



# Shepard

## EXHIBITOR SERVICE MANUAL



### **AVS International Symposium and Exhibition**

David L. Lawrence Convention Center | Pittsburgh, PA  
November 8 - 10, 2022

**M180941122**



## SHOW INFORMATION

### AVS International Symposium and Exhibition

M180941122

David L. Lawrence Convention Center | Pittsburgh, PA

November 8 - 10, 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): Black,

Blue Aisle Carpet Color: Eclipse

### Exhibit Show Schedule

#### GENERAL EXHIBITOR MOVE-IN

Saturday, November 5, 2022 • 2:00PM to 6:00PM

Sunday, November 6, 2022 • *By appointment only*

Monday, November 7, 2022 • 8:00AM to 6:00PM

#### EXHIBIT HOURS

Tuesday, November 8, 2022 • 10:00AM to 5:00PM

Wednesday, November 9, 2022 • 10:00AM to 4:30PM

Thursday, November 10, 2022 • 10:00AM to 2:30PM

#### EXHIBITOR MOVE OUT

Thursday, November 10, 2022 • 2:30PM to 8:00PM

Friday, November 11, 2022 • 8:00AM to 11:00AM

#### FREIGHT REROUTE BEGINS\*

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

Friday, November 11, 2022 | 10:00AM

### IMPORTANT DEADLINES

#### Discount Price Deadline for Custom Shepard Rentals

Monday, October 10, 2022

#### Exhibitor Appointed Contractor Notification Deadline

Monday, October 10, 2022

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

Monday, October 10, 2022

#### Discount Price Deadline for Standard Shepard Orders

Tuesday, October 18, 2022

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

Friday, October 28, 2022

#### Last Day for Warehouse Deliveries\*

Thursday, November 3, 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

Saturday, November 5, 2022 | 8:00AM

### Shipping Addresses

#### ADVANCE WAREHOUSE SHIPMENT ADDRESS

*Exhibiting Co. Name & Booth Number*

AVS International Symposium and Exhibition

TForce Freight c/o APA c/o Shepard Exposition Services

204A Schreiber Industrial Park

New Kensington, PA 15068

#### DIRECT TO SHOW SITE SHIPMENT ADDRESS

c/o Shepard Exposition Services

*Exhibiting Co. Name & Booth Number*

AVS International Symposium and Exhibition

David L. Lawrence Convention Center

1000 Fort Duquesne Blvd

Pittsburgh, PA 15222





## INFORMATION

### AVS International Symposium and Exhibition

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**ONLINE & DISCOUNT DEADLINE:\* TUESDAY, OCTOBER 18, 2022**

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

### Shepard Mailing Address

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

### Service Desk Hours *(subject to change)*

Saturday, November 5, 2022 • 2:00PM to 6:00PM  
Sunday, November 6, 2022 • By appointment only  
Monday, November 7, 2022 • 8:00AM to 6:00PM  
Tuesday, November 8, 2022 • 10:00AM to 5:00PM  
Wednesday, November 9, 2022 • 10:00AM to 4:30PM  
Thursday, November 10, 2022 • 10:00AM to 8:00PM  
Friday, November 11, 2022 • 8:00AM to 11:00AM

### Exhibitor Move Out

Thursday, November 10, 2022 • 2:30PM to 8:00PM  
Friday, November 11, 2022 • 8:00AM to 11:00AM

### 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 **Friday, November 11, 2022 | 10:00AM**.

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

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than **Friday, November 11, 2022 | 10:00AM**.

### Post Show Paperwork & Labels

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

### Outbound Shipping

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

### Pick Up Address

David L. Lawrence Convention Center  
1000 Fort Duquesne Blvd  
Pittsburgh, PA 15222

### Ancillary Vendors

#### GENERAL EXHIBITOR SERVICES

<http://www.pittsburghhcc.com/exhibitors/exhibitor-services/>



# BUDGET BOOTH PACKAGE

## AVS International Symposium and Exhibition

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# A Budget and Time Friendly Solution!

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

\*\* No substitutions will be accepted.

Each Economy 10' x 10' booth package includes:



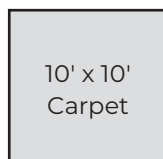
**1 - 6' (l) x 24" (w) x 30" (h)  
Skirted Table - Black**  
(5004606)



**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 |     | \$771.85 | \$887.65 | \$994.15 |

\* 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.

|                          |   |            |                          |   |               |
|--------------------------|---|------------|--------------------------|---|---------------|
| <input type="checkbox"/> |    | Red (01)   | <input type="checkbox"/> |  | Burgundy (07) |
| <input type="checkbox"/> |    | Blue (05)  | <input type="checkbox"/> |  | Tuxedo (50)   |
| <input type="checkbox"/> |  | Black (06) |                          |   |               |

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 7.00%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

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](mailto:customerservice@shepardes.com)

# ONLINE ORDERING

## IT'S EASY.


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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 **Login for Online Ordering** button.
4. Select your event, enter your email address and password then click Login.  
User Name = **Your Email Address**  
(provided by Event Management)  
Password = **AVS22**
5. Don't have an account, click "Create an Account."
6. Once logged in, please confirm your profile information. If you need to update your information, please contact us at **customerservice@shepardes.com**.
7. To order, utilize the grey category drop-down menus above the Welcome message.
8. After making your selections, click the add to cart button on the bottom right of the page.
9. To view your order click the Shopping Cart Icon at the top right of the page.
10. Confirm your order, click and complete the payment process.

#### Login

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

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

##### Select an Event

Select a Show ▼

##### Email Address

youremail@yourcompany.com ▼

##### Password

\*\*\*\*\*

Login

[Forgot your password?](#)

#### Create an Account

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

##### Select an Event

Select a Show ▼

**Creating an account will allow you to order online.**

First, we will need your email address.

youremail@yourcompany.com **Let's do this!**

# METHOD OF PAYMENT

## AVS International Symposium and Exhibition

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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, October 18, 2022** All paid orders placed online prior to the deadline date.

**Discount Deadline: Tuesday, October 18, 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: **AVS International Symposium and Exhibition**

EVENT CODE: **M180941122**

EXHIBITING COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

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

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



# TERMS & CONDITIONS

## AVS International Symposium and Exhibition

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

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

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

# 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: MONDAY, OCTOBER 10, 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)

## AVS International Symposium and Exhibition

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David L. Lawrence Convention Center | Pittsburgh, PA

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**DEADLINE: MONDAY, OCTOBER 10, 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](mailto:customerservice@shepardes.com)

## shepards.com | 13

# 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)

## AVS International Symposium and Exhibition

**M180941122**

David L. Lawrence Convention Center | Pittsburgh, PA

November 8 - 10, 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          |        |       |        |        |
| <b>TOTAL</b> |                |        |       |        |        |

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

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

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

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

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

EXHIBITING COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

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

DSV Fairs & Exhibitions is the Preferred International Freight Forwarder and Customs Broker for Shepard events.

### **IMPORT ARRIVAL DEADLINE ESTIMATES:**

LCL SEA FREIGHT – 5 weeks before the show opens

FCL SEA FREIGHT – 4 weeks before the show opens

AIR FREIGHT – 3 weeks before the show opens



### **OUR INTERNATIONAL SHIPPING SERVICES INCLUDE:**

- Shipment planning - packaging, documentation, scheduling
- Pick-up and international shipping to the US air/port
- Customs clearance & delivery to the Shepard advance whse or show dock
- Pick-up at the show site dock or Shepard warehouse
- Export documents, international shipping and Customs clearance overseas
- Final delivery to the overseas return destination



Fairs & Exhibitions, Solutions USA  
Contact: Kelly O'Neill-Exley  
Email: [kelly.oneill@dsv.com](mailto:kelly.oneill@dsv.com)  
Tel: +1 941 861 8930  
Mobile: +1 404 432 8835

Please contact us today  
for a free quotation.



**DSV Fairs & Exhibitions** has an agent office in most countries worldwide. If you do not see your country listed below, then please contact **DSV Fairs & Exhibitions USA**, so that we can provide local contact details.

## Canada

DSV Fairs & Events  
2200 Yukon Court  
Milton, Ontario, L9E 1N5  
Canada  
Contact: Sherry Krywko  
Tel: + 1 905 612 7537  
Mobile: + 1 647 876 1616  
Email: sherry.krywko@dsv.com

## China

DSV Fairs & Events, Solutions  
Rm 2307-2308, 23F  
One Indigo  
20 Jiuxianqiao Road  
Chaoyang District  
Beijing 10016, P.R. China  
Contact: Roaddy Lu  
Tel: + 86 10 8540 7288 / 7299  
Mobile: + 86 13 91029 8808  
Email: roaddy.lu@dsv.com

## Denmark

DSV Air & Sea A/S  
Hovedgaden 630  
2640 Hedehusene  
Denmark  
Contact: Anders Mortensen  
Tel: + 45 20675228  
Email: Anders.Mortensen@dk.dsv.com

## Germany

DSV Fairs & Events, Solutions  
Reisholzer Bahnstrasse 41  
40599 Duesseldorf  
Germany  
Contact: Christian Rasche  
Tel: + 49 211 9952 0  
Mobile: + 49 171 9793 078  
Email: christian.rasche@dsv.com

## Hong Kong

DSV Fairs & Exhibitions  
13001-11W, 103-04S&106-7S, 13/F  
ATL Logistics Centre B, Berth 3  
Kwai Chung Container Terminal NT  
Hong Kong  
Contact: Sunny Ling  
Tel: + 852-2211 8205 / 8852 8205  
Mobile: + 852 9622 3280  
Email: sunny.ling@dsv.com

## Italy

DSV Fairs & Events  
Strada Vecchia Paullese 5/A  
Pantigliate, Milan 20090  
Italy  
Contact: Marco Simone  
Tel: + 39 02 269 05324  
Fax: + 39 02 269 05208  
Email: marco.simone@dsv.com

## Japan

DSV Solutions Co., Ltd.  
Toranomon Hills Business Tower  
15F, 1-17-1 Toranomon  
Minato-ku, Tokyo, 105-6415  
Japan  
Contact: Tokiko Inaba  
Tel +81 3 6807 3986  
Fax +81 3 6807 5893  
Email: JP.FE@dsv.com

## Korea

DSV Fairs & Events, Solutions  
Magok Central Tower 1 Cha, 227  
Gonghang-daero  
Gangseo-gu, Seoul,  
07802  
Korea  
Contact: Chris Lim  
Tel: + 82 2 2192 7420  
Mobile: +82 10 2800 1834  
Email: chris.lim@dsv.com

## Portugal

DSV Transitários, Lda  
Rua Abade Correia da Serra, 112  
Senhora da Hora,  
4460-208  
Portugal  
Contact: Silvia Eloi  
Tel: + 351 266 088 642  
Mobile: + 351 916 141 569  
E-mail: silvia.eloi@dsv.com

## Singapore

DSV Solutions Pte Ltd  
No.5 Changi North Way  
5<sup>th</sup> Floor, 498771  
Singapore  
Contacts: Neo Kim Wah, Andy  
Tel: + 65 6500 5604  
Mobile: + 65 9688 9156  
E-mail: kim.wah.neo@dsv.com

## Spain

DSV Fairs & Events, Solutions  
Av. Ports d'Europa  
2 - Zona de Actividades  
Logísticas (ZAL)  
08040, Barcelona, Spain  
Contact: Belina Flores  
Tel: + 34 93 2970 857  
Fax: + 34 93 2970 839  
Email: belina.flores.sierra@dsv.com

## Taiwan

DSV – Agility Fairs & Events  
Room 5-2, 5<sup>th</sup> Floor  
No. 99, Chung Shan N. Rd  
Sec 2., Taipei 104-48  
Taiwan R.O.C.  
Contact: Frances Lin  
Tel: + 886 2 2581 1133  
Fax: + 886 2 2523 9449  
Email: FLinYuKuei@agility.com

## Turkey

DSV – Agility Fairs & Events  
Rüzgarlıbahçe mah.  
Cumhuriyet Cad. Aclarlar Is  
Merkezi F Blok K:2 D:8 Beykoz  
Istanbul, Turkey  
Contact: Tandogan Ozman  
Tel: + 90 216 680 16 00  
Fax: + 90 216 680 00 45  
Email: tandogan.ozman@dsv.com

## United Arab Emirates

DSV Fairs & Events, Solutions  
Level 15, Office No. 07-08  
Sheikh Rashid Tower  
Dubai World Trade Centre  
P.O.Box 36683, Dubai, UAE  
Contact: Nilofer Sayeed  
Tel: + 971 4 813 1487 / 813 1210  
Mobile: + 971 56 6833914  
Email: nilofer.sayeed@dsv.com

## United Kingdom

DSV Fairs & Events, Solutions  
One Western Gateway  
Royal Victoria Dock  
London E16 1XL, United Kingdom  
Contact: Garcia Newell  
Tel: + 44 207 069 5321  
Mobile: + 44 7760 165828  
Email: garcia.newell@dsv.com

**DSV Fairs & Exhibitions, Solutions USA**

Contact: Kelly O'Neill-Exley

Email: [kelly.oneill@dsv.com](mailto:kelly.oneill@dsv.com)

Tel: +1 941 861 8930

Mobile: +1 404 432 8835

[www.dsv.com](http://www.dsv.com)



# OUTBOUND MATERIAL HANDLING AUTHORIZATION & LABEL REQUEST

## AVS International Symposium and Exhibition

M180941122

David L. Lawrence Convention Center | Pittsburgh, PA  
November 8 - 10, 2022

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

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

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

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

### Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

### Step 2. Where is the shipment going?

COMPANY NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

### Step 3. How many pieces are in your shipment?

# OF CRATES: \_\_\_\_\_ # OF SKIDS: \_\_\_\_\_ # OF CASES: \_\_\_\_\_ # OF CARTONS: \_\_\_\_\_ APPROX. TOTAL WEIGHT: \_\_\_\_\_

### Step 4. What are we shipping?

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

| QTY          | ITEM           | LENGTH | WIDTH | HEIGHT | WEIGHT |
|--------------|----------------|--------|-------|--------|--------|
|              | Carpet (color) |        |       |        |        |
|              | Monitors       |        |       |        |        |
|              | Other          |        |       |        |        |
| <b>TOTAL</b> |                |        |       |        |        |

Is there a loading dock? ☐ Yes ☐ No

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

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

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

Any thing else we should know about your building?

### Step 5. How many labels do you need? \_\_\_\_\_

### Step 6. Who is picking up your shipment?

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

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

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

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

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

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

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





## ADVANCED SHIPPING LABEL

### AVS International Symposium and Exhibition

M180941122

David L. Lawrence Convention Center | Pittsburgh, PA

November 8 - 10, 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.

|                               |   |
|-------------------------------|---|
| <b>ADVANCED<br/>WAREHOUSE</b> |  <b>Shepard</b>                                  |
|                               | <b>ADVANCED WAREHOUSE</b>   |
|                               | <b>TO:</b>  |
|                               | _____<br>(Exhibiting Company Name)  |
|                               | _____<br>(Exhibiting Company Booth Number)  |
| <b>RUSH</b>                   | <b>TForce Freight c/o APA c/o Shepard<br/>Exposition Services<br/>204A Schreiber Industrial Park<br/>New Kensington, PA 15068</b> |
|                               | <b>FOR:</b>   |
|                               | <b>AVS International Symposium and<br/>Exhibition</b>   |
|                               | <b>Delivery Hours: Monday - Friday, 8:00AM - 4:00PM</b>   |
|                               | <b>First day freight can arrive without a surcharge:</b><br>Monday, October 10, 2022  |
|                               | <b>Last day freight can arrive without a surcharge:</b><br>Friday, October 28, 2022   |



## DIRECT SHIPPING LABEL

### AVS International Symposium and Exhibition

M180941122

David L. Lawrence Convention Center | Pittsburgh, PA

November 8 - 10, 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**

 **Shepard**

**DIRECT TO SHOW SITE**

**TO:**

---

(Exhibiting Company Name)

---

(Exhibiting Company Booth Number)

**c/o Shepard Exposition Services  
David L. Lawrence Convention Center  
1000 Fort Duquesne Blvd  
Pittsburgh, PA 15222**

**FOR:**  
**AVS International Symposium and  
Exhibition**

---

**MUST NOT BE DELIVERED PRIOR TO:**  
Saturday, November 5, 2022 | 8:00AM



# MATERIAL HANDLING RATES

## AVS International Symposium and Exhibition

**M180941122**

David L. Lawrence Convention Center | Pittsburgh, PA

November 8 - 10, 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.

### 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 on Sunday. Holidays.

**Holidays:** NY Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day (observed the day after Thanksgiving), Thanksgiving Day, Christmas Day.

### Advanced Warehouse Shipments\*\*

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

**FIRST DAY FREIGHT CAN ARRIVE:** Monday, October 10, 2022

**LAST DAY FREIGHT CAN ARRIVE:** Thursday, November 3, 2022

| CODE  | ITEM                         | WEIGHT |   | PRICE/CWT | TOTAL |
|-------|------------------------------|--------|---|-----------|-------|
| 35419 | Crated ST/ST                 |        | X | \$136.00  |       |
| 35780 | Outbound Crated OT           |        | X | \$40.75   |       |
| 35422 | Special Handling ST/ST       |        | X | \$176.75  |       |
| 35781 | Outbound Special Handling OT |        | X | \$53.00   |       |

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

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

| CODE  | ITEM                     | QTY |   | PRICE   | TOTAL |
|-------|--------------------------|-----|---|---------|-------|
| 35400 | Light Weight ST/ST       |     | X | \$68.00 |       |
| 35301 | Outbound Light Weight OT |     | X | \$20.50 |       |

### Billing Information

**Advance Warehouse Shipments:** All freight shipped to the Advance warehouse will be initially billed using the ST/ST rate. During move out, if your shipment is picked up on Thursday, November 10 after 5:00PM you will be billed an additional Outbound Overtime charge. If your shipment is picked up on Thursday, November 10 between 2:30PM and 5:00PM or Friday, November 11 between 8:00AM and 11:00AM, additional overtime charges will not be billed.

**Direct to Show Site Shipments:** Shipments arriving direct to show site will be billed according to when they are received. Shipments arriving Saturday, November 5 will be billed at the OT/ST rate. Shipments arriving Sunday, November 6 will be billed at the DT/ST rate. Shipments arriving Monday, November 7 will be initially billed using the ST/ST rate. During move out, if your shipment is picked up on Thursday, November 10 after 5:00PM you will be billed an additional Outbound Overtime charge. If your shipment is picked up on Thursday, November 10 between 2:30PM and 5:00PM or Friday, November 11 between 8:00AM and 11:00AM, additional overtime charges will not be billed.

**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](mailto:orders@shepardes.com)

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

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

**FIRST DAY FREIGHT CAN ARRIVE:** Saturday, November 5, 2022

| CODE  | ITEM                         | WEIGHT |   | PRICE/CWT | TOTAL |
|-------|------------------------------|--------|---|-----------|-------|
| 35410 | Crated ST/ST                 |        | X | \$131.00  |       |
| 35780 | Outbound Crated OT           |        |   | \$39.25   |       |
| 35411 | Crated ST/OT                 |        | X | \$170.25  |       |
| 35560 | Crated ST/DT                 |        | X | \$196.50  |       |
| 35412 | Uncrated ST/ST               |        | X | \$196.50  |       |
| 35782 | Outbound Uncrated OT         |        |   | \$59.00   |       |
| 35414 | Uncrated ST/OT               |        | X | \$255.50  |       |
| 35561 | Uncrated ST/DT               |        | X | \$294.75  |       |
| 35416 | Special Handling ST/ST       |        | X | \$170.25  |       |
| 35781 | Outbound Special Handling OT |        |   | \$51.00   |       |
| 35417 | Special Handling ST/OT       |        | X | \$221.25  |       |
| 35562 | Special Handling ST/DT       |        | X | \$255.50  |       |

### 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 |       |

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 7.00%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

# MATERIAL HANDLING INFORMATION

## AVS International Symposium and Exhibition

David L. Lawrence Convention Center | Pittsburgh, PA

M180941122

November 8 - 10, 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

## AVS International Symposium and Exhibition

**M180941122**

David L. Lawrence Convention Center | Pittsburgh, PA

November 8 - 10, 2022



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

### Cartload Service includes:

Includes:

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

### Please remember:

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

### Labor Hours

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

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

**Double Time (DT):** All hours on Sunday. Holidays.

**Holidays:** NY Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day (observed the day after Thanksgiving), Thanksgiving Day, Christmas Day.

| CODE  | ITEM             | # OF TRIPS | RATE     | TOTAL |
|-------|------------------|------------|----------|-------|
| 35151 | Dock to Booth ST |            | \$229.00 |       |
| 35152 | Booth to Dock ST |            | \$229.00 |       |
| 35153 | Dock to Booth OT |            | \$323.50 |       |
| 35154 | Booth to Dock OT |            | \$323.50 |       |

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 7.00%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

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](mailto:orders@shepardes.com)



## MOBILE SPOTTING FEE

### AVS International Symposium and Exhibition

**M180941122**

David L. Lawrence Convention Center | Pittsburgh, PA

November 8 - 10, 2022

## Displaying a Vehicle at the Event?

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

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

### Step 1.

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

### Step 2.

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

### 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:**

**Friday, November 11, 2022 | 10:00PM**

**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 |       |

|   |          |
|---|----------|
| <b>TOTAL ESTIMATE</b>                                   | \$ _____ |
| <b>TAX</b> <i>(All tax rates are subject to change)</i> | 7.00%    |
| <b>AMOUNT DUE</b>                                       | \$ _____ |

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](mailto: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.



✓ **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:**



**NOT ALLOWED IN THE DOCK AREA:**

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



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



✓ **ALLOWED:**

- Hand Carried Boxes



**NOT ALLOWED:**

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







# FORKLIFTS & GROUND RIGGING

## AVS International Symposium and Exhibition

**M180941122**

David L. Lawrence Convention Center | Pittsburgh, PA

November 8 - 10, 2022

### DISCOUNT DEADLINE:\* TUESDAY, OCTOBER 18, 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 on Sunday. Holidays.

**Holidays:** NY Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day (observed the day after Thanksgiving), 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 |     | \$366.55 | \$421.55 | \$472.15 |       |
| 35039                                      | OT Hourly Rental |     | \$455.90 | \$524.30 | \$587.20 |       |
| 35067                                      | DT Hourly Rental |     | \$545.35 | \$627.15 | \$702.40 |       |

| FORKLIFT RENTAL - UP TO 10,000 LB. CAPACITY |                  |     |            |            |            |       |
|---|------------------|-----|------------|------------|------------|-------|
| CODE  | ITEM             | QTY | ONLINE     | DISCOUNT   | REGULAR    | TOTAL |
| 35029                                       | ST Hourly Rental |     | \$733.05   | \$843.00   | \$944.15   |       |
| 35049                                       | OT Hourly Rental |     | \$911.80   | \$1,048.55 | \$1,174.40 |       |
| 35069                                       | DT Hourly Rental |     | \$1,090.65 | \$1,254.25 | \$1,404.75 |       |

| FORKLIFT RENTAL - UP TO 15,000 LB. CAPACITY |                  |     |            |            |            |       |
|---|------------------|-----|------------|------------|------------|-------|
| CODE  | ITEM             | QTY | ONLINE     | DISCOUNT   | REGULAR    | TOTAL |
| 35455                                       | ST Hourly Rental |     | \$916.30   | \$1,053.75 | \$1,180.20 |       |
| 35456                                       | OT Hourly Rental |     | \$1,139.75 | \$1,310.70 | \$1,468.00 |       |
| 35457                                       | DT Hourly Rental |     | \$1,363.35 | \$1,567.85 | \$1,756.00 |       |

| FORKLIFT RENTAL - UP TO 20,000 LB. CAPACITY |                  |     |            |            |            |       |
|---|------------------|-----|------------|------------|------------|-------|
| CODE  | ITEM             | QTY | ONLINE     | DISCOUNT   | REGULAR    | TOTAL |
| 35035                                       | ST Hourly Rental |     | \$1,099.60 | \$1,264.55 | \$1,416.30 |       |
| 35066                                       | OT Hourly Rental |     | \$1,367.70 | \$1,572.85 | \$1,761.60 |       |
| 35070                                       | DT Hourly Rental |     | \$1,636.00 | \$1,881.40 | \$2,107.15 |       |

| FORKLIFT RENTAL - UP TO 30,000 LB. CAPACITY |                  |     |            |            |            |       |
|---|------------------|-----|------------|------------|------------|-------|
| CODE  | ITEM             | QTY | ONLINE     | DISCOUNT   | REGULAR    | TOTAL |
| 35255                                       | ST Hourly Rental |     | \$1,466.10 | \$1,686.00 | \$1,888.30 |       |
| 35256                                       | OT Hourly Rental |     | \$1,823.60 | \$2,097.15 | \$2,348.80 |       |
| 35257                                       | DT Hourly Rental |     | \$2,181.35 | \$2,508.55 | \$2,809.60 |       |

| FORKLIFT RENTAL - 4 STAGE |                  |     |          |          |            |       |
|---------------------------|------------------|-----|----------|----------|------------|-------|
| CODE                      | ITEM             | QTY | ONLINE   | DISCOUNT | REGULAR    | TOTAL |
| 35593                     | ST Hourly Rental |     | \$549.80 | \$632.25 | \$708.10   |       |
| 35594                     | OT Hourly Rental |     | \$683.85 | \$786.45 | \$880.80   |       |
| 35595                     | DT Hourly Rental |     | \$818.00 | \$940.70 | \$1,053.60 |       |

