



Sevierville Convention Center • November 8 – 10, 2022

# EXHIBITOR SERVICES MANUAL

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# Welcome to the IGES at Sevierville 2022 Exhibitor Services Manual.

The information in this manual is designed to help guide you through the planning process of exhibiting at IGES at Sevierville Convention Center. Schedules and deadlines as well as links to additional information, online ordering sites, and downloadable printable order forms are included for your convenience.

The Main Menu is designed so clicking on a topic will automatically transport you to that section of the manual. Also, each page includes linked tabs at the top to help you navigate back to the Main Menu or to another section of the manual.

We encourage you to thoroughly review this document, especially those areas that pertain to you and your booth, and ask questions for any areas you need further clarification on.

*\*Note: if you have a booth at LeConte Center at Pigeon Forge, please review the IGES Pigeon Forge Exhibitor Services Manual. The information in the following pages ONLY applies to IGES booths at the Sevierville Convention Center.*





# GENERAL INFORMATION

## DATES & TIMES

### Move-In

Saturday, November 5	Noon – 6:00 pm
Sunday, November 6	8:00 am – 6:00 pm
Monday, November 7	8:00 am – 6:00 pm

- Exhibitors arriving after the posted move-in hours will not be allowed into the exhibit hall and must return the next morning.
- All booths must be completely set by 8:30 am.

### Exhibit Hall Location

#### Sevierville Convention Center

202 Gists Creek Rd  
Sevierville, TN 37876

[SCC Website](#)

### Show Days

Tuesday, November 8	9:00 am – 5:00 pm
Wednesday, November 9	9:00 am – 5:00 pm
Thursday, November 10	9:00 am – 4:00 pm

- Exhibitors will be permitted access one hour before the start of the show and for 30 minutes after the close of the show each day.
- All booths must remain set until 4:00 pm Thursday 11/10.

### Move-Out

Thursday, November 10	4:00 pm – 12:00 am
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- Outbound carriers must arrive and check-in with Shepard by 10:00 pm on Thursday 11/10.
- Bills of lading must be turned into Shepard by 10:00 pm on Thursday 11/10.
- All booths must be completely removed by 11:55 pm on Thursday 11/10. Freight will be re-routed or returned to the warehouse beginning at 10:00 pm on Thursday, 11/10.

### Registration

Saturday, November 5	Noon – 6:00 pm
Sunday, November 6	8:00 am – 6:00 pm
Monday, November 7	8:00 am – 6:00 pm
Tuesday, November 8	8:00 am – 5:00 pm
Wednesday, November 9	8:00 am – 5:00 pm
Thursday, November 10	8:00 am – 4:00 pm

[Click here](#) to register online.

## CONTACT INFORMATION

### Vendors

<b>Booth Cleaning</b> Shepard Exposition Services P: (404) 720-8600 E: <a href="mailto:orders@shepardes.com">orders@shepardes.com</a>  <a href="#">ORDER ONLINE</a>	<b>Insurance</b> Marsh Total Event E: <a href="mailto:emeraldexhibitor@totalevent.com">emeraldexhibitor@totalevent.com</a>  <a href="#">ORDER ONLINE</a>	<b>Registration</b> Maritz Global Events (MGE) P: (864) 699-0930  <a href="#">REGISTER ONLINE</a>
<b>Catering</b> Spectra Food Service P: (865) 686-1514 E: <a href="mailto:Jennifer.corum@spectraxp.com">Jennifer.corum@spectraxp.com</a>  <a href="#">ORDER FORM</a>	<b>Internet and Telephone</b> Sevierville Convention Center P: (865) 453-0001 E: <a href="mailto:jshell@sevierville.org">jshell@sevierville.org</a>  <a href="#">ORDER FORM</a>	<b>Temporary Staffing</b> Luttrell Staffing Group P: (865) 397-5607 <a href="http://www.lstaff.com">www.lstaff.com</a>
<b>General Services Contractor</b> Shepard Exposition Services P: (404) 720-8600 E: <a href="mailto:orders@shepardes.com">orders@shepardes.com</a>  <a href="#">ORDER ONLINE</a>	<b>Lead Retrieval</b> Maritz Global Events (MGE) E: <a href="mailto:exhibitorservices@maritz.com">exhibitorservices@maritz.com</a>  <a href="#">ORDER FORM</a> <a href="#">ORDER ONLINE</a>	<b>Utilities – Electrical</b> Griffin Electric Company P: (865) 249-8295 E: <a href="mailto:griffinelectric@comcast.net">griffinelectric@comcast.net</a>  <a href="#">ORDER FORM</a>
<b>Hanging Signs &amp; Rigging</b> Shepard Exposition Services P: (404) 720-8600 E: <a href="mailto:orders@shepardes.com">orders@shepardes.com</a>  <a href="#">ORDER ONLINE</a>	<b>Material Handling / Freight / Shipping</b> Shepard Exposition Services P: (404) 720-8600 E: <a href="mailto:orders@shepardes.com">orders@shepardes.com</a>  <a href="#">ORDER ONLINE</a>	<b>Utilities – Plumbing</b> Sevierville Convention Center P: (865) 453-0001 E: <a href="mailto:jshell@sevierville.org">jshell@sevierville.org</a>  <a href="#">ORDER FORM</a>
<b>Housing/Hotel Reservations</b> Eventsphere P: (844) 868-1802 E: <a href="mailto:igeshousing@eventsphere.com">igeshousing@eventsphere.com</a>  <a href="#">BOOK ONLINE</a>		

### Show Management

<b>Sales</b> Sarah Wilson Group Show Director P: (949) 325-6396 E: <a href="mailto:sarah.wilson@emeraldx.com">sarah.wilson@emeraldx.com</a>	<b>Sales</b> Ashleigh Levy Business Development Manager P: (914) 364-8822 E: <a href="mailto:ashleigh.levy@emeraldx.com">ashleigh.levy@emeraldx.com</a>	<b>Sales</b> Martin Shutzberg Account Executive P: (412) 427-1008 E: <a href="mailto:martin.shiutzberg@emeraldx.com">martin.shiutzberg@emeraldx.com</a>
<b>Sales</b> Lynn Visser Customer Success Manager P: (678) 982-5107 E: <a href="mailto:lynn.visser@emeraldx.com">lynn.visser@emeraldx.com</a>	<b>Billing</b> Renee Domaloan Order Coordinator P: (323) 817-2211 E: <a href="mailto:renee.domoloan@emeraldx.com">renee.domoloan@emeraldx.com</a>	<b>Operations</b> Anne McConahey Operations Director P: (949) 226-5709 E: <a href="mailto:anne.mcconahey@emeraldx.com">anne.mcconahey@emeraldx.com</a>

## VENDOR & SHOW MANAGEMENT DEADLINES

ASAP	Complete Your Online Directory Listing and Product Categories
ASAP	Register for Staff Badges
ASAP	Book Your Hotel Reservations
August 30/October 11	Buyer Lead Retrieval (tiered Discount Deadline)
September 30	Submit Exhibitor-Appointed Contractor Form + Insurance
September 30	Insurance <ul style="list-style-type: none"> <li>• Submit Exhibitor Certificate of Insurance</li> <li>• Purchase Insurance (if needed)</li> </ul>
October 10	Advance Warehouse Freight Receiving Begins
October 10	Custom Rentals (Discount Deadline)
October 14	Food & Beverage <ul style="list-style-type: none"> <li>• Booth Catering</li> <li>• Submit Request to Sample</li> </ul>
October 18	Furniture & Accessories (Discount Deadline)
October 18	Booth Cleaning Services
October 20	Order Internet/wireless Services
October 24	Electrical Outlets & Labor
October 28	Advance Warehouse Deadline

### ONCE YOU ARRIVE

PICK UP BADGE FROM  
REGISTRATION

☐

CONFIRM FREIGHT  
DELIVERY

☐

CONFIRM ADVANCED  
ORDERS

☐

PLACE ONSITE ORDERS

☐

## INSURANCE

IGES does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies. Exhibitors must maintain insurance that meets the requirements below and provide proof to IGES before the show.



Click here to log in to your IGES Exhibitor Dashboard (password required) to upload insurance documents. Once logged in, proceed to "Important Exhibitor Forms." Deadline: September 30.

An exhibitor shall, at their own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of the exhibitor and shall be written on an occurrence basis. Claims-made policies are not acceptable and do not constitute compliance with the exhibitor's obligations under this paragraph.

The following three types of insurance are required:

- **Workers' Compensation** insurance, unless you are the sole proprietor. A sole proprietor is a business entity that is owned and run by one individual. If you have even one other person in the booth working with you, you will need worker's compensation coverage.
- **Comprehensive General Liability** insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products, and liquor liability (if applicable).
- **Automobile Liability** insurance with limits not less than \$500,000 for each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned, and hired vehicles, including loading and unloading operators. Auto coverage is only required if there is a vehicle in your booth or if you are using a designated loading/unloading area i.e. POV area.

Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insured, Emerald (Show Management), IGES (Show), Sevierville Convention Center (Facility), and Shepard (Official Service Provider). If requested, copies of additional insured endorsements, primary coverage endorsements, and complete copies of policies satisfactory to Emerald, shall be furnished to Emerald sixty (60) days before the first day of the event. Certified copies of the Certificates of Insurance or policies shall provide that they may not be canceled without a 30-day advance written notice to Emerald/IGES.

The following **MUST** be contained on the certificate: **DOWNLOAD A SAMPLE CERTIFICATE OF INSURANCE**

"Producer" – Name, Address, and Phone Number of the insurance carrier

"Insured" – Company Name, Address, Phone Number, and Booth Number

"Description of Special Items" – Emerald (Show Management), Shepard (Official Service Provider), Sevierville Convention Center (Facility), and IGES (Show) and each of its subsidiaries, affiliates, officers, employees, agents, and representatives" must be listed as additional insured for the dates November 5 - November 10, 2022.

### NEED GENERAL LIABILITY INSURANCE?

Marsh/TotalEvent Insurance offers General Liability Insurance for \$65 plus tax. [Click here to order online.](#)



***Certificate Holder Information should be listed as:***

Emerald/IGES  
31910 Del Obispo, Suite 200  
San Juan Capistrano, CA 92675

### REPORTING

In the event of damage or loss of property, or an accident or injury, it is your responsibility to contact your insurance broker or carrier immediately.

# BOOTH REGULATIONS

## CONSTRUCTION/DESIGN

### Linear / Inline Booth Guidelines

#### Definition and/or Dimension

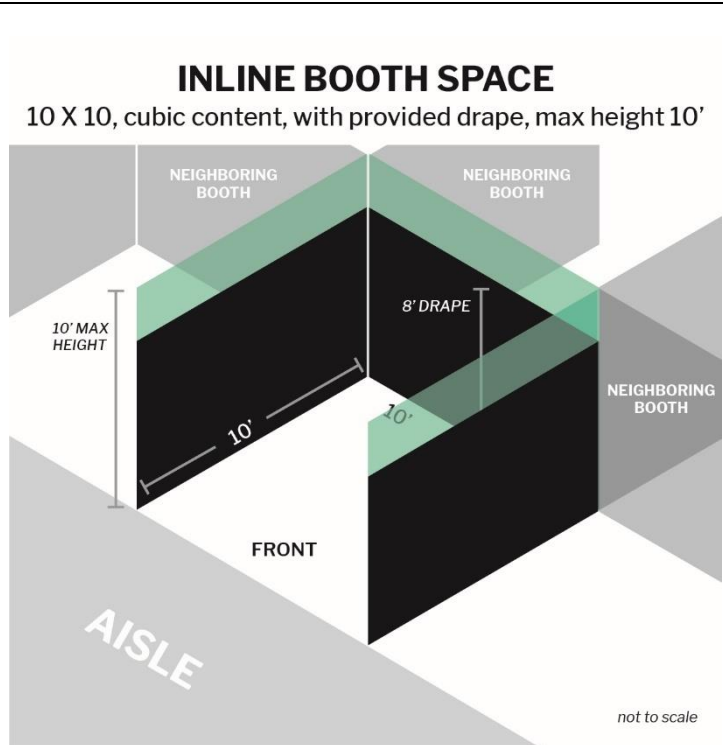
Linear booths, also called “inline” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Linear & Perimeter booths are commonly ten feet (10') deep and multiples of ten feet (10') wide, i.e., 10' x 10', 10' x 20', 10' x 30', etc.

#### What's Provided / Included (per 10'x10' increment)

- 8' high pipe and white drape back wall
- 8' high pipe and white drape side rails
- Gray booth carpet
- One 4', 6' or 8' white skirted table (*Must be ordered from Shepard in advance. Use the “Package Items-Table Size Selection” form*)
- Two side chairs
- One wastebasket
- 7" x 44" booth identification sign with the company name and booth number.

All other equipment and services are the responsibility of the exhibitor. Online ordering (where available) and printable order forms are located within this manual.



#### Use of Space – All Booths

- **Cubic Content Rule**: Exhibitors may build their exhibit within the entire width and depth of their booth and up to the maximum allowable height of the linear booth type/variation.
- Linear and corner booths maximum height is 10 ft including any product, signage and/or booth component.
- Perimeter booths maximum height is 12 ft including any product, signage and/or booth component.
- All exhibit components, including sidewalls and backwalls extending above the pipe and drape, must be completely finished, painted, and with no exposed wires or framing visible. Show management reserves the right to determine whether a wall is finished and may order draping of exposed sides at the exhibitor's expense.
- Structures with double-sided signs, including signs that are backlit, are **NOT** permitted in a linear configuration. If an exhibitor has such a booth, the exhibitor is responsible for covering the back of the exhibit components. Backlit signage must be covered with a black-out material.
- No graphics, logos, or print facing into another booth is allowed.
- Hardwall structures must sit 9" off the pipe & drape wall for electrical clearance.
- For above-booth banner options, please contact your sales representative.
- All exhibit materials (including chairs) must be kept out of the aisles. Booth materials must be flame retardant to the satisfaction of the Fire Marshal by a flame-retardant certification or ability to pass on-site flame test.

# Island / Split Island / Peninsula Booth Guidelines

## Definition and/or Dimension

- **Island Booths** are any size booth exposed to aisles on all four sides.
- **Split Island Booths** are booths exposed to an aisle on three sides, and typically back up to another island split island booth behind
- **Peninsula Booths** are booths exposed to an aisle on three sides, and typically back up to linear booths behind

Island, Split Island and Peninsula booths are typically twenty feet (20') deep by twenty feet (20') wide or larger.

### ISLAND BOOTH SPACE

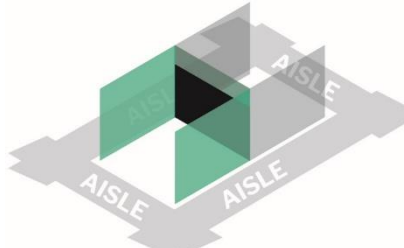
aisles on 4 sides



not to scale

### SPLIT ISLAND BOOTH SPACE

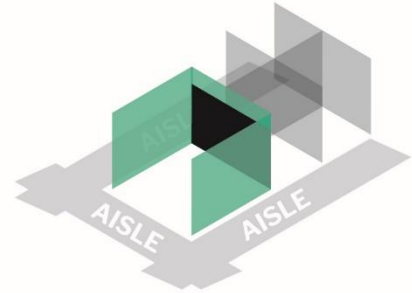
w/ provided drape



not to scale

### PENINSULA BOOTH SPACE

cubic content, aisles on 3 sides, with provided drape



not to scale

## What's Provided / Included (per 10'x10' increment)

- 8' high pipe and white drape back wall *Note: Pipe and drape, and ID signs, are not included with Island booths.*
- Gray booth carpet
- One 4', 6' or 8' white skirted table (*Must be ordered from Shepard in advance. Use the "Package Items-Table Size Selection" form*)
- Two side chairs
- One wastebasket
- 7" x 44" booth identification sign with the company name and booth number.

All other equipment and services are the responsibility of the exhibitor. Online ordering (where available) and printable order forms are located within this manual

## Use of Space – Islands, Split Islands and Peninsulas

- The entire cubic content may be used up to a maximum allowable height of 16'. Double-sided signs, logos and graphics shall be set back 5' from adjacent booths. The back wall can be up to 16'; however, any picture of product, graphics and/or logos facing into neighboring booth(s) must be masked at the exhibitor's expense.
- All exposed walls or structures must be completely finished (no exposed wiring, framing, etc.). Show management reserves the right to determine whether a wall or structure is unfinished and may order the draping of exposed sides of a wall or structure at the exhibitor's expense.
- No graphics, logos, or print facing into another booth is allowed.
- Hardwall structures must sit 9" off the pipe & drape wall for electrical clearance.
- For above-booth banner options, please contact your sales representative.
- All exhibit materials (including chairs) must be kept out of the aisles. Booth materials must be flame retardant to the satisfaction of the Fire Marshal by a flame-retardant certification or ability to pass on-site flame test.

## Hanging Signs & Airborne Objects

### Hanging Signs & Banners

Hanging signs and banners that hang above your booth from the ceiling are subject to airspace fees. Please contact your sales representative for more information, or [click here for “Above Booth Banner” options in the IGES Sponsorship Gallery.](#)

### Drones

No drones, remotely piloted aircraft systems (RPAS), or Unmanned Aerial Vehicles (UAVs) are permitted.

### Banners

Ground-supported banners are permitted up to 10 ft. high and must be single-sided with no graphics showing through to neighboring booths. All banners over 8’ high MUST be installed by Shepard. This includes banners that are hung from telescopic rods. For additional information please contact Shepard. *Note: Hanging signs and banners that hang above your booth from the ceiling are subject to airspace fees. Please contact your sales representative for more information.*

Banner Flags (free-standing pole flags, feathered flags) can extend slightly above your booth height limit within reason (subject to show management approval). Banner flags cannot hang outside of your booth space and cannot hang into the aisle or into a neighbor’s booth.

