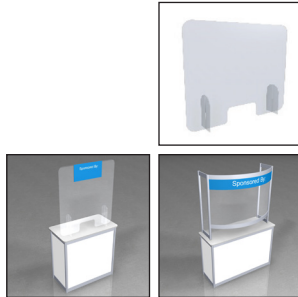
M148251022

HYNES CONVENTION CENTER | Boston, MA

October 4 - 5, 2022

ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 6, 2022

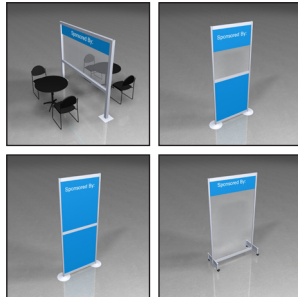
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Counters and Furnishings not included.



Counters not included.

Plexi Shields

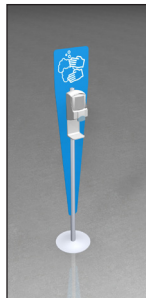
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66651	Standard Plexi Shield (CVPS1) 40" (l) x 36" (h)		\$556.40	\$639.85	\$716.65	
66652	Tall Plexi Shield (CVPS2) 40" (l) x 44" (h)		\$684.80	\$787.50	\$882.00	
66653	Curved Plexi Shield (CVPS3) 4' 8.75" (l) x 4' (h) x 2' 2.25" (d)		\$856.00	\$984.40	\$1,102.55	



Walls & Dividers

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66654	Large Wall Divider (CVDW1) 9' 1.25" (l) x 7' (h) x 11.85" (d) base 30" from floor		\$856.00	\$984.40	\$1,102.55	
66655	Plexi/Trovice Panel Wall Divider (CVDW2) 3' 4.5" (l) x 8' high x Approx. 6" (d) base		\$599.20	\$689.10	\$771.80	
66656	Trovice/Trovice Wall Divider (CVDW3) 3' 4.5" (l) x 8' (h) x 1' 9" (d) base		\$513.60	\$590.65	\$661.55	
66657	Plexi Rolling Baffle (CVDW4) 4' 2.5" (l) x 7' (h) x 1' 9" (d) base		\$1,070.00	\$1,230.50	\$1,378.15	

Sanitizer Kiosk



CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66650	Sanitizer Kiosk A (CVSKI) 40" (l) x 36" (h)		\$642.00	\$738.30	\$826.90	

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 6.25%

AMOUNT DUE \$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

EXHIBIT COUNTER RENTALS

International Symposium on Microelectronics

M148251022

HYNES CONVENTION CENTER | Boston, MA

October 4 - 5, 2022

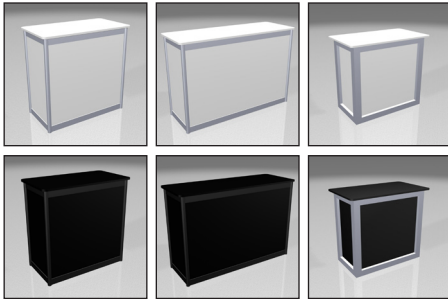
ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 6, 2022

* 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:

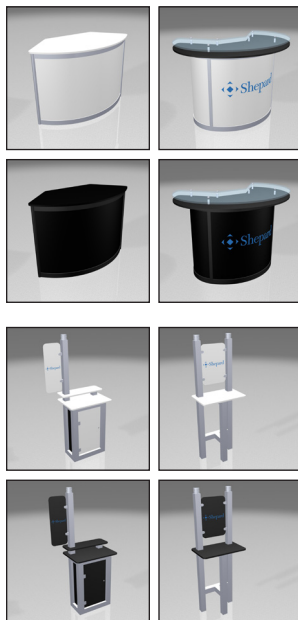
Metal Colors: Silver (15) and **Panel Colors:** White (03) or Black (06)



Locking Cabinets

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6628203 (w) 6628206 (b)	1 Meter Locking Cabinet (LC1) 3' 6" (l) x 3' 6" (h) x 1' 9" (d) Graphic Size: 968mm x 898mm		\$1,407.85	\$1,619.05	\$1,813.35	
6628303 (w) 6628306 (b)	1.5 Meter Locking Cabinet (LC2) 5' (l) x 3' 6" (h) x 1' 9" (d) Graphic Size: 1463mm x 898mm		\$1,708.40	\$1,964.65	\$2,200.40	
6628403 (w) 6628406 (b)	Locking Cabinet (LC3) 3' 9" (l) x 3' 6" (h) x 2' 3" (d) Graphic Size: 922mm x 872mm		\$1,038.50	\$1,194.25	\$1,337.55	

Reception Counters



CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627503 (w) 6627506 (b)	Reception Counter (RC2) 4'10.75" (l) x 40" (h) x 2' 4.75" (d) Graphic Size: 1530mm x 898mm		\$1,447.75	\$1,664.90	\$1,864.70	
6627603 (w) 6627606 (b)	Reception Counter (RC3) 5' 2.75" (l) x 42" (h) x 3' 5.5" (d) Graphic Size: 1080mm x 898mm		\$3,140.55	\$3,611.65	\$4,045.05	

Computer Stands - Silver Metal Only (graphic included!)

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6628503 (w) 6628506 (b)	Computer Stand 1 (CS1) 3' (l) x 6' 3" (h) x 1' 9" (d) Graphic Size: 250mm x 700mm		\$1,826.40	\$2,100.35	\$2,352.40	
6628603 (w) 6628606 (b)	Computer Stand 2 (CS2) 2' 3" (l) x 6' 3" (h) x 1' 6" (d) Graphic Size: 380mm x 580mm		\$1,064.55	\$1,224.25	\$1,371.15	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.25%
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.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com

PRODUCT DISPLAYS & CHARGING STATION RENTALS

International Symposium on Microelectronics

M148251022

HYNES CONVENTION CENTER | Boston, MA

October 4 - 5, 2022

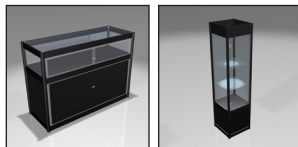
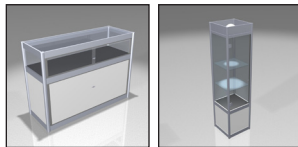
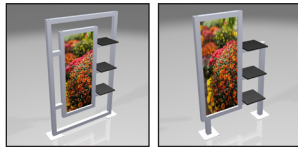
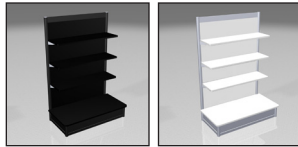
ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 6, 2022

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

Choose Your Unit & Customize to Fit Your Products!

AVAILABLE COLORS FOR ALL PRODUCTS:

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



Product Displays

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627703 (w) 6627706 (b)	Gondola 3' 6" (l) x 4' 6" (h) x 1' 3" (d)		\$986.55	\$1,134.55	\$1,270.70	
6627803 (w) 6627806 (b)	GL1 5' 4" (l) x 8' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$975.30	\$1,121.60	\$1,256.20	
6627903 (w) 6627906 (b)	GL2 4' 3" (l) x 7' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$1,681.05	\$1,933.20	\$2,165.20	

Showcases

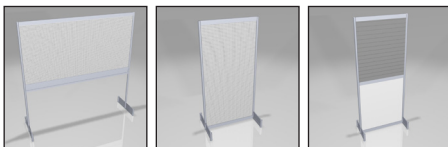
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627003 (w) 6627006 (b)	Quarterview Showcase (Qtrview) 4' 6" (l) x 3' 3" (h) x 1' 9" (d)		\$1,899.45	\$2,184.35	\$2,446.45	
6627203 (w) 6627206 (b)	Square Showcase (Square) 1' 9" (l) x 7' (h) x 1' 9" (d)		\$2,050.00	\$2,357.50	\$2,640.40	

Charging Unit

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
66430	Phone Charging Station (PCS) 3' (l) x 6' 3" (h) x 1' 9" (d) Graphic Size: 380mm x 710mm		\$3,227.05	\$3,711.10	\$4,156.45	Black ONLY

Perforated/Peg Boards

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR
66148	8' x 4' Pegboard Panel (PerfH)		\$479.60	\$551.55	\$617.75
66149	4' x 8' Pegboard Panel (PerfV)		\$479.60	\$551.55	\$617.75
50104	6" Pegs - 1 dozen (6"Pegs)		\$78.30	\$90.05	\$100.85
66147	3.5' x 8' Slat Wall, Grey (Slatwall)		\$479.60	\$551.55	\$617.75



TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 6.25%

AMOUNT DUE \$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

INLINE BOOTH RENTALS

International Symposium on Microelectronics

M148251022

HYNES CONVENTION CENTER | Boston, MA

October 4 - 5, 2022

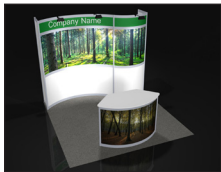
ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 6, 2022

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

Turnkey Rental Designs Make Exhibiting Easier!

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

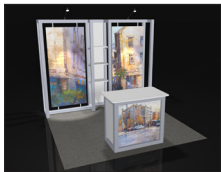
Don't see what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Please contact an Exhibit Team member with any questions or customization requests.



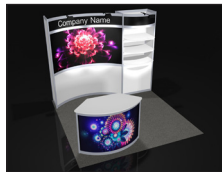
The Eddie



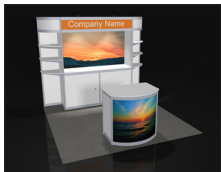
The Jonathon



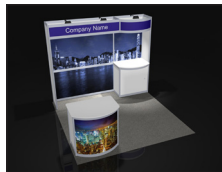
The Pierce



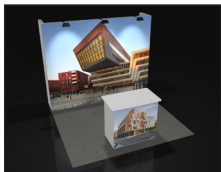
The Madison



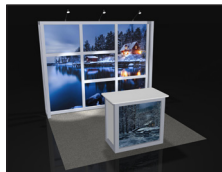
The Grant



The Harrison



The Hamilton



The Lucy

Inline Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66470	The Eddie - 10' x 10'		\$5,726.40	\$6,585.35	\$7,375.60	
66471	The Eddie - 10' x 20'		\$9,324.95	\$10,723.70	\$12,010.55	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66474	The Jonathon - 10' x 10'		\$3,994.90	\$4,594.15	\$5,145.45	
66475	The Jonathon - 10' x 20'		\$6,992.65	\$8,041.55	\$9,006.55	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66477	The Pierce - 10' x 10'		\$4,955.20	\$5,698.50	\$6,382.30	
66478	The Pierce - 10' x 20'		\$9,408.55	\$10,819.85	\$12,118.25	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66484	The Madison - 10' x 10'		\$6,009.05	\$6,910.40	\$7,739.65	
66485	The Madison - 10' x 20'		\$7,121.75	\$8,190.00	\$9,172.80	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66486	The Grant - 10' x 10'		\$6,342.70	\$7,294.10	\$8,169.40	
66487	The Grant - 10' x 20'		\$8,790.90	\$10,109.55	\$11,322.70	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66492	The Harrison - 10' x 10'		\$5,830.95	\$6,705.60	\$7,510.25	
66493	The Harrison - 10' x 20'		\$8,568.25	\$9,853.50	\$11,035.90	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66467	The Hamilton - 10' x 10'		\$4,063.20	\$4,672.70	\$5,233.40	
66468	The Hamilton - 10' x 20'		\$7,118.25	\$8,186.00	\$9,168.30	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66473	The Lucy - 10' x 10'		\$3,672.15	\$4,222.95	\$4,729.70	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.25%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

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EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com

FABEX BOOTH RENTALS

International Symposium on Microelectronics

M148251022

HYNES CONVENTION CENTER | Boston, MA

October 4 - 5, 2022

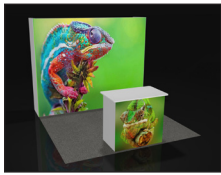
ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 6, 2022

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

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

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

Please contact an Exhibit Team member with any questions.



FX21



FX2H1



FX22



FX2H2

10' x 10' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66557	10' x 10' Booth (FX21)		\$3,776.00	\$4,342.40	\$4,863.50	
66561	10' x 10' Booth with Header (FX2H1)		\$4,620.30	\$5,313.35	\$5,950.95	

GRAPHIC SIZE SPECIFICATIONS

Backwall Graphic Size 3042mm x 2432mm Side Panel Colors ☐ White ☐ Black

Counter Graphic Size 1079mm x 1020mm

Header Graphic Size 2440mm x 380mm

10' x 20' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66559	10' x 20' Booth (FX22)		\$6,545.05	\$7,526.80	\$8,430.00	
66567	10' x 20' Booth with Header (FX2H2)		\$7,300.30	\$8,395.35	\$9,402.80	

GRAPHIC SIZE SPECIFICATIONS

Backwall Graphic Size 6012mm x 2432mm Side Panel Colors ☐ White ☐ Black

Counter Graphic Size 1079mm x 1020mm

Header Graphic Size 2440mm x 380mm

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 6.25%

AMOUNT DUE \$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



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FABEX BACKLIT BOOTH RENTALS

International Symposium on Microelectronics

M148251022

HYNES CONVENTION CENTER | Boston, MA

October 4 - 5, 2022

ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 6, 2022

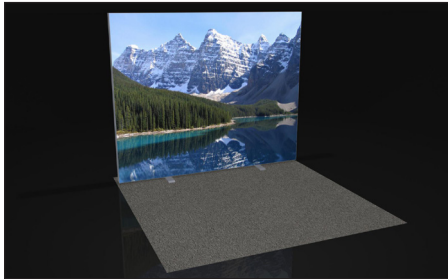
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Freestanding 8' High Backlit Backwalls with Full Color Graphics

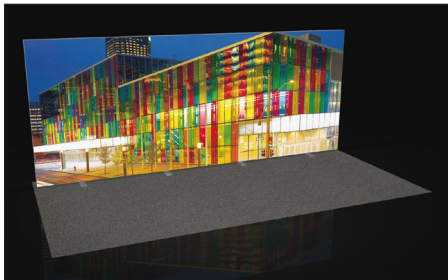
Carpet/flooring, furnishings, electrical and accessories not included. Please use the appropriate order forms to order these items.

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

Please contact an Exhibit Team member with any questions.