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 |     | \$236.25 | \$271.70 | \$304.30 |       |
| 35086                                   | OT Hourly Rental |     | \$354.38 | \$407.55 | \$456.45 |       |
| 35099                                   | DT Hourly Rental |     | \$472.50 | \$543.40 | \$608.60 |       |

| RIGGERS & MATERIAL HANDLERS (PER MAN HOUR) |                  |     |          |          |          |       |
|--|------------------|-----|----------|----------|----------|-------|
| CODE                                       | ITEM             | QTY | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
| 35087                                      | ST Hourly Rental |     | \$189.00 | \$217.35 | \$243.45 |       |
| 35100                                      | OT Hourly Rental |     | \$283.50 | \$326.00 | \$365.10 |       |
| 35101                                      | DT Hourly Rental |     | \$378.00 | \$434.70 | \$486.85 |       |

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

|                       |          |
|-----------------------|----------|
| <b>TOTAL ESTIMATE</b> | \$ _____ |
|-----------------------|----------|

|  |       |
|--|-------|
| <b>TAX</b> (All tax rates are subject to change) | 7.00% |
|--|-------|

|                   |          |
|-------------------|----------|
| <b>AMOUNT DUE</b> | \$ _____ |
|-------------------|----------|

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](mailto:orders@shepardes.com)



# BULK WASTE REMOVAL

## AVS International Symposium and Exhibition

**M180941122**

David L. Lawrence Convention Center | Pittsburgh, PA

November 8 - 10, 2022

### ONLINE & DISCOUNT DEADLINE:\* TUESDAY, OCTOBER 18, 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 |     | \$174.20 | \$200.35 | \$224.40 |       |
| 68067 | Labor - Overtime      |     | \$261.30 | \$300.50 | \$336.55 |       |
| 68068 | Labor - Double Time   |     | \$348.40 | \$400.65 | \$448.75 |       |

### Forklift

| CODE  | ITEM                        | QTY | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|-------|-----------------------------|-----|----------|----------|----------|-------|
| 35028 | 5k Forklift - Straight Time |     | \$366.55 | \$421.55 | \$472.15 |       |
| 35039 | 5k Forklift - Overtime      |     | \$455.90 | \$524.30 | \$587.20 |       |
| 35067 | 5k Forklift - Double Time   |     | \$545.35 | \$627.15 | \$702.40 |       |

### Dumpster Fee

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

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 7.00%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

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: \_\_\_\_\_

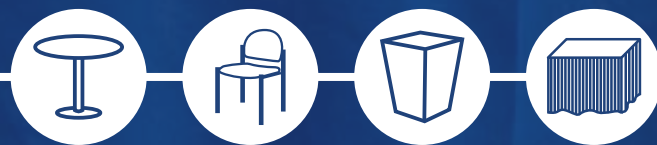
CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



Email completed form to: [orders@shepardes.com](mailto: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

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## 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



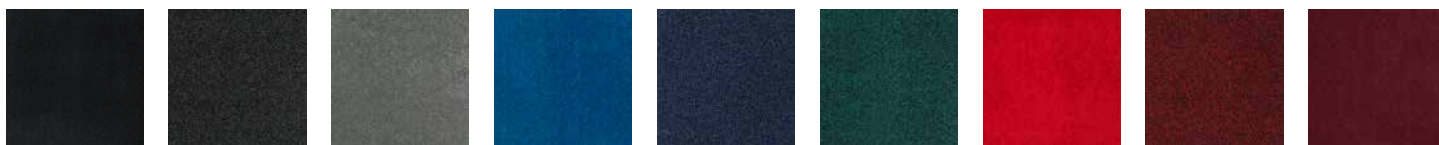
**4' Quarterview Showcase**  
#50069

**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



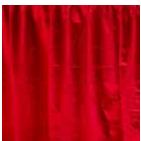
White



Black

## DRAPE

---



Red



Burgundy



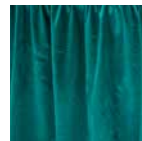
Gold



Green



Blue



Teal



White



Grey



Black



# STANDARD FURNISHINGS

## AVS International Symposium and Exhibition

M180941122

David L. Lawrence Convention Center | Pittsburgh, PA

November 8 - 10, 2022

### ONLINE & DISCOUNT DEADLINE:\* TUESDAY, OCTOBER 18, 2022

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

#### Tables

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

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

| CODE  | ITEM  | QTY | COLOR | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|-------|---|-----|-------|----------|----------|----------|-------|
| 50042 | 4' (l) x 24" (w) x 30" (h) Skirted Table                |     |       | \$198.85 | \$228.70 | \$256.15 |       |
| 50046 | 6' (l) x 24" (w) x 30" (h) Skirted Table                |     |       | \$244.35 | \$281.00 | \$314.70 |       |
| 50050 | 8' (l) x 24" (w) x 30" (h) Skirted Table                |     |       | \$309.85 | \$356.35 | \$399.10 |       |
| 50043 | 4' (l) x 24" (w) x 42" (h) Skirted Table                |     |       | \$241.65 | \$277.90 | \$311.25 |       |
| 50047 | 6' (l) x 24" (w) x 42" (h) Skirted Table                |     |       | \$309.50 | \$355.90 | \$398.60 |       |
| 50051 | 8' (l) x 24" (w) x 42" (h) Skirted Table                |     |       | \$364.10 | \$418.70 | \$468.95 |       |
| 50052 | 4th Side Skirt for 30" High Table                       |     |       | \$120.90 | \$139.05 | \$155.75 |       |
| 50171 | 4th Side Skirt for 42" High Table                       |     |       | \$120.90 | \$139.05 | \$155.75 |       |
| 50040 | 4' (l) x 24" (w) x 30" (h) UnSkirted Table              |     | n/a   | \$135.00 | \$155.25 | \$173.90 |       |
| 50044 | 6' (l) x 24" (w) x 30" (h) UnSkirted Table              |     | n/a   | \$161.00 | \$185.15 | \$207.35 |       |
| 50048 | 8' (l) x 24" (w) x 30" (h) UnSkirted Table              |     | n/a   | \$189.80 | \$218.25 | \$244.45 |       |
| 50041 | 4' (l) x 24" (w) x 42" (h) UnSkirted Table              |     | n/a   | \$151.95 | \$174.75 | \$195.70 |       |
| 50045 | 6' (l) 24" x (w) x 42" (h) UnSkirted Table              |     | n/a   | \$189.80 | \$218.25 | \$244.45 |       |
| 50049 | 8' (l) x 24" (w) x 42" (h) UnSkirted Table              |     | n/a   | \$211.80 | \$243.55 | \$272.80 |       |
| 51089 | 42" (h) Pedestal Table, 36" Diameter, Grey Fleck Top    |     | n/a   | \$340.05 | \$391.05 | \$438.00 |       |
| 50032 | 30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top    |     | n/a   | \$317.95 | \$365.65 | \$409.55 |       |
| 50030 | Round Side Table - 24" (w) x 18" (h)                    |     | n/a   | \$160.05 | \$184.05 | \$206.15 |       |
| 50031 | Square Side Table - 24" (w) x 18" (h)                   |     | n/a   | \$160.05 | \$184.05 | \$206.15 |       |
| 50706 | 30" (h) Natural Pedestal Table, 36" Diameter, Maple Top |     | n/a   | \$415.95 | \$478.35 | \$535.75 |       |
| 50707 | 42" (h) Natural Pedestal Table, 36" Diameter, Maple Top |     | n/a   | \$433.60 | \$498.65 | \$558.50 |       |
| 50700 | White Fabric Table Cover w/ 6'x30" Table                |     | 03    | \$345.25 | \$397.05 | \$444.70 |       |
| 50700 | Red Fabric Table Cover w/ 6'x30" Table                  |     | 01    | \$345.25 | \$397.05 | \$444.70 |       |
| 50700 | Blue Fabric Table Cover w/ 6'x30" Table                 |     | 05    | \$345.25 | \$397.05 | \$444.70 |       |
| 50700 | Black Fabric Table Cover w/ 6'x30" Table                |     | 06    | \$345.25 | \$397.05 | \$444.70 |       |

#### Seating

| CODE  | ITEM  | QTY | COLOR | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|-------|---|-----|-------|----------|----------|----------|-------|
| 50020 | Side Chair Grey Fabric                            |     | n/a   | \$123.05 | \$141.50 | \$158.50 |       |
| 50021 | Arm Chair Grey Fabric                             |     | n/a   | \$167.80 | \$192.95 | \$216.10 |       |
| 50024 | Stool with Back Grey Fabric                       |     | n/a   | \$204.40 | \$235.05 | \$263.25 |       |
| 51086 | Director's Chair Black Fabric                     |     | n/a   | \$126.95 | \$146.00 | \$163.50 |       |
| 51090 | Director's Stool Black Fabric                     |     | n/a   | \$227.20 | \$261.30 | \$292.65 |       |
| 50705 | Natural Feel Stool Maple Back, Black Fabric Seat  |     | n/a   | \$247.80 | \$284.95 | \$319.15 |       |
| 50704 | Natural Feel Chair, Maple Back, Black Fabric Seat |     | n/a   | \$203.50 | \$234.00 | \$262.10 |       |

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

TOTAL ESTIMATE \$ \_\_\_\_\_

TAX (All tax rates are subject to change) 7.00%

AMOUNT DUE \$ \_\_\_\_\_

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

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)



# SPECIALTY, DISPLAYS & DRAPERY

## AVS International Symposium and Exhibition

**M180941122**

David L. Lawrence Convention Center | Pittsburgh, PA

November 8 - 10, 2022

### ONLINE & DISCOUNT DEADLINE:\* TUESDAY, OCTOBER 18, 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   | \$68.10    | \$78.30    | \$87.70    |       |
| 50245 | Literature Rack Silver, Glass              |     | n/a   | \$251.35   | \$289.05   | \$323.75   |       |
| 50175 | Bag Rack, Chrome                           |     | n/a   | \$332.85   | \$382.80   | \$428.75   |       |
| 50092 | Coat Rack, Chrome                          |     | n/a   | \$118.20   | \$135.95   | \$152.25   |       |
| 50093 | Garment Rack, Chrome                       |     | n/a   | \$332.85   | \$382.80   | \$428.75   |       |
| 50427 | Tensabarrier, Per Stem, Black              |     | n/a   | \$140.40   | \$161.45   | \$180.80   |       |
| 50095 | Sign Holder, 22" x 28" Chrome              |     | n/a   | \$155.05   | \$178.30   | \$199.70   |       |
| 50185 | Drawing Bowl, Clear                        |     | n/a   | \$62.50    | \$71.90    | \$80.55    |       |
| 50296 | 4' x 12" Display Riser White and Black     |     | n/a   | \$140.60   | \$161.70   | \$181.10   |       |
| 50297 | 6' x 12" Display Riser White and Black     |     | n/a   | \$174.95   | \$201.20   | \$225.35   |       |
| 50098 | Mini Refrigerator, Approx. 3 cubic feet    |     | n/a   | \$530.90   | \$610.55   | \$683.80   |       |
| 50067 | 4' Full View Showcase, White               |     | n/a   | \$1,254.35 | \$1,442.50 | \$1,615.60 |       |
| 50068 | 6' Full View Showcase, White               |     | n/a   | \$1,383.40 | \$1,590.90 | \$1,781.80 |       |
| 50069 | 4' Quarter View Showcase, White            |     | n/a   | \$1,254.35 | \$1,442.50 | \$1,615.60 |       |
| 50070 | 6' Quarter View Showcase, White            |     | n/a   | \$1,383.40 | \$1,590.90 | \$1,781.80 |       |
| 50060 | 4' x 8' Horizontal Posterboard Grey Fabric |     | n/a   | \$406.20   | \$467.15   | \$523.20   |       |
| 50061 | 4' x 8' Vertical Posterboard Grey Fabric   |     | n/a   | \$406.20   | \$467.15   | \$523.20   |       |
| 50236 | Grids 2' x 8' with Legs, Each              |     | n/a   | \$300.05   | \$345.05   | \$386.45   |       |
| 50237 | Grid 2' x 8' without Legs, Each            |     | n/a   | \$224.70   | \$258.40   | \$289.40   |       |
| 50242 | 7-Ball Waterfall for Grids                 |     | n/a   | \$20.65    | \$23.75    | \$26.60    |       |
| 50104 | 6" Hooks (12) for Peg Boards               |     | n/a   | \$65.00    | \$74.75    | \$83.70    |       |

|       |   |  |     |         |         |         |  |
|-------|---|--|-----|---------|---------|---------|--|
| 50073 | 8' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental) |  |     | \$31.85 | \$36.65 | \$41.05 |  |
| 50074 | 3' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental) |  |     | \$23.65 | \$27.20 | \$30.45 |  |
| 50088 | 8' Upright with Base  |  | n/a | \$44.00 | \$50.60 | \$56.65 |  |
| 52065 | 3' Upright with Base  |  | n/a | \$44.00 | \$50.60 | \$56.65 |  |
| 50349 | 6'-10' Crossbar   |  | n/a | \$29.25 | \$33.65 | \$37.70 |  |
| 50348 | 7'-12' Crossbar   |  | n/a | \$29.25 | \$33.65 | \$37.70 |  |
| 50058 | Sateen, per linear foot (minimum 5' linear feet rental)                       |  |     | \$27.25 | \$31.35 | \$35.10 |  |

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

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 7.00%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

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CONTACT NAME: \_\_\_\_\_

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## AVS International Symposium and Exhibition

David L. Lawrence Convention Center | Pittsburgh, PA

November 8 - 10, 2022

# FLOORING

M180941122

### ONLINE & DISCOUNT DEADLINE:\* TUESDAY, OCTOBER 18, 2022 PREMIUM PLUSH & PREMIUM VINYL DEADLINE:\*\* MONDAY, OCTOBER 10, 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  | <b>Premium Plush Carpet** - 50 oz. (per sq. ft.)***</b><br>Rental includes installation and removal of carpet and visqueen. |         |       | \$13.45 | \$15.45  | \$17.30 |       |
| <b>AVAILABLE COLORS:</b> White (03), Black (06), Navy (22), Sand (33), Silver Dollar (34), Dark Grey (35), Crimson(74), Electric Blue (91) *** Minimum 100 sq. ft. order required. |   |         |       |         |          |         |       |

| CODE  | ITEM  | SQ. FT. | COLOR | ONLINE  | DISCOUNT | REGULAR | TOTAL |
|---|---|---------|-------|---------|----------|---------|-------|
| 46005   | <b>Premium Vinyl** (per sq. ft.)***</b><br>Rental includes installation and removal of carpet and visqueen. |         |       | \$17.35 | \$19.95  | \$22.35 |       |
| 46007   | <b>1/2" Padding for Vinyl (per sq. ft.)***</b>  |         | n/a   | \$6.35  | \$7.30   | \$8.20  |       |
| <b>AVAILABLE COLORS:</b> 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  | <b>Premium Carpet - 28 oz. Rental/Sq. Ft.***</b><br>Rental includes installation and removal of carpet and visqueen.       |         |       | \$9.65  | \$11.10  | \$12.45 |       |
| 46003  | <b>Premium Carpet - 28 oz. Rental 1000+ Sq. Ft.***</b><br>Rental includes installation and removal of carpet and visqueen. |         |       | \$8.45  | \$9.70   | \$10.85 |       |
| 46002  | <b>Premium Carpet - 28 oz. Purchase Sq. Ft.***</b><br>Rental includes installation and removal of carpet and visqueen.     |         |       | \$23.85 | \$27.45  | \$30.75 |       |
| <b>100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING AVAILABLE COLORS:</b> 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   | <b>Expo Carpet - 13 oz. (Regular &amp; Speical Cut) 10' x 10'</b> |         |             | \$339.65   | \$390.60   | \$437.45   |       |
| 50256   | <b>Expo Carpet - 13 oz. (Regular &amp; Special Cut) 10' x 20'</b> |         |             | \$633.85   | \$728.95   | \$816.40   |       |
| 50257   | <b>Expo Carpet - 13 oz. (Regular &amp; Special Cut) 10' x 30'</b> |         |             | \$945.35   | \$1,087.15 | \$1,217.60 |       |
| 50258   | <b>Expo Carpet - 13 oz. (Regular &amp; Special Cut) 10' x 40'</b> |         |             | \$1,256.90 | \$1,445.45 | \$1,618.90 |       |
| 50400   | <b>Expo Carpet - 13 oz. (Regular &amp; Special Cut) 10' x 15'</b> |         | Tuxedo ONLY | \$594.40   | \$683.55   | \$765.60   |       |
| <b>RECOMMENDED FOR: Standard Size and Inline Booths AVAILABLE COLORS:</b> Red (01), Blue (05), Black (06) Tuxedo (50) Teal (13) Burgundy (07) · Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut. |   |         |             |            |            |            |       |

| CODE   | ITEM   | SQ. FT. | COLOR | ONLINE | DISCOUNT | REGULAR | TOTAL |
|--|--|---------|-------|--------|----------|---------|-------|
| 50580  | <b>Special Cut 0-399 Sq. Ft.</b><br>Rental includes installation and removal of carpet and visqueen.   |         |       | \$6.55 | \$7.55   | \$8.45  |       |
| 50581  | <b>Special Cut 400-900 Sq. Ft.</b><br>Rental includes installation and removal of carpet and visqueen. |         |       | \$6.00 | \$6.90   | \$7.75  |       |
| 50582  | <b>Special Cut 900+ Sq. Ft.</b><br>Rental includes installation and removal of carpet and visqueen.    |         |       | \$5.45 | \$6.25   | \$7.00  |       |
| <b>RECOMMENDED FOR: Island and Large Area Exhibits AVAILABLE COLORS:</b> 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 | <b>1/2" Padding</b> |         | n/a   | \$1.75 | \$2.00   | \$2.25  |       |
| 50008 | <b>1" Padding</b>   |         | n/a   | \$3.40 | \$3.90   | \$4.35  |       |
| 50010 | <b>Visqueen</b>     |         | n/a   | \$0.45 | \$0.50   | \$0.55  |       |

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

Interested in Elevated Hardwood? Contact us for a quote at: [exhibits@shepardes.com](mailto:exhibits@shepardes.com).

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TOTAL ESTIMATE \$ \_\_\_\_\_

TAX (All tax rates are subject to change) 7.00%

AMOUNT DUE \$ \_\_\_\_\_

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

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Email completed form to: [orders@shepardes.com](mailto: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<sup>⚡</sup> 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.

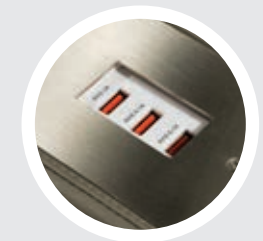
## Charge It!

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.

**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.



E.



F.

**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.



H.



I.

**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



J.



K.



L.

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



# SMALL BENCH

## OTTOMANS

30"L20"D18"H



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

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





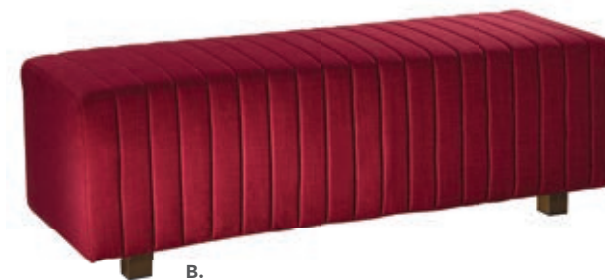
# BENCH

## OTTOMANS

60"L20"D18"H



A.



B.



C.



D.



E.



F.



G.

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

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



# Ottomans

## Squares

### Endless

**END02B** (black vinyl, chrome)

**END02W** (white vinyl, chrome)

34"L 34"D 15"H



## Demo Down

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

## Curves

### Endless

**END01W** (white vinyl, chrome)

**END01B** (black vinyl, chrome)

60.5"L 37.5"D 15"H

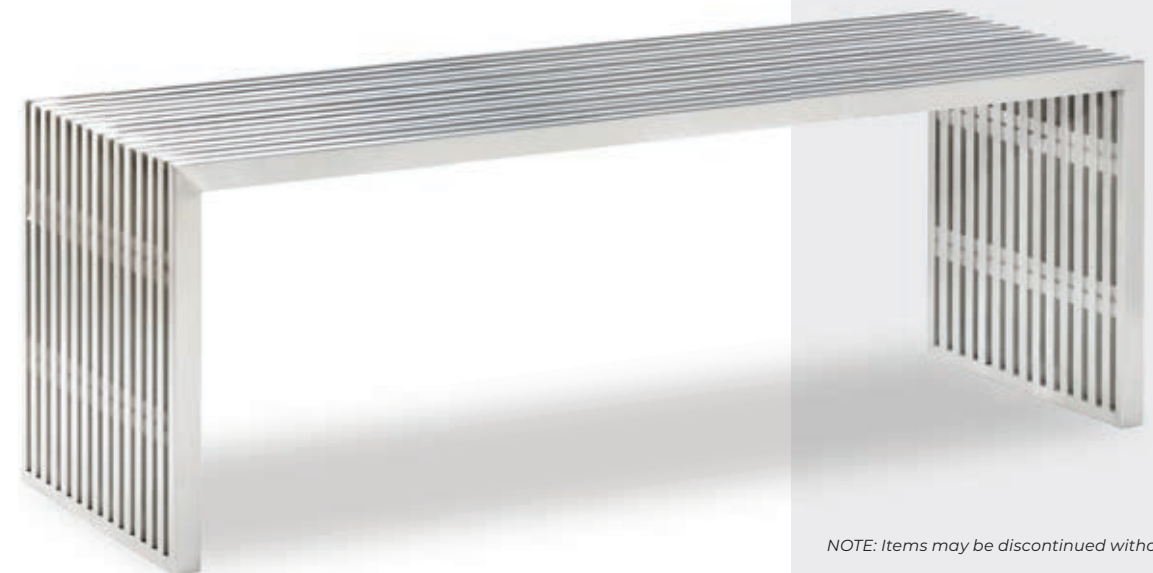


## Bench

### REGBEN Regis

(brushed metal)

47"L 15.5"D 16"H



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

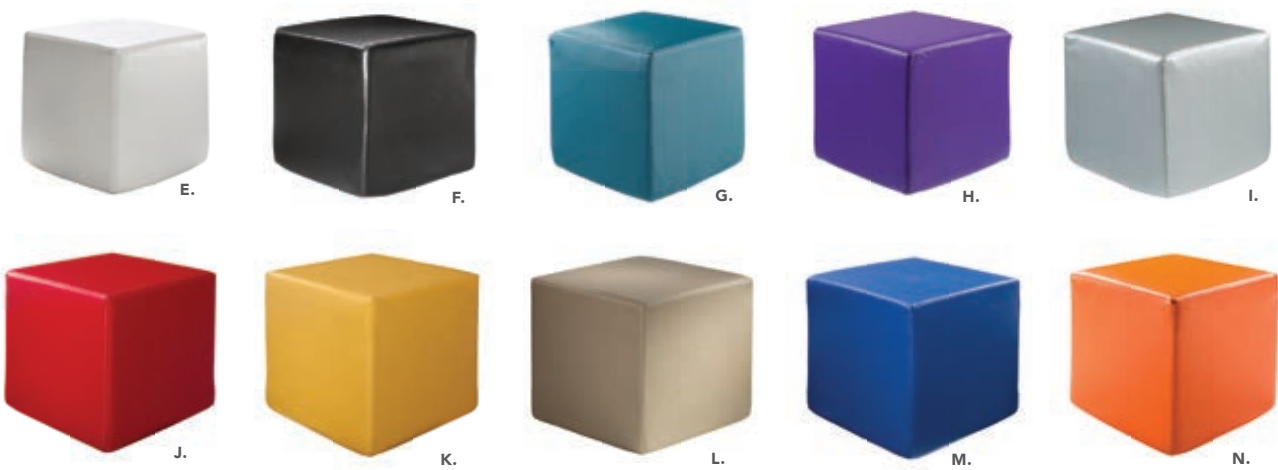
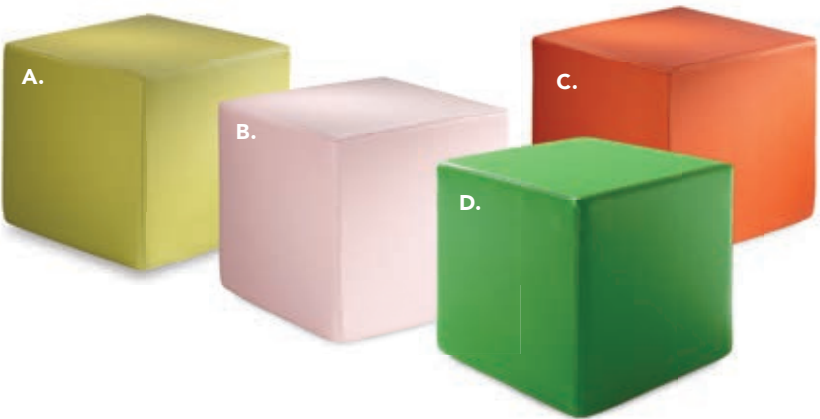


**Provide a Pop!**  
Colorful furnishings attract more attention while reinforcing brand themes. Amplify your organization's color palette, or simply go bold to catch passing eyes.

# CUBE

## OTTOMANS

18" 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.