### Balloons

Balloons may not be given away or sold.

The use of helium balloons may be permitted only with prior facility director approval, provided that:

- They are securely anchored or strung together (i.e. arched).
- They are removed at the end of the event.
- Exhibitor will be charged a fee for removal of balloons from the Sevierville Convention Center ceilings.
- Helium air tanks must be stored outside of the building and appropriately secured.

### Lighting/Truss

No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to show management for approval.

Lighting, including spotlights and gobos, should be directed to the inner confines of the exhibit space. Lighting should not project onto other exhibits or exhibition aisles. Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved by show management. Lighting that spins, rotates or pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the exhibition. Droplights or special lighting devices must be hung at a level or positioned so as not to prove to be an irritant or distraction to neighboring exhibit booths or guests.

Currently, some facilities do not allow quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with show management for rules specific to the event facility.

Use of halogen rules vary by facility and should be verified prior to booth construction. To ensure safety, halogen lamps are limited to 75-watts and must be of the sealed variety which prevents direct handling of the bulb. The use of any stem mounted halogen or other fixtures employing either a linear quartz bulb or a non-shielded halogen bulb is strictly prohibited.

## FREIGHT & DELIVERIES

### Warehouse Shipping Address

Exhibiting Company Name & Booth #

IGES - Sevierville

c/o Tforce c/o Shepard Exposition Services

3718 East Governor John Sevier Highway

Knoxville, TN 37914

### Download the IGES – Sevierville 2022 Advance Warehouse Shipping Label here

Shepard will accept crated, boxed, or skidded materials at their warehouse **beginning** Monday, October 10, 2022 at the above address. Material arriving after Friday, October 28, 2022, will be received at the warehouse with an additional after deadline charge.

Please note that the Shepard warehouse does not accept uncrated freight (loose, pad-wrapped material, and/or unskidded machinery), COD shipments, machines, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing over 5,000 pounds, or a single piece of freight beyond the dimensions of 180 inches high x 93 inches wide.

Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 a.m. and 4:00 p.m.

Certified weight tickets must accompany all shipments.

### Direct to Show Site Address

c/o Shepard Exposition Services

Exhibiting Company Name & Booth #

IGES Sevierville

Sevierville Convention Center

202 Gists Creek Road

Sevierville, TN

### Download the IGES – Sevierville 2022 Show Site Shipping Label here

Shepard will receive shipments at the exhibit facility **beginning Saturday, November 5, 2022**. Shipments arriving before this date may be refused by the facility. Any charges incurred for early freight accepted by the facility or for multiple delivery attempts will be the responsibility of the exhibitor. Certified weight tickets must accompany all shipments.

### Material Handling

**Any materials received by Shepard are subject to material handling fees and are the responsibility of the exhibitor.** This also applies to items not ordered through Official Show Vendors. [Review Material Handling Service rates here](#) or visit [Shepard Online](#).

### Exhibitor Unloading

If you are unloading your own vehicle, proceed to the freight doors and/or loading docks. IGES and Shepard staff will be available onsite with unloading instructions. Please do not use the freight doors or loading docks without instructions from show staff. Limited carts and hand trucks will be available at no charge for exhibitor loading and unloading.

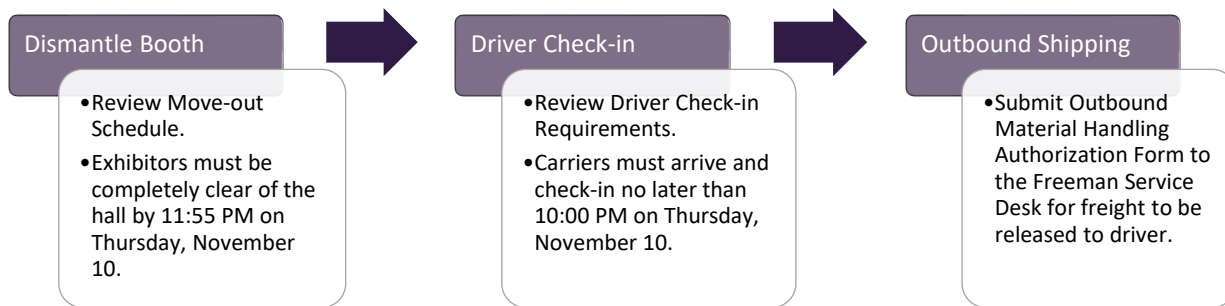
Exhibitors may not use any type of powered and/or mechanical equipment. If you need assistance unloading, you may hire labor through Shepard. If you need a forklift to unload and load, you must contract with Shepard.

[Click here for additional information](#), or please contact Shepard at [orders@shepardes.com](mailto:orders@shepardes.com) or (404) 720-8600.



## Outbound Shipping

Every outbound shipment will require a material handling agreement and shipping labels. Shepard offers complimentary pre-printing of these items.



## INSTALL/DISMANTLE & LABOR REGULATIONS

### Early Breakdown Warning – Enforcement & Penalties

Early booth breakdown is prohibited. An exhibitor is in violation of early breakdown if they start to break down their booth, remove product from their shelves, box up product and are unable to conduct business in their booth **PRIOR TO 4:00 PM** on Thursday, November 10.

Dollies, carts and other move-out equipment are not allowed on the show floor until after 4:00 PM on Thursday, November 10

### Late Set-Up

Exhibitors arriving after the posted move-in hours WILL NOT be allowed into the exhibit hall and must return the next morning. Those in the exhibit hall at the end of the official posted time may remain to finish work in progress until it is time to clear the hall at 10:00 PM. No re-entry will be allowed after official posted times.

### Labor/Union Laws

Tennessee is a right-to-work state. Exhibitors may use full-time company personnel to set-up an exhibit, however they cannot operate heavy machinery or lift equipment. If full-time company personnel are utilized, they are required to carry photo ID as well as company identification, such as an insurance identification card or payroll stub.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance, or repairs on your products.

If, however, you hire any labor to assist you, it must be through the Official Contractor (Shepard) or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor.

**Shepard is the official service contractor for IGES. As the official service contractor, Shepard has the responsibility for material handling, all suspended rigging and booth cleaning services. Labor rules and regulations can be found [here](#).**

### Safety

#### Fire Marshal Requirements & Permitting

Exhibitors must comply with local regulations regarding fire/safety and environment which must be adhered to. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous.

#### Fire and Safety

- The travel distance within the exhibit to an exit access aisle shall not exceed 50 feet (15.25 meters).
- Cardboard, crepe paper, corrugated paper or other combustible materials are prohibited.
- Exhibitors that have fire alarms, fire extinguishers, fire strobe lights or fire hose cabinets within the exhibit space must have them visible with an unobstructed path from the aisle to the fire device location.
- Spray painting is prohibited.

- Welding is allowed with written permission of show management, and provided exhibitor procures all necessary permits and licenses and provides evidence of the requisite permits to the facility prior to the event.
- Helium and gas cylinders used for refilling must be secured in an upright position on American National Standards Institute (ANSI) approved safety stands with the regulators and gauges protected from damage. Overnight storage of cylinders in the building is prohibited.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency (EPA) and the facility.

#### **Flammable and Toxic Materials**

- All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame retardant.
- Samples should also be available for testing.
- Materials that cannot be treated to meet the requirements should not be used.
- A flame-proofing certificate should be available for inspection.
- Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.
- Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

#### OSHA Regulations

All exhibitors and hired third-party contractors must comply with environmental laws and OSHA regulations.

#### **Cleaning**

##### Booth Cleaning

Shepard is the exclusive booth cleaning contractor for this show. To order cleaning, please refer to the Shepard order forms. Please note: your booth will **not** be automatically vacuumed the night before the show open unless you order this service.

##### Clean Floor Policy

Empty crates, skids, cartons and cases must be removed from your booth by 5:00 pm Monday, November 7. Cartons may NOT be stored behind curtains or in your booth. The Shepard Service Center can provide “empty” stickers to affix to boxes, cases and crates. Shepard will store and return them to your booth at show closing. The policy will be strictly enforced by Show Management and the Sevierville Convention Center. Crates without empty or access storage stickers will be tagged by the area floor managers or Shepard and removed from the exhibit hall – whether full or empty. Exhibitors may request product to be returned to their booth at the exhibitor’s expense. Depending on where the crates are located, it may not be possible to access the crates prior to move-out.

Should exhibitors have cartons and cases they need to access throughout the event, Accessible Storage is a service provided by Shepard that allows an exhibitor to access their materials in a Fire Marshal approved designated area. Please reference [Shepard Online](#) and use the “On-Site Storage” form for additional information and instructions to order.