FX11



FX12



FX13

Freestanding 8' High Backlit Backwalls with Full Color Graphics

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66564	8' x 10' Backlit Backwall with Graphics (FX11) Graphic Size: 2992mm x 2436mm		\$3,807.50	\$4,378.65	\$4,904.10	
66565	8' x 20' Backlit Backwall with Graphics (FX12) Graphic Size: 5992mm x 2436mm		\$5,884.25	\$6,766.90	\$7,578.95	
66566	8' x 30' Backlit Backwall with Graphics (FX13) Graphic Size: 8992mm x 2436mm		\$7,961.05	\$9,155.20	\$10,253.80	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.25%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com

ISLAND BOOTH RENTALS

International Symposium on Microelectronics

M148251022

HYNES CONVENTION CENTER | Boston, MA

October 4 - 5, 2022

ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 6, 2022

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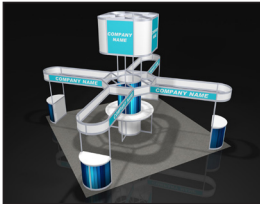
Turnkey Rental Designs Make Exhibiting Easier!

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

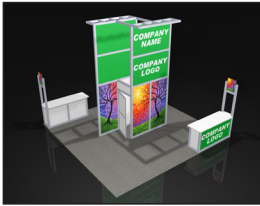
Please contact an Exhibit Team member with any questions.



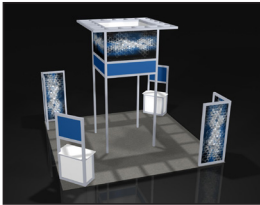
The Monroe



The Washington



The Tyler



The Garfield

Island Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66494	The Monroe		\$14,577.20	\$16,763.80	\$18,775.45	
66368	The Washington		\$20,920.10	\$24,058.10	\$26,945.05	
66495	The Tyler		\$15,567.70	\$17,902.85	\$20,051.20	
66496	The Garfield		\$15,244.90	\$17,531.65	\$19,635.45	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.25%
AMOUNT DUE	\$ _____

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CONTACT NAME: _____

EMAIL ADDRESS: _____



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FABRIC HANGING SIGNS

International Symposium on Microelectronics

M148251022

HYNES CONVENTION CENTER | Boston, MA

October 4 - 5, 2022

ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 6, 2022

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

All rentals include:**

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

** Rigging not included

DON'T FORGET!

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



Circle



Square



Triangle



Wave

Circle Hanging Signs

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69140	10' x 48" Circle Hanging Sign (HSC10)		\$9,180.40	\$10,557.45	\$11,824.35	
69142	16' x 48" Circle Hanging Sign (HSC16)		\$14,590.70	\$16,779.30	\$18,792.80	

Square Hanging Sign

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69143	10' x 48" Square Hanging Sign (HSS10)		\$11,163.35	\$12,837.85	\$14,378.40	

Triangle Hanging Sign

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69144	10' x 48" Triangle Hanging Sign (HST10)		\$9,033.35	\$10,388.35	\$11,634.95	

Wave Hanging Signs

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69145	10' x 48" Single Sided Wave Hanging Sign (HSWS)		\$3,978.25	\$4,575.00	\$5,124.00	
69146	10' x 48" Double Sided Wave Hanging Sign (HSWD)		\$5,293.75	\$6,087.80	\$6,818.35	

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 6.25%

AMOUNT DUE \$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com

ADVANCED SHIPPING HANGING SIGN LABEL

International Symposium on Microelectronics

M148251022

HYNES CONVENTION CENTER | Boston, MA

October 4 - 5, 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.

ADVANCED WAREHOUSE RUSH	 Shepard
	ADVANCED WAREHOUSE HANGING SIGN
	TO:
	_____ (Exhibiting Company Name)
	_____ (Exhibiting Company Booth Number)
	c/o Shepard Exposition Services c/o TForce Freight 80 Concord St North Reading, MA 01864
	FOR: International Symposium on Microelectronics
	Delivery Hours: Monday - Friday, 8:00AM - 4:00PM
	First day freight can arrive without a surcharge: Tuesday, September 6, 2022
	Last day freight can arrive without a surcharge: Monday, September 26, 2022

LABOR RULES & REGULATIONS

Boston, Massachusetts

LABOR

Boston, MA is NOT a “right-to-work” state. 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

The unpacking, erection, assembling, dismantling, and packing of displays and equipment may be done by full-time employees of the exhibiting company (no outside labor allowed). Skilled craftsman will be available to assist exhibitors who wish to hire labor to perform these services. Arrangements for all temporary labor must be made through Shepard Exposition Services. Please use the Labor Order Forms included with this manual. Outside labor of any kind is not permitted.

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 unload their own private vehicles provided the vehicle's total length is less than 24'. Unloading or reloading of freight from any vehicle over 24' in length, or any commercial vehicle, will be handled by Shepard Exposition Services. Rates for material handling services are enclosed in this exhibitor service manual.

Exhibitors may use their own two wheeled hand trucks or four wheeled flat truck. The use of pallet jacks, fork trucks, lift gates, or any other mechanical equipment is not permitted.

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

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

GRATUITIES /BREAKS

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

IN GENERAL

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

SAFETY

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

SHEPARD BLUE LABOR

International Symposium on Microelectronics

M148251022

HYNES CONVENTION CENTER | Boston, MA

October 4 - 5, 2022

ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 13, 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.**Double Time (DT):** All hours Sunday. Holidays, During week.**Holidays:** NY Day, ML King Day, Presidents Day, Good Friday, Patriots Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day

Shepard Blue Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68066	ST	\$268.50	\$308.75	\$345.80	
68067	OT	\$402.75	\$463.15	\$518.75	
68068	DT	\$537.05	\$617.60	\$691.70	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68070	ST	<<68066/68070_o>>	<<68066/68070_d>>	<<68066/68070_r>>	
68071	OT	<<68067/68071_o>>	<<68067/68071_d>>	<<68067/68071_r>>	
68072	DT	<<68068/68072_o>>	<<68068/68072_d>>	<<68068/68072_r>>	

**Pricing includes Supervisory fee of 30% over standard labor.

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 6.25%

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: _____

Step 5. Tell us about your exhibit.

Section MUST be completed before Shepard can begin any work on your exhibit.

BOOTH SIZE: _____ x _____

INBOUND FREIGHT: ☐ Advanced Warehouse ☐ Direct to Show Site

CARRIER NAME: _____

TRACKING OR PRO NUMBER: _____

ESTIMATED ARRIVAL DATE: _____

NUMBER OF PIECES: _____ ESTIMATED WEIGHT: _____

SET UP INFORMATION

COMPANY CONTACT NAME: _____

EMAIL: _____

CELL PHONE NUMBER: _____

DRAWINGS/PHOTOS/INSTRUCTIONS

☐ Attached ☐ Emailed to Shepard ☐ With the Exhibit ☐ In Crate #: _____

GRAPHICS

☐ With Exhibit ☐ Shipped Separately

ELECTRICAL PLACEMENT (exhibitor is responsible to order)

☐ Emailed to Shepard ☐ Drawing Attached ☐ Drawing with Exhibit
☐ Run Under Carpet

CARPET

☐ Ordered from Shepard ☐ Exhibitor Owned ☐ Carpet Padding

OTHER SERVICES ORDERED

☐ Overhead Rigging ☐ Cleaning ☐ Audio Visual (AV)

Step 6. Tell us about outbound shipping.****

**** Allow time for empty return when scheduling your pick up.

NUMBER OF CRATES: _____ NUMBER OF CARTONS: _____

NUMBER OF FIBER CASES: _____ NUMBER OF PALLETS: _____

METHOD: ☐ Ground ☐ 2-Day Air ☐ Next Day Air ☐ Other

NAME OF CARRIER: _____

PHONE NUMBER: _____

DATE SCHEDULE TO PICKUP FREIGHT: _____

MUST ARRIVE AT DESTINATION BY: _____

IF YOUR CARRIER DOESN'T SHOW UP?

☐ Re-route with Shepard Logistics Service
☐ Send to advanced warehouse for pickup (\$400 minimum charge)

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.com

EXHIBITOR SUPERVISED LABOR

International Symposium on Microelectronics

M148251022

HYNES CONVENTION CENTER | Boston, MA

October 4 - 5, 2022

ONLINE & DISCOUNT DEADLINE:* TUESDAY, SEPTEMBER 13, 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.**Double Time (DT):** All hours Sunday. Holidays, During week.**Holidays:** NY Day, ML King Day, Presidents Day, Good Friday, Patriots Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day

Exhibitor Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68060	ST	\$206.55	\$237.55	\$266.05	
68061	OT	\$309.83	\$356.30	\$399.05	
68062	DT	\$413.10	\$475.05	\$532.05	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68063	ST	<<68060/68063_o>>	<<68060/68063_d>>	<<68060/68063_r>>	
68064	OT	<<68061/68064_o>>	<<68061/68064_d>>	<<68061/68064_r>>	
68065	DT	<<68062/68065_o>>	<<68062/68065_d>>	<<68062/68065_r>>	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.25%
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. Where is the carpet coming from?

☐ Ordered from Shepard
 ☐ Exhibitor Owned
 ☐ Carpet Padding

Step 5. Provide a list of any tools or additional details that would be needed.

☐ Ladders
 ☐ Lifts
 ☐ Special Tools: _____

 ADDITIONAL DETAILS: _____

Step 6. Tell us about the schedule?

Requested times are not guaranteed and are based on availability.

INSTALLATION REQUEST DATE: _____

START TIME: _____ END TIME: _____

DISMANTLE REQUEST DATE: _____

START TIME: _____ END TIME: _____

Step 7. Provide on-site contact information.

ON-SITE CONTACT NAME: _____

ON-SITE CONTACT PHONE NUMBER: _____

EMAIL ADDRESS: _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.com

Exhibitor Ordering Guide

JOHN B. HYNES VETERANS MEMORIAL CONVENTION CENTER

JANUARY 1, 2022 - DECEMBER 31, 2022

Prepared Exclusively for:



Signature
BOSTON™

Remarkable experiences.
Imagination realized.™

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Introduction

On behalf of the Massachusetts Convention Center Authority, welcome to Boston!

We are excited to have you exhibit at our state-of-the-art facilities and look forward to working together to help you achieve your most ambitious goals. We are proud to offer the service, technology, and resources that will help you bring your vision to life. Our Exhibitor Services Team is an invaluable resource to assist you with transforming your ideas into an unforgettable event for your guests.

World-class customer service has become our signature as a meetings destination, which is why we have given our meetings and conventions experience a new name: Signature Boston. Unique and personal, a signature represents a promise that defines who we are and what we stand for. It speaks to our unwavering commitment to making every event we host in our city a success beyond your expectations.

This Ordering Guide is designed to make planning and ordering easy for all exhibitors. Each service section contains the following:

- Description of Services & Equipment and Pricing;
- Installation & Connection Information;
- Terms & Conditions, and;
- Frequently Asked Questions.

In addition to the orderable services listed in this guide, the MCCA also offers the following services for you to take advantage of on-site:

- Exhibitor Service Desk with assigned Event Associate
- Internet Support Services
- Free Wireless Internet Service
- FedEx Business Center

If you have any unanswered questions, please contact Exhibitor Services at 1.617.954.2230 or exhibitorservices@SignatureBoston.com, and we will be happy to assist you!

General Information

ORDERING POLICIES & PROCEDURES

Pricing

Discount, Standard and On-Site rates are available for most services. To qualify for the discount rate, order requests and payment must be received 21 days prior to the show opening. Standard rates will apply to orders received after this discount cut-off date and be effective until move-in begins. On-site rates will apply to orders received once move-in has begun.

Ordering

Exhibitors are encouraged to submit orders online at our secure and easy-to-use website, www.SignatureBoston.com. Credit card payment is required for all online orders. Exhibitors who prefer to mail in their orders and pay by check will find our Service Order Forms in the Appendix of this guide. No telephone orders will be accepted.

Exhibitors should be aware of the following when placing orders:

- All payments must be in US currency;
- The date payment is received determines the applicable rate (see Pricing above);
- Incomplete order or payment information will delay processing;
- Booth number(s) must be identified on all order forms.

Payments

Payment for services must be received in advance. Service will be delivered only after payment is received. All outstanding charges must be paid before the close of the show. Please note that there will be no additional taxes added to service charges.

Refunds

Claims for refunds must be submitted by the exhibitor to Exhibitor Services prior to event close. Credit will not be given for services installed and not used. Refunds are issued in the same manner in which payment was received.

General Terms & Conditions

- All booth number changes must be communicated by the exhibitor to Exhibitor Services prior to exhibitor move-in. Additional charges may result, if services must be moved after initial set-up.
- All equipment and material furnished by the MCCA shall remain the property of the MCCA and shall be removed only by MCCA personnel.
- Standard wall outlets and other permanent building outlets (e.g., electrical, telephone, plumbing, etc.) are not part of the booth space and may not be used by anyone other than MCCA personnel or designated service provider.
- Service connections must be made by MCCA personnel or designated service provider.
- Connection services generally cover the installation of service to the booth area in the most convenient manner to the MCCA.
- All equipment must comply with state and local safety codes. MCCA will refuse connection to any equipment that constitutes a safety hazard.
- Unless otherwise directed, MCCA personnel are authorized to cut floor coverings to permit installation of services.

Electrical Services

The MCCA offers a variety of electrical services through our experienced in-house team of electricians.

SPECIAL CONNECTIONS (208 volt & 480 volt power)	DISCOUNT	STANDARD	ON-SITE
Unless otherwise indicated in parentheses (), all special power connections will be hard-wire connected. To order Three Phase 100 amp service and higher, please contact MCCA exhibitor services for availability.			
208v single phase 30 amp (nema l21-30p)	\$390.00	\$480.00	\$580.00
208v single phase 60 amp	\$740.00	\$915.00	\$1,100.00
208v single phase 100 amp	\$1,130.00	\$1,415.00	\$1,695.00
208v three phase 30 amp (nema l21-30p)	\$695.00	\$870.00	\$1,045.00
208v three phase 60 amp	\$1,055.00	\$1,315.00	\$1,585.00
Note: Any 100+ amp connection must be approved by MCCA Exhibitor Services. Please call 617.954.2230.			
208v three phase 100 amp	\$1,675.00	\$2,095.00	\$2,515.00
208v three phase 200 amp	\$3,195.00	\$3,995.00	\$4,795.00
208v three phase 400 amp	\$5,645.00	\$7,055.00	\$8,465.00
480v three phase 30 amp	\$1,065.00	\$1,325.00	\$1,595.00
480v three phase 60 amp	\$1,850.00	\$2,310.00	\$2,775.00
480v three phase 100 amp	\$3,410.00	\$4,265.00	\$5,120.00
480v three phase 200 amp	\$6,770.00	\$8,465.00	\$10,165.00

STANDARD CONNECTIONS (120 volt power)	DISCOUNT	STANDARD	ON-SITE
500 watt box One 5 amp circuit and one receptacle or plug point	\$140.00	\$170.00	\$200.00
1000 watt box One 10 amp circuit and two receptacles or plug points	\$180.00	\$220.00	\$265.00
2000 watt box One 20 amp circuit and a minimum of three receptacles or plug points	\$220.00	\$270.00	\$330.00
4000 watt box Two 20 amp circuits and a minimum of three receptacles or plug points	\$255.00	\$320.00	\$380.00

ADDITIONAL ELECTRICAL SERVICES & EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
25' round extension cords 25' round, yellow extension cords for use in exhibit booths. Each cord has three, three-prong receptacles on the end. <i>*Please Note: These extension cords cannot be used to run underneath booth carpeting.</i>	\$40.00	\$45.00	\$55.00
6 Port Power Strip Purchase	\$30.00	\$30.00	\$35.00
24 hour power If booth equipment requires electricity 24 hrs a day (for example, a Refrigerator), then the exhibitor should order 24 hr power. In general, electrical service begins half an hour before the show and ends one hour after the show closes.	Add 50% to Initial Connection Rate		

OVERHEAD POWER

Overhead power is available upon approval by the MCCA:

- At the Hynes Convention Center, overhead 120v electrical service is available in Halls A, B, C and certain areas of Hall D and Auditorium.
- If an overhead sign, truss, banner or other rigged item requires overhead 120v power, the MCCA can provide this service in any area of the Hynes.
- If an overhead sign, truss, banner or other rigged item requires overhead 208v or 480v power, the MCCA can provide this service in limited areas of the Hynes. Please contact the MCCA Exhibitor Services team for availability.
- Overhead power must accompany a rigging order.