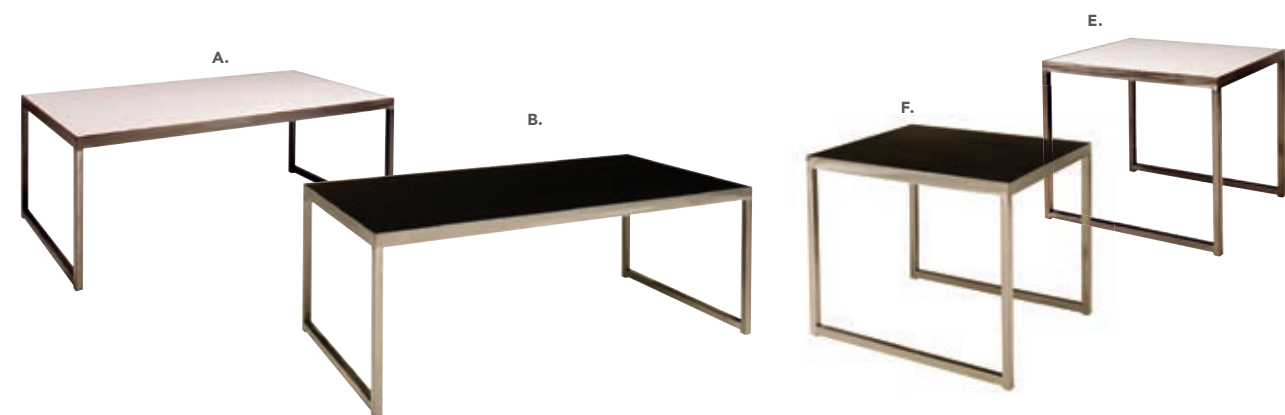
**S Y D N E Y**



# 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



**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

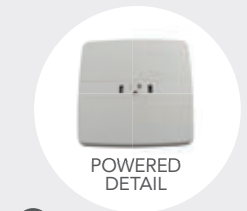
**REGOTT End Table**  
(brushed metal)  
16"L 15.5"D 16.5"H



**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

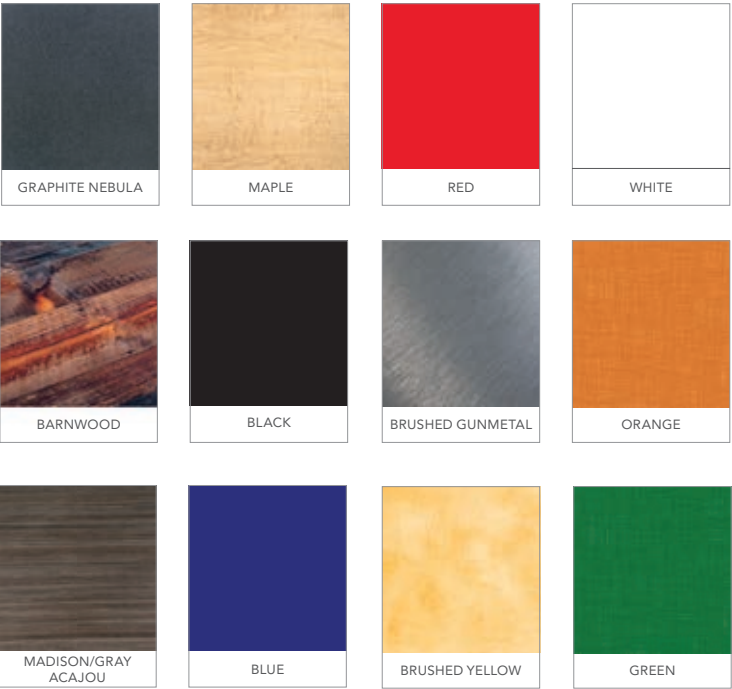


**Rustique**  
**RSTSQT Square**  
**Metal Bar Table**  
(gunmetal)  
23.75"L 23.75"D 41.25"H

- 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.



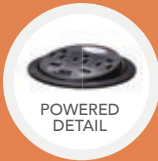
- Cafe Tables**  
Hydraulic Chrome Base  
30" RND 29"H  
**30GRHC** (graphite nebula top)  
**30MTHC** (maple top)  
**30BRHC** (red top)  
**30WHHC** (white top)  
**30WDHC** (barnwood top)  
**30BKHC** (black top)  
**30AGHC** (brushed gunmetal top)  
**30OSHC** (orange top)  
**30MAHC** (Madison/gray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





M A R I N A

# BARSTOOL

COLLECTION

21" L 17.5" D 41.5" H



A.



B.



C.



D.



E.

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

All frames brushed metal.

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



# BARSTOOL

**COLLECTION**

15 "RND 23 - 33.5 "H



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

All bases crome finish.

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



ZOEY | BANANA

# BARSTOOL

COLLECTIONS



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

All bases crome finish.

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



42" ROUND



# CONFERENCE

**TABLES**  
42" RND 29" H



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

All bases black finish.

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





G E O



# CONFERENCE TABLES



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

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

# Conference Tables

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

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



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



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

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



MADISON



# CONFERENCE TABLES



A.



B.



C.



Dividers | pg 16

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

All frames silver finish.

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



# Ventura

## Powered & Communal Tables



### Powered Bar Table

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

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

### Communal Bar Table

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

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



### TABLE TOP OPTIONS

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



### Powered Cafe Table

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

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

### Communal Cafe Table

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

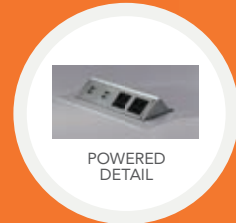
**H) VNTCMN** (solid)  
**VNTCMW** (grommets)  
White Top  
**I) VNTCWW** (grommets)  
**VNTCWN** (solid)  
Black Top  
**J) VNTCBN** (solid)

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

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



# Powered⚡ Communal Tables



## Ventura Bar Tables, Powered

A) VNTWHT (white top)

B) VNTBLK (black top)

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



### Styling Tip:

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

## Ventura Cafe Tables, Powered

C) VNTCWH (white top)

D) VNTCBK (black top)

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



## Use Ventura 6' Bar or Cafe Tables

in your design to facilitate conversations while physical distancing.

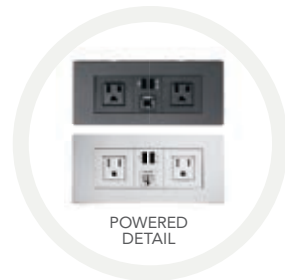


**Please Note:** Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

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

# Powered<sup>⚡</sup> 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.*

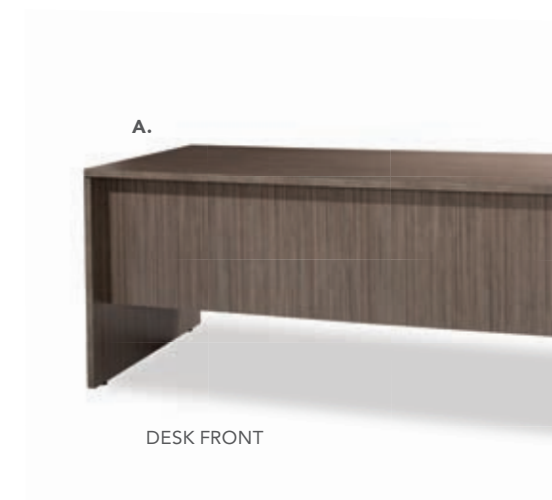


MADISON



10'x20' Madison Presentation Booth

EXECUTIVE  
DESK & STORAGE



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

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



# Executive Seating

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

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



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

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



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



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



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



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



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



# Dividers

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



A.



D.



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

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

## Attract, Connect and Inspire.

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



Locking Hinge Detail

B.



C.



E.



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



# Dividers



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

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



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



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



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



# Boxwood Hedges

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

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



## Keep it Green

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



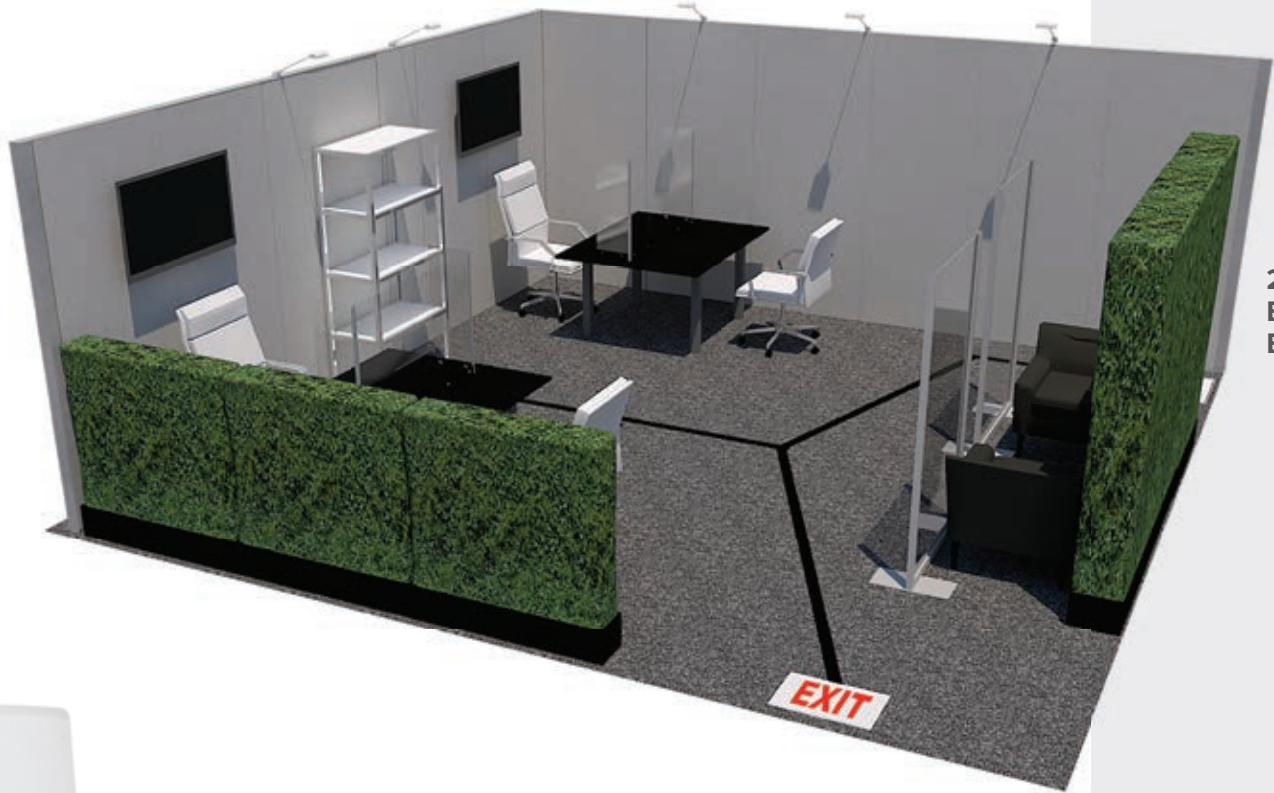
NOTE: Items may be discontinued without notice at any time.



# Office Accessories & Decor

## Embrace The Organic

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



20'x20' -  
Executive Meeting  
Booth



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



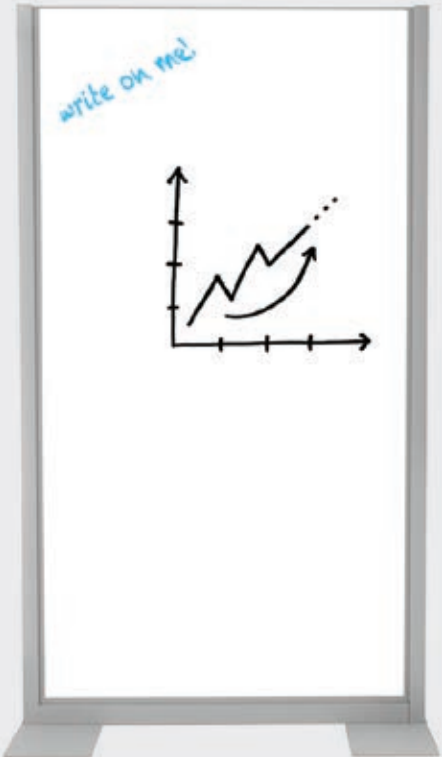
**Mason Lamps**  
(brushed silver)  
**A) LA15 Floor Lamp**  
18" RND 55"H  
**B) LA14 Table Lamp**  
16" RND 26"H



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



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



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

# Powered<sup>⚡</sup> 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

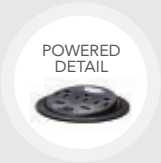
The flip-top electrical units rotate 180° to let devices charge on or inside the cabinet.



## 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

## AVS International Symposium and Exhibition

**M180941122**


David L. Lawrence Convention Center | Pittsburgh, PA

November 8 - 10, 2022


### ONLINE & DISCOUNT DEADLINE:\* TUESDAY, OCTOBER 18, 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  |     | \$1,440.05 | \$1,656.05 | \$1,854.80 |       |
| KEYLOV | Key Largo Loveseat - Black Fabric, Wood  |     | \$663.30   | \$762.80   | \$854.35   |       |
| NPLLOV | Naples Loveseat - Black Vinyl  |     | \$1,271.55 | \$1,462.30 | \$1,637.80 |       |
| NPLLOP |  <b>POWERED</b> Naples Loveseat - Black Vinyl |     | \$1,584.50 | \$1,822.20 | \$2,040.85 |       |

#### Sofas

| CODE   | ITEM   | QTY | ONLINE     | DISCOUNT   | REGULAR    | TOTAL |
|--------|--|-----|------------|------------|------------|-------|
| SFA002 | Allegro Sofa - Blue Fabric, Brushed Metal  |     | \$1,264.80 | \$1,454.50 | \$1,629.05 |       |
| BSFWHT | Baja Sofa - White Vinyl  |     | \$1,530.95 | \$1,760.60 | \$1,971.85 |       |
| FAIRSW | Fairfax Sofa - White Vinyl, Brushed Metal  |     | \$862.65   | \$992.05   | \$1,111.10 |       |
| KEYSOF | Key Largo Sofa - Black Fabric, Wood  |     | \$855.75   | \$984.10   | \$1,102.20 |       |
| NPLSOF | Naples Sofa - Black Vinyl  |     | \$1,512.25 | \$1,739.10 | \$1,947.80 |       |
| NPLLOP |  <b>POWERED</b> Naples Sofa - Black Vinyl |     | \$1,842.20 | \$2,118.55 | \$2,372.80 |       |
| PALSOF | Palm Beach Sofa - White Vinyl  |     | \$1,201.25 | \$1,381.45 | \$1,547.20 |       |
| STESOF | Sterling Sofa - Grey Fabric  |     | \$1,426.15 | \$1,640.05 | \$1,836.85 |       |
| VALSOF | Valencia Sofa - Coffee Brown Velvet  |     | \$804.80   | \$925.50   | \$1,036.55 |       |

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

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

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

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

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## AVS International Symposium and Exhibition

David L. Lawrence Convention Center | Pittsburgh, PA



November 8 - 10, 2022

# ACCENT CHAIRS

M180941122

### ONLINE & DISCOUNT DEADLINE:\* TUESDAY, OCTOBER 18, 2022

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| CODE    | ITEM   | QTY | ONLINE     | DISCOUNT   | REGULAR    | TOTAL |
|---------|--|-----|------------|------------|------------|-------|
| CHR002  | Allegro Chair - Blue Fabric, Brushed Metal   |     | \$886.75   | \$1,019.75 | \$1,142.10 |       |
| ATHCHA  | Atherton Chair - Brown Leather, Black Metal  |     | \$735.40   | \$845.70   | \$947.20   |       |
| BCHWHT  | Baja Chair - White Vinyl   |     | \$983.00   | \$1,130.45 | \$1,266.10 |       |
| BOWCHA  | Bowery Chair - Ochre Fabric  |     | \$690.75   | \$794.35   | \$889.65   |       |
| CNTCHR  | Century Chair - Gray Velvet  |     | \$703.90   | \$809.50   | \$906.65   |       |
| FAIRCW  | Fairfax Chair - White Vinyl, Brushed Metal   |     | \$622.10   | \$715.40   | \$801.25   |       |
| KEYCHR  | Key Largo Chair - Black Fabric, Wood   |     | \$567.15   | \$652.20   | \$730.45   |       |
| LABREA  | La Brea Swivel Chair - Charcoal Gray Fabric, Chrome  |     | \$742.30   | \$853.65   | \$956.10   |       |
| LENCHA  | Lena Chair - Moss Green Leather, Bronze  |     | \$619.85   | \$712.85   | \$798.40   |       |
| BCW     | Madrid Chair - White Vinyl, Chrome   |     | \$1,350.75 | \$1,553.35 | \$1,739.75 |       |
| MONCHA  | Montreal Chair - Blue, Black Metal   |     | \$759.05   | \$872.90   | \$977.65   |       |
| MNCHCH  | Munich Armless Chair - Gray Fabric, Black  |     | \$1,020.75 | \$1,173.85 | \$1,314.70 |       |
| NPLCHP  |  <b>POWERED</b> Naples Chair - Black Vinyl  |     | \$1,144.55 | \$1,316.25 | \$1,474.20 |       |
| NPLCHR  | Naples Chair - Black Vinyl   |     | \$1,055.15 | \$1,213.40 | \$1,359.00 |       |
| STECHEA | Sterling Chair - Gray Fabric   |     | \$979.65   | \$1,126.60 | \$1,261.80 |       |
| SWAN    | Swanson Swivel Chair - White Vinyl, Chrome   |     | \$646.10   | \$743.00   | \$832.15   |       |
| TCHP    | Tech Chair, No Tablet - Gray Vinyl, Chrome Base  |     | \$541.00   | \$622.15   | \$696.80   |       |
| TCHGRY  |  <b>POWERED</b> Tech Tablet Chair - Gray Vinyl, White Metal Tablet, Chrome Base |     | \$527.90   | \$607.10   | \$679.95   |       |
| VALCHA  | Valencia Chair - Spice Orange Velvet   |     | \$541.50   | \$622.70   | \$697.40   |       |
| WENCHA  | Wentworth Swivel Chair - Brown Vinyl   |     | \$593.65   | \$682.70   | \$764.60   |       |

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

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|   |          |
|---|----------|
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EMAIL ADDRESS: \_\_\_\_\_



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# INDIVIDUAL SEATING

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David L. Lawrence Convention Center | Pittsburgh, PA

November 8 - 10, 2022

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| CODE   | ITEM  | QTY | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|--------|---|-----|----------|----------|----------|-------|
| BLDCRD | Blade Chair - Red   |     | \$121.85 | \$140.15 | \$156.95 |       |
| BLDCSB | Blade Chair - Sky Blue                                    |     | \$121.85 | \$140.15 | \$156.95 |       |
| SC3    | Brewer Chair - Onyx, Chrome                               |     | \$316.10 | \$363.50 | \$407.10 |       |
| XCHR   | Christopher Chair - White Vinyl, Chrome                   |     | \$189.05 | \$217.40 | \$243.50 |       |
| DUET   | Duet Stack Chair - Black, Chrome                          |     | \$116.85 | \$134.40 | \$150.55 |       |
| LMCHR  | Laguna Chair - Maple, Chrome                              |     | \$268.10 | \$308.30 | \$345.30 |       |
| LUCHCL | Lucent Chair - Frosted Acrylic, Chrome                    |     | \$328.05 | \$377.25 | \$422.50 |       |
| MALGRN | Malba Chair - Green, Chrome                               |     | \$206.20 | \$237.15 | \$265.60 |       |
| MALGRY | Malba Chair - Gray, Chrome                                |     | \$206.20 | \$237.15 | \$265.60 |       |
| MARCBE | Marina Chair - Ocean Blue Fabric, Brushed Metal           |     | \$265.55 | \$305.40 | \$342.05 |       |
| MARCBK | Marina Chair - Black Vinyl, Brushed Metal                 |     | \$265.55 | \$305.40 | \$342.05 |       |
| MARCBR | Marina Chair - Brown Fabric, Brushed Metal                |     | \$265.55 | \$305.40 | \$342.05 |       |
| MARCRD | Marina Chair - Red Fabric, Brushed Metal                  |     | \$265.55 | \$305.40 | \$342.05 |       |
| MARCWH | Marina Chair - White Vinyl, Brushed Metal                 |     | \$265.55 | \$305.40 | \$342.05 |       |
| OCMWHT | Meeting Chair - White                                     |     | \$453.65 | \$521.70 | \$584.30 |       |
| PASCHR | Pasadena Chair - White Molded Plastic w/Chrome Tower Base |     | \$428.10 | \$492.30 | \$551.40 |       |
| SC10   | Razor Armless Chair - White                               |     | \$140.95 | \$162.10 | \$181.55 |       |
| RSTDIN | Rustique Chair w/ Arms - Gunmetal                         |     | \$237.15 | \$272.70 | \$305.40 |       |
| CS4    | Syntax Chair - Black, Chrome                              |     | \$374.65 | \$430.85 | \$482.55 |       |
| ZENCHR | Zenith Chair - White, Chrome                              |     | \$302.40 | \$347.75 | \$389.50 |       |

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

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 7.00%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

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# BENCHES & OTTOMANS

## AVS International Symposium and Exhibition

**M180941122**

David L. Lawrence Convention Center | Pittsburgh, PA

November 8 - 10, 2022

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#### Beverly Benches

| CODE    | ITEM   | QTY | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|---------|--|-----|----------|----------|----------|-------|
| BVSMBK  | Beverly Small Bench Ottoman - Black Vinyl        |     | \$380.85 | \$438.00 | \$490.55 |       |
| BVSMBL  | Beverly Small Bench Ottoman - Ocean Blue Fabric  |     | \$380.85 | \$438.00 | \$490.55 |       |
| BVSMBN  | Beverly Small Bench Ottoman - Brown Fabric       |     | \$380.85 | \$438.00 | \$490.55 |       |
| BVSMGN  | Beverly Small Bench Ottoman - Olive Green Fabric |     | \$380.85 | \$438.00 | \$490.55 |       |
| BVSMGY  | Beverly Small Bench Ottoman - Grey Fabric        |     | \$380.85 | \$438.00 | \$490.55 |       |
| BVSM LN | Beverly Small Bench Ottoman - Linen Fabric       |     | \$380.85 | \$438.00 | \$490.55 |       |
| BVSM LV | Beverly Small Bench Ottoman - Lavender Fabric    |     | \$380.85 | \$438.00 | \$490.55 |       |
| BVSMOR  | Beverly Small Bench Ottoman - Orange Fabric      |     | \$380.85 | \$438.00 | \$490.55 |       |
| BVSMRD  | Beverly Small Bench Ottoman - Red Fabric         |     | \$380.85 | \$438.00 | \$490.55 |       |
| BVSMWH  | Beverly Small Bench Ottoman - White Vinyl        |     | \$380.85 | \$438.00 | \$490.55 |       |
| BVSMYL  | Beverly Small Bench Ottoman - Yellow Fabric      |     | \$380.85 | \$438.00 | \$490.55 |       |
| BVLYBK  | Beverly Bench - Black Vinyl                      |     | \$728.60 | \$837.90 | \$938.45 |       |
| BVLYBN  | Beverly Bench - Brown Fabric                     |     | \$728.60 | \$837.90 | \$938.45 |       |
| BVLYGR  | Beverly Bench - Grey Fabric                      |     | \$728.60 | \$837.90 | \$938.45 |       |
| BVLYLN  | Beverly Bench - Linen Fabric                     |     | \$728.60 | \$837.90 | \$938.45 |       |
| BVLYOB  | Beverly Bench - Ocean Fabric                     |     | \$728.60 | \$837.90 | \$938.45 |       |
| BVLYRD  | Beverly Bench - Red Fabric                       |     | \$728.60 | \$837.90 | \$938.45 |       |
| BVLYWH  | Beverly Bench - White Vinyl                      |     | \$728.60 | \$837.90 | \$938.45 |       |

#### Metal Bench

| CODE    | ITEM                              | QTY | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|---------|-----------------------------------|-----|----------|----------|----------|-------|
| REG BEN | Regis Bench/Table - Brushed Metal |     | \$518.95 | \$596.80 | \$668.40 |       |

#### Ottomans

| CODE   | ITEM   | QTY | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|--------|--|-----|----------|----------|----------|-------|
| END01B | Endless Curved Ottoman - Black Vinyl, Chrome |     | \$756.15 | \$869.55 | \$973.90 |       |
| END01W | Endless Curved Ottoman - White Vinyl, Chrome |     | \$756.15 | \$869.55 | \$973.90 |       |
| END02B | Endless Square Ottoman - Black Vinyl, Chrome |     | \$474.30 | \$545.45 | \$610.90 |       |
| END02W | Endless Square Ottoman - White Vinyl, Chrome |     | \$474.30 | \$545.45 | \$610.90 |       |

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

|   |          |
|---|----------|
| TOTAL ESTIMATE                            | \$ _____ |
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# CUBE & SWIVEL OTTOMANS

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#### Vibe Cubes

| CODE  | ITEM                         | QTY | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|-------|------------------------------|-----|----------|----------|----------|-------|
| VIB01 | Vibe Cube - Green            |     | \$254.40 | \$292.55 | \$327.65 |       |
| VIB02 | Vibe Cube - Blue             |     | \$254.40 | \$292.55 | \$327.65 |       |
| VIB04 | Vibe Cube - Red              |     | \$254.40 | \$292.55 | \$327.65 |       |
| VIB05 | Vibe Cube - Yellow           |     | \$254.40 | \$292.55 | \$327.65 |       |
| VIB08 | Vibe Cube - Orange           |     | \$254.40 | \$292.55 | \$327.65 |       |
| VIB09 | Vibe Cube - White Waterproof |     | \$254.40 | \$292.55 | \$327.65 |       |
| VIB10 | Vibe Cube - Black Waterproof |     | \$254.40 | \$292.55 | \$327.65 |       |
| VIB11 | Vibe Cube - Steel Blue Vinyl |     | \$254.40 | \$292.55 | \$327.65 |       |
| VIB12 | Vibe Cube - Silver Vinyl     |     | \$254.40 | \$292.55 | \$327.65 |       |
| VIB13 | Vibe Cube - Purple Vinyl     |     | \$254.40 | \$292.55 | \$327.65 |       |
| VIB14 | Vibe Cube - Cirtus Green     |     | \$254.40 | \$292.55 | \$327.65 |       |
| VIB15 | Vibe Cube - Taupe Vinyl      |     | \$254.40 | \$292.55 | \$327.65 |       |
| VIB16 | Vibe Cube - Spice Orange     |     | \$254.40 | \$292.55 | \$327.65 |       |
| VIB17 | Vibe Cube - Desert Rose      |     | \$254.40 | \$292.55 | \$327.65 |       |