##### Excessive/Bulk Trash

Any bulk trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a dumpster fee and a disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of published exhibitor move-out that is not labeled for an outbound shipment or donation will be considered abandoned and deemed as bulk trash. Bulk trash is defined as any waste larger than 3’ x 3’ x 3’. The exhibitor will be charged for the removal and disposal of these items.

##### Booth & Material Abandonment

Exhibiting companies are required to make cleaning and labor arrangements for both material dismantle and/or removal. It is expected and required that all the exhibiting material be removed at the end of the show. It is not appropriate for bulk material to be left in the aisles during move-in or left behind during move-out. This includes, but is not limited to: flooring, large boxes and crates, racks, exhibit displays, literature, etc. If the exhibiting company does not want any or part of their exhibit material, arrangements for cleaning labor and dumpster/disposal need to be made in advance through Shepard. Exhibitors that do not comply with this policy

and leave excessive literature and/or display materials in their booth during move-in or move-out will be deemed guilty of “material abandonment” and will be charged for the removal of these items.

### Care of the Facility

It is understood that exhibitors shall neither injure, nor mar, nor in any manner deface the premises. No bolts, screws, hooks, or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas. No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers. Decals or other adhesive materials shall not be applied or affixed to the walls, columns, or floor of the exhibit areas. All curtains, draperies and decorations made from textiles of combustible fibers or other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions.

Exhibitor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agent’s contractors or representatives.

## EXHIBITOR APPOINTED CONTRACTOR

If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the following rules and regulations must be adhered to by the exhibitor and the EAC. **These rules will be strictly enforced.**

Completion of the required EAC Notification Form & Insurance Submission is required and qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC.

The EAC/I&D contractor must be licensed, insured, and authorized to work in the Sevierville Convention Center. Contractors must adhere to all rules and regulations of IGES, Shepard, the Sevierville Convention Center, and the local unions.

This includes keeping “no freight aisles” clear, clearing empty crates off the show floor, not dismantling any portion of the booth before show close, and being properly badged.



Exhibitors using an installation and dismantling contractor (I&D), and/or an exhibitor appointed contractor (EAC) to set-up or teardown their exhibit, must complete the EAC Notification Form & Insurance Submission by September 30.

[Click here to log in to your IGES Exhibitor Dashboard](#) (password required). Once logged in, proceed to “Important Exhibitor Forms.” The form must be filled out completely and submitted with the EAC’s certificate of insurance. Deadline: September 30.

All contracted personnel must pick up the daily EAC wristband from a designated EAC Check-In area before admission to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D.

The EAC shall refrain from placing an undue burden on the official service contractors by interfering, in any way, with the official contractor’s work. If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors or impairs the smooth installation and dismantling of the event, the EAC will immediately cease such disruption or be removed from the event site. Show Management will have the final decision in such instances.

The EAC shall not solicit business at the event and personnel must wear the daily wristband at all times. It is the exhibitor’s responsibility to make sure that all independent contractors are properly badged before arrival.

Emerald (Show Management), IGES (Show Management) the Sevierville Convention Center (Facility), and Shepard (General Service Contractor) must be named as additionally insured by all contractors working in the hall. Show Management must receive the certificate of insurance no later than 30 days before the commencement of installation and it must be submitted using the online [EAC Notification Form & Insurance Submission](#) in the IGES Exhibitor Dashboard, Important Exhibitor Forms section. Certificates received through mail, e-mail, fax, or any other means will not be accepted. Show Management will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of:

- Certificate of insurance for workers’ compensation and employers’ liability, comprehensive general liability, and automobile liability insurance.
- The workers’ compensation and employers’ liability insurance must provide a minimum limit of (recommended \$500,000 USD) and meet the requirements established by the state in which the event is being held.
- Comprehensive general liability coverage must provide at least (recommended \$1 million USD per occurrence /\$2 million USD general aggregate) in coverage and shall name Show Management, the sponsoring associations, the event owners, the official contractor, and the facility as additional insured.
- Automobile liability should include all owned, non-owned, and hired vehicles with limits of (recommended \$500,000 USD) bodily injury and (recommended \$500,000 USD) property damage liability.

In performing work for their clients, the EAC shall cooperate fully with the official contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by Show Management in any contracts with the official contractors. Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the event site.

Services ordered on behalf of exhibitors by EACs or other third parties must be so authorized in writing by the exhibitor. Payment for all services will be the responsibility of the exhibitor.

## UTILITIES

### ELECTRICAL

All electrical must be ordered through Griffin Electric Company. Booths may have outlets pre-dropped in the booths. Please be advised that if you plug into these electrical outlets without having placed an order, you will be charged for your power usage at a higher rate than if you had ordered it in advance. For your safety and the safety of other show participants, all electrical work including floor distribution must be performed by Griffin.

- Hardwall structures must sit 9" off the pipe & drape wall for electrical clearance.
- Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors, unless specified otherwise.
- All equipment, regardless of source of power, must comply with all federal, state and local building and safety codes.
- All service connections and overload protection to such equipment must be made by Griffin Electric Company only.
- All equipment must be properly tagged and wired with complete information as to type.
- All appropriate exhibitor's extension cords must be of the three-wire grounded type; residential-type extension cords and power strip cords are prohibited by local building and safety codes.
- All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.
- Exhibitor is responsible for turning off all booth lights before leaving the facility each day.

### INTERNET SERVICES

Sevierville Convention Center is the exclusive provider of telephone services, as well as both hard wired and wireless high-speed Internet to exhibitors at the Sevierville Convention Center. [Download the order form here.](#)

IGES provides complimentary WiFi which is suitable for viewing basic Web pages and email.

### PLUMBING

Sevierville Convention Center is the exclusive provider of plumbing services to exhibitors at the Sevierville Convention Center. [Download the order form here.](#)

## ONSITE BOOTH GUIDELINES

### DISPLAY

#### **Animals**

Permission for any domesticated animal (cats, dogs, etc.) to appear must be approved by show management then by the facility. Non-domesticated animals will be considered on an individual basis. Under the Americans with Disabilities Act (ADA), show management must allow people with disabilities to bring their service animals into all areas of the facility where exhibitors and attendees are normally allowed to go. Service animals are animals that are individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting persons having seizures, or performing other special tasks.

#### **Booth Appearance**

All open or unfinished sides of the exhibit which may appear unsightly must be covered or show management will have them covered at the exhibitor's expense. Any portion of the exhibit bordering another exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering, or graphics that would detract from the adjoining exhibit.

#### **Canopies & Ceilings**

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or for hanging products). Canopies for linear or perimeter booths should comply with your specific booth's Construction/Design guidelines (i.e.. line-of-sight or cubic content). The base of the canopy should not be lower than 7 feet from the floor within 5 feet of any aisle. Canopy supports should be no wider than 3 inches. This applies to any booth configuration that has a sight line restriction, such as a linear booth.

## Display of Product

Aisles must not be obstructed at any time. No portion of an exhibitor's display, product, or demonstration may extend into any aisle, including an audience. Space within the booth must be designated for any group of attendees viewing or participating in a presentation or demonstration within the booth.

Fog, smoke, and steam machines are not permitted.

Exhibitors are prohibited from possessing, displaying, or depicting any products or components in their booth which could be interpreted as being a promotion of another company.

No exhibit will be permitted which interferes with the use of other exhibits or impedes access to the aisles.

Items located in the exhibit space must be in good taste or will be removed at the discretion of show management.

## Hanging Signs & Graphics

Hanging signs and banners that hang above your booth from the ceiling are subject to airspace fees. Please contact your sales representative for more information, or [click here for "Above Booth Banner" options in the IGES Sponsorship Gallery.](#)

## Storage

Storing of any crates, cartons, boxes or other show materials within or behind your booth is strictly prohibited. Violators of fire codes are subject to fines and confiscation of materials. **Cartons may not be stored behind curtains or in your booth.**

Empty crates, cartons and boxes must be removed from the exhibitor's booth. Empty containers will be picked up by Freeman. Freeman will return all "empties" at the conclusion of the Show.

Exhibitors may obtain labels marked "EMPTY STORAGE" at the Freeman Services Desk and should affix them to each empty crate, carton and box. Please be certain to mark your exhibit booth number on each label.

Exhibitors are cautioned not to leave any merchandise in boxes being stored with "EMPTY STORAGE" labels.

## Vehicles on Display

Vehicles may be used as a display and require advance approval from Show Management. Please email Anne McConahey [anne.mcconahey@emeraldtx.com](mailto:anne.mcconahey@emeraldtx.com) for more information.

## DEMONSTRATIONS

### Aisle Space

Exhibitors shall not solicit business and distribute literature in aisles or engage in any activity that leads to congestion in the aisles.

Aisle logos, such as gels, footprints, floor stickers, etc., are not allowed unless they are purchased as an official sponsorship. If your company is interested in sponsorship opportunities, please contact your sales representative.