Installation & Distribution

- MCCA Electricians will provide the initial electrical power source.
- Electrical Service is brought from the nearest column or floor port into the booth. The electrical outlets or boxes are placed in the rear of the booth along the pipe & drape line.
- Electrical boxes are left accessible inside floor ports for island booths with no pipe and drape lines and no columns in their booth space.
- For 208V & 480V connections, we require floor plans so that we may provide the electrical service in a convenient location within the booth.
- Exhibitors are responsible for distributing their own 120V electrical cords and plugging in their booth equipment. Exhibitors may choose to:
 - » Hire labor from the General Service Contractor;
 - » Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work;
 - » Bring their own company electrician to perform distribution and hardwire connections as long as he/she is a full time employee of the exhibiting company.

Terms & Conditions

- The MCCA is the exclusive provider of electrical service. All electrical equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional electrical labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
 - » Hourly Rate (All times) \$95.00
- The use of open clip sockets, duplex or triplex attachment plugs, latex or lamp cord is prohibited. All cords must be of the 3 wire grounded type and UL approved. Cords can be no smaller than 12 wire or 12 gauge. Any exposed non-current carrying metal parts of fixed equipment must be grounded.
- Electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- The MCCA cannot be responsible for voltage variations of the power company.

FREQUENTLY ASKED QUESTIONS

If the MCCA doesn't run my electrical cords, and I can't do it myself, who should I send my electrical layout plan to?

If you have booth floor plans that include electrical layouts, you should share that information with your preferred setup personnel. If you are working with a third-party exhibit company, they may run the cords for you. If you need to hire labor to run cords for you, the show's General Service Contractor can help you. Typically, the General Service Contractor will include an Electrical Cord Labor Form in the Exhibitor Kit. The MCCA is happy to keep any floor plans on file for reference. In fact, we recommend that you forward your electrical layouts to Exhibitor Services for all 208V and 480V connections so that we may place the initial drop in the most convenient location possible.

How do I know if I need a 208V or 480V connection?

Most exhibitors do not require special connections like a 208V or 480V connection. Many times, these types of electrical services are required for heavy equipment and/or specialized machinery. Kindly consult with the equipment manufacturer, name plate rating or installation technician for specific details. Exhibitors who bring their own distribution panels may need one of these special connections.

How do I know how much power I need to order?

When determining how much power to order for a booth, it is helpful to know how much total power is required for the equipment in your booth space. Below, we have outlined some standard electrical requirements (requirements may vary).

- Standard Laptop 250-550 watts
- Lead Retrieval 300-500 watts
- Standard Plasma TV 300-400 watts

Items like laptops, standard booth lights, and televisions may be grouped together on one circuit provided they do not exceed the overall limit of the circuit or the surge protection device. There is some equipment that requires its own circuit to run properly. For example, a microwave or refrigerator requires its own dedicated circuit, so a laptop and refrigerator should not use the same power source.

I am an International Exhibitor and my equipment requires a converter to step down from 220V to 208V. Can I rent a converter from the MCCA?

The MCCA does not rent or supply power conversion equipment. Exhibitors are required to bring their own to the show.

I can't find 208V or 480V overhead service listed on your online ordering site. How can I order this service?

208V & 480V overhead services are limited in our convention centers. All requests for such connections must be approved by an MCCA electrician; please contact MCCA Exhibitor Services for more information.

Telephone Services

The MCCA offers a variety of telephone services through our experienced in-house technicians.

STANDARD TELEPHONE SERVICES	DISCOUNT	STANDARD	ON-SITE
Single-Line Phone Service Service includes one phone number and rental of one hard wired digital display phone. Equipment must be returned at the close of show.	\$305.00	\$375.00	\$460.00
Multi-Line Phone Service Service includes one phone number with multiple line appearances and rental of one hard wired digital display phone. Equipment must be returned at the close of show.	\$445.00	\$550.00	\$665.00
Vonage Single Line App Service Service includes one phone number, no handset. This is an app based service available by downloading the Vonage app on a personal mobile device. Available for iPhone and Android	\$185.00	\$230.00	\$275.00
Vonage Multi-Line App Service Service includes one phone number, no handset. This is an app based service available by downloading the Vonage app on a personal mobile device. Available for iPhone and Android	\$255.00	\$330.00	\$385.00

ADDITIONAL TELEPHONE SERVICES AND EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
Call Forward (per phone line) Allows user to send calls to another phone.	\$55.00	\$70.00	\$85.00
Voicemail (per phone line) Allows user to setup a custom greeting and receive messages from incoming callers.	\$50.00	\$65.00	\$80.00
Call Waiting (per phone line)	\$50.00	\$65.00	\$80.00
Unreturned Device Fee Phone device delivered with service. Only charged if not returned post show.	\$170.00	\$170.00	\$170.00

INSTALLATION & CONNECTIONS

- MCCA technicians typically provide a line that is long enough to run anywhere in your booth. Exhibitors may have their preferred setup personnel run their phone cord(s) under the carpet to desired locations, or they may hire the General Service Contractor to do so.
- All telephone equipment can be picked up at the MCCA Exhibitor Services Desk.

Terms & Conditions

- The MCCA is the exclusive provider of all telephone services. All telephone equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA personnel.
- All MCCA telephone equipment must be returned to the Exhibitor Service Desk prior to the close of the show. Failure to return MCCA phones will result in a replacement fee.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional telephone labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice.

FREQUENTLY ASKED QUESTIONS

How do I know if I need a single-line or a multi-line service?

Single-line phones are just like most household phones. They can be used for fax lines, credit card machines, standard telephones, and even to dial-up internet service (although we do not recommend this method of internet connectivity). A Multi-Line Service includes one phone number with multiple line appearances and rental of one digital display phone.

How do I receive my phone number, dialing instructions, and phone equipment?

Please visit the MCCA Exhibitor Services desk onsite to pick up your equipment. At this time you will receive assigned phone numbers and dialing instructions. This information can also be provided ahead of time if requested through Exhibitor Services.

How can I place international calls on my phone line?

All phone lines will have the ability to place local, US and International calls.

Internet & Technical Services

The MCCA offers a variety of Internet and Technical services through our experienced in-house team of technicians.

Wired Internet Connections

Exhibitors who order wired internet drops are provided with one internet connection and assistance, as needed, from our internal IT Support Services staff. All MCCA Internet services include one initial line regardless of how many IPs are ordered with the service. To have more than one computer connected at one time, exhibitors may bring their own switch or hub device and cables, or they may purchase a switch from the MCCA. Exhibitors are asked to read through the following service descriptions closely to ensure that the purchased service level is sufficient to meet their bandwidth requirements during the entirety of the show. Below are basic guidelines for ordering wired Internet services.

All services are delivered DHCP. Public IP addresses are available upon request with all of our managed services listed below. Public IP addresses are not available with our Basic Service Package. Managed Services requesting public IP addresses require manual configuration to each machine.

Custom orders for bandwidth above listed service levels below can be ordered on a case-by-case basis through the MCCA's Exhibitor Services Department at **617-954-2230** or **exhibitorservices@signatureboston.com**.

MANAGED SERVICES Manually configured services require entry of IP addresses into the device before the device may access the internet.			
	DISCOUNT	STANDARD	ON-SITE
Basic Service Package The Basic Service Package includes a private VLAN and subnet. This level is sufficient if the main use is for a basic internet connection, such as for e-mail or internet browsing. The Basic Service package may not be fast enough for streaming video or multi-purpose use. Public IP addresses are not available with this service.	\$1,015.00	\$1,080.00	\$1,295.00
1.54 Mbps Managed Service The 1.54 Mbps Managed Service Package includes a private VLAN and subnet. This level is sufficient if the main use is for a basic internet connection, such as e-mail, internet browsing, or standard definition video streaming. It may not be fast enough for multi-purpose use. Public IP addresses available upon request.	\$2,055.00	\$2,435.00	\$2,915.00
3 Mbps Managed Service The 3 Mbps has more bandwidth than the 1.54 Mbps service and includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for basic e-mail and web browsing, standard definition video streaming, or can accommodate multiple Internet connections.	\$5,000.00	\$5,740.00	\$6,885.00
6 Mbps Managed Service The 6 Mbps has more bandwidth than the 3 Mbps service and includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 4 standard definition video streams, or a single HD video stream, or can accommodate multiple Internet connections.	\$8,455.00	\$9,740.00	\$11,690.00
10 Mbps Managed Service The 10 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 6 standard definition video streams, a single HD video stream, or can accommodate multiple Internet connections.	\$11,315.00	\$12,990.00	\$15,585.00

15 Mbps Managed Service The 15 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 2 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	\$16,670.00	\$19,160.00	\$22,990.00
20 Mbps Managed Service The 20 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 3 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	\$22,145.00	\$25,470.00	\$30,565.00
25 Mbps Managed Service The 25 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 4 HD video streams, or a single 4K stream, or can accommodate multiple Internet connections.	\$27,510.00	\$31,660.00	\$37,995.00
30 Mbps Managed Service The 30 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 5 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	\$32,740.00	\$37,670.00	\$45,200.00
35 Mbps Managed Service The 35 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 5 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	\$38,105.00	\$43,840.00	\$52,605.00
40 Mbps Managed Service The 40 Mbps service includes a private VLAN and subnet. Public IP addresses are available upon request. This level is sufficient for 6 HD video streams, or up to two 4K video streams, or can accommodate multiple Internet connections.	\$43,100.00	\$49,575.00	\$59,490.00

ADDITIONAL INTERNET SERVICES & EQUIPMENT	DISCOUNT	STANDARD	ON-SITE
Copper Patch/ Booth to Booth Connection Copper Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Copper patches can transmit data, audio, and video. This is not available with the shared service.	\$360.00	\$460.00	\$550.00
Fiber Patch/ Booth to Booth Connection Fiber Patch is a method of connecting computers or network equipment that may be in different locations in the facility. Fiber patches can transmit data, audio, and video.	\$510.00	\$630.00	\$760.00
Switch-8 Port This switch can connect up to 7 computers or devices together, giving all access to the internet service ordered.	\$105.00	\$150.00	\$180.00
Switch-24 Port This switch can connect up to 23 computers or devices together, giving all access to the internet service ordered.	\$375.00	\$485.00	\$580.00
25' CAT 5e Cable	\$48.00	\$61.00	\$71.00
50' CAT 5e Cable	\$66.00	\$87.00	\$102.00
100' CAT 5e Cable	\$105.00	\$130.00	\$155.00
Ethernet Cable Coupler	\$18.00	\$22.00	\$28.00

TECHNICAL SERVICES	DISCOUNT	STANDARD	ON-SITE
Cable TV Service Cable TV service is basic business cable service provided by Comcast Cable. Service is provided to booths from floor boxes or columns.	\$265.00	\$330.00	\$400.00
CATV Tuner (Only available at the BCEC) For TVs that are not cable-ready (including some plasmas), the CATV tuner interprets the signal and allows you to tune the signal. It functions similar to your cable box at home.	\$63.00	\$80.00	\$97.00
CATV Tap Box A distribution box which allows up to 16 CATV feeds from a single cable tap.	\$220.00	\$270.00	\$325.00

* For advanced Technical Service offerings, consult the online ordering site or contact MCCA Exhibitor Services.

INSTALLATION & CONNECTIONS

- MCCA technicians will provide one initial network cable.
- Internet Service is brought from the nearest column or floor port into the booth.
- All MCCA internet services come with one initial line regardless of how many IPs are ordered with the service. To have more than one computer connected at one time, exhibitors may bring their own routing device and cables or may purchase a switch and purchase cables from the MCCA.
- Exhibitors are required to distribute their own internet cables.
- Exhibitors may choose to:
 - » Hire labor from the General Service Contractor or;
 - » Hire a third-party Installation & Dismantle (I&D) team to perform the distribution work.

Terms & Conditions

- The MCCA is the exclusive provider of internet services.
- All services listed include labor to install and remove said service. Services do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an exhibitor requires additional internet labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:
 - » Tech Rep (All times) \$130.00
 - » Network Engineer (All times) \$155.00
- The MCCA will provide an Ethernet connection to a shared data network attachment for the use of Exhibitor's directors, officers, employees and guests during the official dates of specified show.
- Exhibitor will be responsible for providing all hardware, software and other equipment and facilities needed to connect to the Ethernet and to use network attachment.
- The network attachment provided by the MCCA may be used only by the Exhibitor's directors, officers, employees and guest, agents, or consultants. The MCCA network

will facilitate communications between the company's authorized users and entities reachable through the national internet.