#### Marche Swivel

| CODE   | ITEM                                 | QTY | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|--------|--------------------------------------|-----|----------|----------|----------|-------|
| MAR001 | Marche Swivel - White                |     | \$336.75 | \$387.25 | \$433.70 |       |
| MAR002 | Marche Swivel - Grey                 |     | \$336.75 | \$387.25 | \$433.70 |       |
| MAR003 | Marche Swivel - Linen                |     | \$336.75 | \$387.25 | \$433.70 |       |
| MAR004 | Marche Swivel - Raspberry            |     | \$336.75 | \$387.25 | \$433.70 |       |
| MAR005 | Marche Swivel - Red                  |     | \$336.75 | \$387.25 | \$433.70 |       |
| MAR006 | Marche Swivel - Rose Qtz             |     | \$336.75 | \$387.25 | \$433.70 |       |
| MAR007 | Marche Swivel - Plum                 |     | \$336.75 | \$387.25 | \$433.70 |       |
| MAR008 | Marche Swivel - Meadow Green         |     | \$336.75 | \$387.25 | \$433.70 |       |
| MAR009 | Marche Swivel - Pear                 |     | \$336.75 | \$387.25 | \$433.70 |       |
| MAR010 | Marche Swivel - Blue                 |     | \$336.75 | \$387.25 | \$433.70 |       |
| MAR011 | Marche Swivel - Orange               |     | \$336.75 | \$387.25 | \$433.70 |       |
| MAR012 | Marche Swivel - Forest Green         |     | \$336.75 | \$387.25 | \$433.70 |       |
| MAR013 | Marche Swivel - Teal Velvet          |     | \$336.75 | \$387.25 | \$433.70 |       |
| MAR014 | Marche Swivel - Distressed Brown     |     | \$336.75 | \$387.25 | \$433.70 |       |
| MAR015 | Marche Swivel - Black Vinyl          |     | \$336.75 | \$387.25 | \$433.70 |       |
| MAR016 | Marche Swivel - Ivory Faux Sheep Fur |     | \$336.75 | \$387.25 | \$433.70 |       |

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# ACCENT TABLES: COCKTAIL & END

## AVS International Symposium and Exhibition

M180941122



David L. Lawrence Convention Center | Pittsburgh, PA

November 8 - 10, 2022


**ONLINE & DISCOUNT DEADLINE:\* TUESDAY, OCTOBER 18, 2022**


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

### Cocktail Tables

| CODE   | ITEM  | QTY | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|--------|---|-----|----------|----------|----------|-------|
| ALC100 | Alondra Cocktail Table - Glass Top, Chrome  |     | \$604.85 | \$695.60 | \$779.05 |       |
| ALC200 | Alondra Cocktail Table - Brandy Maple Top, Chrome   |     | \$604.85 | \$695.60 | \$779.05 |       |
| CIC    | Geo Cocktail Table - Glass Top, Chrome  |     | \$453.65 | \$521.70 | \$584.30 |       |
| CIFWB  | Geo Cocktail Table - Brandy Maple Top, Black  |     | \$529.25 | \$608.65 | \$681.70 |       |
| MESCTB | Mesa Cocktail Table - Black Top, Bronze   |     | \$350.40 | \$402.95 | \$451.30 |       |
| MESCTG | Mesa Cocktail Table - Glass Top, Bronze   |     | \$350.40 | \$402.95 | \$451.30 |       |
| MESCTW | Mesa Cocktail Table - Barnwood Top, Bronze  |     | \$350.40 | \$402.95 | \$451.30 |       |
| CIE    | Silverado Cocktail Table - Glass Top, Chrome  |     | \$501.80 | \$577.05 | \$646.30 |       |
| CIW    | Sydney Cocktail Table - White Top, Brushed Steel  |     | \$508.60 | \$584.90 | \$655.10 |       |
| CIY    | Sydney Cocktail Table - Black Top, Brushed Steel  |     | \$508.60 | \$584.90 | \$655.10 |       |
| CIWP   |  <b>POWERED</b> Sydney Cocktail Table - White Top, Brushed Steel |     | \$646.10 | \$743.00 | \$832.15 |       |
| CIYP   |  <b>POWERED</b> Sydney Cocktail Table - Black Top, Brushed Steel |     | \$646.10 | \$743.00 | \$832.15 |       |
| SYDBEC | Sydney Cocktail Table - Blue Top, Brushed Steel   |     | \$515.55 | \$592.90 | \$664.05 |       |
| SYDWDC | Sydney Cocktail Table - Barnwood Top, Brushed Steel   |     | \$468.65 | \$538.95 | \$603.60 |       |

### End Tables

| CODE   | ITEM   | QTY | ONLINE   | DISCOUNT | REGULAR    | TOTAL |
|--------|--|-----|----------|----------|------------|-------|
| ALE100 | Alondra End Table - Glass Top, Chrome  |     | \$436.50 | \$501.95 | \$562.20   |       |
| ALE200 | Alondra End Table - Brandy Maple Top, Chrome   |     | \$436.50 | \$501.95 | \$562.20   |       |
| CUBPOW |  <b>POWERED</b> Wireless Charging Table - White, AC Plug In |     | \$778.00 | \$894.70 | \$1,002.05 |       |
| EIC    | Geo End Table - Glass Top, Chrome  |     | \$446.85 | \$513.90 | \$575.55   |       |
| EIFWB  | Geo End Table - Brandy Maple Top, Black  |     | \$460.55 | \$529.65 | \$593.20   |       |
| MESETB | Mesa End Table - Black Top, Bronze   |     | \$231.45 | \$266.15 | \$298.10   |       |
| MESETG | Mesa End Table - Glass Top, Bronze   |     | \$231.45 | \$266.15 | \$298.10   |       |
| MESETW | Mesa End Table - Barnwood Top, Bronze  |     | \$231.45 | \$266.15 | \$298.10   |       |
| REGOTT | Regis End Table - Brushed Metal  |     | \$381.60 | \$438.85 | \$491.50   |       |
| EIE    | Silverado End Table - Glass, Chrome  |     | \$477.70 | \$549.35 | \$615.25   |       |
| EIW    | Sydney End Table - White Top, Brushed Steel  |     | \$460.55 | \$529.65 | \$593.20   |       |
| EIY    | Sydney End Table - Black Top, Brushed Steel  |     | \$460.55 | \$529.65 | \$593.20   |       |
| SYDBEE | Sydney End Table - Blue Top, Brushed Steel   |     | \$453.05 | \$521.00 | \$583.50   |       |
| SYDWDE | Sydney End Table - Barnwood Top, Brushed Steel   |     | \$453.05 | \$521.00 | \$583.50   |       |

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

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

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

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

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)



## ACCENT TABLES: SIDE

### AVS International Symposium and Exhibition

M180941122

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#### Side Tables

| CODE   | ITEM                                  | QTY | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|--------|---------------------------------------|-----|----------|----------|----------|-------|
| AURA   | Aura Round Table - White Metal        |     | \$261.15 | \$300.30 | \$336.35 |       |
| SEDBBK | Sedona Side Table - Black Top, Bronze |     | \$233.55 | \$268.60 | \$300.85 |       |
| SEDBWD | Sedona Side Table - Wood Top, Bronze  |     | \$233.55 | \$268.60 | \$300.85 |       |
| SEDBWH | Sedona Side Table - White Top, Bronze |     | \$233.55 | \$268.60 | \$300.85 |       |
| TAOBBK | Taos Side Table - Black Top, Bronze   |     | \$233.55 | \$268.60 | \$300.85 |       |
| TAOBWD | Taos Side Table - Wood Top, Bronze    |     | \$233.55 | \$268.60 | \$300.85 |       |
| TAOBWH | Taos Side Table - White Top, Bronze   |     | \$233.55 | \$268.60 | \$300.85 |       |
| TMBTBL | Timber Table - Wood                   |     | \$309.35 | \$355.75 | \$398.45 |       |

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|   |          |
|---|----------|
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COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_





# BAR TABLES, BARS & COUNTERS

## AVS International Symposium and Exhibition

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David L. Lawrence Convention Center | Pittsburgh, PA

November 8 - 10, 2022

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### 30" Round Bar Table with Black Base

| CODE   | ITEM   | QTY | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|--------|--|-----|----------|----------|----------|-------|
| 30ACBB | 30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top    |     | \$453.05 | \$521.00 | \$583.50 |       |
| 30BEBB | 30" Round Bar Table w/ Standard Black Base - Blue Top                |     | \$453.05 | \$521.00 | \$583.50 |       |
| 30BKSB | 30" Round Bar Table w/ Standard Black Base - Black Top               |     | \$453.05 | \$521.00 | \$583.50 |       |
| 30GSBB | 30" Round Bar Table w/ Standard Black Base - Green Top               |     | \$453.05 | \$521.00 | \$583.50 |       |
| 30OSBB | 30" Round Bar Table w/ Standard Black Base - Orange Top              |     | \$453.05 | \$521.00 | \$583.50 |       |
| 30WDBB | 30" Round Bar Table w/ Standard Black Base - Barnwood Top            |     | \$453.05 | \$521.00 | \$583.50 |       |
| 30WH42 | 30" Round Bar Table w/ Standard Black Base - White Top               |     | \$470.80 | \$541.40 | \$606.35 |       |
| 30YBBB | 30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top      |     | \$453.05 | \$521.00 | \$583.50 |       |
| VTB    | 30" Round Bar Table w/ Standard Black Base - Red Top                 |     | \$446.85 | \$513.90 | \$575.55 |       |
| VTJ    | 30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top     |     | \$446.85 | \$513.90 | \$575.55 |       |
| VTK    | 30" Round Bar Table w/ Standard Black Base - Maple Top               |     | \$446.85 | \$513.90 | \$575.55 |       |
| VTA    | 30" Round Madison Bar Table w/ Standard Black Base - Gray Acajou Top |     | \$446.85 | \$513.90 | \$575.55 |       |

### 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           |     | \$446.85 | \$513.90 | \$575.55 |       |
| VTN    | 36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top |     | \$477.70 | \$549.35 | \$615.25 |       |
| VTW    | 36" Round Bar Table w/ Standard Black Base - White Top           |     | \$477.70 | \$549.35 | \$615.25 |       |
| VTP    | 36" Round Bar Table w/ Standard Black Base - Maple Top           |     | \$477.70 | \$549.35 | \$615.25 |       |

### 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    |     | \$546.80 | \$628.80 | \$704.25 |       |
| 30BEHB | 30" Round Bar Table w/ Hydraulic Base - Blue Top                |     | \$546.80 | \$628.80 | \$704.25 |       |
| 30BKHB | 30" Round Bar Table w/ Hydraulic Base - Black Top               |     | \$546.80 | \$628.80 | \$704.25 |       |
| 30BRHB | 30" Round Bar Table w/ Hydraulic Base - Red Top                 |     | \$543.05 | \$624.50 | \$699.45 |       |
| 30GRHB | 30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top     |     | \$543.05 | \$624.50 | \$699.45 |       |
| 30GSHB | 30" Round Bar Table w/ Hydraulic Base - Green Top               |     | \$546.80 | \$628.80 | \$704.25 |       |
| 30MTHB | 30" Round Bar Table w/ Hydraulic Base - Maple Top               |     | \$591.15 | \$679.80 | \$761.40 |       |
| 30OSHB | 30" Round Bar Table w/ Hydraulic Base - Orange Top              |     | \$546.80 | \$628.80 | \$704.25 |       |
| 30WDHB | 30" Round Bar Table w/ Hydraulic Base - Barnwood Top            |     | \$546.80 | \$628.80 | \$704.25 |       |
| 30WHHB | 30" Round Bar Table w/ Hydraulic Base - White Top               |     | \$587.80 | \$675.95 | \$757.05 |       |
| 30YSHB | 30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top      |     | \$546.80 | \$628.80 | \$704.25 |       |
| 30MAHB | 30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top |     | \$543.05 | \$624.50 | \$699.45 |       |

### 36" Round Bar Table with Hydraulic Base

| CODE   | ITEM  | QTY | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|--------|---|-----|----------|----------|----------|-------|
| 36BKHB | 36" Round Bar Table w/ Hydraulic Base - Black Top           |     | \$546.80 | \$628.80 | \$704.25 |       |
| 36GRHB | 36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top |     | \$591.15 | \$679.80 | \$761.40 |       |
| 36MTHB | 36" Round Bar Table w/ Hydraulic Base - Maple Top           |     | \$591.15 | \$679.80 | \$761.40 |       |
| 36WTHB | 36" Round Bar Table w/ Hydraulic Base - White Top           |     | \$591.15 | \$679.80 | \$761.40 |       |



# BAR TABLES, BARS & COUNTERS CONTINUED

## AVS International Symposium and Exhibition

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#### Metal Bar Table

| CODE   | ITEM                                       | QTY | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|--------|--|-----|----------|----------|----------|-------|
| RSTSQT | Rustique Square Metal Bar Table - Gunmetal |     | \$494.90 | \$569.15 | \$637.45 |       |

#### Ventura Communal Bar Tables

| CODE   | ITEM   | QTY | ONLINE     | DISCOUNT   | REGULAR    | TOTAL |
|--------|--|-----|------------|------------|------------|-------|
| VNTBNP | Ventura Communal Bar Table - Black Top, Silver   |     | \$1,199.55 | \$1,379.50 | \$1,545.05 |       |
| VNTMNP | Ventura Communal Bar Table - Maple Top, Silver   |     | \$1,199.55 | \$1,379.50 | \$1,545.05 |       |
| VNTWNP | Ventura Communal Bar Table - White Top, Silver   |     | \$1,199.55 | \$1,379.50 | \$1,545.05 |       |
| VNTBMW | Ventura Communal Bar Table w/ Grommet Holes - Maple Top, Silver  |     | \$1,199.55 | \$1,379.50 | \$1,545.05 |       |
| VNTBWW | Ventura Communal Bar Table w/ Grommet Holes - White Top, Silver  |     | \$1,199.55 | \$1,379.50 | \$1,545.05 |       |
| VNTBLK |  <b>POWERED</b> Ventura Communal Bar Table, Powered - Black Top, Silver |     | \$1,416.00 | \$1,628.40 | \$1,823.80 |       |
| VNTWHT |  <b>POWERED</b> Ventura Communal Bar Table, Powered - White Top, Silver |     | \$1,416.00 | \$1,628.40 | \$1,823.80 |       |

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

#### Bars

| CODE   | ITEM  | QTY | ONLINE     | DISCOUNT   | REGULAR    | TOTAL |
|--------|---|-----|------------|------------|------------|-------|
| MTBLPI | Midtown Bar, Lighted w/ Plug In - Taupe Glass Top, Pewter |     | \$2,671.40 | \$3,072.10 | \$3,440.75 |       |
| MTBUUL | Midtown Bar, Unlighted - Taupe Glass Top, Pewter          |     | \$2,499.60 | \$2,874.55 | \$3,219.50 |       |

#### Counters

| CODE   | ITEM  | QTY | ONLINE     | DISCOUNT   | REGULAR    | TOTAL |
|--------|---|-----|------------|------------|------------|-------|
| MTCLPI | Midtown Powered Counter, Lighted w/ Plug In - Taupe Glass Top, Pewter |     | \$2,671.40 | \$3,072.10 | \$3,440.75 |       |
| MTCPUL | Midtown Powered Counter, Unlighted - Taupe Glass Top, Pewter          |     | \$2,515.20 | \$2,892.50 | \$3,239.60 |       |

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

|   |          |
|---|----------|
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## AVS International Symposium and Exhibition

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# CAFÉ TABLES

M180941122

### ONLINE & DISCOUNT DEADLINE:\* TUESDAY, OCTOBER 18, 2022

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#### 30" Round Café Table with Black Base

| CODE   | ITEM  | QTY | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|--------|---|-----|----------|----------|----------|-------|
| 30AGBC | 30" Round Cafe Table w/ Standard Black Base - Brushed Gunmetal Top    |     | \$406.20 | \$467.15 | \$523.20 |       |
| 30BEBC | 30" Round Cafe Table w/ Standard Black Base - Blue Top                |     | \$406.20 | \$467.15 | \$523.20 |       |
| 30BKSC | 30" Round Cafe Table w/ Standard Black Base - Black Top               |     | \$406.20 | \$467.15 | \$523.20 |       |
| 30GSBC | 30" Round Cafe Table w/ Standard Black Base - Green Top               |     | \$406.20 | \$467.15 | \$523.20 |       |
| 30OSBC | 30" Round Cafe Table w/ Standard Black Base - Orange Top              |     | \$406.20 | \$467.15 | \$523.20 |       |
| 30WDBC | 30" Round Cafe Table w/ Standard Black Base - Barnwood Top            |     | \$406.20 | \$467.15 | \$523.20 |       |
| 30WH29 | 30" Round Cafe Table w/ Standard Black Base - White Top               |     | \$429.55 | \$494.00 | \$553.30 |       |
| 30YSBC | 30" Round Cafe Table w/ Standard Black Base - Brushed Yellow Top      |     | \$406.20 | \$467.15 | \$523.20 |       |
| ZTA    | 30" Round Madison Cafe Table w/ Standard Black Base - Gray Acajou Top |     | \$419.25 | \$482.15 | \$540.00 |       |
| ZTB    | 30" Round Cafe Table w/ Standard Black Base - Red Top                 |     | \$405.55 | \$466.40 | \$522.35 |       |
| ZTJ    | 30" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top     |     | \$405.55 | \$466.40 | \$522.35 |       |
| ZTK    | 30" Round Cafe Table w/ Standard Black Base - Maple Top               |     | \$405.55 | \$466.40 | \$522.35 |       |

#### 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           |     | \$443.35 | \$509.85 | \$571.05 |       |
| ZTN    | 36" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top |     | \$443.35 | \$509.85 | \$571.05 |       |
| ZTP    | 36" Round Cafe Table w/ Standard Black Base - Maple Top           |     | \$443.35 | \$509.85 | \$571.05 |       |
| ZTQ    | 36" Round Cafe Table w/ Standard Black Base - White Top           |     | \$443.35 | \$509.85 | \$571.05 |       |

#### 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    |     | \$546.00 | \$627.90 | \$703.25 |       |
| 30BEHC | 30" Round Cafe Table w/ Hydraulic Base - Blue Top                |     | \$546.80 | \$628.80 | \$704.25 |       |
| 30BKHC | 30" Round Cafe Table w/ Hydraulic Base - Black Top               |     | \$546.00 | \$627.90 | \$703.25 |       |
| 30BRHC | 30" Round Cafe Table w/ Hydraulic Base - Red Top                 |     | \$543.05 | \$624.50 | \$699.45 |       |
| 30GRHC | 30" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top     |     | \$591.15 | \$679.80 | \$761.40 |       |
| 30GSHC | 30" Round Cafe Table w/ Hydraulic Base - Green Top               |     | \$546.00 | \$627.90 | \$703.25 |       |
| 30MTHC | 30" Round Cafe Table w/ Hydraulic Base - Maple Top               |     | \$543.05 | \$624.50 | \$699.45 |       |
| 30OSHC | 30" Round Cafe Table w/ Hydraulic Base - Orange Top              |     | \$546.00 | \$627.90 | \$703.25 |       |
| 30WDHC | 30" Round Cafe Table w/ Hydraulic Base - Barnwood Top            |     | \$546.80 | \$628.80 | \$704.25 |       |
| 30WHHC | 30" Round Cafe Table w/ Hydraulic Base - White Top               |     | \$587.80 | \$675.95 | \$757.05 |       |
| 30YSHC | 30" Round Cafe Table w/ Hydraulic Base - Brushed Yellow Top      |     | \$546.00 | \$627.90 | \$703.25 |       |
| 30MAHC | 30" Round Madison Cafe Table w/ Hydraulic Base - Gray Acajou Top |     | \$543.05 | \$624.50 | \$699.45 |       |





ORDER ONLINE!

# CAFÉ TABLES CONTINUED

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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           |     | \$591.15 | \$679.80 | \$761.40 |       |
| 36GRHC | 36" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top |     | \$591.15 | \$679.80 | \$761.40 |       |
| 36MTHC | 36" Round Cafe Table w/ Hydraulic Base - Maple Top           |     | \$591.15 | \$679.80 | \$761.40 |       |
| 36WTHC | 36" Round Cafe Table w/ Hydraulic Base - White Top           |     | \$591.15 | \$679.80 | \$761.40 |       |

### Ventura Communal Café Tables

| CODE   | ITEM  | QTY | ONLINE     | DISCOUNT   | REGULAR    | TOTAL |
|--------|---|-----|------------|------------|------------|-------|
| VNTCBN | Ventura Communal Cafe Table - Black Top, Silver   |     | \$921.70   | \$1,059.95 | \$1,187.15 |       |
| VNTCMN | Ventura Communal Cafe Table - Maple Top, Silver   |     | \$921.70   | \$1,059.95 | \$1,187.15 |       |
| VNTCWN | Ventura Communal Cafe Table - White Top, Silver   |     | \$921.70   | \$1,059.95 | \$1,187.15 |       |
| VNTCMW | Ventura Communal Cafe Table w/ Grommet Holes - Maple Top, Silver  |     | \$921.70   | \$1,059.95 | \$1,187.15 |       |
| VNTCWW | Ventura Communal Cafe Table w/ Grommet Holes - White Top, Silver  |     | \$921.70   | \$1,059.95 | \$1,187.15 |       |
| VNTCBK |  <b>POWERED</b> Communal Ventura Cafe Table - Black Top, Silver  |     | \$1,046.65 | \$1,203.65 | \$1,348.10 |       |
| VNTCWH |  <b>POWERED</b> Communal Ventura Cafe Table - White Top, Silver |     | \$1,046.65 | \$1,203.65 | \$1,348.10 |       |

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

|   |          |
|---|----------|
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CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)



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# BAR STOOLS

M180941122

### ONLINE & DISCOUNT DEADLINE:\* TUESDAY, OCTOBER 18, 2022

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#### Bar Stools

| CODE   | ITEM   | QTY | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|--------|--|-----|----------|----------|----------|-------|
| BSS    | Banana Barstool - Black, Chrome                    |     | \$450.25 | \$517.80 | \$579.95 |       |
| BST    | Banana Barstool - White, Chrome                    |     | \$450.25 | \$517.80 | \$579.95 |       |
| BLDBRD | Blade Barstool - Red                               |     | \$234.30 | \$269.45 | \$301.80 |       |
| BLDBSB | Blade Barstool - Sky Blue                          |     | \$234.30 | \$269.45 | \$301.80 |       |
| XBAR   | Christopher Barstool - White Vinyl, Chrome         |     | \$326.45 | \$375.40 | \$420.45 |       |
| LMBAR  | Laguna Barstool - Maple, Chrome                    |     | \$336.75 | \$387.25 | \$433.70 |       |
| ROLLBL | Lift Barstool - Black Vinyl, Chrome                |     | \$381.60 | \$438.85 | \$491.50 |       |
| ROLLGY | Lift Barstool - Gray Vinyl, Chrome                 |     | \$381.60 | \$438.85 | \$491.50 |       |
| ROLLRD | Lift Barstool - Red Vinyl, Chrome                  |     | \$381.60 | \$438.85 | \$491.50 |       |
| ROLLWH | Lift Barstool - White Vinyl, Chrome                |     | \$381.60 | \$438.85 | \$491.50 |       |
| LUBSCL | Lucent Barstool - Frosted Acrylic, Chrome          |     | \$468.65 | \$538.95 | \$603.60 |       |
| MARBBE | Marina Barstool - Ocean Blue Fabric, Brushed Metal |     | \$380.85 | \$438.00 | \$490.55 |       |
| MARBBK | Marina Barstool - Black Vinyl, Brushed Metal       |     | \$380.85 | \$438.00 | \$490.55 |       |
| MARBBR | Marina Barstool - Brown Fabric, Brushed Metal      |     | \$380.85 | \$438.00 | \$490.55 |       |
| MARBRD | Marina Barstool - Red Fabric, Brushed Metal        |     | \$380.85 | \$438.00 | \$490.55 |       |
| MARBWH | Marina Barstool - White Vinyl, Brushed Metal       |     | \$380.85 | \$438.00 | \$490.55 |       |
| RSTSTL | Rustique Barstool - Gunmetal                       |     | \$261.15 | \$300.30 | \$336.35 |       |
| BS001  | Shark Barstool - White, Chrome                     |     | \$573.90 | \$660.00 | \$739.20 |       |
| BSR    | Syntax Barstool - Black, Chrome                    |     | \$409.00 | \$470.35 | \$526.80 |       |
| ZENBAR | Zenith Barstool - White, Chrome                    |     | \$302.40 | \$347.75 | \$389.50 |       |
| BS002  | Zoei Barstool - White, Chrome                      |     | \$525.90 | \$604.80 | \$677.40 |       |

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

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

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

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)