### Exhibitor Conduct /Good Neighbor Policy

Activities may not disturb neighboring booths. Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits.

Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.

Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed.

## Food & Beverage Sampling

Spectra, the facility's exclusive food and beverage vendor, has a responsibility to strictly regulate any food and beverage activity. All food must be prepared and served from within the regulations of the city and county.

Any exhibitor that intends to sample products must apply at least 3 weeks in advance and follow all Spectra and Tennessee Department of Health guidelines. [Click here to download the Spectra authorization request form and information.](#)

Alcohol must be purchased and dispensed by Spectra. No outside alcohol may be brought into the facility, including owned and donated product.

No other food and beverage items may be brought into the facility.

## Noise / Music

Exhibitors may use sound equipment in their booths so long as the noise level does not exceed 85dB or disrupt the activities of the neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than the aisle or any adjacent booth.

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music. Show management does not have a license with any licensing agencies; therefore, exhibitor is responsible for obtaining licensing directly. Adherence to these federally mandated copyright licensing laws is of critical importance.

## Raffles, Drawings, and Contests

Raffles, drawings and contests, if permitted by law, are allowed in an exhibitor's booth but will be regulated by show management. Show management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere. These activities include and are not limited to, handouts, contests, lotteries, promotional activities, entertainment, raffles and drawings.

## ADDITIONAL INFORMATION

### Americans with Disabilities Act (ADA)

All exhibiting companies are required to comply with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Click [here](#) for more information on the Americans with Disabilities Act (ADA).

### Distribution of Promotional Items

Circulars, catalogs, magazines, folders, promotional, educational or other giveaway matter may be distributed only inside the exhibitor's display. Distribution from booth to booth or canvassing on any part of the facility property is forbidden. Exhibitors must confine their exhibit activities to the space for which they have contracted.

No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, shuttle buses, parking garages, etc., without prior written approval of show management.

### Food & Beverage

All food and beverage must be purchased from Spectra, the exclusive food service provider for the Sevierville Convention Center. Information including menus can be found [here](#). No other food items or beverages may be brought into the facility.

## Photography

Photography and video recording are NOT permitted in the exhibit hall except by the Official Show Photographer, or approved members of the press.

Exhibitors may photograph or record their own exhibits ONLY.

Photography or video recording of any area outside an exhibitor's booth (including but not limited to Registration Areas, Keynote Sessions, Conference Sessions and Meeting Rooms) is prohibited.

Photo shoots scheduled outside of published show hours must be approved in advance and include a security escort ordered from the official security provider.

Members of the press must first receive permission from the exhibitor to photograph the exhibitor's booth.

## Sale of Booth(s)

Any display items sold during the show cannot be removed from the show floor until after closing on the final show day. Exhibitors who choose to sell their display items must work jointly with the purchasing party to arrange for removal of the items from the show floor, while following all move-out and labor regulations. Exhibitors must also escort the purchaser to the exhibit hall exit and confirm with security that the purchaser is authorized to remove the items from the exhibit hall.

## Sharing of Exhibit Space

An exhibitor may not bridge an aisle, whether by a physical structure, carpeting, banners, etc., in order to connect their exhibit space with one across the aisle without permission from show management. Sponsorship fee will apply.

## Strolling Entertainment & Suitcasing

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space are not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations and loss of priority points.

Suitcasing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or event without the proper authorization by show management or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund and additional penalties.

The selling or solicitation of product or services may only be conducted by companies in good standing, within their exhibit space, confirmed meeting or conference space or within the event as authorized by show management. Companies conducting business outside the confines of the exhibit hall, booth location or in unauthorized properties without the permission of show management are in violation of this clause.



## **SECURITY INFORMATION**

IGES Show Management makes every effort to protect exhibitors' merchandise and displays. Show Management will provide perimeter guard service to include move-in hours, show days hours, and move-out hours. While Show Management will implement security measures to safeguard your property, neither Show Management, the Convention Center, agents nor employees assumes any responsibility for such property, loss, or theft.

Exhibitors are solely responsible for the care, custody, and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.

Small electronic equipment such as video players, monitors, cameras, etc., should never be left unattended. In cases where valuable equipment may not be removed to storage daily, the services of a private booth guard are available. Contact [anne.mcconahey@emeraldx.com](mailto:anne.mcconahey@emeraldx.com) for more information on hiring a private booth guard.

When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship computers, monitors, tablets, or other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.

At the close of the show, when your materials have been packed and bills of lading have been prepared, turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.

### ***Tips To Help Protect Your Product***

- Monitor your booth when your product is being delivered.
- Hire a security guard to watch your booth overnight.
- Perform an inventory after your product has been delivered and note any damages or missing items.
- Do not list the contents on the outside of your shipping crates/boxes. Use a code to indicate contents.
- After show hours cover your displays with a tarp or other solid material to discourage potential theft.
- Do not leave valuable exhibit materials or proprietary information under tables or behind displays when the show is closed, or your booth is unattended.
- Always staff your booth during show hours (required).
- Staff your booth until your product and/or the floor is cleared during move-out. Once the show has closed, pack as quickly as possible and do not leave your display unattended.

## REGISTRATION

### STAFF BADGES

Booth personnel may be registered online by [clicking here](#). Exhibitors are entitled to an allotment of 3 badges per 10x10. Additional staff badges may be obtained for a fee.

Badges will not be mailed. Register online and you will receive a confirmation email. Print and bring the confirmation to show site, or we will scan the confirmation from your Smartphone. Your badge will then be printed and handed to you onsite.

Badges must be worn at all times while at the show. No one will be allowed on the exhibit floor at any time without a badge.

Each employee must provide personal identification (driver's license with photo or passport) and personal business identification (personalized business card, W2 form, or cancelled payroll check) to confirm entrance into the exhibit floor and to pick up their badge.

The authorized contact(s) is/are the only staff member(s) who can make additions and changes to your original badge request, both in advance and on-site at the Show. Exhibitor badges are for exhibitor staff only.

Your badge(s) are the property of IGES and are non-transferable and may be revoked at any time. There is a fee of \$100 to replace a misplaced or lost badge. Your badge will only be reprinted once at the Show.

### ADMISSION POLICY

#### **Attendee Requirements**

IGES is open to the trade only. Qualified buyers may register online at [www.iges.us](http://www.iges.us) or onsite.

#### **Children**

Children are allowed inside the show floor **during show open days/hours only**. However, the adult guardian is always liable and responsible for the minor. Attendee understands that IGES is a place of business, and it is expected that the minor must be respectful and not disrupt business. If complaints are received, the adult/guardian and minor will be asked to leave. Children are not allowed during move-in and/or move out.

#### **Exhibitor Appointed Contractors (EAC)**

**It is the exhibitor's responsibility to make sure your independent contractors abide by all rules and regulations including:**

- All EACs must obtain an IGES badge or wristband prior to entry to the exhibit floor. All EAC personnel must check in at EAC Registration prior to entry to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D.
- EACs must submit certificates of insurance to IGES prior to the show. For insurance requirements, please refer to the Required Insurance and Exhibitor Appointed Contractors pages within this manual.
- EACs must adhere to all rules and regulations of IGES, the Sevierville Convention Center and the local unions. This includes keeping "no freight aisles" clear, clearing empty crates off the show floor, and always wearing an IGES badge or wristband.

## GETTING THERE

### HOTELS

Eventsphere is the official hotel agency for IGES and the best way to book hotel reservations. Hotel arrangements can be made online through the [Exhibitor Housing Reservations](#) page.

### PARKING

Sevierville Convention Center has 1,571 parking space adjacent to the facility including service lots and a parking deck. For detailed driving directions, please visit the Sevierville Convention Center [website](#).

### CITY TROLLEY SERVICE

Fun Time Trolley has provided a safe, affordable, and convenient form of transportation. The trolley stops all throughout Pigeon Forge as well as a portion of Sevierville. For more information visit [www.pigeonforge.com/trolley](http://www.pigeonforge.com/trolley)

### SHUTTLES

IGES provides convenient shuttle service throughout the show. Please review the schedule on the [IGES website](#).

### RIDESHARE / TAXI

Taxis, Uber, and Lyft are available; however the supply in this area is limited. Please plan well in advance, and allow for longer wait times.

### BUSINESS CENTER

There is no business center at the Sevierville Convention Center. IGES Show Management may be able to print small requests (up to 20 pages, black and white only) at the Booth Renewal Desk located in the lobby by the fireplace. The closest full-service copying center is located approximately 1.5 miles away at Staples, 713 Winfield Dunn Prkwy, Suite 2, Sevierville TN 37876, Phone (865) 774-3986.

## SPONSORSHIP AND PROMOTIONAL OPPORTUNITIES

Log in to your [IGES Exhibitor Dashboard](#) to enter your company profile and product categories as soon as possible.