- The Exhibitor will promote efficient use of provided networks to minimize and avoid unnecessary network traffic and interference with the work of other users on interconnected networks.
- Users of MCCA networks shall not disrupt any of the MCCA networks or any other MCCA associated networks.
- MCCA networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would be highly offensive to the recipient or recipients thereof. Mass distribution of any message, including advertising, may not be broadcast or otherwise sent on an intrusive basis to any user of the MCCA network or any directly or indirectly attached network. When requested by a user of the networks, product information and other commercial messages are permitted to be transmitted. Discussion of a product's relative advantages and disadvantages by users of the product and vendors' response to those who pose questions about their products may be made available over the MCCA networks. Interpretation application and possible modification shall be within the sole discretion of MCCA.
- MCCA does not make any express or implied warranty of any kind specifically. There is no express or implied warranty of merchantability or fitness for a particular purpose for the services to be provided. The protocol used on the MCCA network call for end to end verification of the accuracy of any message and such verification is the sole responsibility of the purchasing company. Similarly, these protocols provide for end to end verification of the receipt of all the data that is transmitted. MCCA will not be responsible for any loss of data from delays, non-deliveries, incorrect deliveries, service interruptions, including those caused by the negligence, errors or omissions of the MCCA, or other losses or damages. Use of information obtained via the services provided hereunder is at purchasing company's own risk. Exhibitor is responsible for (a) the accuracy and/or quality of the information obtained or data transmitted through the MCCA network and (b) assuring that each message purchasing company sends or receives has been received.

- MCCA shall not be liable to Exhibitor for any damage arising from any event that is out of the control of the MCCA. Neither shall the MCCA be liable to Exhibitor for indirect, special, incidental, exemplary, consequential or any other form of money damage, including, but not limited to, lost profits, or of the loss of data or information of any kind, however caused, and arising out of or in connection with the performance of MCCA, or the provision of services or performance hereunder, whether based in contract, tort, or any other legal theory, and whether or not MCCA has been made aware of the possibility of such damages.
- In no event shall liability exceed a refund of amounts actually paid to MCCA by Exhibitor for this network attachment.
- The network attachment shall be made available to Exhibitor by MCCA before the beginning through the end of the specified conference.
- The MCCA will provide a network attachment via an Ethernet connection at the Exhibitor's booth. At its own expense, the Exhibitor is responsible for providing the computer, attachment to Ethernet, electric power and all other hardware and software required to use the network attachment.

FREQUENTLY ASKED QUESTIONS

I ordered a Managed Service that required IP Addresses.

How and when do I receive this information?

When you are onsite and ready to configure your computers, please visit the Exhibitor Services desk to retrieve your IP Information.

Do you have wireless internet?

The MCCA offers free wireless internet service throughout meeting rooms, lobbies, and expo halls; just open your internet browser and look for the Hynes Wireless Network. This service is designed for casual users and not guaranteed. If you are relying on the internet to showcase your product or services we strongly recommend a wired internet connection for guaranteed service.

I see that you don't offer hubs for sale. What is the difference between a hub and a switch? Can I bring my own hub or switch?

The MCCA offers switch devices for sale instead of hubs because switches are known to provide better performance with a lower failure rate. Exhibitors are welcome to provide their own hub or switch for all internet services.

What is bandwidth and how do I know how much I need?

Bandwidth is the "size of the pipe" that data can traverse. The bigger the bandwidth, the faster data can be transferred. To find out how much bandwidth you require, please consult with a technical representative in your company or look for program specifications listed with any demonstrations or downloads you plan to run.

I need to access my company's network while I'm exhibiting at your facility. Which service will allow me to do this?

Exhibitors who need to connect remotely to their company's network using a VPN (Virtual Private Network) with authentication information like passwords, certificates, or "tokens" can do so with any of our services, however they should confirm with their IT department for the use of DHCP or public IP address requirements.

What is a VLAN?

A VLAN (Virtual Local Area Network) allows a network of computers to behave as if they are connected to the same service even though they may actually be physically located in different areas around the facility. One of the biggest advantages of a VLAN is that when a computer is physically moved to a different location, it can stay on the same VLAN without any hardware reconfiguration.

I ordered a switch and cables, how and when do I get them?

When you are ready for your switch and internet cables, please visit the Exhibitor Services Desk.

Rigging Services

The MCCA provides rigging and overhead lighting services through our service contractor, JCALPRO.

Planning Ahead for Rigging & Lighting Services

Diagrams and booth layouts are essential for planning rigging and lighting services. In order to ensure efficient delivery of required services, Exhibitors must submit rigging plots, drawing, blueprints, or engineers' certification with their orders. Diagrams must include the location, dimensions and weight, and the height from the floor to the top of the suspended item. Diagrams must also show booth outline with aisles or neighboring booths marked for reference and orientation.

PACKAGE RIGGING SOLUTIONS The MCCA offers package rigging solutions for exhibitors with basic and straight forward sign hanging needs. To qualify for the packages, exhibitors must be flexible with regards to days and times of load-in and take-down.	DISCOUNT	STANDARD	ON-SITE
Basic Rigging Package This package includes all lifts, labor, and rigging equipment (cables, pipes, and hardware) necessary to install and take down one sign/banner weighing less than 150lbs, measuring less than 20' in length, and less than 175 square feet. The package service is provided during standard service hours, Monday-Saturday 7am – 12am, except holidays. If service is required outside these times, then a Team Labor Hour must be ordered in addition to the package.	\$1,840.00	\$2,210.00	\$2,655.00
Electrical Rigging Package This package includes the Basic Rigging Package plus labor to connect electrical service to an Exhibitor sign/banner. Overhead electrical service for rotator, motor or lighted sign must be ordered separately. Please see Electrical services section for details.	\$2,130.00	\$2,560.00	\$3,070.00
Team Labor Hour Exhibitors may request rigging service on Sundays, holidays or outside the package service hours (Monday-Saturday 7am – 12am). In this case, a Team Labor Hour must be ordered for each rigging package ordered. In addition, when receiving a custom quote for rigging and lighting, team labor hours will be quoted for all labor hours required that are not covered by the Rigging Packages such as building of truss, focusing and attachment of lights, and lighting maintenance.	\$284.00	\$342.00	\$410.00

Custom Rigging & Lighting Solutions

The MCCA/JCALPRO also offers customized rigging and lighting solutions for Exhibitors with more complex or unique requirements. This option is best suited for Exhibitors with larger signs, multiple signs, and/or overhead lighting needs.

Custom Rigging and Lighting Solutions still require flexibility in load in and load out time. If you require a specific load in or load out day and/or time, hourly rates may apply (see Terms and Conditions – Page 15).

Custom Rigging & Lighting solutions may only be ordered with a pre-arranged quote.

Please contact JCALPRO at 1.617.954.2345 to initiate this process. Quotes will be issued in an easy-to-order format, and will typically include a base Rigging Package for labor charges and some combination of the following items as necessary.

** For Custom Rigging please contact JCALPRO at 617.954.2345, as these services are not available for online ordering.*

CUSTOM RIGGING SOLUTIONS	DISCOUNT	STANDARD	ON-SITE
Truss A truss is an aluminum structure used to create a lower “ceiling” to hang lighting or other suspended items. It is available in 5’, 8’, or 10’ sections which can be attached to create desired lengths or height.			
Truss 5’ Section – Silver 12”x12” Box	\$31.00	\$37.00	\$43.00
Truss 8’ Section – Silver 12”x12” Box	\$48.00	\$57.00	\$68.00
Truss 10’ Section – Silver 12”x12” Box	\$59.00	\$70.00	\$87.00
Truss 5’ Section – Black 12”x12” Box	\$42.00	\$50.00	\$59.00
Truss 8’ Section – Black 12”x12” Box	\$66.00	\$81.00	\$96.00
Truss 10’ Section – Black 12”x12” Box	\$84.00	\$100.00	\$119.00
Truss 5’ Section – Silver 20.5”x20.5” Box	\$53.00	\$63.00	\$77.00
Truss 8’ Section – Silver 20.5”x20.5” Box	\$87.00	\$103.00	\$122.00
Truss 10’ Section – Silver 20.5”x20.5” Box	\$107.00	\$128.00	\$154.00
Corner Block A corner block is an aluminum piece that attaches to truss to create a right angle.			
Corner Block – Silver 12”x12” Box	\$59.00	\$70.00	\$87.00
Corner Block – Black 12”x12” Box	\$77.00	\$93.00	\$111.00
Corner Block – Silver 20.5”x20.5” Box	\$84.00	\$100.00	\$119.00
Base Plate A base plate is used as a stand for ground supported truss or poles.	\$42.00	\$50.00	\$59.00
Rotator A rotator is a motor used to rotate a hanging sign.	\$177.00	\$214.00	\$257.00
Motor A motor is a motorized pulley that is rigged to the ceiling and attached to truss to achieve a desired height. Motors are also used to safely suspend heavier items that cannot be supported by cables alone. Motors are available in ¼ ton, ½ ton, and 1 ton capacities.	\$177.00	\$214.00	\$257.00

Cheeseboro - Silver A cheeseboro is a clamp used to attach two pieces of truss or pipe together.	\$7.00	\$8.00	\$10.00
Cheeseboro - Black A cheeseboro is a clamp used to attach two pieces of truss or pipe together.	\$9.00	\$12.00	\$15.00
Grapple A grapple is a connector that allows you to make a 90 degree connection between trusses.	\$13.00	\$16.00	\$19.00

LIGHTING FIXTURES A variety of lighting options are available to brighten exhibit space. While lights cannot be attached directly to our ceiling, lighting can be suspended above exhibit space by utilizing truss and motors.	DISCOUNT	STANDARD	ON-SITE
Source 4 Par (575 watt, 750 watt) This fixture is best used to create a wash effect or cover a larger area with light. It is available in 575 watt or 750 watt. Lenses are available in Very Narrow (VNSP), Narrow (NSP), Medium (MFL), Wide (WFL).	\$41.00	\$49.00	\$58.00
Source 4 Leko (575, 750 watt) This fixture is best used to create a spot light or to highlight specific spaces or objects. It is available in 575 watt or 750 watt. Lenses come in 19, 26, 36, 50 degrees to achieve the desired illumination from the light.	\$52.00	\$62.00	\$75.00
Par 64 (1000 watt) The Par 64 will deliver similar results as the S4Par, but there are no options for additional lenses. They are available in 1000 watts.	\$36.00	\$42.00	\$50.00

CUSTOM LIGHTING SOLUTIONS Lighting kits include a combination of Lekos, Source 4 Pars and Par 64s based on layout and design requirements. Price includes fixtures, fixture accessories and all necessary cables. Dimmer/control and labor are not included and must be ordered separately. Special Orders for larger kits are available upon request.	DISCOUNT	STANDARD	ON-SITE
Small Lighting Kit (4-6 lights)	\$220.00	\$265.00	\$315.00
Medium Lighting Kit (7-11 lights)	\$385.00	\$465.00	\$555.00
Large Lighting Kit (12-15 lights)	\$535.00	\$640.00	\$770.00
X-Large Lighting Kit (16-20 lights)	\$655.00	\$785.00	\$940.00

DIMMER RACKS & LIGHTING CONTROLS These items are optional with individual fixtures or small lighting kits, but mandatory with larger lighting kits. The dimmer rack is a large “outlet” that all lights plug into to create a central control location. A dimmer rack, depending upon size, can be placed in a booth or attached to the truss and kept in the air. The lighting console/control plugs into the dimmer rack to dim or control individual lights, groups of lights, or all lights at once. Electrical service is not included and must be ordered separately.	DISCOUNT	STANDARD	ON-SITE
Dimmer Control 1.2 x 4	\$95.00	\$115.00	\$140.00
Dimmer Control 2.4 x 12	\$175.00	\$215.00	\$255.00
Dimmer Control 2.4 x 24	\$380.00	\$455.00	\$550.00

Terms & Conditions

- JCALPRO is the exclusive rigging vendor at the Hynes Convention Center if a sign requires a motor, electrical rigging, and/or truss, otherwise, the exhibitor may hire the general service contractor to hang signage.
- If an Exhibitor requires specific load-in/load-out dates and/or times, then a base rigging package may not be applicable. In this case, a special quote for required crew and lift equipment will be prepared using the following hourly labor and weekly lift rental rates:

HOURLY LABOR ITEMS	MON-SAT 7AM-12AM (EXCEPT HOLIDAYS)	SUNDAYS 7AM-5PM AND HOLIDAYS	SUNDAYS AFTER 5PM ALL DAYS 12AM-7AM
Crew Chief	\$104.00	\$156.00	\$208.00
Head Rigger	\$104.00	\$156.00	\$208.00
Rigger	\$93.00	\$139.00	\$185.00
Dept Head	\$79.00	\$119.00	\$158.00
Stagehand	\$74.00	\$111.00	\$148.00

WEEKLY LIFT RENTAL ITEMS	RATE
24'- 32' Scissor Lift	\$780.00
40'- 45' Boom Lift	\$988.00
60' Boom Lift	\$1,665.00

- All rigging must conform to the rules, regulations, and facility limitations of the MCCA and any show management regulations.
- All equipment, signs, products, etc. must be designed to suspend safely. Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. Any equipment, signs, products etc. deemed to be unsafe for overhead suspension by MCCA/JCALPRO will be substituted or denied.
- The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building walls or decorative surfaces is not permitted.
- All assembly of equipment, signs, products necessary prior to hanging, etc., will be the responsibility of the Exhibitor.
- Failure by Exhibitor to submit accurate diagrams prior to load-in will delay set-up and could incur additional cost.

FREQUENTLY ASKED QUESTIONS

How do I know if I qualify for the Basic Rigging Package Rate?

Find out the dimensions and weight of your sign. If your sign weighs less than 150 pounds and is less than 20' in length and less than 175 square feet and does not require electrical rigging, truss, or motors, you will qualify for the Basic Rigging Package. If your sign is motorized or needs electrical rigging (for example a rotating sign or a sign with lights), you qualify for the Electrical Rigging Package.

Can I order lighting to be suspended from the ceiling?

If you would like to order lights to brighten up your booth or illuminate specific objects, you will need to get a **quote** from JCALPRO. In most cases, lights cannot be attached to our ceilings. Instead we can provide you with truss, using motors, to create a lower "ceiling" and then hang lights from that truss. We will require a diagram showing your booth layout and exactly what you want illuminated in order to put together a quote.

Do I ship my sign to you to put it together?

No. Although JCALPRO provides labor to hang the sign, the General Service Contractor (GSC) handles all shipments. You may build your sign or hire the GSC to put it together for you. When the sign has arrived at the building and has been assembled, we will hang it for you. Be sure to keep this in mind when making your time and day requests for sign hanging.

Can I request load in and load out times?

Yes, the Rigging Order Form has a space for you to indicate your preferred up and down times. Please note that your preferred timing is not guaranteed; however, we do try our best to cater to your requests. If you absolutely need a specific install or take down time, additional charges will apply. If you do not provide a diagram or layout prior to load-in, then you may experience set-up delays and additional cost.

What type of diagrams should I send?

The most useful diagrams are on a proportioned grid to show the dimensions of the booth, the exact desired placement of hanging items, and orientation of the booths around yours. As a general rule, pictures from previous shows and pictures of the sign only are not as helpful as current diagrams of the entire booth space with the placement, height, and weight of the sign(s) or hanging item(s).