# CONFERENCE & WORK TABLES

## AVS International Symposium and Exhibition

**M180941122**

David L. Lawrence Convention Center | Pittsburgh, PA

November 8 - 10, 2022

**ONLINE & DISCOUNT DEADLINE:\* TUESDAY, OCTOBER 18, 2022**

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

### Conference Tables

| CODE    | ITEM   | QTY | ONLINE     | DISCOUNT   | REGULAR    | TOTAL |
|---------|--|-----|------------|------------|------------|-------|
| BKCT10N | 10' Table - Black Top, Silver  |     | \$1,171.35 | \$1,347.05 | \$1,508.70 |       |
| BKCT10P |  <b>POWERED</b> 10' Table - Black Top, Silver |     | \$1,462.85 | \$1,682.30 | \$1,884.20 |       |
| CB8     | 42" Round Madison Table - Gray Acajou, Black   |     | \$613.70   | \$705.75   | \$790.45   |       |
| 42BKCT  | 42" Round Table - Black Top, Black   |     | \$631.00   | \$725.65   | \$812.75   |       |
| CB1     | 42" Round Table - Graphite Nebula Top  |     | \$694.30   | \$798.45   | \$894.25   |       |
| CONF42  | 42" Round Table - White Top  |     | \$694.30   | \$798.45   | \$894.25   |       |
| BKCT5N  | 5' Table - Black Top, Silver   |     | \$588.35   | \$676.60   | \$757.80   |       |
| BKCT5P  |  <b>POWERED</b> 5' Table - Black Top, Silver  |     | \$761.65   | \$875.90   | \$981.00   |       |
| BKCT8N  | 8' Table - Black Top, Silver   |     | \$1,171.35 | \$1,347.05 | \$1,508.70 |       |
| BKCT8P  |  <b>POWERED</b> 8' Table - Black Top, Silver  |     | \$1,462.85 | \$1,682.30 | \$1,884.20 |       |
| 36ATO   | Atomic 36" Round Table - Glass Top, Chrome   |     | \$573.90   | \$660.00   | \$739.20   |       |
| 42ATO   | Atomic 42" Round Table - Glass Top, Chrome   |     | \$573.90   | \$660.00   | \$739.20   |       |
| CE2     | Geo Table, Rectangle - Glass Top, Chrome   |     | \$814.50   | \$936.65   | \$1,049.05 |       |
| CF2     | Geo Table, Rectangle - Glass Top, Black  |     | \$814.50   | \$936.65   | \$1,049.05 |       |
| CE1     | Geo Table, Rounded Square - Glass Top, Chrome  |     | \$573.90   | \$660.00   | \$739.20   |       |
| CF1     | Geo Table, Rounded Square - Glass Top, Black   |     | \$573.90   | \$660.00   | \$739.20   |       |
| MADC05  | Madison 5' Table - Gray Acajou, Chrome   |     | \$869.55   | \$1,000.00 | \$1,120.00 |       |
| MADC08  | Madison 8' Table - Gray Acajou, Chrome   |     | \$1,735.65 | \$1,996.00 | \$2,235.50 |       |
| MADC10  | Madison 10' Table - Gray Acajou, Chrome  |     | \$1,735.65 | \$1,996.00 | \$2,235.50 |       |

### Work Table

| CODE | ITEM                          | QTY | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|------|-------------------------------|-----|----------|----------|----------|-------|
| WD3  | Work Table - White Top, White |     | \$598.05 | \$687.75 | \$770.30 |       |

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

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

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 7.00%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

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

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_





# EXECUTIVE SEATING, DESKS & STORAGE

## AVS International Symposium and Exhibition

**M180941122**

David L. Lawrence Convention Center | Pittsburgh, PA

November 8 - 10, 2022



### ONLINE & DISCOUNT DEADLINE:\* TUESDAY, OCTOBER 18, 2022

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

#### Seating

| CODE   | ITEM  | QTY | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|--------|---|-----|----------|----------|----------|-------|
| CUPCHA | Cupertino Mid Back Chair - Black Vinyl              |     | \$500.50 | \$575.55 | \$644.60 |       |
| GENCHA | Genesis Chair - Black                               |     | \$436.80 | \$502.30 | \$562.60 |       |
| PROGB  | Pro Executive Guest Chair - Black Vinyl, Chrome     |     | \$470.80 | \$541.40 | \$606.35 |       |
| PROEXB | Pro Executive High Back Chair - Black Vinyl, Chrome |     | \$670.20 | \$770.75 | \$863.25 |       |
| PROEXE | Pro Executive High Back Chair - White Vinyl, Chrome |     | \$670.20 | \$770.75 | \$863.25 |       |
| PROMDB | Pro Executive Mid Back Chair - Black Vinyl, Chrome  |     | \$439.90 | \$505.90 | \$566.60 |       |
| PROMID | Pro Executive Mid Back Chair - White Vinyl, Chrome  |     | \$426.20 | \$490.15 | \$548.95 |       |
| TASKST | Task Stool - Black Fabric, Black                    |     | \$265.55 | \$305.40 | \$342.05 |       |

#### Desks

| CODE   | ITEM   | QTY | ONLINE     | DISCOUNT   | REGULAR    | TOTAL |
|--------|--|-----|------------|------------|------------|-------|
| TECH   |  <b>POWERED</b> Tech Desk - Black Metal, Black Laminate w/ Electrical Unit                          |     | \$814.50   | \$936.65   | \$1,049.05 |       |
| TECH3B |  <b>POWERED</b> Tech Desk w/ 3 Drawer File Cabinet - Black Metal, Black Laminate w/ Electrical Unit |     | \$1,007.05 | \$1,158.10 | \$1,297.05 |       |
| JD8    | Madison Executive Desk - Gray Acajou, Chrome   |     | \$1,096.40 | \$1,260.85 | \$1,412.15 |       |

#### Storage

| CODE  | ITEM  | QTY | ONLINE   | DISCOUNT | REGULAR    | TOTAL |
|-------|---|-----|----------|----------|------------|-------|
| BC8   | Madison Bookcase - Gray Acajou, Chrome      |     | \$793.85 | \$912.95 | \$1,022.50 |       |
| TECH3 | Cabinet on Castors - Black Top, Black Metal |     | \$268.10 | \$308.30 | \$345.30   |       |

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

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

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

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## AVS International Symposium and Exhibition

David L. Lawrence Convention Center | Pittsburgh, PA

November 8 - 10, 2022

# DIVIDERS

M180941122

### ONLINE & DISCOUNT DEADLINE:\* TUESDAY, OCTOBER 18, 2022

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

#### Boxwood Hedges

| CODE   | ITEM             | QTY | ONLINE     | DISCOUNT   | REGULAR    | TOTAL |
|--------|------------------|-----|------------|------------|------------|-------|
| HDC4FT | 4' Boxwood Hedge |     | \$796.70   | \$916.20   | \$1,026.15 |       |
| HDC7FT | 7' Boxwood Hedge |     | \$1,296.70 | \$1,491.20 | \$1,670.15 |       |

#### Stanchions

| CODE   | ITEM  | QTY | ONLINE  | DISCOUNT | REGULAR  | TOTAL |
|--------|---|-----|---------|----------|----------|-------|
| STNSGN | Stanchion Sign Holder - Chrome                |     | \$70.95 | \$81.60  | \$91.40  |       |
| STNCHI | Stanchion w/ Retractable Belt - Black, Chrome |     | \$81.40 | \$93.60  | \$104.85 |       |

#### Dividers

| CODE   | ITEM  | QTY | ONLINE   | DISCOUNT   | REGULAR    | TOTAL |
|--------|---|-----|----------|------------|------------|-------|
| DIVBAR | Bar/Counter Divider - Clear, Black              |     | \$228.50 | \$262.75   | \$294.30   |       |
| DIVFRE | Freestanding Divider - Clear, Silver            |     | \$459.60 | \$528.55   | \$592.00   |       |
| DIVFCR | Freestanding Corner Divider - Clear, Silver     |     | \$919.20 | \$1,057.10 | \$1,183.95 |       |
| DIVFWL | Freestanding Wall Divider - Clear, Silver       |     | \$459.60 | \$528.55   | \$592.00   |       |
| DIVFST | Sofa/Table Divider - Clear, Silver              |     | \$412.35 | \$474.20   | \$531.10   |       |
| DIVFWB | Freestanding Whiteboard Divider - White, Silver |     | \$572.55 | \$658.45   | \$737.45   |       |
| MIRWHT | Miramar Divider - White Molded Plastic          |     | \$588.35 | \$676.60   | \$757.80   |       |

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|   |          |
|---|----------|
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## AVS International Symposium and Exhibition

David L. Lawrence Convention Center | Pittsburgh, PA

November 8 - 10, 2022


# ACCESSORIES

M180941122

**ONLINE & DISCOUNT DEADLINE:\* TUESDAY, OCTOBER 18, 2022**

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### Charging Hub

| CODE   | ITEM  | QTY | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|--------|---|-----|----------|----------|----------|-------|
| VILHUB |  <b>POWERED</b> Village Charging Hub - Cream |     | \$344.05 | \$395.65 | \$443.15 |       |

### Lamps


| CODE | ITEM                                     | QTY | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|------|--|-----|----------|----------|----------|-------|
| LA14 | Mason Silver Table Lamp - Brushed Silver |     | \$261.15 | \$300.30 | \$336.35 |       |
| LA15 | Mason Silver Floor Lamp - Brushed Silver |     | \$398.65 | \$458.45 | \$513.45 |       |

### Pedestals

|        |   |  |            |            |            |  |
|--------|---|--|------------|------------|------------|--|
| PDL36B |  <b>POWERED</b> 36" Locking Pedestal - Black |  | \$910.80   | \$1,047.40 | \$1,173.10 |  |
| PDL36W |  <b>POWERED</b> 36" Locking Pedestal - White |  | \$910.80   | \$1,047.40 | \$1,173.10 |  |
| PDL42B |  <b>POWERED</b> 42" Locking Pedestal - Black |  | \$1,079.20 | \$1,241.10 | \$1,390.05 |  |
| PDL42W |  <b>POWERED</b> 42" Locking Pedestal - White |  | \$1,079.20 | \$1,241.10 | \$1,390.05 |  |

### Shelving

|        |                                 |  |          |            |            |  |
|--------|---------------------------------|--|----------|------------|------------|--|
| PSHCCS | Posh Shelving - Chrome, Acrylic |  | \$931.45 | \$1,071.15 | \$1,199.70 |  |
|--------|---------------------------------|--|----------|------------|------------|--|

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

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## AVS International Symposium and Exhibition

David L. Lawrence Convention Center | Pittsburgh, PA

November 8 - 10, 2022

# GRAPHICS & SIGNS

M180941122

### DISCOUNT DEADLINE:\* MONDAY, OCTOBER 10, 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                          |     | \$254.05 | \$292.15 | \$327.20   |       |
| 70010 | 22" x 28" Horizontal                        |     | \$254.05 | \$292.15 | \$327.20   |       |
| 70011 | 28" x 44" Vertical                          |     | \$387.00 | \$445.05 | \$498.45   |       |
| 70012 | 28" x 44" Horizontal                        |     | \$387.00 | \$445.05 | \$498.45   |       |
| 70027 | 38.25" x 90.75" Meter Board, Trovicel Panel |     | \$783.20 | \$900.70 | \$1,008.80 |       |
| 70138 | 39" x 84" Meter Board, Ultraboard           |     | \$455.00 | \$523.25 | \$586.05   |       |

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

| CODE  | ITEM                     | QTY | ONLINE  | DISCOUNT | REGULAR | TOTAL |
|-------|--------------------------|-----|---------|----------|---------|-------|
| 70065 | Vertical with Grommets   |     | \$32.20 | \$37.05  | \$41.50 |       |
| 70071 | Horizontal with Grommets |     | \$32.20 | \$37.05  | \$41.50 |       |
| 70066 | Vertical with Pockets    |     | \$34.70 | \$39.90  | \$44.70 |       |
| 70072 | Horizontal with Pockets  |     | \$34.70 | \$39.90  | \$44.70 |       |

#### Table Clings

| CODE  | ITEM   | QTY | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|-------|--|-----|----------|----------|----------|-------|
| 70034 | 36" x 36" Round Table Cling<br><i>Table clings are made to fit our standard pedestal table tops.</i> |     | \$270.25 | \$310.80 | \$348.10 |       |

#### Accessories

| CODE  | ITEM                              | QTY | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|-------|-----------------------------------|-----|----------|----------|----------|-------|
| 70017 | 4' x 8' Blank Foamcore            |     | \$69.00  | \$79.35  | \$88.85  |       |
| 70021 | Velcro/per ft. (Minimum of 5')    |     | \$4.45   | \$5.10   | \$5.70   |       |
| 70004 | 7" x 44" ID Sign                  |     | \$76.00  | \$87.40  | \$97.90  |       |
| 50094 | Floor Easel                       |     | \$68.10  | \$78.30  | \$87.70  |       |
| 50095 | 22" x 28" Chrome Sign Holder      |     | \$155.05 | \$178.30 | \$199.70 |       |
| 50508 | Cardboard Meter Board Base, Black |     | \$30.30  | \$34.85  | \$39.05  |       |

TOTAL ESTIMATE \$ \_\_\_\_\_

TAX (All tax rates are subject to change) 7.00%

AMOUNT DUE \$ \_\_\_\_\_

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. 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](mailto:orders@shepardes.com)

# UPLOADING GRAPHICS 101 ADDING FILES TO THE FTP.

## AVS International Symposium and Exhibition

David L. Lawrence Convention Center | Pittsburgh, PA

M180941122

November 8 - 10, 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**

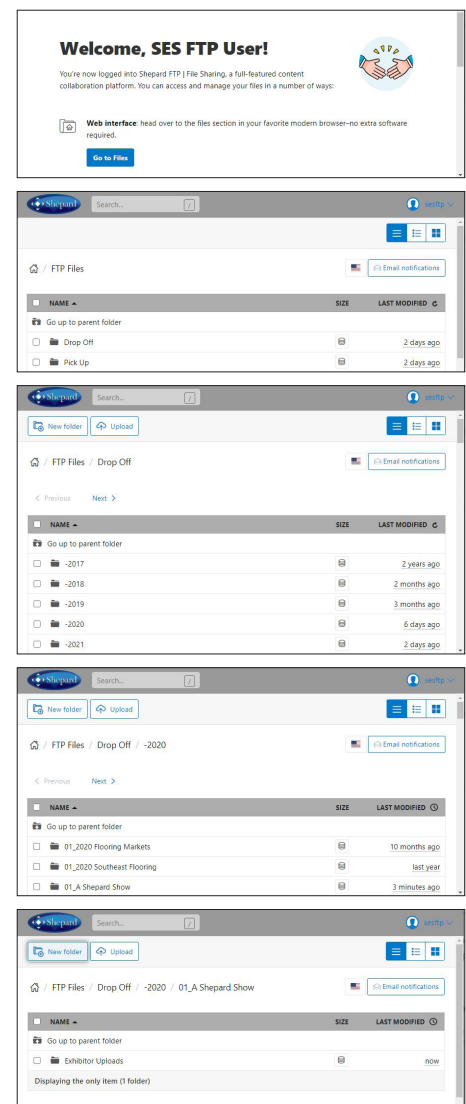
*example: Shepard\_Booth1905\_Panel A.pdf*

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

### Submitting Your Files

1. Go to: [files.shepardes.com](https://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](mailto: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.

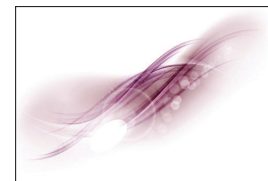
| PROGRAM   | FILE EXTENSION               | SPECIAL CONSIDERATIONS   |
|---|------------------------------|--|
|  Acrobat     | .pdf                         | Must be high resolution with fonts embedded.   |
|  InDesign    | .indd or .idml               | Images embedded and fonts changed to outlines 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<br>.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](https://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

## AVS International Symposium and Exhibition

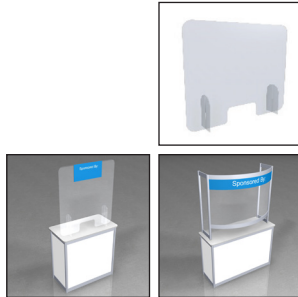
**M180941122**

David L. Lawrence Convention Center | Pittsburgh, PA

November 8 - 10, 2022

### ONLINE & DISCOUNT DEADLINE:\* MONDAY, OCTOBER 10, 2022

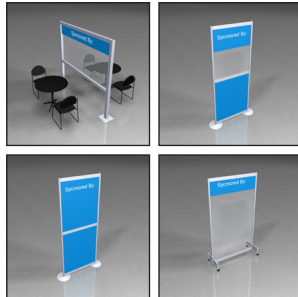
\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Counters and Furnishings not included.



Counters not included.

### Plexi Shields

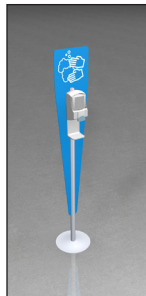
| CODE  | ITEM   | QTY | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|-------|--|-----|----------|----------|----------|-------|
| 66651 | <b>Standard Plexi Shield</b> (CVP51)<br>40" (l) x 36" (h)                  |     | \$469.45 | \$539.85 | \$604.65 |       |
| 66652 | <b>Tall Plexi Shield</b> (CVP52)<br>40" (l) x 44" (h)                      |     | \$577.80 | \$664.45 | \$744.20 |       |
| 66653 | <b>Curved Plexi Shield</b> (CVP53)<br>4' 8.75" (l) x 4' (h) x 2' 2.25" (d) |     | \$722.25 | \$830.60 | \$930.25 |       |



### Walls & Dividers

| CODE  | ITEM   | QTY | ONLINE   | DISCOUNT   | REGULAR    | TOTAL |
|-------|--|-----|----------|------------|------------|-------|
| 66654 | <b>Large Wall Divider</b> (CVDW1)<br>9' 1.25" (l) x 7' (h) x 11.85" (d) base<br>30" from floor |     | \$722.25 | \$830.60   | \$930.25   |       |
| 66655 | <b>Plexi/Trovice Panel Wall Divider</b> (CVDW2)<br>3' 4.5" (l) x 8' high x Approx. 6" (d) base |     | \$505.60 | \$581.45   | \$651.20   |       |
| 66656 | <b>Trovice/Trovice Wall Divider</b> (CVDW3)<br>3' 4.5" (l) x 8' (h) x 1' 9" (d) base           |     | \$433.35 | \$498.35   | \$558.15   |       |
| 66657 | <b>Plexi Rolling Baffle</b> (CVDW4)<br>4' 2.5" (l) x 7' (h) x 1' 9" (d) base                   |     | \$902.80 | \$1,038.20 | \$1,162.80 |       |

### Sanitizer Kiosk



| CODE  | ITEM  | QTY | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|-------|---|-----|----------|----------|----------|-------|
| 66650 | <b>Sanitizer Kiosk A</b> (CVSK1)<br>40" (l) x 36" (h) |     | \$541.70 | \$622.95 | \$697.70 |       |

**TOTAL ESTIMATE** \$ \_\_\_\_\_

**TAX** (All tax rates are subject to change) 7.00%

**AMOUNT DUE** \$ \_\_\_\_\_

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

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

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_





# EXHIBIT COUNTER RENTALS

## AVS International Symposium and Exhibition

**M180941122**

David L. Lawrence Convention Center | Pittsburgh, PA

November 8 - 10, 2022

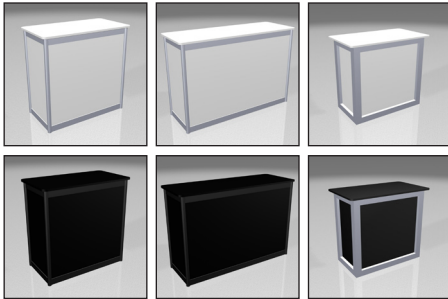
### ONLINE & DISCOUNT DEADLINE:\* MONDAY, OCTOBER 10, 2022

\* 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:

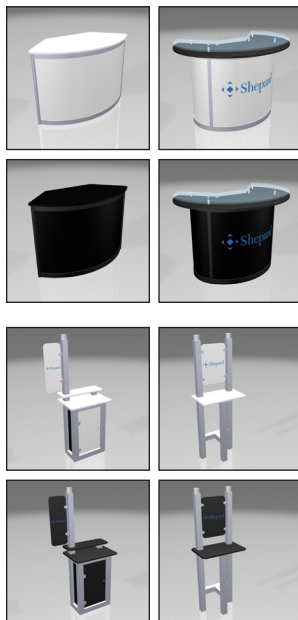
**Metal Colors:** Silver (15) and **Panel Colors:** White (03) or Black (06)



#### Locking Cabinets

| CODE                       | ITEM   | QTY | ONLINE     | DISCOUNT   | REGULAR    | PANEL COLOR |
|----------------------------|--|-----|------------|------------|------------|-------------|
| 6628203 (w)<br>6628206 (b) | <b>1 Meter Locking Cabinet (LC1)</b><br>3' 6" (l) x 3' 6" (h) x 1' 9" (d)<br>Graphic Size: 968mm x 898mm |     | \$1,187.85 | \$1,366.05 | \$1,530.00 |             |
| 6628303 (w)<br>6628306 (b) | <b>1.5 Meter Locking Cabinet (LC2)</b><br>5' (l) x 3' 6" (h) x 1' 9" (d)<br>Graphic Size: 1463mm x 898mm |     | \$1,441.45 | \$1,657.65 | \$1,856.55 |             |
| 6628403(w)<br>6628406 (b)  | <b>Locking Cabinet (LC3)</b><br>3' 9" (l) x 3' 6" (h) x 2' 3" (d)<br>Graphic Size: 922mm x 872mm         |     | \$876.20   | \$1,007.65 | \$1,128.55 |             |

#### Reception Counters



| CODE                       | ITEM  | QTY | ONLINE     | DISCOUNT   | REGULAR    | PANEL COLOR |
|----------------------------|---|-----|------------|------------|------------|-------------|
| 6627503 (w)<br>6627506 (b) | <b>Reception Counter (RC2)</b><br>4'10.75" (l) x 40" (h) x 2' 4.75" (d)<br>Graphic Size: 1530mm x 898mm |     | \$1,221.55 | \$1,404.80 | \$1,573.40 |             |
| 6627603 (w)<br>6627606 (b) | <b>Reception Counter (RC3)</b><br>5' 2.75" (l) x 42" (h) x 3' 5.5" (d)<br>Graphic Size: 1080mm x 898mm  |     | \$2,649.85 | \$3,047.35 | \$3,413.05 |             |

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

| CODE                       | ITEM  | QTY | ONLINE     | DISCOUNT   | REGULAR    | PANEL COLOR |
|----------------------------|---|-----|------------|------------|------------|-------------|
| 6628503 (w)<br>6628506 (b) | <b>Computer Stand 1 (CS1)</b><br>3' (l) x 6' 3" (h) x 1' 9" (d)<br>Graphic Size: 250mm x 700mm    |     | \$1,541.05 | \$1,772.20 | \$1,984.85 |             |
| 6628603 (w)<br>6628606 (b) | <b>Computer Stand 2 (CS2)</b><br>2' 3" (l) x 6' 3" (h) x 1' 6" (d)<br>Graphic Size: 380mm x 580mm |     | \$898.20   | \$1,032.95 | \$1,156.90 |             |

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 7.00%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

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: \_\_\_\_\_

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# PRODUCT DISPLAYS & CHARGING STATION RENTALS

## AVS International Symposium and Exhibition

M180941122

David L. Lawrence Convention Center | Pittsburgh, PA

November 8 - 10, 2022

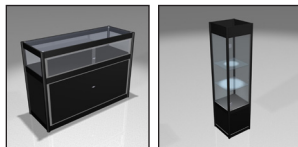
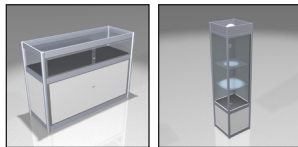
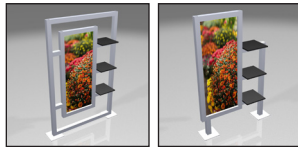
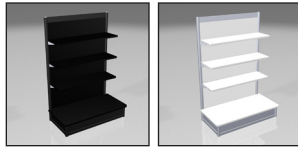
### ONLINE & DISCOUNT DEADLINE:\* MONDAY, OCTOBER 10, 2022

\* 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)<br>6627706 (b) | <b>Gondola</b><br>3' 6" (l) x 4' 6" (h) x 1' 3" (d)                        |     | \$832.40   | \$957.25   | \$1,072.10 |             |
| 6627803 (w)<br>6627806 (b) | <b>GL1</b> 5' 4" (l) x 8' (h) x 1' 3" (d)<br>Graphic Sizes: 674mm x 1682mm |     | \$822.90   | \$946.35   | \$1,059.90 |             |
| 6627903 (w)<br>6627906 (b) | <b>GL2</b> 4' 3" (l) x 7' (h) x 1' 3" (d)<br>Graphic Sizes: 674mm x 1682mm |     | \$1,418.40 | \$1,631.15 | \$1,826.90 |             |

#### Showcases

| CODE                       | ITEM   | QTY | ONLINE     | DISCOUNT   | REGULAR    | PANEL COLOR |
|----------------------------|--|-----|------------|------------|------------|-------------|
| 6627003 (w)<br>6627006 (b) | <b>Quarterview Showcase (Qtrview)</b><br>4' 6" (l) x 3' 3" (h) x 1' 9" (d) |     | \$1,602.65 | \$1,843.05 | \$2,064.20 |             |
| 6627203 (w)<br>6627206 (b) | <b>Square Showcase (Square)</b><br>1' 9" (l) x 7' (h) x 1' 9" (d)          |     | \$1,729.70 | \$1,989.15 | \$2,227.85 |             |

#### Charging Unit

| CODE  | ITEM   | QTY | ONLINE     | DISCOUNT   | REGULAR    | PANEL COLOR |
|-------|--|-----|------------|------------|------------|-------------|
| 66430 | <b>Phone Charging Station (PCS)</b><br>3' (l) x 6' 3" (h) x 1' 9" (d)<br>Graphic Size: 380mm x 710mm |     | \$2,722.80 | \$3,131.20 | \$3,506.95 | Black ONLY  |

#### Perforated/Peg Boards

| CODE  | ITEM  | QTY | ONLINE   | DISCOUNT | REGULAR  |
|-------|---|-----|----------|----------|----------|
| 66148 | <b>8' x 4' Pegboard Panel (PerfH)</b>       |     | \$404.65 | \$465.35 | \$521.20 |
| 66149 | <b>4' x 8' Pegboard Panel (PerfV)</b>       |     | \$404.65 | \$465.35 | \$521.20 |
| 50104 | <b>6" Pegs - 1 dozen (6"Pegs)</b>           |     | \$66.10  | \$76.00  | \$85.10  |
| 66147 | <b>3.5' x 8' Slat Wall, Grey (Slatwall)</b> |     | \$404.65 | \$465.35 | \$521.20 |

TOTAL ESTIMATE \$ \_\_\_\_\_

TAX (All tax rates are subject to change) 7.00%

AMOUNT DUE \$ \_\_\_\_\_

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CONTACT NAME: \_\_\_\_\_

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# INLINE BOOTH RENTALS

## AVS International Symposium and Exhibition

**M180941122**

David L. Lawrence Convention Center | Pittsburgh, PA

November 8 - 10, 2022

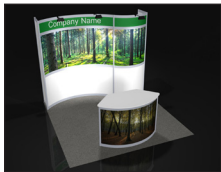
### ONLINE & DISCOUNT DEADLINE:\* MONDAY, OCTOBER 10, 2022

\* 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.