Find opportunities to maximize your exposure and brand presence to the entire IGES audience by visiting the IGES website:

- [Sponsorship & Advertising](#)
- [Free customer promo tools](#)



# Shepard

## EXHIBITOR SERVICE MANUAL



**IGES – Sevierville**

Sevierville Convention Center | Sevierville, TN  
November 8 - 10, 2022

**G184441122**



## IGES – Sevierville

Sevierville Convention Center | Sevierville, TN

November 8 - 10, 2022

# SHOW INFORMATION

G184441122

## Booth Package

Items provided in your booth, per exhibitor:

- 8' High Backwall Drape with 8' High Sidewall Drape
- 7" x 44" Cardstock Identification Sign
- (1) 4', 6', or 8' x 24"W X 30"H White Skirted Table
- (2) Side Chairs
- (1) Wastebasket
- Grey Booth Carpet

## Show Colors

Show Drape Color(s): White

## Exhibit Show Schedule

### GENERAL EXHIBITOR MOVE-IN

Saturday, November 5, 2022 • 12:00PM to 6:00PM

Sunday, November 6, 2022 • 8:00AM to 6:00PM

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

### EXHIBIT HOURS

Tuesday, November 8, 2022 • 9:00AM to 5:00PM

Wednesday, November 9, 2022 • 9:00AM to 5:00PM

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

### EXHIBITOR MOVE OUT

Thursday, November 10, 2022 • 4:00PM to 12:00AM

### FREIGHT REROUTE BEGINS\*

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

Thursday, November 10, 2022 | 10:00PM

## 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 | 12:00PM

## Shipping Addresses

### ADVANCE WAREHOUSE SHIPMENT ADDRESS

Exhibiting Co. Name & Booth Number

IGES – Sevierville

c/o Tforce c/o Shepard Exposition Services

3718 East Governor John Sevier Highway

Knoxville, TN 37914

### DIRECT TO SHOW SITE SHIPMENT ADDRESS

c/o Shepard Exposition Services

Exhibiting Co. Name & Booth Number

IGES – Sevierville

Sevierville Convention Center

202 Gists Creek Road

Sevierville, TN 37876



## IGES – Sevierville

Sevierville Convention Center | Sevierville, TN

November 8 - 10, 2022

# INFORMATION

G184441122

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

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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 · 12:00PM to 6:00PM  
Sunday, November 6, 2022 · 8:00AM to 6:00PM  
Monday, November 7, 2022 · 8:00AM to 6:00PM  
Tuesday, November 8, 2022 · 9:00AM to 5:00PM  
Wednesday, November 9, 2022 · 9:00AM to 5:00PM  
Thursday, November 10, 2022 · 9:00AM to 12:00AM

### Exhibitor Move Out

Thursday, November 10, 2022 · 4:00PM to 12:00AM

### 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 **Thursday, November 10, 2022 | 10:00PM**.

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

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

### Post Show Paperwork & Labels

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

### Outbound Shipping

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

### Pick Up Address

Sevierville Convention Center  
202 Gists Creek Road  
Sevierville, TN 37876

# ONLINE ORDERING


## IT'S EASY.


**IGES – Sevierville**

Sevierville Convention Center | Sevierville, TN

**G184441122**

November 8 - 10, 2022

Order online through the Shepard Exhibitor Portal at <https://apps.shepardes.com/olk/intro.asp>. Login or Create an Account and follow the simple instructions for ordering. If you need assistance during your shopping experience, contact us using our  chat feature on the right side of the screen. Representatives are

1. Go to: <https://apps.shepardes.com/olk/intro.asp>.
2. Select the Event.
3. Login from the Show Information page by clicking the  button.
4. Select your event, enter your email address and password then click Login.  
User Name = **Your Email Address**  
(provided by Event Management)  
Password = **IGESSV22**
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 

# METHOD OF PAYMENT

**IGES – Sevierville**

Sevierville Convention Center | Sevierville, TN

**G184441122**

November 8 - 10, 2022

Please review the information and complete your payment information online.

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

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

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

**Complete your payment information online.**

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

**Discount Pricing Deadlines**

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

**Online: Tuesday, 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: **IGES – Sevierville**

EVENT CODE: **G184441122**

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

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

**TAX EXEMPT?** Please submit tax exemption certificate to: [orders@shepardes.com](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

IGES – Sevierville

Sevierville Convention Center | Sevierville, TN

G184441122

November 8 - 10, 2022

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

*continued on the next page*

# TERMS & CONDITIONS (continued)

## IGES – Sevierville

Sevierville Convention Center | Sevierville, TN

G184441122

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

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

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

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

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

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

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

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

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

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

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

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

# SAFETY FIRST PLAN

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

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

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

### Our Commitment!

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



#### Hand Hygiene

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



#### Safety Signage

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



#### Hand Sanitizing Stations

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



#### Exhibitor Service Center

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



#### Daily Safety Briefings

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



#### Social Distancing/No Contact Rule

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



#### COVID-19 Training

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



#### Team Meeting Areas

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



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## THIRD PARTY PAYMENT

**G184441122**

**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.



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# EXHIBITOR APPOINTED CONTRACTOR (EAC)

**G184441122**

**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)



## With Shepard, You Can.

**IGES – Sevierville**

Sevierville Convention Center | Sevierville, TN

November 8 - 10, 2022

**TABLE SIZE SELECTION****G184441122****DISCOUNT DEADLINE:\* MONDAY, OCTOBER 10, 2022****Each 10' x 10' booth package includes (1) table.**

Please select the size of your desired table(s) below.

CODE	QTY	ITEM
5005303		4' x 24" x 30" Skirted Table - White
5005403		6' x 24" x 30" Skirted Table - White
5005503		8' x 24" x 30" Skirted Table - White

*You are allotted (1) table per 10' x 10' space.**Ex. If you have a 10' x 20' space you are allotted (2) tables.***Each 10' x 10' booth package includes the following items:**

- 8' High Backwall Drape with 8' High Sidewall Drape
- 7" x 44" Cardstock Identification Sign
- (1) 4', 6', or 8' x 24"W X 30"H White Skirted Table (selected above)
- (2) Side Chairs
- (1) Wastebasket
- Grey booth carpet

Counter height tables may be ordered at a cost through the furnishings form included in this manual.

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: \_\_\_\_\_



# GRID PANEL BOOTH PACKAGES

IGES – Sevierville

Sevierville Convention Center | Sevierville, TN

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ORDER ONLINE!

G184441122

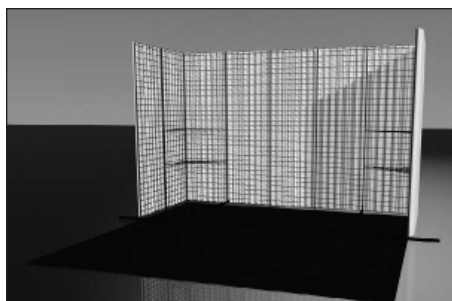
**DISCOUNT DEADLINE:\* MONDAY, OCTOBER 10, 2022**

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

**Please note that all booth packages below are Pre-Order only and must be ordered 4 weeks prior to show open.**

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.

Standard weight allowance is 25 lbs. per panel. If the weight of your items exceeds the maximum panel weight, please contact our Exhibit Solutions department.

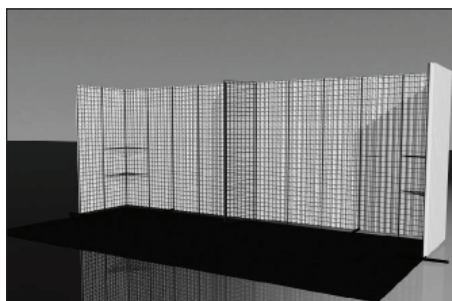


10' x 10' Grid Booth. 9 Grid Panels.

## 10' x 10' Grid Booth Package

10' x 10' Booth Package includes 5 grid panels (2' wide x 8' high) in the back and 2 panels on each side, with 4 feet and 2 shelves in each corner for stabilization. **Total of 9 Grid Panels.**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
5079003	9 Panels - Black		\$595.55	\$684.90	\$767.10	
5079006	9 Panels - White		\$595.55	\$684.90	\$767.10	
5079071	9 Panels - Chrome		\$655.70	\$754.05	\$844.55	

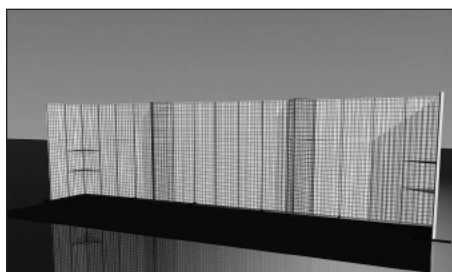


10' x 20' Grid Booth. 14 Grid Panels.

## 10' x 20' Grid Booth Package

10' x 20' Booth Package includes 10 grid panels (2' wide x 8' high) in the back and 2 panels on each side, with 4 feet and 2 shelves in each corner for stabilization. **Total of 14 Grid Panels.**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
5079103	9 Panels - Black		\$1,191.05	\$1,369.70	\$1,534.05	
5079106	9 Panels - White		\$1,191.05	\$1,369.70	\$1,534.05	
5079171	9 Panels - Chrome		\$1,298.20	\$1,492.95	\$1,672.10	



10' x 30' Grid Booth. 19 Grid Panels.