Plumbing Services

The MCCA offers a variety of plumbing services through our experienced in-house team of plumbers.

WATER AND DRAIN SERVICES	DISCOUNT	STANDARD	ON-SITE
Water – Individual Connection Water service is available at approximately 75 PSI with up to ¾” supply line. Water flows at five gallons per minute. Please note that this is cold water.	\$350.00	\$450.00	\$540.00
Additional Water Connections Clients requiring more than an individual water connection should order each additional connection as needed.	\$210.00	\$260.00	\$310.00
Drain – Individual Connection The MCCA can provide waste drain connections up to ¾” line size.	\$350.00	\$450.00	\$540.00
Additional Drain Connections Clients requiring more than an individual drain connection should order each additional connection as needed.	\$195.00	\$240.00	\$285.00
Fill and Drain 0-100 Gallons Clients that need equipment to be filled with water at the beginning of a show and emptied at the end of a show should order a Fill and Drain service. Please contact your MCCA Event Services Manager when equipment is ready to be filled.	\$185.00	\$225.00	\$270.00
Each Additional 500 Gallons	\$115.00	\$160.00	\$190.00

SINK RENTALS	DISCOUNT	STANDARD	ON-SITE
Cold Water Sink Rental Cold water sink rental includes a single-tub basin (20”L x 24”W x 34”H), one water connection, and one drain connection. Legs allow the units to sit 34” above the floor.	\$705.00	\$870.00	\$1,045.00
Small Hot & Cold Water Sink Rental Small Hot & Cold water sink rental includes a single-tub basin (20”L x 24”W x 34”H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection.	\$960.00	\$1,190.00	\$1,430.00
Large Hot & Cold Water Sink Rental Large Hot & Cold water sink rental includes a 3-tub basin (57”L x 24.5”W x 43”H), a hot water heater (6 gallon capacity), dedicated power, two water connections, and one drain connection. This service is available in specific areas of the exhibition hall. Please contact your MCCA Event Services Manager for more information.	\$1,190.00	\$1,495.00	\$1,795.00

COMPRESSED AIR AND GASSES	DISCOUNT	STANDARD	ON-SITE
Compressed Air – Individual Connection Compressed Air is delivered at approximately 110 psi and a dew point of 35 degrees F (medical instrument quality).	\$440.00	\$540.00	\$650.00
Additional Connection Clients who require more than an individual connection should order additional connections as needed.	\$225.00	\$280.00	\$335.00
Other Compressed Gases The MCCA provides a variety of bottled gases. The most commonly ordered gases are listed below. If other gases not listed are required, the client should contact their MCCA Event Services Manager. Flammable gases are not permitted in MCCA facilities.			
20 Lbs Dry or Liquid CO ₂	\$185.00	\$220.00	\$265.00
50 Lbs Dry or Liquid CO ₂	\$205.00	\$240.00	\$285.00
Dry Nitrogen 300 ft ³	\$245.00	\$295.00	\$355.00

INSTALLATION & CONNECTIONS

- Plumbing Service is brought from the nearest column or floor port into the booth.
- Air and Water connections are available in limited locations on the exhibit floor. Connection sizes and booth locations all factor into planning to supply air and water to exhibitors. Please provide a floor plan of the exhibit space indicating locations that require air or water service as well as connection requirements well in advance of exhibitor move-in.

Terms & Conditions

- The MCCA is the exclusive provider of all plumbing services. All plumbing equipment shall remain the property of the MCCA and may not be installed or removed by anyone other than MCCA Personnel.
- Exhibitors are not permitted to fill or drain their own equipment, use individual air compressors, or bring their own compressed gases from an outside vendor.
- All services listed include labor to install and remove said service. Rates do not include connecting of equipment, tracing of malfunctions, special wiring, or repairs. If an

exhibitor requires additional plumbing labor outside of the standard service, services will be billed at an hourly rate with a minimum of one hour. Labor rates are based on current wage and benefit rates and are subject to change without notice:

» Hourly Rate (All times) \$95.00

FREQUENTLY ASKED QUESTIONS

Do all water connections need a drain?

While most water connections do require a drain service, there are some cases where the drain is unnecessary. When the water provided is being consumed or evaporated, a drain is not needed. For example, exhibitors using water service for a coffee machine do not need to order a drain because the water is being consumed.

Will you provide the fittings and hoses for my water and drain connections?

To ensure that your booth's equipment runs properly we ask that you supply your own regulators, filters, and hoses.

When would I need to order a Fill and Drain Service?

Some of the most common reasons exhibitors order fill and drain are for items like fish tanks, pools, tubs for display, or running water displays. We use large hoses to fill vessels requiring water and then use existing drains in the floor to remove the water at the end of the show. Exhibitors are not permitted to bring their own water or use MCCA sinks to fill their own equipment.

My booth requires a sprinkler system. What plumbing service should I order?

If your booth requires a sprinkler system, you will need to order an individual water connection specifically for this purpose.

My exhibitor kit says I need to order a hand washing unit because I am planning to prepare food in my booth. Do you provide these units?

Levy Restaurants, our exclusive in-house catering company, can provide a hand washing unit that includes a small hand washing sink, paper towels, soap, and a discard bucket. Please consult your exhibitor kit for Levy Restaurants information or contact them directly at the Hynes (617.954.2284).

Do you allow Exhibitors to bring Helium balloons into your buildings?

No, unfortunately we do not allow exhibitors to bring helium balloons into the buildings.

Security Services

The MCCA is the “preferred” provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event’s preferred provider as detailed in your exhibitor kit.

SECURITY GUARD (BOOTH)	DISCOUNT	STANDARD	ON-SITE
Per Hour Per Officer The MCCA offers uniformed public safety officers to cover shows and events. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out, around the clock. Orders need to be placed 21 days in advance of the show/event opening in order to guarantee your requested coverage. Any orders received after the 21 day cut-off are subject to approval and are not guaranteed.	\$33.00	\$39.00	\$47.00
Per Hour Per Supervisor	\$44.00	\$53.00	\$64.00

FREQUENTLY ASKED QUESTIONS

When do you recommend ordering security for an exhibitor booth?

Our public safety department strongly suggests ordering security for booths planning to have VIP celebrity appearances, book signings etc., to monitor crowd control and escort as needed. Also, exhibitors with expensive or rare equipment in their booths may consider security for the overnight hours between show end and the next day’s show start.

Is there general overnight security in the exhibit hall?

The MCCA provides 24 hour security coverage for the facility; however, security coverage for the exhibit hall is determined by the show organizer and may vary from event to event.

APPENDIX — SERVICE ORDER FORMS

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Exhibitor Order Form Electrical Services

Effective January 1, 2022

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/hynes/hynes-ordering-guide.aspx>.

To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.

***Overhead electrical services must accompany a rigging order.**

Incomplete information will delay processing.

Event or Show:		Booth no. (s)			
Event or show date(s):		Exhibiting firm:			
Billing address:	City:	State:	Zip:	Country:	
Phone:		Email:			
Ordered by/title:		Show site contact:			
Date:		Contact phone:			

STANDARD ELECTRICAL CONNECTIONS: 120 VOLT

Description	Regular Service			Additional Services Available as Add-Ons					Total Due: \$	
	QTY	Discount Rate	Standard Rate	QTY	24-Hour Service	QTY	Overhead Service*	QTY		Combined 24-hour & Overhead*
500 Watt Box (5 amps)		\$140.00	\$170.00		+50% rate		\$170.00		\$255.00	
1000 Watt Box (10 amps)		\$180.00	\$220.00		+50% rate		\$220.00		\$330.00	
2000 Watt Box (20 amps)		\$220.00	\$270.00		+50% rate		\$270.00		\$405.00	
4000 Watt Box (20 amps x 2)		\$255.00	\$320.00		+50% rate		\$320.00		\$475.00	

STANDARD ELECTRICAL CONNECTIONS: 208 VOLT & 480 VOLT

Description	Regular Service			Additional Services Available as Add-Ons						Total Due: \$
	QTY	Discount Rate	Standard Rate	QTY	24-Hour Service	QTY	Overhead Service*	QTY	Combined 24-hour & Overhead*	
208V Single Phase 30 Amp		\$390.00	\$480.00		+50% rate		\$480.00		\$725.00	
208V Single Phase 60 Amp		\$740.00	\$915.00		+50% rate		\$915.00		\$1,375.00	
208V Single Phase 100 Amp		\$1,130.00	\$1,415.00		+50% rate		\$1,415.00		\$2,120.00	
208V Three Phase 30 Amp		\$695.00	\$870.00		+50% rate		\$870.00		\$1,305.00	
208V Three Phase 60 Amp		\$1,055.00	\$1,315.00		+50% rate		\$1,315.00		\$1,975.00	
208V Three Phase 100 Amp		\$1,675.00	\$2,095.00		+50% rate		\$2,095.00		\$3,145.00	
208V Three Phase 200 Amp		\$3,195.00	\$3,995.00		+50% rate		\$3,995.00		\$5,995.00	
208V Three Phase 400 Amp		\$5,645.00	\$7,055.00		+50% rate		\$7,055.00		\$10,585.00	
480V Three Phase 30 Amp		\$1,065.00	\$1,325.00		+50% rate		\$1,325.00		\$1,990.00	
480V Three Phase 60 Amp		\$1,850.00	\$2,310.00		+50% rate		\$2,310.00		\$3,465.00	
480V Three Phase 100 Amp		\$3,410.00	\$4,265.00		+50% rate		\$4,265.00		\$6,395.00	
480V Three Phase 200 Amp		\$6,770.00	\$8,465.00		+50% rate		\$8,465.00		\$12,400.00	
25' Round Extension Cord		\$40.00	\$45.00							
6 Port Power Strip Purchase		\$30.00	\$30.00							

Total Due: \$

SIGNATURE

To pay with a Discover, MasterCard, Visa or American Express, you may order online at www.signatureboston.com.

To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER | MASSACHUSETTS CONVENTION CENTER AUTHORITY | 415 SUMMER STREET | BOSTON, MASSACHUSETTS 02210
617.954.2230 EXHIBITORSERVICES@SIGNATUREBOSTON.COM TAX ID#: 042768982

FOR MCCA USE ONLY

Date Received:	Received by:	Check Number:	Discover/MC/Visa/Amex:
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Exhibitor Order Form Telephone Services

Effective January 1, 2022

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/hynes/hynes-ordering-guide.aspx>.
To qualify for discount rate, request and payment must be received 21 days prior to show/event opening.

Incomplete information will delay processing.

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

STANDARD TELEPHONE SERVICES	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Single-Line Phone Service		\$305.00	\$375.00	
Multi-Line Phone Service		\$445.00	\$550.00	
Vonage Single Line App Service		\$185.00	\$230.00	
Vonage Multi-Line App Service		\$255.00	\$330.00	

ADDITIONAL TELEPHONE SERVICES & EQUIPMENT	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Call Forward (per phone line)		\$55.00	\$70.00	
Voicemail (per phone line)		\$50.00	\$65.00	
Call Waiting (per phone line)		\$50.00	\$65.00	

Total Due: \$

SIGNATURE _____

To pay with a Discover, MasterCard, Visa or American Express, you may order online at www.signatureboston.com.

To pay with a check, send a check payable to Massachusetts Convention Center Authority and this form to:

EXHIBITOR SERVICE CENTER | MASSACHUSETTS CONVENTION CENTER AUTHORITY | 415 SUMMER STREET | BOSTON, MASSACHUSETTS 02210
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Exhibitor Order Form Internet & Technical Services

Effective January 1, 2022

By submitting this order form, Exhibitor acknowledges and accepts all Policies, Terms & Conditions for service as set forth in the MCCA Exhibitor Ordering Guide available at <http://www.signatureboston.com/hynes/hynes-ordering-guide.aspx>.
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Incomplete information will delay processing.

Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

WIRED INTERNET CONNECTIONS: MANUAL CONFIGURATION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Basic Service Package (includes a private VLAN and subnet, public IP addresses not available)		\$1,015.00	\$1,080.00	
1.54 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$2,055.00	\$2,435.00	
3 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$5,000.00	\$5,740.00	
6 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$8,455.00	\$9,740.00	
10 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$11,315.00	\$12,990.00	
15 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$16,670.00	\$19,160.00	
20 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$22,145.00	\$25,470.00	
25 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$27,510.00	\$31,660.00	
30 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$32,740.00	\$37,670.00	
35 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$38,105.00	\$43,840.00	
40 Mbps Managed Service (includes a private VLAN and subnet, public IP addresses available upon request)		\$43,100.00	\$49,575.00	

CONTINUED ON PAGE 25

ADDITIONAL SERVICES & EQUIPMENT		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Copper Patch / Booth to Booth Connection			\$360.00	\$460.00	
Fiber Patch/ Booth to Booth Connection			\$510.00	\$630.00	
Switch	8 port		\$105.00	\$150.00	
	24 port		\$375.00	\$485.00	
25' CAT 5e Cable			\$48.00	\$61.00	
50' CAT 5e Cable			\$66.00	\$87.00	
100' CAT 5e Cable			\$105.00	\$130.00	
Ethernet Cable Coupler			\$18.00	\$22.00	

TECHNICAL SERVICES		QTY	DISCOUNT RATE	STANDARD RATE	TOTAL DUE: \$
Cable TV Service			\$265.00	\$330.00	
CATV Tuner Rental (Only available at the BCEC)			\$63.00	\$80.00	
CATV Tap Box			\$220.00	\$270.00	
					Total Due: \$

SIGNATURE

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Exhibitor Order Form Rigging Services

Effective January 1, 2022

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Event or Show:		Booth no. (s)		
Event or show date(s):		Exhibiting firm:		
Billing address:	City:	State:	Zip:	Country:
Phone:		Email:		
Ordered by/title:		Show site contact:		
Date:		Contact phone:		

ITEM DESCRIPTION & INFORMATION

**Description of Item (Sign, Banner, Truss, etc.)

Quantity:	Size:	Weight:	Height desired from floor to top of suspended item:
Do any items require Electrical service (circle one)? YES NO		Indicate Service Ordered on Electrical Form:	
Date When Your Item Will Be Ready for Hanging:		Preferred Move-Out Date:	

PACKAGE RIGGING SOLUTIONS

Service Description	QTY	Discount Rate	Standard Rate	Total Due: \$
Basic Rigging Package (Per Sign/Banner)		\$1,840.00	\$2,210.00	
Electrical Rigging Package (Per Sign/Banner)		\$2,130.00	\$2,560.00	
Team Labor Hour		\$284.00	\$342.00	

CUSTOM RIGGING SOLUTIONS - RIGGING EQUIPMENT RENTAL (REQUIRES QUOTE*)

*For any of the services below, please contact JCALPRO at 617-954-2345.