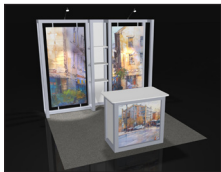
Don't see what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Please contact an Exhibit Team member with any questions or customization requests.



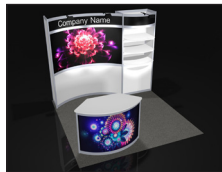
The Eddie



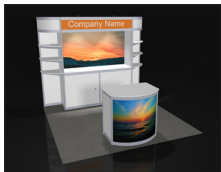
The Jonathon



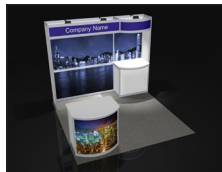
The Pierce



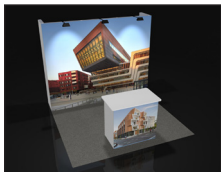
The Madison



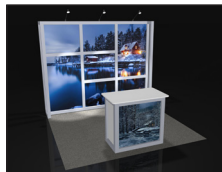
The Grant



The Harrison



The Hamilton



The Lucy

### Inline Booths

| CODE  | ITEM                  | QTY | ONLINE     | DISCOUNT   | REGULAR     | TOTAL |
|-------|-----------------------|-----|------------|------------|-------------|-------|
| 66470 | The Eddie - 10' x 10' |     | \$4,831.65 | \$5,556.40 | \$6,223.15  |       |
| 66471 | The Eddie - 10' x 20' |     | \$7,867.95 | \$9,048.15 | \$10,133.95 |       |

| CODE  | ITEM                     | QTY | ONLINE     | DISCOUNT   | REGULAR    | TOTAL |
|-------|--------------------------|-----|------------|------------|------------|-------|
| 66474 | The Jonathon - 10' x 10' |     | \$3,370.70 | \$3,876.30 | \$4,341.45 |       |
| 66475 | The Jonathon - 10' x 20' |     | \$5,900.05 | \$6,785.05 | \$7,599.25 |       |

| CODE  | ITEM                   | QTY | ONLINE     | DISCOUNT   | REGULAR     | TOTAL |
|-------|------------------------|-----|------------|------------|-------------|-------|
| 66477 | The Pierce - 10' x 10' |     | \$4,180.95 | \$4,808.10 | \$5,385.05  |       |
| 66478 | The Pierce - 10' x 20' |     | \$7,938.45 | \$9,129.20 | \$10,224.70 |       |

| CODE  | ITEM                    | QTY | ONLINE     | DISCOUNT   | REGULAR    | TOTAL |
|-------|-------------------------|-----|------------|------------|------------|-------|
| 66484 | The Madison - 10' x 10' |     | \$5,070.15 | \$5,830.65 | \$6,530.35 |       |
| 66485 | The Madison - 10' x 20' |     | \$6,009.00 | \$6,910.35 | \$7,739.60 |       |

| CODE  | ITEM                  | QTY | ONLINE     | DISCOUNT   | REGULAR    | TOTAL |
|-------|-----------------------|-----|------------|------------|------------|-------|
| 66486 | The Grant - 10' x 10' |     | \$5,351.65 | \$6,154.40 | \$6,892.95 |       |
| 66487 | The Grant - 10' x 20' |     | \$7,417.30 | \$8,529.90 | \$9,553.50 |       |

| CODE  | ITEM                     | QTY | ONLINE     | DISCOUNT   | REGULAR    | TOTAL |
|-------|--------------------------|-----|------------|------------|------------|-------|
| 66492 | The Harrison - 10' x 10' |     | \$4,919.85 | \$5,657.85 | \$6,336.80 |       |
| 66493 | The Harrison - 10' x 20' |     | \$7,229.45 | \$8,313.85 | \$9,311.50 |       |

| CODE  | ITEM                     | QTY | ONLINE     | DISCOUNT   | REGULAR    | TOTAL |
|-------|--------------------------|-----|------------|------------|------------|-------|
| 66467 | The Hamilton - 10' x 10' |     | \$3,428.35 | \$3,942.60 | \$4,415.70 |       |
| 66468 | The Hamilton - 10' x 20' |     | \$6,006.00 | \$6,906.90 | \$7,735.75 |       |

| CODE  | ITEM                 | QTY | ONLINE     | DISCOUNT   | REGULAR    | TOTAL |
|-------|----------------------|-----|------------|------------|------------|-------|
| 66473 | The Lucy - 10' x 10' |     | \$3,098.40 | \$3,563.15 | \$3,990.75 |       |

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 7.00%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

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

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_


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# FABEX BOOTH RENTALS

## AVS International Symposium and Exhibition

**M180941122**

David L. Lawrence Convention Center | Pittsburgh, PA

November 8 - 10, 2022

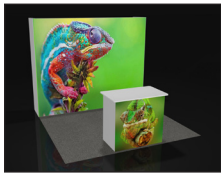
### ONLINE & DISCOUNT DEADLINE:\* MONDAY, OCTOBER 10, 2022

\* 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)              |     | \$3,186.00 | \$3,663.90 | \$4,103.55 |       |
| 66561 | 10' x 10' Booth with Header (FX2H1) |     | \$3,898.40 | \$4,483.15 | \$5,021.15 |       |

#### 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)              |     | \$5,522.40 | \$6,350.75 | \$7,112.85 |       |
| 66567 | 10' x 20' Booth with Header (FX2H2) |     | \$6,159.65 | \$7,083.60 | \$7,933.65 |       |

#### 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) 7.00%

**AMOUNT DUE** \$ \_\_\_\_\_

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

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# FABEX BACKLIT BOOTH RENTALS

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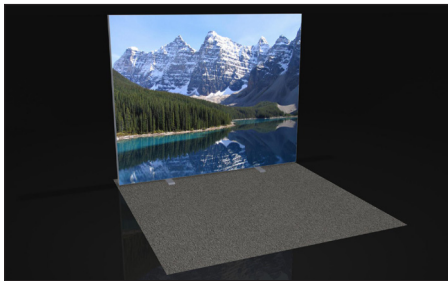
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## Freestanding 8' High Backlit Backwalls with Full Color Graphics

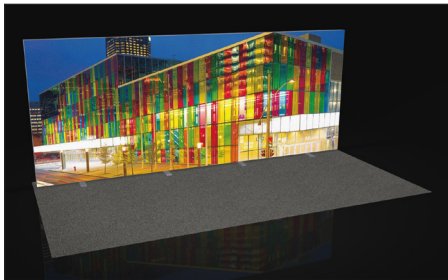
**Carpet/flooring, furnishings, electrical and accessories not included.** Please use the appropriate order forms to order these items.

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)<br>Graphic Size: 2992mm x 2436mm |     | \$3,212.60 | \$3,694.50 | \$4,137.85 |       |
| 66565 | 8' x 20' Backlit Backwall with Graphics (FX12)<br>Graphic Size: 5992mm x 2436mm |     | \$4,964.85 | \$5,709.60 | \$6,394.75 |       |
| 66566 | 8' x 30' Backlit Backwall with Graphics (FX13)<br>Graphic Size: 8992mm x 2436mm |     | \$6,717.15 | \$7,724.70 | \$8,651.65 |       |

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

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

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



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# ISLAND BOOTH RENTALS

## AVS International Symposium and Exhibition

**M180941122**

David L. Lawrence Convention Center | Pittsburgh, PA

November 8 - 10, 2022

### ONLINE & DISCOUNT DEADLINE:\* MONDAY, OCTOBER 10, 2022

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

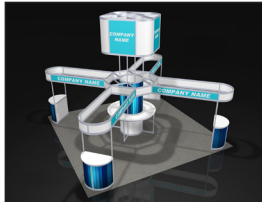
## Turnkey Rental Designs Make Exhibiting Easier!

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

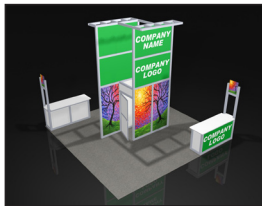
**Please contact an Exhibit Team member with any questions.**



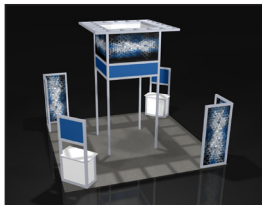
The Monroe



The Washington



The Tyler



The Garfield

### Island Booths

| CODE  | ITEM                  | QTY | ONLINE      | DISCOUNT    | REGULAR     | TOTAL |
|-------|-----------------------|-----|-------------|-------------|-------------|-------|
| 66494 | <b>The Monroe</b>     |     | \$12,299.50 | \$14,144.40 | \$15,841.75 |       |
| 66368 | <b>The Washington</b> |     | \$17,651.30 | \$20,299.00 | \$22,734.90 |       |
| 66495 | <b>The Tyler</b>      |     | \$13,135.25 | \$15,105.55 | \$16,918.20 |       |
| 66496 | <b>The Garfield</b>   |     | \$12,862.85 | \$14,792.30 | \$16,567.40 |       |

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 7.00%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

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](mailto:exhibits@shepardes.com)

# LABOR RULES & REGULATIONS

## David L. Lawrence Convention Center, Pennsylvania

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### LABOR

Pennsylvania is NOT a "right-to-work" state. The installation and dismantling of prefabricated displays comes under the jurisdiction of the union. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

### EXHIBIT LABOR JURISDICTION

Exhibitors or an employee of the exhibiting company may erect, crate material, uncrate material, and install flooring only for booths 400 square feet and smaller. Battery-operated power tools are permitted for these 400 square feet or less booths as long as these tools are the property of the exhibiting company. Exhibitors may not borrow tools, ladders, or any other equipment. Booths over 400 square feet must be installed and dismantled by the Union. Please order labor through Shepard Exposition Services by using the Labor Order Forms provided in the Service Manual.

### 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. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Shepard Exposition Services. Rates for material handling services are enclosed in this exhibitor service manual. Exhibitors may not operate or utilize any type of powered or mechanical equipment

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.

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

### 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

## AVS International Symposium and Exhibition

**M180941122**

David L. Lawrence Convention Center | Pittsburgh, PA

November 8 - 10, 2022

### ONLINE & DISCOUNT DEADLINE:\* TUESDAY, OCTOBER 18, 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 on Sunday. Holidays.

**Holidays:** NY Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day (observed the day after Thanksgiving), Thanksgiving Day, Christmas Day.

#### Shepard Blue Supervised Labor

| INSTALL LABOR** |      |          |          |          |                    |
|-----------------|------|----------|----------|----------|--------------------|
| CODE            | ITEM | ONLINE   | DISCOUNT | REGULAR  | ESTIMATED TOTAL*** |
| 68066           | ST   | \$174.20 | \$200.35 | \$224.40 |                    |
| 68067           | OT   | \$261.30 | \$300.50 | \$336.55 |                    |
| 68068           | DT   | \$348.40 | \$400.65 | \$448.75 |                    |

| DISMANTLE LABOR** |      |          |          |          |                    |
|-------------------|------|----------|----------|----------|--------------------|
| CODE              | ITEM | ONLINE   | DISCOUNT | REGULAR  | ESTIMATED TOTAL*** |
| 68070             | ST   | \$174.20 | \$200.35 | \$224.40 |                    |
| 68071             | OT   | \$261.30 | \$300.50 | \$336.55 |                    |
| 68072             | DT   | \$348.40 | \$400.65 | \$448.75 |                    |

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

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 7.00%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

#### 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 &amp; 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 &amp; 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](mailto:orders@shepardes.com)





# EXHIBITOR SUPERVISED LABOR

## AVS International Symposium and Exhibition

M180941122

David L. Lawrence Convention Center | Pittsburgh, PA

November 8 - 10, 2022

### ONLINE & DISCOUNT DEADLINE:\* TUESDAY, OCTOBER 18, 2022

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**Double Time (DT):** All hours on Sunday. Holidays.

**Holidays:** NY Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans Day (observed the day after Thanksgiving), Thanksgiving Day, Christmas Day.

#### Exhibitor Supervised Labor

| INSTALL LABOR** |      |          |          |          |                    |
|-----------------|------|----------|----------|----------|--------------------|
| CODE            | ITEM | ONLINE   | DISCOUNT | REGULAR  | ESTIMATED TOTAL*** |
| 68060           | ST   | \$134.00 | \$154.10 | \$172.60 |                    |
| 68061           | OT   | \$201.00 | \$231.15 | \$258.90 |                    |
| 68062           | DT   | \$268.00 | \$308.20 | \$345.20 |                    |

| DISMANTLE LABOR** |      |          |          |          |                    |
|-------------------|------|----------|----------|----------|--------------------|
| CODE              | ITEM | ONLINE   | DISCOUNT | REGULAR  | ESTIMATED TOTAL*** |
| 68063             | ST   | \$134.00 | \$154.10 | \$172.60 |                    |
| 68064             | OT   | \$201.00 | \$231.15 | \$258.90 |                    |
| 68065             | DT   | \$268.00 | \$308.20 | \$345.20 |                    |

\*\* 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) | 7.00%    |
| 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](mailto:orders@shepardes.com)

# UTILITY & ANCILLARY VENDORS

## **AVS International Symposium and Exhibition**

David L. Lawrence Convention Center | Pittsburgh, PA

**M180941122**

November 8 - 10, 2022

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### **GENERAL EXHIBITOR SERVICES**

<http://www.pittsburghcc.com/exhibitors/exhibitor-services/>

### **ELECTRICAL SERVICES**

<https://s3.amazonaws.com/pburgh-dlcc/Uploaded/2022-Electrical-Order-Form.pdf?mtime=20211130132320>

### **PLUMBING & COMPRESSED AIR**

<http://s3.amazonaws.com/pburgh-dlcc/Uploaded/2022-Plumbing-and-Compressed-Air-form.pdf?mtime=20211201141724>

### **CLEANING**

<https://s3.amazonaws.com/pburgh-dlcc/Uploaded/2022-Custom-Cleaning-form.pdf?mtime=20211201141724>

### **CATERING**

<https://s3.amazonaws.com/pburgh-dlcc/Uploaded/PDF-Files/2022-DLCC-Booth-Catering.pdf?mtime=20220513125940>

### **INTERNET/WIFI**

<https://s3.amazonaws.com/pburgh-dlcc/Uploaded/Pittsburgh-Internet-Services-Order-Form-v-1.5-1.pdf?mtime=20220524104631>



In order to make your service ordering experience quick and efficient, we invite you to order all services provided by the DLCC, through our website.

The following are services provided by the DLCC:

Electric  
Custom Cleaning and Porter Service  
Plumbing and Compressed Air  
Security  
Steel Plate for Heavy Equipment Displays  
Internet Services  
Booth Catering

Please click on the link to place your order now:

<http://www.pittsburghcc.com/exhibitors/exhibitor-services/>

If you require assistance, please call our Exhibitor Services Department.

412-325-6102

[Exhibitorservices@pittsburghcc.com](mailto:Exhibitorservices@pittsburghcc.com)

# 2022 REQUEST FOR ELECTRICAL SERVICES

**\*Online ordering services available at [www.pittsburghcc.com](http://www.pittsburghcc.com)**

(PLEASE PRINT)

|                 |             |          |
|-----------------|-------------|----------|
| Name of Event   | Event Dates | Booth #  |
| Company Name    | Phone #     | Fax #    |
| Company Address | City/State  | Zip Code |
| Email Address   |             |          |
| Authorized By   | Signature   | Date     |

| Electrical Service<br>(Electrical outlets approximately<br>120/208 A.C. 60 Cycle)  | Connection Type          | Quantity | *Advance Rate | Standard Rate | Total |
|--|--------------------------|----------|---------------|---------------|-------|
| Up to 20 AMPS (120 Volts) - Triple Outlet  | Extension Cord           |          | \$139.52      | \$169.00      | \$    |
| Up to 30 AMPS (208 Volts, Single Phase)  | Receptacle or disconnect |          | \$288.00      | \$368.25      | \$    |
| Up to 60 AMPS (208 Volts, Single Phase)  | Disconnect               |          | \$515.15      | \$684.90      | \$    |
| Up to 100 AMPS (208 Volts, Single Phase)   | Disconnect               |          | \$678.00      | \$862.75      | \$    |
| Up to 30 AMPS (208 Volts, Three Phase)   | Receptacle or disconnect |          | \$531.60      | \$539.50      | \$    |
| Up to 60 AMPS (208 Volts, Three Phase)   | Disconnect               |          | \$958.40      | \$1,293.60    | \$    |
| Up to 100 AMPS (208 Volts, Three Phase)  | Disconnect               |          | \$1,337.25    | \$1,781.60    | \$    |
| Up to 30 AMPS (480 Volts, Three Phase)   | Disconnect               |          | \$1,040.50    | \$1,196.00    | \$    |
| Up to 60 AMPS (480 Volts, Three Phase)   | Disconnect               |          | \$1,300.00    | \$1,494.00    | \$    |
| Up to 100 AMPS (480 Volts, Three Phase)  | Disconnect               |          | \$1,842.00    | \$2,118.50    | \$    |
| Over 100 AMPS (480 Volts, Three Phase)   | Disconnect               |          | \$2,202.50    | \$2,533.00    | \$    |
| <b>Cable Service:</b><br>Digital service with digital converter box (does not include monitor)   |                          |          | \$350.00      | \$350.00      | \$    |
| <b>Advanced Rate pricing:</b><br>In order to receive Advance Rate, the order form with payment (US Dollars) must be received 15 days prior to first exhibitor move-in day. |                          |          |               | <b>Total</b>  |       |

| Electrical Labor (1/2 hour minimum) | Date Needed | # of Hours | Rate per hour | Total     |
|-------------------------------------|-------------|------------|---------------|-----------|
| Straight time                       |             |            | \$87.50       | \$        |
|                                     |             |            | <b>Total</b>  | <b>\$</b> |

| Additional Services  | Quantity | *Advance Rate | Standard Rate | Total     |
|--|----------|---------------|---------------|-----------|
| <b>Electrical Equipment:</b>                                   |          |               |               |           |
| • Extension Cord: 3 wire, multi plug, does not include power   |          | \$35.50       | \$39.60       | \$        |
| • Clip on Spotlight: 100 watt, includes installation and labor |          | \$91.50       | \$91.50       | \$        |
| Subtotal   |          |               |               | \$        |
| Tax (7%)   |          |               |               | \$        |
| <b>Total</b>   |          |               |               | <b>\$</b> |

**Total for all Electrical Services: \$**



# 2022 REQUEST FOR ELECTRICAL SERVICES



(PLEASE PRINT)

|               |             |         |
|---------------|-------------|---------|
| Name of Event | Event Dates | Booth # |
| Company Name  | Phone #     | Fax #   |

## TERMS AND CONDITIONS

1. Advance order payment guarantees discounted rate.
2. Payment in full must be rendered prior to delivery of service.
3. Credit will not be given for service installed, but not used. If service is cancelled prior to installation, a 50% cancellation fee applies.
4. Change of orders after installation may be subject to labor charges. Minimum of 1/2 hour.
5. All material and equipment furnished by DLCC for the service shall remain the property of DLCC and shall be removed only by the DLCC staff at the close of the show.
6. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment or special wiring. Requests for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
7. Service outlet size will be determined by the volume required.
8. Walls, columns, and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
9. Claims will not be considered unless filed by the exhibitor prior to the close of the show.
10. All equipment to be connected by the DLCC technicians must comply with federal, state and local safety codes.
11. Under no circumstance should anyone other than a DLCC technician make service connections.
12. All equipment must be properly tagged and wired with completed information as to type of current, voltage, phase, cycle, horsepower, etc. All equipment using water must have an inlet and outlet properly tagged.
13. Electrical service for lights and displays will be turned on one (1) hour prior to show opening and turned off at show close.
14. All exhibitors' cords must be of the 3-wire grounded type and comply with Federal, State, Local Safety and Electric Codes. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.
15. Unless otherwise noted, DLCC electricians are authorized to cut floor coverings to permit installation of service.
16. The DLCC is not responsible for equipment that is not powered down correctly at end of day.
17. A receipt for services is available upon request.
18. Utility will be installed at the back of the booth and/or in the most convenient manner.

If installation is required in an exact location (other than the most convenient) or a special connection is required, a labor charge will apply. Please include a floor plan with your order for exact placement of utility.

## PLEASE NOTE

- There will be a \$30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express & Discover accepted online
- Prices effective January 1–December 31, 2022
- \* *In order to receive the ADVANCE rate, the order form with payment (US Dollars) must be received 15 days prior to first exhibitor move-in*

The David L. Lawrence Convention Center is proud to be PCI Compliant and will not receive Credit Card Orders via email.

To pay for services with a Credit Card, please visit [www.pittsburghcc.com/exhibitors/exhibitor-services](http://www.pittsburghcc.com/exhibitors/exhibitor-services) and order online

To pay by check, please mail this form with payment to:  
Exhibitor Services Department, David L. Lawrence Convention Center  
1000 Fort Duquesne Blvd., Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009,  
[exhibitorservices@pittsburghcc.com](mailto:exhibitorservices@pittsburghcc.com)

# 2022 REQUEST FOR PLUMBING & COMPRESSED AIR



**\*Online ordering services available at [www.pittsburghhcc.com](http://www.pittsburghhcc.com)**

(PLEASE PRINT)

|                 |             |          |
|-----------------|-------------|----------|
| Name of Event   | Event Dates | Booth #  |
| Company Name    | Phone #     | Fax #    |
| Company Address | City/State  | Zip Code |
| Email Address   |             |          |
| Authorized By   | Signature   | Date     |

## PLUMBING & COMPRESSED AIR:

| Type of Service  | Quantity | *Advance Rate | Standard Rate | Total     |
|--|----------|---------------|---------------|-----------|
| <i>Plumbing:</i> <ul style="list-style-type: none"><li>Cold Water Potable (single outlet 3/4" female threaded connection)</li></ul>                                  |          | \$218.50      | \$269.00      | \$        |
| <ul style="list-style-type: none"><li>Fill and Drain: 1 gallon up to 500 gallons<br/>2 top offs included, labor charges will apply for additional top offs</li></ul> |          | \$131.00      | \$157.00      | \$        |
| <ul style="list-style-type: none"><li>Drain Line Service Outlet, 1 1/2" max. size</li></ul>  |          | \$172.50      | \$219.50      | \$        |
| <i>Compressed Air:</i> <ul style="list-style-type: none"><li>3/4" female threaded connection - 85 PSI max</li></ul>  |          | \$320.00      | \$406.00      | \$        |
| <ul style="list-style-type: none"><li>Number of connections<br/>(One connection included, labor charges will apply for additional connections)</li></ul>             |          |               |               |           |
|  |          |               | <b>Total</b>  | <b>\$</b> |

*Utility will be installed to the back of the booth and/or in the most convenient manner.*

*If installation is required in an exact location (other than the most convenient) or a special connection is required, a labor charge will apply. Please include a floor plan with your order for exact placement of utility.*

## LABOR

| Plumbing or Compressed Air: (1/2 hour minimum) | Date Needed | # of Hours | Rate per hour | Total     |
|--|-------------|------------|---------------|-----------|
| <i>Straight time</i>                           |             |            | \$76.50       | \$        |
|  |             |            | <b>Total</b>  | <b>\$</b> |

**Total for all Plumbing & Compressed Air Services: \$**

# 2022 REQUEST FOR PLUMBING & COMPRESSED AIR



(PLEASE PRINT)

|               |             |         |
|---------------|-------------|---------|
| Name of Event | Event Dates | Booth # |
| Company Name  | Phone #     | Fax #   |

## TERMS AND CONDITIONS

1. Payment in full must be rendered prior to delivery of service.
2. Credit will not be given for service installed, but not used. If service is cancelled prior to installation, a 50% cancellation fee applies.
3. Change to orders after installation may be subject to plumbing labor charges. Minimum 1/2 hour.
4. All material and equipment furnished by DLCC for the service order shall remain the property of DLCC and shall be removed only by the DLCC staff at the close of the show.
5. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment. Requests for special services such as placing hoses or relocating service(s) will be subject to additional labor charges.
6. Claims will not be considered unless filed by the exhibitor prior to the close of the show.
7. All equipment to be connected by the DLCC technicians must comply with federal, state, and local safety codes.
8. Utility will be installed at the back of the booth and/or in the most convenient manner. If installation is required in an exact location (other than the most convenient) or a special connection is required, a labor charge will apply. Please include a floor plan with your order for exact placement of utility.
9. Under no circumstances should anyone other than a DLCC Trade make service connections.
10. All equipment using water must have an inlet and outlet properly tagged.
11. If compressed air and water are critical, the DLCC recommends the exhibitor makes arrangements to have a pressure regulator valve installed. Please also note that water and compressed air are limited to certain areas of the facility. No guarantee can be made of minimum and maximum pressure.
12. DLCC will not be responsible for water in compressed air lines or equipment.
13. The DLCC is not responsible for equipment that is not powered down correctly at end of day.
14. A receipt for services is available upon request.

## PLEASE NOTE

- There will be a \$30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express & Discover accepted
- Prices effective January 1–December 31, 2022

\* In order to receive the ADVANCE rate, the order form with payment (US Dollars) must be received 15 days prior to first exhibitor move-in day

The David L. Lawrence Convention Center is proud to be PCI compliant and will not receive Credit Card Orders via email.

To pay for Services with a Credit Card, please visit  
[www.pittsburghcc.com/exhibitors/exhibitor-services](http://www.pittsburghcc.com/exhibitors/exhibitor-services) and order online.