## 10' x 30' Grid Booth Package

10' x 30' Booth Package includes 15 grid panels (2' wide x 8' high) in the back and 2 panels on each side, with 5 feet and 2 shelves in each corner for stabilization. **Total of 19 Grid Panels.**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
5079203	9 Panels - Black		\$1,519.00	\$1,746.85	\$1,956.45	
5079206	9 Panels - White		\$1,519.00	\$1,746.85	\$1,956.45	
5079271	9 Panels - Chrome		\$1,672.90	\$1,923.85	\$2,154.70	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.75%
AMOUNT DUE	\$ _____

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

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

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

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



Need help? Contact us: [exhibits@shepardes.com](mailto:exhibits@shepardes.com)

[shepardes.com](http://shepardes.com) | 14





# ADDITIONAL DISPLAY PANELS

IGES - Sevierville

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ORDER ONLINE!

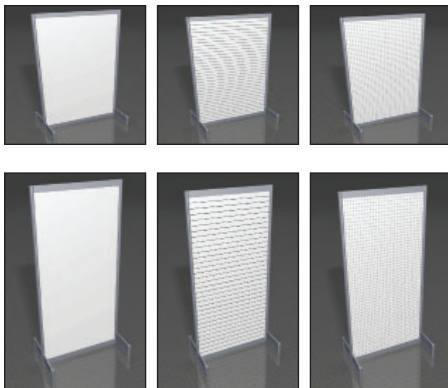
G184441122

**DISCOUNT DEADLINE:\* MONDAY, OCTOBER 10, 2022**

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

Please note that all booth packages below are Pre-Order only and must be ordered 4 weeks prior to show open. 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.

Standard weight allowance is **25 lbs. per panel**. If the weight of your items exceeds the maximum panel weight, please contact our Exhibit Solutions department. Please contact Customer Service for custom color information for both panel options.



## Grid Panels - 8' (h) x 2' (w)

GRID PANEL WITHOUT FEET (One panel without feet cannot stand alone.)						
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
5023671	Grid Panel <b>without</b> Feet - Chrome		\$79.55	\$91.50	\$102.50	
50237	Grid Panel <b>without</b> Feet - Black		\$66.20	\$76.15	\$85.30	
5023703	Grid Panel <b>without</b> Feet - White		\$66.20	\$76.15	\$85.30	
GRID PANEL WITH FEET						
5023771	Grid Panel <b>with</b> Feet - Chrome		\$92.30	\$106.15	\$118.90	
50236	Grid Panel <b>with</b> Feet - Black		\$79.55	\$91.50	\$102.50	
5023603	Grid Panel <b>with</b> Feet - White		\$79.55	\$91.50	\$102.50	

NOTE: Grid panels **cannot be attached** in any way to the standard booth hardware. Shepard assumes not responsibility for damage due to improper setup of panels.

## Pegboards

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
50065	Pegboard Panel - Vertical		\$167.35	\$192.45	\$215.55	
50064	Pegboard Panel - Horizontal		\$167.35	\$192.45	\$215.55	

## Foamcore Panels

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
50596	Foamcore Panel With Frame - Vertical		\$194.10	\$223.20	\$250.00	
50595	Foamcore Panel With Frame - Horizontal		\$194.10	\$223.20	\$250.00	

## Slat Wall Panels

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66080	<b>Slat Wall Panel</b> Dimensions: 8' (h) x 4' (w)		\$162.00	\$186.30	\$208.65	

## Slat Wall Panel Accessories

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70017	<b>Individual Foamcore Sheets</b> Dimensions: 4' (w) x 8' (h) x 3/16" (thick)		\$53.70	\$61.75	\$69.15	

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

TAX (All tax rates are subject to change) 9.75%

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

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

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

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

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



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# GRID & SLAT WALL ACCESSORIES

IGES – Sevierville

G184441122

Sevierville Convention Center | Sevierville, TN

November 8 - 10, 2022

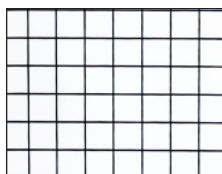
**ONLINE & DISCOUNT DEADLINE:\* MONDAY, OCTOBER 10, 2022**

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

All accessories must be ordered in advance through this exhibitor manual. Any accessories requested at show site are subject to the regular show site rates. Any changes on show site to the build a booth order, including but not limited to removal, adjustments, or additions, are subject to show site rates and minimum labor charge.

**Dressing Rooms quoted upon request.**

**NOT INCLUDED IN BOOTH: Furnishings, Carpet or Electrical.** If you would like these items, please fill out the applicable order forms included in this Manual. Electrical needs are not provided by Shepard. All electrical services must be ordered by the exhibitor through the <<Facility Name>>.



Grid Wall



7-Ball Grid Wall Waterfall Hook

## Grid Wall Specialty Accessories

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
50242	7-Ball Grid Wall Waterfall Hook		\$16.55	\$19.05	\$21.35	
50104	6" Straight Hook		\$48.65	\$55.95	\$62.65	
50105	10" Straight Hook		\$53.45	\$61.45	\$68.80	
66053	Flat Shelves		\$69.60	\$80.05	\$89.65	
50252	Built in Hang Rail		\$41.90	\$48.20	\$54.00	
50251	24" Grid Wall Hang Rail		\$41.90	\$48.20	\$54.00	



Slat Wall



Straight Hook

## Slat Wall Specialty Accessories

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
50243	Slat Wall Waterfall Hook		\$49.45	\$56.85	\$63.65	
50104	6" Straight Hook		\$48.65	\$55.95	\$62.65	
50105	10" Straight Hook		\$53.45	\$61.45	\$68.80	
66053	Flat Shelves		\$69.60	\$80.05	\$89.65	
50252	Built in Hang Rail		\$41.90	\$48.20	\$54.00	
50250	21 1/4" x 10" Slat Wall Hang Rail		\$41.90	\$49.55	\$55.50	



Rolling Rack

## Standard Wall Specialty Accessories

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66053	Flat Shelves		\$69.60	\$80.05	\$89.65	
50252	Built in Hang Rail		\$41.90	\$48.20	\$54.00	
50359	Arm Lights		\$82.20	\$94.55	\$105.90	
54044	Z Rack		\$237.85	\$273.55	\$306.40	
54041	Rolling Rack		\$237.85	\$273.55	\$306.40	

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

TAX (All tax rates are subject to change) 9.75%

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

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

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

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

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



Need help? Contact us: [exhibits@shepardes.com](mailto:exhibits@shepardes.com)

# 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)

IGES – Sevierville

Sevierville Convention Center | Sevierville, TN

November 8 - 10, 2022

ORDER ONLINE!

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

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

## Step 1. Complete exhibiting company information.

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

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

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

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

## Step 2. Where are we picking up the shipment?

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

STREET ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

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

Is there a loading dock? ☐ Yes ☐ No

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

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

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

Any thing else we should know about your building?

## Step 3. When are we picking up the shipment?

DATE: \_\_\_\_\_ HOURS OF OPERATION: \_\_\_\_\_

## Step 4. Where is the shipment going?

☐ Advanced Warehouse ☐ Direct to Facility/Show Site

## Step 5. What are we shipping?

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

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

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

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

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

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

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

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

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

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

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



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



# OUTBOUND MATERIAL HANDLING AUTHORIZATION & LABEL REQUEST

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November 8 - 10, 2022

**G184441122**

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 ☐ NoIs the building in a residential area? ☐ Yes ☐ NoDo we need a lift gate on our truck? ☐ Yes ☐ NoDo we need to go inside your office to pick up your items? ☐ Yes ☐ No

Any thing else we should know about your building?

## Step 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.

Email completed form to: [logistics@shepardes.com](mailto:logistics@shepardes.com)[shepardes.com](http://shepardes.com) | 20



## ADVANCED SHIPPING LABEL


**IGES – Sevierville**

Sevierville Convention Center | Sevierville, TN

November 8 - 10, 2022

**G184441122**

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

<b>ADVANCED WAREHOUSE</b>	 <b>Shepard</b>
	<b>ADVANCED WAREHOUSE</b>
	<b>TO:</b>
	_____ (Exhibiting Company Name)
	_____ (Exhibiting Company Booth Number)
<b>RUSH</b>	<b>c/o Tforce c/o Shepard Exposition Services 3718 East Governor John Sevier Highway Knoxville, TN 37914</b>
	<b>FOR: IGES – Sevierville</b>
	<b>Delivery Hours: Monday - Friday, 8:00AM - 4:00PM</b>
	<b>First day freight can arrive without a surcharge:</b> Monday, October 10, 2022
	<b>Last day freight can arrive without a surcharge:</b> Friday, October 28, 2022





**IGES – Sevierville**

Sevierville Convention Center | Sevierville, TN

November 8 - 10, 2022

## DIRECT SHIPPING LABEL

**G184441122**

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

**DIRECT TO  
SHOW SITE**

**RUSH**

 **Shepard**  
**DIRECT TO SHOW SITE**

---

**TO:**

---

(Exhibiting Company Name)

---

(Exhibiting Company Booth Number)

**c/o Shepard Exposition Services  
Sevierville Convention Center  
202 Gists Creek Road  
Sevierville, TN 37876**

**FOR:  
IGES – Sevierville**

---

**MUST NOT BE DELIVERED PRIOR TO:**  
Saturday, November 5, 2022 | 12:00PM



**IGES – Sevierville**

Sevierville Convention Center | Sevierville, TN

November 8 - 10, 2022

## PRIORITY EMPTY LABEL

**G184441122**

### PRIORITY EMPTY LABEL RETURN REQUEST FORM

Shepard is offering priority storage and return of empties.