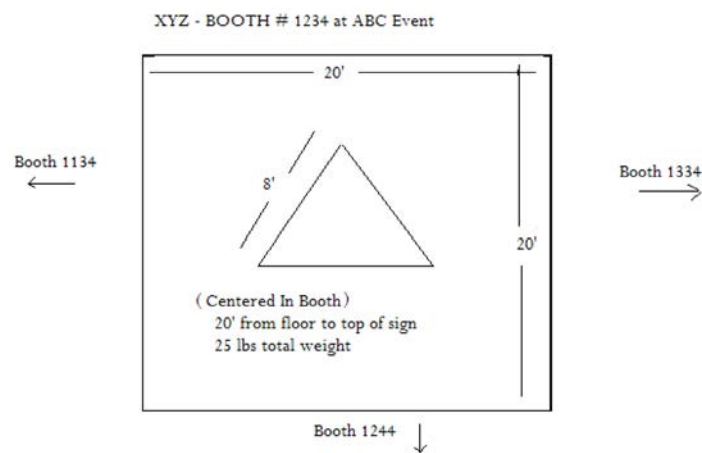
Equipment Description	QTY	Discount Rate	Standard Rate	Total Due: \$
Silver 12" x 12" Box Truss	5' Section	\$31.00	\$37.00	
	8' Section	\$48.00	\$57.00	
	10' Section	\$59.00	\$70.00	
Black 12" x 12" Box Truss	5' Section	\$42.00	\$50.00	
	8' Section	\$66.00	\$81.00	
	10' Section	\$84.00	\$100.00	
Silver 20.5" x 20.5" Box Truss	5' Section	\$53.00	\$63.00	
	8' Section	\$87.00	\$103.00	
	10' Section	\$107.00	\$128.00	
Corner Block	Silver 12" x 12" box	\$59.00	\$70.00	
	Black 12" x 12" box	\$77.00	\$93.00	
	Silver 20.5" x 20.5" box	\$84.00	\$100.00	
Base Plate		\$42.00	\$50.00	
Rotator		\$177.00	\$214.00	
Motor		\$177.00	\$214.00	
Cheeseboro - Silver		\$7.00	\$8.00	
Cheeseboro - Black		\$9.00	\$12.00	
Grapple		\$13.00	\$16.00	

CONTINUED ON PAGE 27

CUSTOM LIGHTING SOLUTIONS – LIGHTING EQUIPMENT RENTAL (REQUIRES QUOTE*)

*For any of the services below, please contact JCALPRO at 617.954.2345.

Lighting Fixtures	QTY	Discount Rate	Standard Rate	Total Due: \$
Source 4 Par – (575 watt, 750 watt)		\$41.00	\$49.00	
Source 4 Leko – (575, 750 watt)		\$52.00	\$62.00	
Par 64 (1000 watt)		\$36.00	\$42.00	
Lighting Kits	QTY	Discount Rate	Standard Rate	Total Due: \$
Small Lighting Kit		\$220.00	\$265.00	
Medium Lighting Kit		\$385.00	\$465.00	
Large Lighting Kit		\$535.00	\$640.00	
X-Large Lighting Kit		\$655.00	\$785.00	
Dimmer Racks & Lighting Controls	QTY	Discount Rate	Standard Rate	Total Due: \$
Dimmer Control 1.2 x 4		\$95.00	\$115.00	
Dimmer Control 2.4 x 12		\$175.00	\$215.00	
Dimmer Control 2.4 x 24		\$380.00	\$455.00	
				Total Due: \$



We require diagrams and booth layouts for all rigging and lighting orders. See sample on left.

SIGNATURE

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Exhibitor Order Form Plumbing Services

Effective January 1, 2022

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Event or Show:		Booth no. (s)			
Event or show date(s):		Exhibiting firm:			
Billing address:	City:	State:	Zip:	Country:	
Phone:		Email:			
Ordered by/title:		Show site contact:			
Date:		Contact phone:			

WATER AND DRAIN SERVICES

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Water Approx 75 PSI Up to ¾" line	Individual Connection			\$350.00	\$450.00	
	Additional Connection			\$210.00	\$260.00	
Drain Up to ¾" line	Individual Connection			\$350.00	\$450.00	
	Additional Connection			\$195.00	\$240.00	
Fill & Drain	0-100 Gallons			\$185.00	\$225.00	
	Each additional 500 gallons			\$115.00	\$160.00	

SINK RENTALS

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Cold Water Sink Rental	Includes: sink, one water and one drain connection			\$705.00	\$870.00	
Small Hot & Cold Water Sink Rental	Includes: sink, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			\$960.00	\$1,190.00	
Large Hot & Cold Water Sink Rental	Includes: 3-tub basin, hot water heater (6 gallon cap.), dedicated power, 2 water and one drain connection			\$1,190.00	\$1,495.00	

COMPRESSED AIR AND GASSES*

Service	Description	QTY	Size	Discount Rate	Standard Rate	Total Due: \$
Air Approx 110 PSI	Individual Connection			\$440.00	\$540.00	
	Additional Connection			\$225.00	\$280.00	
CO2	20 lb Cylinder (Dry or Liquid)			\$185.00	\$220.00	
	50 lb Cylinder (Dry or Liquid)			\$205.00	\$240.00	
Nitrogen	300 ft3 Tank (Dry)			\$245.00	\$295.00	

SIGNATURE _____

Total Due: \$

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Exhibitor Order Form Security Services

Effective January 1, 2022

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Event or Show:		Booth no. (s)			
Event or show date(s):		Exhibiting firm:			
Billing address:	City:	State:	Zip:	Country:	
Phone:		Email:			
Ordered by/title:		Show site contact:			
Date:		Contact phone:			

SECURITY SERVICES						
Date	# Of Officers	Scheduled hrs. (4 hr. min.)	Total Man hrs.	Discount Rate (per man hrs.)	Standard Rate (per man hrs.)	Total Due: \$
				\$33.00	\$39.00	
				\$33.00	\$39.00	
				\$33.00	\$39.00	
				\$33.00	\$39.00	
				\$33.00	\$39.00	
				\$33.00	\$39.00	
				\$33.00	\$39.00	
				\$33.00	\$39.00	
				\$33.00	\$39.00	
				\$33.00	\$39.00	
				\$33.00	\$39.00	
			Total Man Hours:	Total Due: \$		

SIGNATURE _____

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Exhibitor Guidelines, Information and Regulations

EXHIBITOR PARTICIPATION REGULATIONS

ACCESS CONTROL AND CREDENTIALING

Exhibitors accessing the Hynes – including exhibitors traveling to the Hynes, unloading exhibitor-related cargo, and parking at the Hynes – must be credentialed by the Hynes Public Safety Department before entering the facility. Issued Exhibitor Credentials must be worn on the outermost garment (or on the right wrist if an ID band is issued) of the exhibitor (employees and contractors) at all times while inside the facility.

Exhibitors should check in with the General Service Contractor (GSC) before entering the facility. Upon request and as a requirement to be issued a MCCA ID, all employees and contractors working within an MCCA facility must identify themselves with a current and valid, government-issued photo identification (preferably a valid state-issued motor vehicle operator's license). Once positively identified by MCCA Public Safety, the exhibitor will be referred to the Licensee in order to register and receive event credentials.

ESCA identification badges are required for all General Service Contractors (GSC). Temporary MCCA credentials will not be issued to GSC employees and they will be turned away.

Lost/missing credentials must be reported to, and recorded by, MCCA Public Safety. The MCCA, in its sole discretion, reserves the right to revoke credentials for violations of law, facility policies and procedures, and/or injuries against persons or property, and/or when the revocation of those credentials is in the best interests of the MCCA.

AFFIXING TO THE FACILITY STRUCTURE

The MCCA does not allow exhibitors to:

- Rig cable/hanging devices or affix any materials to the ceiling, electrical bus ducts and conduits, sprinkler pipes, ventilation equipment, windows, columns or any other physical structure at the Hynes
- Cause or permit any nails, staples, hooks, tacks, screws, or the like to be driven into the facility structure (including, but not limited to, any wall, ceiling, column, stone, window, drape, painted, carpeted or concrete surfaces of the premises)
- Erect any decorations or use adhesive materials, including tape that can deface the walls, ceilings, floors, facilities and equipment contained on the premises
- Paint or permanently cover walls, floors, ceilings, or other areas of the facility or its furnishings or fixtures

BOOTH SET-UP AND DISMANTLE

The unpacking, assembling, dismantling and packing of displays and equipment may be done by full-time employees of an exhibiting company. Exhibitors are allowed to set-up and/or dismantle their own booths, provided that they use their own bona fide, full-time employees. It is acceptable for exhibitors to safely use power tools to set-up and/or dismantle their own booths.

No one under the age of 18 is permitted on the loading docks, in truck bays or in the loading dock yard. Additionally, no one under the age of 18 is permitted in the exhibit halls during move-in or move-out operations. The Licensee will determine age restrictions, if any, for hours when the exhibit hall is open for attendees

BOOTH STAGING

1. In addition to equipment and furniture placed within a booth space, subject to show management limitations, exhibitors are allowed to stage the following items:

- a. Boxed or loose product, materials or literature
 - b. Fiber cases used to ship pop-up displays
 - c. Personal items such as luggage, purses, briefcases or coats
2. The following restrictions must be observed when staging these additional items:
- a. The amount of product, materials or literature that may be staged within a booth space must not exceed a one day supply.
 - b. Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
 - c. Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
 - d. Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
 - e. Pallets, empty crates, cartons and boxes may not be stored in the booth space.
 - f. Staging will not be allowed behind the back wall of the booth and behind the drape within the booth or exhibit area.

CABLING

No cables (telephone, Internet, electrical, audio, video, etc.) should be run in front of any doorways at any time. If cables must cross a doorway, cables must be flown — cable trays are not an acceptable substitute.

CAUTION TAPE

Use of 'Caution Tape' is prohibited. Yellow or red plastic tape with black stripes, or printed with 'Caution,' 'Do Not Enter' or other warning messages may only be placed by the MCCA to warn individuals of a hazardous condition. The MCCA prohibits the use of yellow or red plastic tape to restrict access to an event or exhibit display. Rope and stanchion may be available from the General Service Contractor.

COOKING DEMONSTRATIONS

If cooking or heating appliances will be used, the MCCA prefers they are powered by electricity, use UL listed/approved equipment and be adequately ventilated.

An exhibitor may use butane for cooking purposes with prior approval of the MCCA Public Safety Department.

Quantity inside the facility is limited to: two (2) 1-pound UL listed/approved non-refillable canisters per cooking device; one canister attached to the cooking device; and one spare canister. To prevent excessive amounts of butane within the facility, exhibitors may only use butane canisters purchased directly through the MCCA's exclusive food provider, Levy Restaurants.

Single-well cooking equipment (deep fryer type device) using combustible oils and solids shall:

1. Have lids available for immediate use
2. Be limited to 288 sq. in. (.19 sq. m) of cooking surface
3. Be placed in noncombustible surface materials
4. Be separated from each other by a minimum horizontal distance of 2 ft. (61 cm); multiple single-well cooking units may be placed together if the aggregate cooking surface does not exceed 288 sq. in. (.19 sq. m)
5. Be kept a minimum horizontal distance of 2 ft. (61 cm) from any combustible material

Exhibitor must provide a UL listed/approved fire extinguisher no less than 30 feet (9.15 meters) from the cooking device.

Exhibitor shall provide a 6 liter, Class K fire extinguisher for hazards where there is a potential for fires involving combustible cooking media (vegetable oils, animal oils or fats in cooking appliances) for each device.

Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

Open flames, cooking or other sources of heat are prohibited under any tent, canopy or tarp.

EXCLUSIVE SERVICES

The MCCA will be the exclusive provider of the following services: food & beverage, electrical, business center, telephone, Internet, rigging, the operation of ground-supported crank-ups, the operation and provision of lifts for theatrical purposes, plumbing, the use of the house sound system, and the supply of compressed airs and gases.

The MCCA is the preferred provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event's preferred provider as detailed in your exhibitor kit.

EXHIBITOR PRODUCT

Exhibitors are prohibited from offering or selling any product(s) to any employee, agent, contractor or subcontractor working at the MCCA.

At the conclusion of the event, all products must be either:

- Removed from MCCA facilities by the exhibitor;
- Properly disposed of;
- Donated to a previously identified nonprofit organization; or
- Sold to an established business, with sales receipts supplied and produced on demand.

Any MCCA employee, agent, contractor or subcontractor working in MCCA facilities who is determined to be removing and/or accepting event-related product(s) is subject to immediate termination of employment or prohibition from working at all MCCA facilities.

All persons, vehicles, bags, containers, etc. are subject to search.

FIRE SAFETY REGULATIONS

Exhibits and decorative materials must meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code). The Massachusetts Department of Public Safety (DPS) has jurisdiction over all safety matters of the MCCA. The DPS, in conjunction with the City of Boston Fire Department (BFD), provide guidance to the MCCA for a safe venue for all guests and employees at our facilities.

Prior to the show opening or at any time during the event, the MCCA Public Safety Department or other agency may inspect booths and other assembly areas to ensure these requirements are met. If they are not, adjustments can be costly – if a display is determined to be a hazard it may be ordered removed from the facility at the exhibitor's expense.

These requirements shall apply whether the event is open or closed to the public. The below topics are the minimum fire safety requirements for all events and are designed to provide an overview; the MCCA Public Safety Department reserves the right to make any final decision for life safety issues. Our sole effort is to ensure the success of your event and safeguard the safety and experience of all our visitors.