To pay by check, please mail this form with payment to:  
Exhibitor Services Department, David L. Lawrence Convention Center  
1000 Fort Duquesne Blvd., Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009, [exhibitorservices@pittsburghcc.com](mailto:exhibitorservices@pittsburghcc.com)



## Internet Services Order Form

ORDER ONLINE: [www.shownets.net](http://www.shownets.net)

Phone: 800-310-4454 | Email: [orders@shownets.net](mailto:orders@shownets.net)

|                  |                  |        |      |
|------------------|------------------|--------|------|
| Company Name:    | Booth/ Room #:   |        |      |
| Billing Address: | City:            | State: | Zip: |
| Event Name:      | Event Run Dates: |        |      |
| On-Site Contact: | Phone:           |        |      |
| Email Address:   | Fax:             |        |      |

### Exhibit Area Network / Voice Services (Advanced pricing is greater than 14 days prior to event start with full payment)

#### A. BASIC WIRED INTERNET SERVICES - NOT FOR STREAMING

| Includes: 1 Private IP Address, Routers prohibited and will not work                          | Qty | Advanced | Standard | Total |
|---|-----|----------|----------|-------|
| Up to 3 Mbps (DHCP) intended for light internet usage   |     | \$895    | \$1,368  |       |
| Additional Device (s) Per Device up to 4 (6 or more please contact sales at the number below) |     | \$150    | \$275    |       |

#### B. STANDARD WIRED INTERNET SERVICES - FOR STREAMING, GAMING & WEBCAST

| Includes: multiple Private IP Addresses, Routers SUPPORTED        | Qty | Advanced | Standard | Total |
|---|-----|----------|----------|-------|
| Dedicated 5 Mbps  |     | \$3,495  | \$4,3704 |       |
| Dedicated 10 Mbps   |     | \$5,900  | \$7,3750 |       |
| Dedicated 15 Mbps   |     | \$11,700 | \$14,630 |       |
| Dedicated 20 Mbps   |     | \$15,500 | \$19,380 |       |
| For Public Routed Addresses please contact us at the number below |     |          |          |       |

#### C. ADDITIONAL PRODUCTS AND SERVICES - for more options please contact us at the number below

| Products or Services  | Qty | Advanced | Standard | Total |
|---|-----|----------|----------|-------|
| Additional Wired Connections (section A)  |     | \$100    | \$125    |       |
| Switch Rental - managed or unmanaged up to 23 host ports                                  |     | \$185    | \$225    |       |
| Patch Cable Rental  |     | \$50     | \$62     |       |
| Distance Fee of \$500 Internet / \$100 Telephone for each line extended outside the venue |     |          |          |       |
| For extension of 3rd party data circuits please contact us at the number below            |     |          |          |       |

#### D. VOICE / PBX SERVICES - US long distance included, International long distance charged by individual usage

| Products or Services  | Qty | Advanced | Standard | Total |
|---|-----|----------|----------|-------|
| Single Line   |     | \$275    | \$345    |       |
| Multi-line option (1 main with 1 roll over line) - includes device rental |     | \$415    | \$620    |       |
| Speaker Phone line - includes device rental                               |     | \$465    | \$575    |       |
| To disable "DIAL 9" access as default circle "Yes"                        |     | Yes      |          |       |
| To enable International Long Distance, circle "Yes"                       |     | Yes      |          |       |

#### E. WIRELESS SERVICES - for more options please contact us at the number below

|                       |  |
|-----------------------|--|
| SUBTOTAL              |  |
| Estimated 7% TAX/ FEE |  |
| <b>GRAND TOTAL</b>    |  |

Custom solutions tailored to your requirements as well as additional bandwidth and hardware options are available by calling the number below





## Internet Services Order Form

To avoid additional charges, your order is not complete until you include a diagram of your booth indicating your drop location(s).

**Payment Type:** Please select one. Credit card payments appear as "showNets, LLC" on monthly statements.

☐ Check Payable to: showNets, LLC

☐ Credit Card: ☐ AMEX ☐ MASTERCARD ☐ VISA

Credit Card #: \_\_\_\_\_ Ex. Date: \_\_\_\_\_ Sec. Code: \_\_\_\_\_ (3-4 Digits)

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

Cardholder Name (Print)

Cardholder Name (signature)

### Information and Conditions

showNets (Supplier) is the exclusive provider for wired and wireless network services at the David L. Lawrence Convention Center. This includes all exhibit halls, meeting rooms, exterior areas and temporary structures. Only the company (its officers, employees and agents) that orders service is authorized to use the Internet connection. This service cannot be re-sold or distributed to any other company or individual. Our rates are based on a per device charge. Each device attached to the showNets network must pay for networking service.

DISCLAIMER; LIMITATION OF LIABILITY; CUSTOMER'S RESPONSIBILITIES SUPPLIER'S OBLIGATIONS UNDER THIS AGREEMENT ARE IN LIEU OF ALL WARRANTIES, EXPRESS OR IMPLIED. SUPPLIER WILL NOT BE LIABLE FOR INCIDENTAL, SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES, THIRD PARTY CLAIMS, LOSS OF PROFITS OR INCOME, OR LOSS OF USE OR OTHER BENEFITS, ARISING OUT OF OR IN CONNECTION WITH CUSTOMER'S USE OR INABILITY TO USE THE SERVICE HEREIN REQUESTED, OR FOR COMMERCIAL LOSS OF ANY KIND (INCLUDING LOSS OF BUSINESS OR PROFITS) WHETHER OR NOT SUPPLIER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE OR LOSS. THE SERVICE IS PROVIDED ON AN "AS IS" BASIS. THIS IS IN LIEU OF ALL OTHER WARRANTIES, INCLUDING WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR ANY PARTICULAR PURPOSE. YOUR EXCLUSIVE REMEDY AND SHOWNETS MAXIMUM LIABILITY SHALL BE THE ACTUAL AMOUNT PAID TO SHOWNETS WITH RESPECT TO THE DEFICIENT SERVICES. Customers/exhibitors accept responsibility to ensure that all of their files are adequately duplicated and documented. Supplier is not responsible for Customer's failure to do so, or for the cost of reconstructing data stored on disc files, tapes, memories, etc., lost during the performance of service under this Agreement. Supplier will not be liable for loss of funds contained in, dispensed by, or associated with any Services under this Agreement. Supplier will not be responsible for failure to provide service due to strikes or causes beyond Supplier's reasonable control. Services Order Request and Payment THIS SERVICES ORDER MUST BE RECEIVED WITH FULL PAYMENT AND/OR CREDIT CARD AUTHORIZATION TWO WEEKS PRIOR THE START OF SHOW TO QUALIFY FOR THE ADVANCED RATE. Orders received inside of the two week period will be charged the standard rate. Both wireless access and on-site orders will go through our automated system and will require a credit card for payment. For a wired connection, booth location and location of the Network Connection must be identified to process your order. All monies are collected by showNets. All requests for credit or refund should be directed to showNets. Credit can not be given for service installed and not used. Refunds will not be granted for service installed and deemed inoperative due to faulty exhibitor equipment or off-site service problems. A \$50.00 service fee will be charged for all returned checks. Services Installation And Equipment Use For a wireless connection, the process is automated. Open a browser and enter the information requested, choose a service level and enter your credit card information. There is a \$10.00 Service fee for all Manual Wire transactions. For a private wired connection, you will receive access to the Internet via a userid and password for one device. If you order prior to the event, connect your machine to the Cat5 cable that is installed at your location. Open a browser and enter your userid and password to access the Internet. If you order on-site, connect your machine to the Cat5 cable installed in your location. Open a browser and enter the information requested, choose a service level and enter your credit card information. For a public IP wired connection, a printed copy of the full TCP/IP address information will be provided to you prior to the event to facilitate your configuration of the demonstration machine. To connect additional devices to the network you will need to order additional network connections. Please see the Order Form. Enter your IP information into your machine and then connect your machine to the Cat5 cable that is installed at your location. Keep in mind; the Internet is a public domain. We do not guarantee the performance of any connection outside of the facility. showNets has no control over nor is it responsible for the external network performance once the network traffic leaves the David L. Lawrence Convention Center network and is received by the ISP's POP router and beyond.. REMEMBER, ONE (1) PUBLIC OR PRIVATE TCP/IP ADDRESS MUST BE ORDERED FOR EACH MACHINE TO BE CONNECTED TO THE INTERNET. NO ROUTERS, DHCP SERVERS, NAT SERVERS, PROXY SERVERS, STREAMING APPLICATIONS OR VOIP ARE ALLOWED WITH ANY OF OUR SERVICES. IF YOU REQUIRE ANY OF THESE SERVICES, WE WILL ACCOMMODATE YOUR REQUEST WITH A WRITTEN QUOTATION. NO WIRELESS DEVICES ARE ALLOWED ON THE NETWORK WITHOUT SHOWNETS PRIOR WRITTEN CONSENT. IF YOU REQUIRE YOUR OWN WIRELESS NETWORK WITHIN YOUR LOCATION, WE WILL REVIEW YOUR REQUEST AND FOLLOW UP WITH A WRITTEN QUOTATION IF APPROPRIATE. Cancellation Policy showNets must be notified in writing two (2) weeks prior to show date to cancel an Internet Access Order. The cancellation fee is \$200.00. Orders placed inside 2 weeks of the show cannot be cancelled and are non-refundable.

### **Customer Acceptance of Information and Conditions (see above).**

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

Customer - Print Authorized Name

Customer - Authorized Signature

Date

# 2022 REQUEST FOR CUSTOM CLEANING SERVICES

**\*Online ordering services available at [www.pittsburghcc.com](http://www.pittsburghcc.com)**

(PLEASE PRINT)

|                 |             |          |
|-----------------|-------------|----------|
| Name of Event   | Event Dates | Booth #  |
| Company Name    | Phone #     | Fax #    |
| Company Address | City/State  | Zip Code |
| Email Address   |             |          |
| Authorized By   | Signature   | Date     |

| Type of Service  | Booth Area<br>in Square Footage | *Advance Rate    | Standard Rate    | Daily Vacuum Cost<br>(Sq. Footage x Rate)             |
|--|---------------------------------|------------------|------------------|---|
| Daily Vacuum   |                                 | \$0.25 / sq. ft. | \$0.30 / sq. ft. | \$  |
| Service needed (check box): <input type="checkbox"/> Prior to show opening <input type="checkbox"/> Day 2 <input type="checkbox"/> Day 3 <input type="checkbox"/> Day 4 <input type="checkbox"/> Day 5 |                                 |                  |                  |   |
|  |                                 |                  |                  | Total Days Needed                                     |
|  |                                 |                  |                  | Subtotal  |
|  |                                 |                  |                  | Tax (7%)  |
|  |                                 |                  |                  | <b>Total</b><br>(Total Days x Daily Vacuum Cost + 7%) |

| Periodic Porter Service  | Dates Service Needed | Begin Service<br>AM / PM | End Service<br>AM / PM | Total Hrs. | Rate         | Total     |
|--|----------------------|--------------------------|------------------------|------------|--------------|-----------|
| Removal of trash and boxes from the booth area every 20 minutes within the time requested. (2 hour minimum)  |                      |                          |                        |            | \$57.15 / hr | \$        |
|  |                      |                          |                        |            | \$57.15 / hr | \$        |
|  |                      |                          |                        |            | \$57.15 / hr | \$        |
|  |                      |                          |                        |            | \$57.15 / hr | \$        |
| <i>Note: This service is an additional trash removal service. Normal daily trash removal is completed at the end of the show day. Trash should be place in front of booth.</i> |                      |                          |                        |            | Subtotal     | \$        |
|  |                      |                          |                        |            | Tax (7%)     | \$        |
|  |                      |                          |                        |            | <b>Total</b> | <b>\$</b> |

**Total for all Custom Cleaning Services: \$**

## PLEASE NOTE

- There will be a \$30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express, & Discover accepted online
- Prices effective January 1–December 31, 2022
- A receipt for services is available upon request.

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To pay by check, please mail this form with payment to:

Exhibitor Services Department, David L. Lawrence Convention Center

1000 Fort Duquesne Blvd., Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009, [exhibitorservices@pittsburghcc.com](mailto:exhibitorservices@pittsburghcc.com)



MAY 2022

# BOOTH CATERING MENU

DAVID L. LAWRENCE CONVENTION CENTER



*Levy*  
CONVENTION CENTERS

# FREQUENTLY ASKED QUESTIONS

## CAN I BRING MY OWN FOOD AND BEVERAGE INTO THE DAVID L. LAWRENCE CONVENTION CENTER?

Levy is the exclusive provider of all food and beverage for the David L. Lawrence Convention Center. All food and beverage items on-site must be purchased through Levy.

## HOW DO I PLACE MY ORDER FOR FOOD AND BEVERAGE AND KNOW THAT MY ORDER IS CONFIRMED?

All food and beverage orders may be placed by email with your Catering Sales Manager. Your order is confirmed when you receive your Catering Agreement and Banquet Event Orders (BEOs), signing and returning these documents to Levy with full payment before services are performed. If you do not receive your Catering Agreement or your BEOs within 14 days of your event, please contact your Catering Sales Manager.

*Orders received within 14 days of the event will be subject to a limited menu offering.*

## ARE PRICES QUOTED IN US DOLLARS? ARE THERE ANY ADDITIONAL CHARGES/FEES?

Prices are quoted in US Dollars. All services are subject to a one-time setup/delivery fee of \$100.00, 22% service charge and 7% sales tax. The service charge is taxable. Prices are subject to change without notice.

### Additional Surcharges for orders received within:

|                                       |          |
|---------------------------------------|----------|
| 29 -14 days of event start            | \$100.00 |
| 13 - 7 days of the event start        | \$150.00 |
| 7 – 2 days for the event              | \$200.00 |
| Onsite orders (based on availability) | \$250.00 |

## CAN I INCREASE OR DECREASE MY ORDER ON-SITE?

Increases may be made on-site, based on availability of product and additional fees/upcharges may apply. Please allow up to (2) hours once a call is made for any onsite changes or additions to your order. Unfortunately, decreases are not allowed within 7 business days of the event.

## WHAT IF I HAVE TO CANCEL MY ORDER? WILL I STILL BE CHARGED?

Full cancellation of an order must be made 14 business days prior to the delivery date or full charges will incur. Cancellation of special-order items is not permitted once the order has been placed.

## CAN I SERVE ALCOHOL AT MY BOOTH? DO I NEED A BARTENDER?

Show management must permit alcohol to be served during your event. Please check your Exhibitor Kit for any restrictions. For all events with alcohol service, a Levy Bartender is required. Alcohol cannot be removed from the David L. Lawrence Convention Center. We reserve the right to refuse service to intoxicated or underage persons. Proper proof of age will be required for service of alcoholic beverages. Minimum charges may apply to your service. Please contact your Catering Sales Manager for details.

## WILL YOU PROVIDE PLATES, CUPS, NAPKINS, ETC.? WHAT ABOUT TABLES, TRASH CANS AND OTHER SET UP NEEDS?

All exhibitor booth services include disposable ware (plates, cups, etc.), napkins and appropriate condiments. Exhibitors must provide adequate space, all electrical needs, tables, chairs and trash removal for booth services.

## WHAT TIME WILL YOU DELIVER MY ITEMS TO ME? DO I HAVE TO BE AT MY BOOTH?

We will drop off your service at your booth at the date and time you request. Please note that you may receive your service up to 30 minutes early based on the current number of delivery requests. We recommend that a representative is present for the delivery/setup in case there are specific instructions or set up location within the booth that need to be communicated. Please allow up to 2 hours if any set-up changes are needed after delivery.

## ARE THERE OTHER FOOD & BEVERAGE POLICIES?

Please see the last page of this menu for more general information not covered in the FAQs.

## MEET THE CATERING SALES DEPARTMENT:

### BETSY JOHNSON-RUSNIC

Director of Catering Sales  
(412) 325 -6194 | [bjohnson@pittsburghhcc.com](mailto:bjohnson@pittsburghhcc.com)

### CAROLINE MAYS

Catering Sales Manager  
(412) 325 -6162 | [cmays@pittsburghhcc.com](mailto:cmays@pittsburghhcc.com)

### HANNAH BORTMAS

Catering Sales Coordinator  
(412) 325 -6121 | [hbortmas@pittsburghhcc.com](mailto:hbortmas@pittsburghhcc.com)

## DAVID L. LAWRENCE CONVENTION CENTER

1000 Ft. Duquesne Boulevard  
Pittsburgh, Pennsylvania 15222  
(412) 325 – 6120







# TRAFFIC PROMOTERS

booth required to provide area/table for set-up of items

## LA PRIMA ESPRESSO BAR

Enjoy freshly roasted coffee, professionally prepared by a skilled barista creating an excellent espresso and cappuccino. Your Catering Sales contact can provide additional information and pricing for this unique beverage experience.

*3-week lead time required.*

## POPCORN MACHINE RENTAL\* | 900.00 per day

*show management approval required; based on availability*

600 individual servings

bags included

## RITA'S ITALIAN ICE\* | 1,500.00 per day | additional servings 5.00 each

*show management approval required*

250 (5) ounce servings of assorted flavors

## KEURIG MACHINE | 150.00 daily machine rental + 3.75 per k-cup

includes electric to booth and water source

compostable cups, stirrers, napkins, milk, and sugar

## MARGARITA BAR\* | 1,000.00 per day | additional servings 9.00 each

100 (10) ounce servings on the rocks

## ICE CREAM & FROZEN NOVELTIES | 500.00 per day + 150.00 daily freezer rental fee

125 assorted ice cream novelties

## COOKIES & MILK | 9 per person

assorted cookies

chocolate, 2% and skim milks

## ARTISANAL BAVARIAN PRETZELS | 8 each

*minimum of 25 per flavor, maximum of 200 per order*

salted bavarian with brown mustard

cinnamon sugar with vanilla bean sauce

*\*requires a booth attendant or bartender*

*booth attendants are 150.00 for (4) hours and 30.00 for each additional*

*bartenders are 150.00 for (3) hours and 30.00 for each additional*



ROASTED IN PITTSBURGH

**LA-PRIMA**

ESPRESSO Co



**millie's**  
HOMEMADE ICE CREAM

Upgrade your  
frozen novelties  
with locally made  
Millie's  
ice cream cups  
\$6.00 each  
minimum order  
of 50.

Menu details, offerings and pricing subject to change based on availability/sourcing.

Please note that pricing listed for all food, beverage, and related items are subject to 22% administrative charge plus 7% sales tax.

# NON - ALCOHOLIC BEVERAGES

## INDIVIDUAL COLD BEVERAGES

12OZ BOTTLED WATER | 4.00 each

20OZ BOTTLED WATER | 4.50 each

SOFT DRINKS | 4.00 each

SPARKLING SPRING WATERS | 4.25 each

INDIVIDUAL BOTTLED JUICE | ORANGE, CRANBERRY, APPLE | 4.50 each

ASSORTED BUBLY FLAVORED WATERS | 4.25 each

BOTTLED ICED TEA (20OZ) | 5.50 each

BOTTLED LEMONADE (20OZ) | 5.50 each

## WATER COOLER SERVICE

INCLUDES WATER COOLER, ELECTRIC &  
ONE 5-GALLON WATER JUG | 150 each

*additional water jugs | 50 per each*

## HOT BEVERAGES BY THE GALLON

COFFEE AND DECAFFEINATED COFFEE | 70 per gallon

ASSORTED HOT TEAS | 70 per gallon

GOURMET HOT CHOCOLATE | 60 per gallon

ALMOND & SOY MILK UPGRADE | 5 per highest gallon of hot beverage ordered

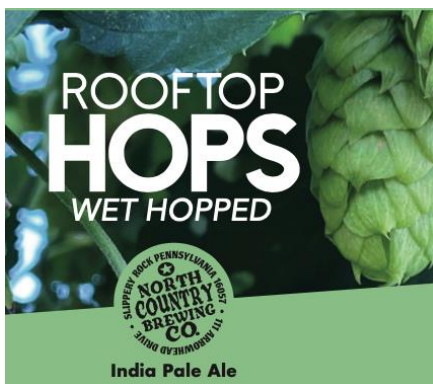
## KEURIG MACHINE

INCLUDES WATER SOURCE, ELECTRIC AND ACCOUTREMENTS | 150 each

Assorted K-Cups | 45 per dozen



Menu details, offerings and pricing subject to change based on availability/sourcing.  
Please note that pricing listed for all food, beverage, and related items are subject to 22% administrative charge plus 7% sales tax.



# BEER BY THE CASE

a bartender is required for all alcohol services. bartenders are 150.00 per (3) hours, each additional hour is 30.00

## BEER BY THE CASE

24 cans or bottles in each case  
consumption is billed by the case

**DOMESTIC** 145 per case

**IMPORT** 165 per case

**CRAFT** 195 per case

## BEER OFFERINGS

*based on availability*

### DOMESTIC

Budweiser  
Bud Light  
Miller Lite  
Michelob Ultra  
Yuengling  
Coors Lite  
Iron City (Local)  
IC Light (Local)

### IMPORT

Corona  
Corona Light  
Stella Artois

### CRAFT BEER

**Rooftop Hops – DLCC IPA (Local)**  
North Country Firehouse Irish Red Ale (Local)  
North Country Jagoff Light Lager (Local)  
Founders All Day IPA  
Blue Moon  
Hazy Little Thing – Sierra Nevada  
Fat Tire



Rooftop Hops is the DLCC's own signature craft beer made with hops grown on the roof.

### Space Requirements:

Full Bar Setup- 6' x 8' area is recommended. Beer & Wine Only Bar Setup- 6' x 8' existing counter space or covered table is recommended. Please contact your Catering Sales Manager with any questions.

Menu details, offerings and pricing subject to change based on availability/sourcing.

Please note that pricing listed for all food, beverage, and related items are subject to 22% administrative charge plus 7% sales tax.





# WINE AND SPECIALTY COCKTAILS

beverages are billed on consumption unless otherwise noted  
a bartender is required for all alcohol services. bartenders are 150.00 per (3) hours, each additional hour is 30.00

## WINE BY THE BOTTLE

Wine can be ordered by the bottle or by the case.

Please contact your Catering Sales Manager for suggested wine pairings and a full list of wines.

## SPECIALTY COCKTAILS

*\*minimum order of 50 drinks\**

### BLOODY MARY AND MIMOSA BAR | 10 per drink

vodka and zesty bloody mary mix  
champagne and assorted juices  
garnishes including lemons, limes, green olives, celery, pickles, and cucumbers

### PITTSBURGH MULE | 11 per drink

Local Boyd & Blair Vodka, Ginger Beer and Lime  
*\*COPPER MUGS NOT INCLUDED\**

### ALMOST ARNIE | 12 per drink

Lemonade, Iced Tea & Tito's Vodka  
*The alcohol version of an Arnold Palmer, who is a native Pittsburgher.*

### Space Requirements:

Full Bar Setup- 6' x 8' area is recommended. Beer & Wine Only Bar Setup- 6' x 8' existing counter space or covered table is recommended. Please contact your Catering Sales Manager with any questions.

Specialty  
cocktails can  
be tailored to  
your event!

Menu details, offerings and pricing subject to change based on availability/sourcing.  
Please note that pricing listed for all food, beverage, and related items are subject to 22% administrative charge plus 7% sales tax.





# HOSTED BAR SELECTIONS

beverages are billed on consumption unless otherwise noted

a bartender is required for all alcohol services. bartenders are 150.00 per (3) hours, each additional hour is 30.00

## HOSTED PLATINUM BAR PACKAGE

### PLATINUM COCKTAILS | 8.50 each

Tito's Handmade Vodka, Bombay Sapphire,  
Hornitos Tequila, Bacardi Superior, Maker's Mark,  
Monkey Shoulder Scotch Whiskey, Jameson,  
Jack Daniels

### PLATINUM WINES BY THE GLASS | 8.50 each

McBride Sisters Chardonnay  
Louis Martini Cabernet Sauvignon  
Alamos Malbec  
Da Vinci Pinot Grigio

### ROOF TOP HOPS | 8 each

### CRAFT BEER | 8.50 each

### IMPORTED BEER | 7.50 each

### DOMESTIC BEER | 6.50 each

### HARD SELTZERS | 7 each

### BOTTLED WATER | 3.50 each

### SOFT DRINKS | 3.50 each

## HOSTED GOLD BAR PACKAGE

### GOLD COCKTAILS | 8 each

Svedka Vodka, Bombay Dry, Jose Cuervo,  
Bacardi Superior, Jim Beam, Dewar's

### GOLD WINES BY THE GLASS | 8 each

*House Wines by Proverb*

Chardonnay  
Cabernet Sauvignon  
Pinot Noir  
Pinot Grigio

### ROOF TOP HOPS | 8 each

### IMPORTED BEER | 7.50 each

### DOMESTIC BEER | 6.50 each

### HARD SELTZERS 7.00 each

### BOTTLED WATER | 3.50 each

### SOFT DRINKS | 3.50 each

Rooftop Hops is the DLCC's  
own signature craft beer made  
with hops grown on the roof.

## CASH BAR

500.00 dollar minimum per bar

cashiers are required for 10 or more cash bars in addition to bartenders  
cashiers are 150.00 per (4) hours, each additional hour is 30.00 each

### Space Requirements:

Full Bar Setup- 6' x 8' area is recommended. Beer & Wine Only Bar Setup- 6' x 8' existing counter space  
or covered table is recommended. Please contact your Catering Sales Manager with any questions.

Menu details, offerings and pricing subject to change based on availability/sourcing.

Please note that pricing listed for all food, beverage, and related items are subject to 22% administrative charge plus 7% sales tax.