FIRE SAFETY LIMITATIONS

The following limitations apply to all exhibits located in the exhibition halls in the Hynes:

1. The following items are fire hazards and are prohibited for use in the Hynes:
 - a. Compressed flammable gases. Exception: Butane for cooking purposes with prior approval of the MCCA Public Safety Department (see Cooking Demonstrations)
 - b. Pyrotechnics, flammable/combustible liquids, hazardous chemicals/materials, blasting agents and explosives
 - c. Cut Christmas trees, cut evergreens or similar trees
 - d. Fireplace logs, charcoal and similar materials
 - e. Untreated mulch and Spanish moss or similar vegetation
 - f. Untreated hay or straw
2. Any interior finish, either permanent or temporary, will be required to meet the requirements of the Code of Massachusetts Regulations – 780 CMR EIGHT EDITION (Building Code).
3. The following rules apply regarding flame-retardant treatments:
 - a. All curtains, drapes, banners, decorations and acoustical material (including but not limited to cotton, hay, paper, straw, moss, split bamboo and wood chips) must be flame-retardant treated to the satisfaction of the Massachusetts Department of Public Safety. Material that cannot be treated for flame retardancy shall not be used. The GSC or individual exhibitor must have on-site a copy of the Certificate of Flame Resistance for all floor covering, curtains and rigged signage. The use of carpet on walls, ceilings, seating products or as decorative material is prohibited.
 - b. Combustible materials, an inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.
 - c. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant is prohibited.
4. Open flame devices may be permitted when they are

a necessary part of the exhibit, with prior approval of the MCCA Public Safety Department. Devices must be isolated from attendees by either four (4) feet or a barrier; be placed on a non-combustible surface; be separated from other devices by five (5) horizontal feet; and have a 10 lb. ABC fire extinguisher present within the exhibit. Fire extinguishers must be mounted in a visible location and be accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

5. The hanging or rigging of signs, displays or banners, etc. shall not interfere with the building fire sprinkler system.
6. Exhibitors are prohibited from covering displays with drop cloths, sheets, table cloths or other non-flame resistant material.
7. Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
8. Exhibitors shall move, remove or arrange with the General Service Contractor to remove wooden pallets, shipping crates, cardboard boxes and other packing materials from the exhibit hall area as soon as possible. These items are not permitted in the exhibit halls during events. See Booth Staging.

EXHIBIT HALL LIFE SAFETY EQUIPMENT

Fire extinguishers and fire hoses are located on the perimeter wall of the exhibit halls and main floor of the auditorium. General Service Contractors (GSC) and exhibitors are required to maintain a minimum unobstructed path of no less than 48 inches (122 cm), 24 inches (61 cm) on center for fire extinguishers.

Fire extinguishers shall not be removed or temporarily relocated by any exhibitor, the Licensee or the GSC. The GSC is responsible for ensuring that egress paths, emergency exits, fire extinguishers, fire pull stations, fire department value boxes, fire alarm flashers and AEDs are not obstructed or obscured from view at any time in the facility. Anyone found responsible for moving, removing or blocking fire safety equipment is subject to a fine.

FLAME-RETARDANT TREATED MATERIALS

The following rules apply regarding flame-retardant treatments:

1. All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be flame-retardant to the satisfaction of the Boston Fire Department and State Fire Marshal.
2. Combustible materials, inch or more in thickness, glass or asbestos cloth may be used without flame-retardant treatment.
3. The use of oilcloth, tarpaper, sisal paper, nylon, Orlon®, and certain other plastic materials that are not flame-retardant, is prohibited.
4. Table coverings used in exhibit halls must be flame-retardant treated, unless they lie flat, and have an overhang of no more than six (6) inches.
5. All materials must be certified by the Boston Fire Department within six (6) months of the event. The Boston Fire Department does not accept certificates from other jurisdictions. Materials may be sent directly to the Boston Fire Department for testing.
6. The City of Boston Fire Code prohibits the use of:
 - Fabric attached to a ceiling or used to cover any portion of an exhibit
 - Carpet on ceilings, walls, seating products, or as decorative material

LASERS

The use of lasers for exhibit demonstrations or visual effects for entertainment must be approved by the Licensee and the MCCA Public Safety Department. All lasers must comply with Code of Massachusetts Regulations 105 CMR 120.000, and be registered and approved by the Massachusetts Department of Public Health. Regulations and applications are available from the Massachusetts Department of Public Health.

FOOD & BEVERAGE SAMPLES

The MCCA prohibits any food or beverages from being brought into the building, except by Levy Restaurants, the exclusive food & beverage service provider. The distribution of food and beverages, regardless of type and/or quantity, is the sole responsibility of Levy Restaurants.

Levy Restaurants is the official caterer for all food and beverage services within the Hynes. All arrangements for the service of food and/or beverages must be made through the catering office. Food and beverage sampling in conjunction

with specific exhibits may be permitted, but only to the extent approved in writing, in advance, by a Levy Restaurants Catering Sales Manager.

In order to obtain authorization from your Catering Sales Manager to distribute food and beverage items, one of the following conditions must exist:

- (1) The party interested in distributing food and/or beverage must be the manufacturer of said product. The interested party must only distribute sample sizes (2 ounces of pre-packaged food items or 4 ounces of non-alcoholic beverages) of his/her product, and cannot participate in cash sales of said product during the show.

-OR-

- (2) The party interested in distributing food and/or beverage items must pay a fee, which is based on a percentage of retail pricing for the item and is subject to all applicable administrative fees and taxes, in order to waive its right to exclusivity under the MCCA/Hynes License Agreement.

If a party brings unauthorized food and/or beverage items into the Hynes and does not subsequently meet one of the conditions listed above, the party must immediately remove the unauthorized item(s) from their exhibit or meeting space.

Temporary Food Service Permit Application

The City of Boston Inspectional Services Division requires a temporary food service permit for any food & beverage served at the Hynes that is not sourced through Levy Restaurants. Permit fees begin at \$30.00 for a one-day permit, with \$5.00 for each additional day of sampling (example: a 3-day permit costs \$40.00).

GLITTER, CONFETTI, POPCORN AND OTHER MATERIALS

The use of glitter, confetti, sand, or simulated snow types of material is not permitted in the Hynes. Additionally, adhesive-backed decals may not be given away or utilized.

Popcorn is not permitted without prior written approval from the MCCA. Additional cleaning charges may apply.

GRATUITIES POLICY

It is against the MCCA's policy for any employee or service contractor to accept gratuities or gifts from the Licensee and/or any exhibitors. Offering of tips and gratuities to personnel employed by the MCCA, or its contractors, agents or suppliers, is not necessary and strictly prohibited. If you are

approached or solicited by any MCCA or service contractor personnel for gratuities, please report this violation to the Chief of Public Safety at 617.954.2111.

GUARDRAILS AND STAIRS

Any platforms exceeding 30" in height will require a Massachusetts-State-building-code-compliant guardrail system. The guardrail shall be 42" in height, with balusters or solid material such that a sphere with a four-inch (4") diameter cannot pass through any opening.

The guardrails shall not have an ornamental pattern that would provide a ladder effect. This includes a guardrail on stairs.

The guardrail system shall be capable of withstanding a load of 200 pounds (minimum).

Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other structure elements or obstructions. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross section with an outside diameter of at least 1-1/4" and not greater than 2".

Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is part of a means of egress. The easiest way to address this issue with minimal cost is to secure a fitted piece of fire-rated plywood or sheet rock between the stringers against the back of the treads.

HAND-CARRY POLICY

The MCCA reserves the right to restrict all freight and package deliveries to the loading dock. MCCA Public Safety personnel will be on site to direct and assist exhibitors during move-in and move-out.

For the convenience and safety of exhibitors and patrons, all freight and material handling must enter and exit the facility through the loading dock. The Licensee and its exhibitors will be allowed to hand carry one item, one time, in or out of the facility without having to access the loading dock. (Hand-carried freight is defined as one item that can be easily carried by an individual, without the need for dollies or other mechanized equipment.)

MATERIAL HANDLING

Exhibitors are allowed to perform their own material handling, providing all of the following criteria are met:

- Exhibit personnel performing the work must be bona fide, full-time employees ("authorized personnel") of said company.
- Exhibitors may choose to off-load from a company-owned truck or rental vehicle, or from a car, van or truck owned by personnel of the company provided the vehicle is co-owned or rental vehicles must be less than 24 feet in length.
- Exhibitors may use only hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat trucks are permitted as well.
- At no time can vendors (A/V, furniture design firm, etc.) unload their items. An approved General Service Contractor (GSC) or the Exclusive Rigging Service Provider (ERSP) must be hired by the Licensee to unload/re-load and push in all vendors..

No parking is allowed at the Boylston Street entrance of the facility, and the use of passenger elevators for movement of freight is not allowed. All packages are subject to inspection by facility personnel.

LIGHTS

Only Underwriters Laboratories (UL) approved, clamp-on types of portable spotlights are allowed. All display lights must be turned off when the exhibitor leaves for the day. Only UL approved extension cords 12 gauge or greater, rated for 20 amp, are allowed. Note: Household extension cords are not permitted. These are generally 14 or 16 gauge and only rated at 15 amp.

MEANS OF EGRESS

The travel distance within an exhibit booth or exhibit enclosure (including temporary office/meeting spaces) to an exit access aisle shall not exceed 50 feet (15 meters). There should be a minimum of two (2) separate exits from any point in the hall or room where the occupant load is less than 500 persons. Where occupant loads are between 500 and 999 persons, there shall be a minimum of three (3) separate exit

doors. Where occupant loads are 1,000 persons or greater, there shall be a minimum of four (4) separate exit doors.

Exits must be so located and exit access arranged so that exits are readily accessible at all times. Where more than one exit is required, exits must be remotely located from each other and arranged and constructed to minimize any possibility that more than one may be blocked by a fire or other emergency condition.

Where exits are not immediately accessible from an open floor area, safe and continuous unobstructed passageways, aisles or corridors leading directly to every exit must be maintained and arranged, to provide access for each occupant to at least two exits by separate ways of travel. At no time should an exit door or exit access door be locked, blocked or obstructed in a manner that will confuse or slow the movement of any people within the area. This requirement will also be in effect during the "move in" and "move out" of events.

During certain events, the total occupancy of larger meeting rooms and the ballrooms meeting room(s) being used may not require all the exit capacity provided for that area. In these cases, a special review will be done on the request to close some of the exit doors. An explanation, along with detailed drawings showing these doors, must be submitted for approval. If approved, the doors and exit signs must be covered to prevent any confusion to the occupants.

MOVE-IN PROCEDURES

All exhibitor move-in is restricted to the Hynes loading areas. No exhibitor will be allowed access with his or her move-in materials via any other entrance to the facility. Please note the hand carry rule within the Exhibitor Participation Rules/ General Conditions Section of the Event Guide.

MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES**Guidelines for Covered Exhibits With Less Than Three Hundred (300) Covered Square Feet**

All materials used in the construction of covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. Certification of flame retardant treatment, along with samples of said materials, must be submitted, if requested by the MCCA Public Safety Department or the Massachusetts Department of Public Safety. It is strongly recommended that certifications of flame retardant treatments be available at show site to avoid on-site testing of materials.

Fabric must pass the NFPA-701 Code for flame spread and smoke development – Class A, Flame Spread less than or equal to 25, Smoke Developed less than or equal to 450. Canopies and tarps must be fire resistant and meet CPAI 84 (Canvas Products Association International) specifications. The original flame retardant compliance tag must be attached to tent, canopy or tarp.

The use of tents inside the Convention Center requires a special permit from the Massachusetts Department of Public Safety. Please contact the MCCA Public Safety Department at 617-954-2222 for assistance.

Exhibitor must install a single station and battery operated smoke detector on the interior of each covered exhibit or structure, including enclosed storage closets, regardless of the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.

Exhibitor must provide at least one (1) 10 lb. ABC, dry chemical fire extinguisher. Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

A single exhibit or group of exhibits with ceilings that do not require sprinklers shall be separated by a distance of not less than 10 feet (3050 mm) where the aggregate ceiling exceeds 300 square feet (28 square meters).

Open flame, cooking or other sources of heat are prohibited under any tent, canopy or tarp.

MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES**Guidelines for Multi-level Exhibits (regardless of the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet**

Requests for construction of multi-level exhibits (regardless of the size) must be authorized by show management before being reviewed by the MCCA Engineering and Maintenance Division and the MCCA Public Safety Department. To ensure the success of your exhibit, please read and comply with the following guidelines:

1. Plans should be submitted a minimum of 90 days before the move-in date of the event and must adhere to the following:
 - a. They must be scaled, signed and dated by a registered architect or professional engineer.
 - b. They must include the show name and dates.
 - c. They must include exhibitor's name and assigned booth number.
 - d. They must include directional information (i.e. indicate neighboring aisles and/or booth numbers).
 - e. They must indicate maximum exhibit height, within the booth. Height guidelines are established, per event, by show management.
 - f. They must include connection details for the elevated floor and stairs, and permitted loading for furnishings, storage units, work surfaces or occupants who will be permitted access to the upper level.
 - g. They must include a floor loading schedule that identifies the maximum safe floor loading, fixture loads (dead loads) and occupant loading (live loads), establishing what shall be the effective limits.
2. All materials used in the construction of multi-level and/or covered exhibits and all decorative materials within the exhibit must be non-combustible or limited combustible (flame-retardant) materials. If requested, certification of flame-retardant treatment, along with samples of said materials, must be submitted to the Massachusetts Department of Public Safety for testing. It is recommended that certifications of flame retardant treatments be available at show site.

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MULTI-LEVEL BOOTHS AND CEILINGS/CANOPIES**Guidelines for Multi-level Exhibits (regardless of the size) and Covered Exhibits With Larger Than Three Hundred (300) Covered Square Feet**

3. Exhibits with an enclosed room or occupied second story must post notice at the bottom of the stairway, indicating maximum permitted occupancy (or total permitted weight load of the second level).
4. If second level is to be occupied and greater than three hundred (300) square feet, or is designed to hold 10 or more persons, two (2) stairways are required, remote from each other. If second level is to be occupied and less than three hundred (300) square feet, one (1) set of stairs is permitted.
 - a. Stair construction shall meet Massachusetts State building code for riser height of 7" maximum and a tread depth of 11" minimum.
 - b. These stairs shall have a handrail that shall be continuous, without interruption by newel posts, other structure elements or obstructions.
 - c. Handrails shall not be less than 34" or more than 38". The handrail ends shall be returned to a wall or post. All stairway handrails shall have a circular cross-section with an outside diameter of at least 1-1/4" and not greater than 2".
 - d. Stair width shall be a minimum of 36". Many multi-level displays are designed without risers, which is not permitted by the Massachusetts State building code as the stairway is part of a means of egress.
5. Individual areas of upper decks or covered areas must be limited to dimensions that do not exceed one thousand (1,000) square feet.
6. Exhibitor must install a single station and battery-operated smoke detector on the interior of each covered exhibit or structure, regardless of the square footage. The detector must sound an audible alarm and be installed per the manufacturer's instructions.
7. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 10 lb. ABC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location and accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

AUTOMATIC FIRE EXTINGUISHING SYSTEM

1. The following shall be protected by an automatic extinguishing system:
 - a. Any home or house constructed within the exhibit hall; and it must also include smoke/fire alarms and a 10 lb. ABC fire extinguisher on each level
 - b. The lowest level of a multi-level exhibit, regardless of size, and/or a single-story covered exhibit where the covered area exceeds 300 sq. ft. (27.9 sq. m), and/or any covering over a multi-level exhibit exceeding 300 sq. ft. (27.9 sq. m)
 - c. Exception: Exhibitors installing these approved flame retardant materials as coverings may avoid the need to install a fire extinguishing system:
 - A flame retardant material with fusible seams that under low temperatures (176° F / 80° C) will split and open the canopy to allow smoke to rise, activate sprinklers and allow water through the opening
 - A flame retardant open mesh material with a minimum 70% opening
 - Ceilings that are constructed of open grate design or listed dropout ceilings in accordance with NFPA 13, Standard for the Installation of Sprinkler Systems, shall not be considered ceilings within the context of this section
 - Vehicles, boats and similar exhibited products having over 100 sq. ft. (9.3 sq. m) of roofed area shall be provided with smoke detectors (Single station and battery operated or portable smoke detectors meeting the requirements for Household Fire Warning Devices in NFPA 74 are acceptable.)
2. A temporary sprinkler system must be connected to the Convention Center's domestic water system. The MCCA maintains a list of approved, state-licensed fire sprinkler companies authorized to install temporary fire sprinkler systems. The vendor must submit a sprinkler coverage plan to the MCCA Engineering & Maintenance Department for approval.
3. To order a plumbing connection for the sprinkler system before you arrive, click on the "Exhibitor Online Ordering" link from the main MCCA Webpage (www.massconvention.com).

4. Exhibitor must install at least one (1) single station and battery operated smoke detector on the interior of each covered exhibit or structure regardless of the square footage. The detector must have an audible alarm and be installed per the manufacturer's instructions.
5. Exhibitor must provide a portable, dry chemical fire extinguisher for each level or each covered exhibit or structure. At least one (1) 10 lb. ABC portable type fire extinguisher must be provided for each three hundred (300) square feet. Fire extinguishers must be mounted in a visible location, and be accessible at all times. All extinguishers shall be currently inspected and tagged by a licensed fire extinguisher company.

The Massachusetts Department of Public Safety does not permit the use of a fire watch ordered in lieu of a temporary fire sprinkler system as an alternative method for fire safety compliance.

CREDENTIALING/POSITIVE ID REQUIRED

All employees and contractors are required to wear MCCA or Exhibitor Services Contractor Association (ESCA) issued identification badge on their outermost garment at all times while working at an MCCA facility. Upon request and as a requirement to be issued a MCCA ID, all employees and contractors working within an MCCA facility must carry on their persons a current and valid government issued photo identification (i.e. driver's license) at all times.

ESCA identification badges are required for all General Service Contractors (GSC). Temporary MCCA credentials will not be issued to GSC employees and they will be turned away.

Exhibitor staff arriving at the facility must identify themselves with a photo ID (preferably a valid state issued motor vehicle operator's license) by the Loading Dock Officer. Once positively identified by MCCA Public Safety, the Exhibitor will be referred to the Licensee in order to register and receive event credentials.

Lost/missing credentials shall be reported to, and recorded by, MCCA Public Safety. The MCCA, in its sole discretion, reserves the right to revoke credentials for violations of law, facility policies and procedures, and/or injuries against persons or property, and/or when the revocation of those credentials.

PROTECT YOUR EXHIBIT AND MATERIALS

The MCCA is not liable for, nor does the MCCA carry any insurance on, exhibitor property or fixtures. Please bear in mind that all of your exhibit material and displays are your property. Therefore, it is important that you take every precaution to protect this material. Below are some suggestions toward this end:

1. Ship your materials with a qualified carrier and be sure to lock trunks/crates.
2. If cartons are used, be sure that they are securely taped or banded and under no circumstances marked with the name or type of articles contained therein.
3. Be sure to furnish your shipping company with an accurate account and complete bill of lading.
4. Do not leave your booth unattended during the set-up period.
5. Do not leave exhibit material under tables or displays.
6. Do not include exhibit material in containers to be stored with empties.
7. At the close of the exhibit, be sure to pack as quickly as possible and under no circumstances leave your space unattended during this period.
8. If at all possible, have one of your staff remain in your space with your shipment, until it is actually picked up by the drayage contractor's personnel.
9. Promptly report any missing items or suspicious person(s) to Public Safety.
8. If at all possible, have one of your staff remain in your space with your shipment, until it is actually picked up by the drayage contractor's personnel.
9. Promptly report any missing items or suspicious person(s) to Public Safety.

SMOKING

The Hynes is a non-smoking facility. Smoking of any tobacco product or electronic cigarette ("e-cigarettes") is NOT allowed in the building at any time. Designated smoking areas are located outside the building.

SOLICITATIONS

No solicitations or collections are permitted in the Hynes.

VEHICLES AND OTHER MOTORIZED EQUIPMENT

Vehicles that are to be brought into the Hynes must be pre-approved. In some cases, vehicles will not be allowed in the building, and there are restricted areas that vehicles cannot enter. Keys to start the vehicle, as well as any deactivation codes for security features, must be left with the Public Safety Department.

Motorized vehicles are defined as any vehicle that is propelled by an internal combustion engine, such as, but not limited to: automobiles, trucks, buses, farm equipment, construction equipment, motorcycles, snow mobiles, aircraft, watercraft and lawnmowers.

Motorized vehicles shall:

1. Be equipped with a locking (or taped) gas cap to prevent the escape of vapors. Fuel tanks shall not have more than three (3) gallons of fuel, or 1/8 tank, whichever is less.
 - a. Exceptions:
 - i. Recreational vehicles (RVs) may have up to 1/4 tank of fuel
 - ii. Aircraft that is on standby status and is required to have a minimal fuel level as determined by the Federal Aviation Administration (FAA) such as MedFlight®
2. Have at least one (1) battery cable used to start the engine, disconnected and the end of the disconnected battery cable, taped. It is preferred that the positive or “hot” cable be disconnected.
3. Not be moved during exhibit hours. Vehicles may not be started or operated within the exhibit hall for the first 15 minutes after the exhibit hall closes to the public for the day or final closing of the event. No vehicle may be operated on the exhibit hall without a lead person walking in front of the vehicle warning people of vehicle movement.
4. Fueling or defueling of vehicles is prohibited.

MCCA Services

The MCCA and its contracted entities are the exclusive providers of the following services: food & beverage, electrical, business center, telephone, Internet, rigging, the operation of ground-supported truss trucks, plumbing, and the supply of compressed air and gases. Most of these services are available directly to exhibitors and can be provided through the Exhibitor Services Center. They are subject to prices and conditions detailed in our Exhibitor Ordering Guide. Our services cannot be resold or bundled as a package without prior written approval from the General Manager. Discounts may apply to some services by meeting the advance payment deadlines and conditions notes on the forms.

The MCCA is the preferred provider of security booth coverage for exhibitors. If your event designates another security vendor for booth coverage, you may choose to order through the event’s preferred provider as detailed in your Exhibitor Kit.

ATMS

Guests will find an ATM on the lower level inside the Boylston Street entrance and inside the Prudential Center entrance.

AUDIO/VISUAL SERVICES

The Hynes offers in-house A/V services on a preferred basis, with a preferred audio/visual provider to help provide comprehensive event support and services. All types of audio and visual display devices, screens and computer interfaces are available, along with skilled operators. The Hynes features a digital audio system and extensive use of fiber optic cabling to distribute signals throughout the facility. The Hynes has a clear line of sight to all satellites and dedicated truck parking spaces, complete with power and signal distribution. The preferred audio/visual provider is the exclusive provider for the use of the in-house sound systems. All other A/V companies must bring in a stand-alone speaker system.

BOOTH PACKAGES

Services cannot be resold or bundled as a package without prior written approval.

BUSINESS CENTER

The MCCA in-house vendor is the exclusive service provider of the Business Center. From simple documents to complex projects and on-going programs, the MCCA business center will provide document management solutions to meet your needs. The document solutions capabilities include: copying and digital printing, document production, supplies, computer services, electronic file submission, signage, custom printing services, document distribution, pack and ship options, express and ground service, fax service with delivery of incoming messages, and desktop/word processing.

SATELLITE SERVICES

The Hynes has a clear line of sight to all satellites and convenient parking spots for uplink and downlink trucks. Power and signal distribution is available at all truck locations. Please contact Exhibitor Services for more details and pricing.

Transportation

PUBLIC TRANSPORTATION

We strongly encourage you to promote public transportation as an efficient option for your attendees and exhibitors. Public transportation in the Boston area is provided by the Massachusetts Bay Transportation Authority (MBTA or “The T”). A number of excellent public transportation options are available for service to and from the Hynes.

TAXI INFORMATION

MCCA staff will coordinate with the individual taxicab companies and the Boston Hackney Division for the needs of each event. Assigned staff will manage taxi service logistics. There is a taxi stand outside the Boylston Street entrance for taxicab drop-off and pick-up.

Taxis will arrive at the designated taxi stand and wait in a short queue for customers as long as necessary for a passenger to board. The only limitation is that the taxis at the end of the queue do not block open lane traffic. Taxis unable to enter the designated curb lane will be required to proceed to the designated taxi pool area and will be called as service requires. For a complete list of taxi companies and their contact information, please visit the Hynes transportation website.

PRIVATE CHARTER SERVICE

Any exhibitor wishing to pick up or drop off a private charter shuttle on-site must request a staging area from the MCCA Transportation Department. All requests must be made in advance by emailing MCCATransportationServices@signatureboston.com. Requests must include the name of the event, the date & time of the trip, name of the bus company, and number of vehicles being used.

Exhibitors may contract directly with the MCCA to provide charter services. Please email MCCATransportationServices@signatureboston.com to request a quote for services.

PARKING

There are several local parking garages/lots in the vicinity of the Hynes. The facility does not have on-site parking available.

PARKING ON LOADING DOCK

Exhibitor staff members parking on the loading dock and displaying their loading dock parking pass on the dashboard of the motor vehicle for the purpose of unloading cargo have a limit of 20 minutes in order to do so. Exhibitor staff remaining in the loading dock area beyond the 20-minute limit, and/or who do not properly display a valid loading dock parking pass, subject themselves to towing at the vehicle owner/operator's risk and expense.

Levy Restaurants Hynes Authorization Request

Sample Food and/or Beverage Distribution

Please complete this form to receive authorization to distribute food or beverages not purchased through Levy Restaurants. Levy Restaurants has exclusive food and beverage distribution rights within the Hynes Convention Center and has the responsibility to the City of Boston to strictly regulate any food and beverage activity within the Hynes. Due to strict regulations, any vendor sampling product within the above mentioned parameters must submit a sampling form to Levy Restaurants for approval.

The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute SAMPLE SIZE food and/or beverage products ONLY upon written authorization and adherence to ALL of the conditions outlined below.

GENERAL CONDITIONS - FOOD INDUSTRY RELATED SHOWS

1. Items dispensed are limited to products Manufactured, Processed or Distributed by exhibiting companies.
2. All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:
 - a. Non-Alcoholic Beverages limited to maximum of 4 oz. Sample Size, served in biodegradable (or plastic) cups. No cans or bottles will be permitted.
 - b. Alcoholic beverage sampling is permitted only if you are the manufacturer or distributor of the beverage. Alcoholic beverages must be "sample" sizes (2 oz. for beer/wine, .25 oz for liquor) and can only be served by a licensed Levy Restaurants bartender.
 - c. Food items are limited to "bite size", not to exceed 2 oz. portions or a 2 oz. prepackaged samples.
 - d. All food/beverage items brought in are required by the Boston Health Department to have a temporary Health Permit. This includes prepackaged food samples, samples not intended for consumption on the show floor, and bottled water.
3. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other Levy Restaurants and/or Hynes services.

IF YOU DO NOT MEET THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:

TAKE-AWAY ITEMS AND BUY-OUT FEES. Any Food and Beverage brought on premises without the written authorization from Levy Restaurants, the Hynes and [NAME Show] Management is strictly prohibited.

1. Take-away items will be assessed and approved on a case by case basis by Levy Restaurants. Take-away items are items that are distributed to attendees but are not intended for immediate consumption at the time of receipt.
2. Requests for all Food or Beverage Products brought on the premises for consumption at hosted banquet/ booth events or that do not fall within the Sampling parameters listed above may incur a Buy-out Fee by Levy Restaurants. An appropriate buy-out fee will be determined by Levy Restaurants on a case by case basis; however, the buy-out fee will be based on a percentage of the retail pricing for the food and/or beverage item and is subject to all applicable taxes and service charges.

UNUSED FOOD OR BEVERAGE PRODUCT that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product. Absolutely NO REFUNDS of Buy-out Fees will be given for Food or Beverage Product if not consumed during show/event.

FOOD AND BEVERAGE RELATED SERVICES including storage, delivery, or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will NOT be provided by Levy Restaurants.

If these services are required the following charges will assessed:

1. \$150.00 for a small visi cooler, per day
2. \$300.00 for a large double visi cooler, per day
3. \$25.00 per drop off and per pick-up for steward
4. \$150.00 per day minimum for dry or refrigerated storage, per pallet
5. \$6.00 per 5 pound bag of ice

Both the refrigerator and cooler require stewarding labor to drop off and retrieve the equipment. A security deposit of \$250 per piece of equipment will also apply.

SHIPPING/RECEIVING Please note that only product you expect to be prepared by, stored by and delivered by Levy Restaurants should be shipped to Levy Restaurants. Please see the Shipping Label, fill it out and ensure it is used properly to ensure proper receiving of your product. You must contact Levy Restaurants prior to shipping items – items not expected will not be received. For all Food and Beverage not purchased through Levy Restaurants, all standard fees mentioned above will be charged where applicable, including 20% Administrative Fee and Applicable Sales Tax.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and the Hynes from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

Exhibiting firm must provide Levy Restaurants with a Certificate of Insurance showing evidence of Commercial General Liability with an each occurrence limit of \$1,000,000 and naming Levy Premium Foodservice Limited Partnership and Massachusetts Convention Center Authority as additional insured. Information must be received no later than close of business (5:00 PM EST) on _____

Event or Show:					Event or show date(s):					
Exhibiting firm:					Booth no. (s):					
Billing address:			City:		State:		Zip:		Country:	
Phone:					Email:					
Ordered by/title:					Show site contact:					
Date:					Contact phone:					

PLEASE SPECIFY: ITEM / DISTRIBUTION PURPOSE / QUANTITY / PORTION SIZE / METHOD OF DISPENSING

Before returning this document, please sign the "Agreed" indicating you have read and you agree with all conditions.

Agreed _____ Approved _____ Date _____
Exhibiting Firm Levy Restaurants

PLEASE RETURN FORM TO LEVY RESTAURANTS BY _____ TO ENSURE CONFIRMATION AND APPROVAL.

For additional services and information, please contact: Levy Restaurants | Exhibitor Catering Sales Department
900 Boylston Street | Boston MA 02215 | Tel. 617.954.2189 | Fax 617.954.2281