# A LA CARTE BREAKFAST

**ASSORTED MUFFINS** | 42 per dozen

**ASSORTED BAGLES** | 42 per dozen  
fruit preserves, whipped butter, and cream cheese

**PLAIN MINI BAGELS** | 20 per dozen  
fruit preserves, whipped butter, and cream cheese

**ASSORTED DANISH &  
BREAKFAST BREADS** | 42 per dozen

**ASSORTED DONUTS** | 42 per dozen

**ASSORTED DONUT HOLE CUPS** | 5 each

**SEASONAL FRUIT CUP** | 7 each

**SEASONAL BERRY CUP** | 5 each

## **BREAKFAST SANDWICHES | 8 EACH**

*12 order minimum per each type*

**CRISPY FRIED CHICKEN AND EGG BISCUIT**

**SMOKED HAM, EGG, AND SWISS CHEESE ON A PRETZEL ROLL**

**SAUSAGE AND EGG CROISSANT**

**EGG WHITE, SPINACH, AND TOMATO JAM BAGEL**

**SPICY SAUSAGE, EGG, AND CHEESE BURRITO**

**APPLEWOOD BACON, EGG, AND AMERICAN CHEESE ON BISCUIT**

**INDIVIDUAL BOTTLED JUICE | ORANGE, CRANBERRY, APPLE | 4 each**

Menu details, offerings and pricing subject to change based on availability/sourcing.  
Please note that pricing listed for all food, beverage, and related items are subject to 22% administrative charge plus 7% sales tax



# BREAKS AND SNACKS

**ASSORTED WHOLE FRUIT** | 4 each

**INDIVIDUAL BAGS OF TRAIL MIX** | 4 each

**INDIVIDUAL YOGURTS** | 5 each

**INDIVIDUAL BAGGED CHIPS, PRETZELS, POPCORN** | 3.50 each

**ASSORTED CANDY BARS** | 4 each

**GRANNY'S PENNY CANDY** | 12 per person

**SOFT PRETZEL STICKS WITH MUSTARD & CHEESE SAUCE** | 6 each

**GIANT COOKIES** | oatmeal raisin or chocolate chip | 48 per dozen

**PITTSBURGH POPCORN** | movie theatre, caramel, Wisconsin cheddar | 9 per bag

**HUMMUS & VEGGIES** | 9 per person  
lemon garlic hummus & fresh cut veggies

**HUMMUS & CHIPS** | 8 per person  
lemon garlic hummus & pita chips



Menu details, offerings and pricing subject to change based on availability/sourcing.  
Please note that pricing listed for all food, beverage, and related items are subject to 22% administrative charge plus 7% sales tax.





# BOXED LUNCHES

includes one piece of whole fruit, kettle style chips, and chocolate chip cookie  
 vegan boxes receive vegan dessert option

## 30 PER BOX

### Smoked Turkey

on whole wheat kaiser with lettuce, tomato, provolone, and sun-dried tomato aioli

### Roast Beef and Cheddar

on italian roll with arugula, tomato, and onion jam aioli

### Smoked Ham

on pretzel bread with lettuce, tomato, swiss, and honey mustard

### Fresh-Made Pesto Chicken Salad Wrap

on garlic herb tortilla with roasted red peppers, lettuce, tomato, and pesto aioli

### Vegan Wrap

white bean and basil spread with fresh veggies

### Vegetarian Spicy Quinoa and Chili Wrap

carrots, tomato, lettuce, feta, and edamame hummus

### Vegetarian Greek Salad

chopped romaine, feta, kalamata olives, pickled red onions, cucumber, and house-made Greek dressing

### Vegetarian Antipasti Salad

grilled zucchini, olives, tomatoes, roasted peppers, artichokes, shaved parmesan, and house-made red wine vinaigrette

### Vegan Harvest Grain Salad

roasted vegetables, dried fruit, quinoa, baby greens, and house-made white balsamic dressing

## BEVERAGES

12OZ BOTTLED WATER | 3.50 each

20OZ BOTTLED WATER | 4.00 each

BUBLY FLAVORED WATERS | 3.75 each

SOFT DRINKS | 3.50 each

**ADD GRILLED CHICKEN TO ANY SALAD | 3 each**

Menu details, offerings and pricing subject to change based on availability/sourcing.  
 Please note that pricing listed for all food, beverage, and related items are subject to 22% administrative charge plus 7% sales tax.





# RECEPTION

25-person minimum order

## ARTISANAL CHARCUTERIE | 18 per person

imported prosciutto, salami, mortadella, coppa and imported cheeses  
served with pickled vegetables, local breads and crackers

## CHEESE DISPLAY | 14 per person

chef's selection of local and international cheeses  
served with fresh seasonal berries, dried fruit garnish, crackers, and flatbreads

## HUMMUS TRIO | 11 per person

traditional lemon and garlic, white bean and basil, and edamame and mint hummus  
served with fresh cut vegetables and pita chips

## GARDEN FRESH CRUDITÉ | 10 per person

fresh cut vegetables with brie and spinach dip, and buttermilk ranch dip

## HORS D'OEUVRES

\*chef attendant(s) required. 150.00 per attendant for (4) hours, each additional hour is 30.00.

25-person minimum order

chicken and jack cheese quesadilla with avocado crema | 5 each

coconut curry chicken satay with mango chutney | 4 each

chicken parmesan slider with marinara and fresh mozzarella | 6 each

sweet and sassy pork on steamed bao bun with pickled vegetables | 6 each

fennel sausage stuffed mushroom | 4 each

gourmet burger with swiss and truffle aioli | 6 each

beef wellington with horseradish cream | 6 each

crab cake with lemon aioli | 6 each

bloody Mary shrimp shot | 6 each

vegetable samosa with raita | 4.50 each

spinach and parmesan risotto stuffed mushroom | 4.50 each

sweet potato and quinoa cake with tomato jam | 5 each

tomato basil crostini with balsamic and parmesan | 4 each

whipped ricotta with olive tapenade crostini | 3.50 each

spinach and mushroom quesadilla with pico de gallo | 4.50 each

spanakopita | 3.50 each

Menu details, offerings and pricing subject to change based on availability/sourcing.

Please note that pricing listed for all food, beverage, and related items are subject to 22% administrative charge plus 7% sales tax



# DESSERTS

## DONUT SUNDAE BAR | 12 per person

warm glazed donuts  
vanilla bean ice cream  
strawberry, chocolate and caramel sauce  
seasonal berries  
bananas  
sprinkles, cookie crumbs and crushed peanuts  
cherries and whipped cream

*chef attendant(s) required. 150.00 per attendant for (4) hours, each additional hour is 30.00.*

## A LA CARTE DESSERTS

assorted cookies | 35 per dozen

brownies and blondies | 35 per dozen

house-made biscotti | 36 per dozen

*available flavors: almond, chocolate chip or chocolate cherry*

cinnamon sugar churros | 30 per dozen

cupcakes | 5 each

assorted and seasonal mousse shooters | 5 each

assorted dessert bars | 35 per dozen

**Individually  
wrapped  
baked goods  
+\$5 per dozen**

Menu details, offerings and pricing subject to change based on availability/sourcing.  
Please note that pricing listed for all food, beverage, and related items are subject to 22% administrative charge plus 7% sales tax.

# ORDERING INFORMATION

## EXHIBITOR COMPANY INFORMATION

|  |          |
|--|----------|
| Event Name:  |          |
| Company Name:<br>(include booth name if different) |          |
| Billing Address:                                   |          |
| City, State, Zip Code:                             | Country: |
| Main Contact:                                      |          |
| Main Telephone Number:                             |          |
| Email Address:                                     |          |

## ON-SITE INFORMATION

|                                 |  |
|---------------------------------|--|
| Booth Number:                   |  |
| On-Site Contact Name:           |  |
| On-Site Contact Number:         |  |
| On-Site Contact Cell<br>Number: |  |
| On-Site Contact Email:          |  |

# ORDERING INFORMATION

| DELIVERY DATE                              | DELIVERY TIME | CLEAN UP TIME | ITEM DESCRIPTION | QTY | TOTAL PRICE |
|--|---------------|---------------|------------------|-----|-------------|
|  |               |               |                  |     |             |
|  |               |               |                  |     |             |
|  |               |               |                  |     |             |
|  |               |               |                  |     |             |
|  |               |               |                  |     |             |
|  |               |               |                  |     |             |
|  |               |               |                  |     |             |
|  |               |               |                  |     |             |
|  |               |               |                  |     |             |
| One-Time Set-Up/Delivery Fee               |               |               |                  |     | \$100.00    |
| Surcharge Fee (see page 2)                 |               |               |                  |     |             |
| ESTIMATED TOTAL                            |               |               |                  |     |             |
| + 22% Administrative Charge + 7% Sales Tax |               |               |                  |     |             |

*Your order is confirmed when you receive your Catering Agreement & Banquet Event Orders (BEOs), signing & returning these documents to Levy with full prepayment.*

## PAYMENT

☐ CREDIT CARD VIA SECURE ONLINE LINK

email address: \_\_\_\_\_

☐ CREDIT CARD OVER THE PHONE

phone number : \_\_\_\_\_



# GENERAL INFORMATION

## EXCLUSIVITY

No food or beverage of any kind may be brought into or removed from the location by either client or client's guests without prior written approval by Levy.

## MENU

Menu selections and other details must be submitted to the Catering Sales Department at least (30) days prior to the function date. Your Catering Sales contact will assist you in selecting the menu items to ensure a successful event. Events over 2,000 guests may require specialized menus and our culinary staff is happy to customize the perfect menu for your event.

## PRICING

Please note that all food, beverage and related items are subject to an 22% administrative charge plus 7% sales tax unless otherwise noted. This service charge is not a tip or gratuity and is not distributed to service employees. Additional payment for tips or gratuity for service, if any, is voluntary and at your discretion.

Prices are subject to change without notice. Guaranteed prices will be confirmed 60 days prior to the event.

## GUARANTEES

A guaranteed number of attendees and quantities of food is required 7 business days, prior to the event date for functions of 1,000 guests or less. Guarantees increased less than 72 business hours prior to an event will be subject to a 10% increase on the price for each additional guest or increase.

Minimum Guarantee - A 100.00 service fee will be charged per function for any guarantees under 25 guests.

Please refer to your catering agreement for more details

## CHINA/GLASSWARE VS COMPOSTABLE/DISPOSABLE SERVICE

Compostable/disposable service ware is used exclusively for booth catering. Additional fees will apply for china/glassware service.

## BEVERAGE SERVICES

We offer a complete selection of beverages to compliment your event. Please note that alcoholic beverage services are regulated by the Pennsylvania Liquor Control Board. Levy Convention Centers, as licensee, is responsible for the administration of these regulations: No alcoholic beverages may be brought onto the premise from outside sources; we reserve the right to refuse alcohol service to intoxicated or underage persons. No alcoholic beverage can be removed from the premises.

## SPECIAL DIETARY/ALLERGY REQUESTS

The DLCC is not an allergen free facility. All special dietary requests and needs are the client's responsibility to collect from their guests and attendees/invitees. These needs must be submitted in advance to your Catering Sales contact with your final guest counts and appropriate additional fees will be noted. The clients are responsible for providing the place - cards/notations to assist with service for these guests. Any special dietary requests and needs that are served at the event without prior knowledge will be charged additional fees as late accommodations and are not included in the final guest counts.

## PAYMENT & CANCELLATION POLICY

Please refer to your catering agreement for complete details on payment terms and cancellation policy.

## MEET THE CATERING SALES DEPARTMENT:

### BETSY JOHNSON-RUSNIC

Director of Catering Sales  
(412) 325 -6194 | [bjohnson@pittsburghcc.com](mailto:bjohnson@pittsburghcc.com)

### CAROLINE MAYS

Catering Sales Manager  
(412) 325 -6162 | [cmays@pittsburghcc.com](mailto:cmays@pittsburghcc.com)

### HANNAH BORTMAS

Catering Sales Coordinator  
(412) 325 -6121 | [hbortmas@pittsburghcc.com](mailto:hbortmas@pittsburghcc.com)

## DAVID L. LAWRENCE CONVENTION CENTER

1000 Ft. Duquesne Boulevard  
Pittsburgh, Pennsylvania 15222  
(412) 325 - 6120





**Official Supplier**  
**AV & LARGE**  
**SCREEN DISPLAYS**  
**Call Jim Clark**

Mobile 609-841-6566  
 jclark@nmrevents.com

**Order By October 28, 2022**

**NMR CORPORATE HEADQUARTERS - 28 ABEEL ROAD, MONROE TWP. NJ 08831**

| EQUIPMENT   | SHOW RATE  | QTY | EQUIPMENT   | SHOW RATE   | QTY |
|---|------------|-----|---|-------------|-----|
| <b>ULTRA HD LED DISPLAYS (1920 x 1080)</b>        |            |     | <b>MULTI-TOUCH FULL HD LED DISPLAYS</b>                   |             |     |
| 40" Samsung Full HD LED MONITOR                   | \$490.00   |     | 40" Samsung MULTI-TOUCH MONITOR                           | \$1,000.00  |     |
| 55" Samsung Full HD LED MONITOR                   | \$830.00   |     | 55" Samsung MULTI-TOUCH MONITOR                           | \$1,650.00  |     |
| 65" Samsung Full HD LED MONITOR                   | \$1,070.00 |     | 55" Samsung MULTI-TOUCH MONITOR                           | \$1,650.00  |     |
| 65" Samsung Full HD MONITOR                       | \$1,070.00 |     | 65" Samsung MULTI-TOUCH MONITOR                           | \$2,050.00  |     |
| 75" Samsung Full HD MONITOR                       | \$1,640.00 |     | 75" Samsung MULTI-TOUCH MONITOR                           | \$2,900.00  |     |
| 85" ULTRA HD 4K MONITOR                           | \$2,100.00 |     | 85" Samsung MULTI-TOUCH MONITOR                           | \$4,500.00  |     |
| <b>LAPTOPS &amp; TABLETS</b>                      |            |     | <b>LED TILES</b>  |             |     |
| Lenova E550 i7,8G,128G SSD,FULL HD                | \$300.00   |     | <b>AOTO 1.5mm LED TILE</b>                                | <b>CALL</b> |     |
| Dell Latitude 15" Display, Intel i7,16g & 512g HD | \$495.00   |     | <b>Aluvision 2.8mm LED TILE</b>                           | <b>CALL</b> |     |
| MacBook Pro 15.4" Display i7, 16g, 250g HD        | \$450.00   |     | <b>Infiled 5.9mm FLOOR TILES</b>                          | <b>CALL</b> |     |
| iPAD Pro 12.9" Display, 128g HD                   | \$350.00   |     | Technical Labor is required and will be quoted Separately |             |     |
| Microsoft Surface Pro Touch 12" Display           | \$495.00   |     | **Floor Based, Wall Mounted or Ceiling                    |             |     |
| <b>FLOOR STANDS (ONLY RENTED W/ NMR MONITORS)</b> |            |     | <b>ADDITIONAL ITEMS</b>                                   |             |     |
| DUAL-POST 84" FLOOR STAND                         | \$120.00   |     | SMALL SOUND PKG W WIRELESS MIC                            | \$1065      |     |
| ADJUSTABLE SLIDE SHELF                            | \$45.00    |     | 40" & 58" FLOOR STANDING TOUCHSCREEN KIOSK                | CALL        |     |
| IPAD FLOOR STAND                                  | \$180.00   |     | INTERACTIVE TOUCHSCREEN TABLE                             | CALL        |     |

#### COMMENTS

WE HAVE A FULL ARRAY OF 4K LED MONITORS AND 4K TOUCHSCREEN MONITORS. PRICING BASED ON AVAILABILITY

**SEE PAGE 2 FOR DELIVERY AND BILLING INFORMATION**






**\*\*ORDER IS NOT CONFIRMED UNTIL CONFIRMATION ORDER # IS SENT BACK BY NMR \*\***

|   |   |                             |               |
|---|---|-----------------------------|---------------|
| <b>DELIVERY</b><br><br>Delivery rate is \$495 for all rentals up to \$1000. Rentals more than \$1000 must be quoted on a per order basis.. <b>A representative from your company must be on hand to sign for equipment.</b> Repeat deliveries and/or pick-ups are subject to an additional charge.<br><br><b>DRAYAGE NOT INCLUDED.</b><br><br><b>INSTALLATION</b><br><br>Installation and Dismantle charges to be quoted as required.<br><br><b>PAYMENT</b><br><br><b>NMR requires payment in full at the time your order is placed.</b> Payment includes but is not limited to Equipment Rental, Delivery and Tax.<br><br><b>CREDIT CARD</b><br><br>For your convenience, we will use this authorization to charge your credit card for your advance orders and any additional fees incurred as a result of on-site orders placed by your representative(s). These fees include any services provided by NMR, Inc. or charges we incur on your behalf. | <b>CANCELLATION</b><br><br>Cancellation of rental equipment and services must be made 48 hours prior to delivery. No refunds will be made for any cancellations made less than 48 hours prior to delivery.<br><br><b>** UNION HANDLING &amp; SET UP FEE (if applicable)**</b><br><br>Union fees will be based on local Union Jurisdiction and current rates. Delivery and Pickup times will also determine whether you are charged Straight Time, Overtime or Double Time. . Calculated rate will be sent back with your confirmation.<br><br>Send Orders to:<br><div><b>NMR Staging &amp; Events</b><br/><b>28 Abeel Road</b><br/><b>Monroe Twp., NJ 08831</b></div><br>Note: In venues where union participation is necessary, delivery and pick-up times may vary depending upon availability of laborers. | Show Code<br>(NMR Use only) | AVS22         |
|   |   | Equipment                   |               |
|   |   | Delivery                    | \$495 Minimum |
|   |   | Install/Dismantle           | TBD           |
|   |   | Union Labor                 | TBD           |
|   |   | Sub Total                   |               |
|   |   | 7% Sales Tax                |               |
|   |   | Grand Total                 |               |

## EXHIBITOR INFORMATION

## PAYMENT INFORMATION

(All orders must be confirmed by NMR Confirmation #)

|  |  |
|--|--|
| Company Name: _____  | Company Name: _____  |
| Booth #: _____ Booth Location: _____   | Credit Card Number: _____ Exp. Date: ____/____/____  |
| Set Up Date: ____/____/____ Set Up Time Range : ____:____ AM PM thru ____:____ AM PM   | Billing Address: _____   |
| Pick Up Date: ____/____/____ Pick Up Time Range : ____:____ AM PM thru ____:____ AM PM | City: _____ State: _____ Zip Code: _____   |
| On-Site Contact Name: _____ On-Site Contact Cell #: _____                              | Authorized Signature: _____  |
| Address: _____   | Name on Card: _____ Credit Card Code: _____  |
| City: _____ State: _____ Zip _____   | Email Address: _____   |
| Authorized Signature: _____  | <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  |

## ORDER COMMENTS

**\*\*A 3% Processing Fee will be applied to all order paying with Credit Cards**

## OTHER SERVICES AVAILABLE NATIONWIDE

**Large Screen Displays Booth Lighting | LED Walls | Interactive Content Creation**  
**Video Production | Audio Systems | Webcasting**

**COMPLETE AUDIO VISUAL SUPPORT FOR CONFERENCES AND MEETINGS**

*For questions about inventory not listed or to discuss Multiple Show Discounts,*

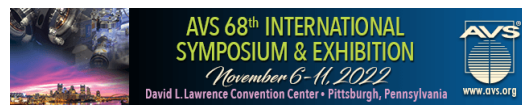
*Please contact Jim Clark 609-395-4115, [jclark@nmrevents.com](mailto:jclark@nmrevents.com)*

# AVS 68th International Symposium & Exhibition


November 6-11, 2022 | Pittsburgh, PA

Choose the solution that will *instantly* capture contact & demographic data

See page 2 for our enhanced product descriptions.



| Order Lead Retrieval  | on or before<br>8/28/22 | from 8/29/22<br>to 10/10/22 | after<br>10/10/22 | number<br>of units | TOTAL   |
|---|-------------------------|-----------------------------|-------------------|--------------------|---------|
| <b>SWAP® Mobile App</b> (1 - 2 users) <b>NEW FEATURES!</b>  | \$ 459                  | \$ 479                      | \$ 499            |                    | \$      |
| <b>Handheld Badge Scanner</b> (RT2000)<br>For “Touchless” scanner with stand, please<br>contact exhibitorservices@maritz.com. | \$ 549                  | \$ 579                      | \$ 599            |                    | \$      |
| <b>Tablet (Android Device)</b><br>For “Touchless” tablet with stand, please<br>contact exhibitorservices@maritz.com.          | \$ 479                  | \$ 499                      | \$ 549            |                    | \$      |
| <b>Add SWAP Mobile App Users<br/>to any above products</b><br>(after purchase of initial lead option)                         | \$ 149 each             |                             |                   |                    | \$      |
| <b>Bluetooth Printer</b><br>Order 1:1 for all SWAP Mobile Users,<br>Handheld Scanners and Tablets purchased                   | \$ 100                  | \$ 125                      | \$ 150            |                    | \$      |
| <b>Developer’s Kit</b> (Real Time Data Services)<br>Click <a href="#">here</a> for more information                           | \$ 950                  |                             |                   |                    | \$      |
| <b>Delivery of Reader to Booth</b><br>(Post show pickup not available)  | \$ 200                  |                             |                   |                    | \$      |
| <b>Sub-Total</b>  |                         |                             |                   |                    | \$      |
| <b>Processing Fee*</b>  |                         |                             |                   |                    | \$ 9.99 |
| <b>Total with 7% Sales Tax**</b>  |                         |                             |                   |                    | \$      |
| <b>TOTAL</b>  |                         |                             |                   |                    | \$      |



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**Your Lead Retrieval Order Confirmation will be emailed to you.**

**Note:** All equipment must be picked up at the exhibitor services desk unless delivery arrangements are made and paid for in advance of the show.

**TERMS AND CONDITIONS:**  
Purchase Orders are not accepted.

All orders cancelled prior to 30 days of the show will incur a \$100 cancellation fee. Orders cancelled within 30 days of the show will not be refunded.

Click [here](#) for additional Terms and Conditions

\* Processing fee waived when order is placed using company's online lead portal.

\*\* Taxable items and rates vary among states and are subject to change. Please call for exact quote.

**Order Online Now:** <https://exhibitor.swap.mge360.com/>

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Check if information is for: ☐ Exhibiting Company ☐ Third Party

3rd Party Company (if applicable): \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## Do not email credit card information

Upon registration for this event, all guests (foreign and domestic) agreed to Terms of Use which include voluntarily sharing their personal information with exhibiting companies via lead retrieval. Maritz Global Events recommends all customers seek their own expert advice for GDPR Compliance concerns.

**Order Online Now:** <https://exhibitor.swap.mge360.com/>

For Assistance Contact:

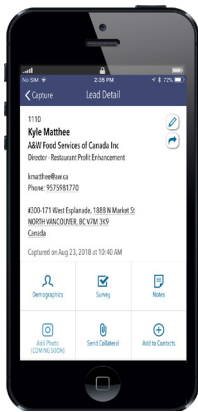
ExhibitorServices@maritz.com  
877-623-3487

*It is against Maritz Global Events' security policy to accept credit card information via email.*

**Maritz Global Events®**  
(formerly Experient)



## Which Solution is Right for Your Booth?



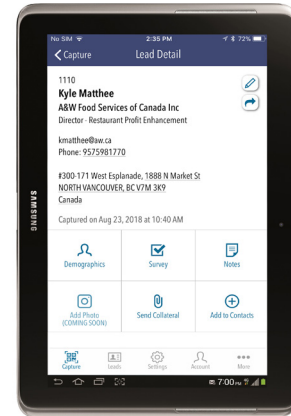
### SWAP

- Native app for Android or iOS
- Economical way to get scanning solution into the hands of each salesperson
- Tracks leads by individual
- Supports sending marketing collateral through email
- Printers pair 1:1 with each SWAP mobile device
- Business card scanning



### Handheld Scanner (RT2000)

- High Speed: excellent for booth events, product theaters, and in-booth sessions
- Ergonomic—left and right hand enabled
- Good for busy booths that require shared devices
- Printers pair 1:1 with each device



### Tablet (Android Device)

- Full connectivity with integrated scanning
- Good for booths that require a shared scanning device
- Larger screen is perfect for long surveys or detailed notes
- Printers pair 1:1 with each device
- Business card scanning

All our badge scanners run on the easy-to-use SWAP platform. Choose the option that's right for your booth or mix and match to create a custom solution.

#### Every lead choice allows you to:

- Gather data from attendee badges
- Rank leads
- Provide custom surveys
- Add notes to leads
- Access and download data from your secure portal
- Mix and match scanning solutions
- Scan leads with or without data connection
- View and edit data in real time

#### What's NEW with our badge scanning devices:

- Printers pair 1:1 with all lead solutions
- Copy over surveys from previous events
- Enhanced surveys: new branching functionality to allow for better lead qualification
- Lead matchmaking

Order Online Now: <https://exhibitor.swap.mge360.com/>

# SHEPARD LOGISTICS

**EFFICIENT. ON TIME. GUARANTEED.**

## AVS International Exhibition to 2022 MRS FALL EXHIBIT

Shepard Logistics Services is offering the **OFFICIAL Caravan**  
from AVS International Exhibition to  
**2022 MRS FALL EXHIBIT.**

### Included with service:

- Priority empty stickers
- Outbound shrink wrap at no charge

To sign up, please complete the information below and return it to [logistics@shepardes.com](mailto:logistics@shepardes.com).

A credit card must be on file to utilize this caravan service. Material Handling fees for each show are billed separately and are not included in the caravan service.

CompanyName: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Piece Count: \_\_\_\_\_

Dimensions: \_\_\_\_\_

Estimated Total Weight: \_\_\_\_\_

AVS Booth Number: \_\_\_\_\_

Shipping to: Insert Company Name for **MRS**:

MRS Booth Number: \_\_\_\_\_

MRS Advanced warehouse shipping address:

2022 MRS FALL EXHIBIT

C/O Freeman

25 Doherty Ave

Avon, MA 02322

-Delivery by 11-21-22

**Payment: If you do not have a credit card on file  
with Shepard please add your information here:**

**<https://www.shepardes.com/payment-methods>**

### Contact us.

[logistics@shepardes.com](mailto:logistics@shepardes.com)

888-568-8858