These labels guarantee that empties will be returned approximately 1 hour following aisle carpet removal.

Items are recommended to be stored on a skid or in a crate, with a label needed for each skid/crate.

If items are to be stored individually, a label must be ordered per individual item.

CODE	ITEM	QUANTITY	RATE	TOTAL
35064	Priority Empty Return Labels		\$75.00 each	

**PRIORITY LABEL REQUEST IS AVAILABLE FOR PRE-SHOW ORDER ONLY.  
THIS SERVICE WILL NOT BE AVAILABLE TO ORDER ON SHOWSITE.**

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.75%
AMOUNT DUE	\$ _____

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

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

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





IGES – Sevierville

Sevierville Convention Center | Sevierville, TN

November 8 - 10, 2022

ORDER ONLINE!

# ALL INCLUSIVE MATERIAL HANDLING RATES

G184441122

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

\* Discount does not apply to shipments under 100 lbs. or shipments over 10,000 lbs. and local deliveries. 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.

**Per Pound Material Handling Rates** All rates are per one pound. There is no minimum charge. Certified weight tickets are required on all shipments. The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule or if your carrier delivers your freight outside of these hours may result in additional fees.

**How to Calculate Material Handling Services** Material handling, whether used completely or in part are offered as a round trip service. The weight on your certified weight ticket is the amount you will be charged X the per pound material handling rate.

### 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/LB.	TOTAL
35010	Crated ONLY		\$0.78	

### 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/LB.	TOTAL
35030/35043	Crated or Uncrated		\$0.78	

### Other Material Handling Services

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.75%
AMOUNT DUE	\$ _____

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

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

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

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



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

# ALL INCLUSIVE MATERIAL HANDLING

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.

## Special Handling Definitions

**This is included in your per pound rate.**

**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

**This is included in your per pound rate.**

**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

**This is included in your per pound rate.**

**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

**This is included in your per pound rate.**

**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

**This is included in your per pound rate.**

**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

**This is included in your per pound rate.**

**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.

# ALL INCLUSIVE 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.

**IGES - Sevierville**

Sevierville Convention Center | Sevierville, TN  
November 8 - 10, 2022

**CARTLOAD SERVICE****G184441122**

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

**Cartload Service includes:**

Includes:

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

**Please remember:**

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

**Labor Hours****Straight Time (ST):** Monday - Friday | 8:00AM - 5:00PM**Overtime (OT):** Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday**Double Time (DT):** Holidays**Holidays:** NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

CODE	ITEM	# OF TRIPS	RATE	TOTAL
35151	Dock to Booth ST		\$117.00	
35152	Booth to Dock ST		\$117.00	
35153	Dock to Booth OT		\$175.50	
35154	Booth to Dock OT		\$175.50	

**TOTAL ESTIMATE** \$ \_\_\_\_\_**TAX** (All tax rates are subject to change) 9.75%**AMOUNT DUE** \$ \_\_\_\_\_

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

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

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

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



IGES – Sevierville

Sevierville Convention Center | Sevierville, TN

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# MOBILE SPOTTING FEE

G184441122

## Displaying a Vehicle at the Event?

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

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

### Step 1.

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

### Step 2.

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

### Important Rules and Regulations

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

All vehicles must be removed no later than:

**Thursday, November 10, 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	

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

TAX (All tax rates are subject to change) 9.75%

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

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

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

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

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

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



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

**PLEASE NOTE! IGES HAS SPECIAL RULES REGARDING SELF-UNLOADING AND USE OF HAND CART RENTALS.**



The types of vehicles shown to the left are considered POV's and will be allowed to unload/load in the consigned POV area after checking in.



**ALLOWED POV's INCLUDE:**

- Passenger Automobile
- Mini Van
- SUV
- Pick-up Truck
- Trailers
- No Step Van/Box Truck
- Full Size Vans



Exhibitors may not operate or utilize any type of powered and mechanical equipment, NOT including exhibitor owned pallet jacks.. See examples to the left of equipment that can and cannot be used.

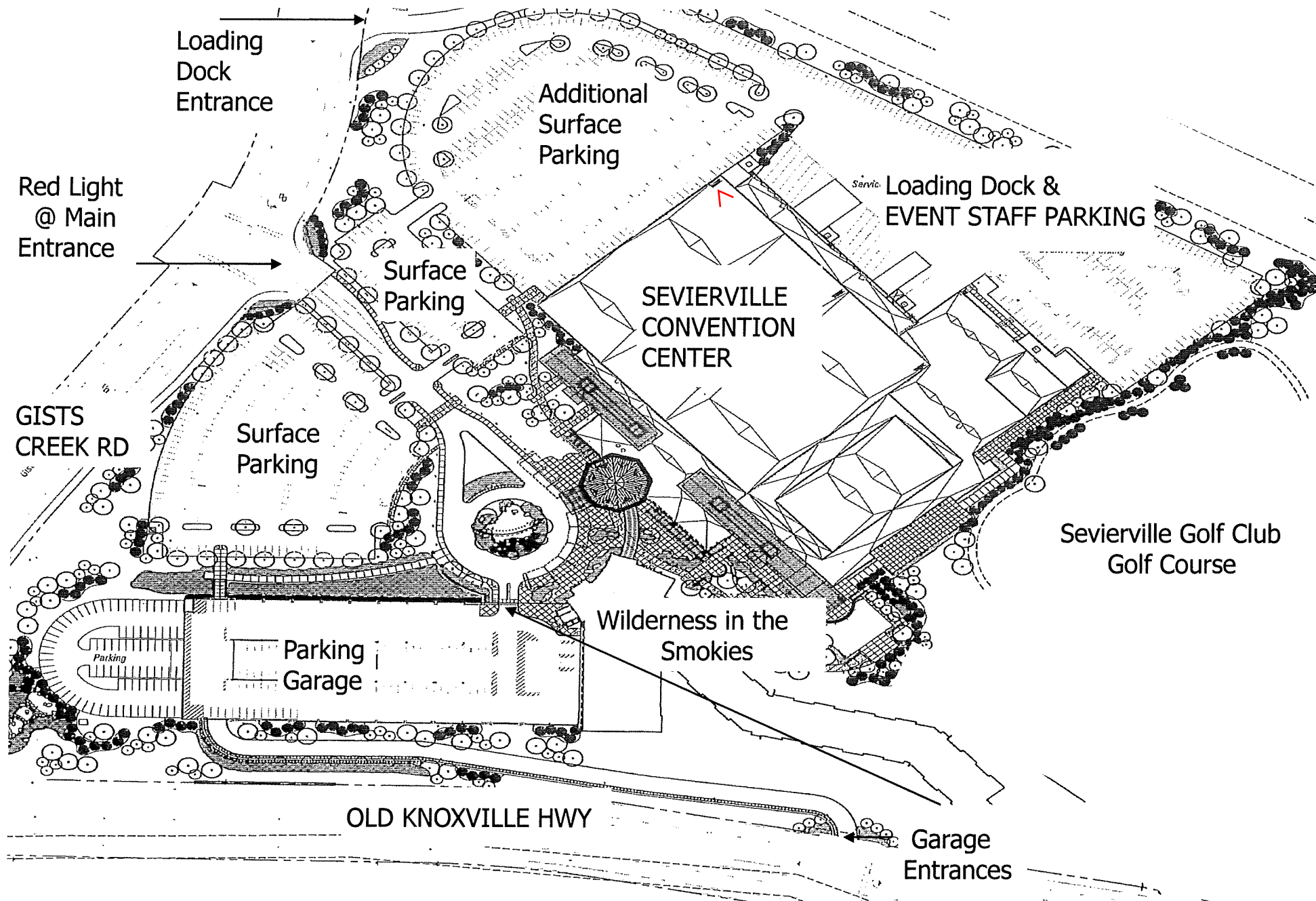


✓ **ALLOWED:**

- ✓ Hand Carried Boxes
- ✓ 2-wheel or 4-wheel Hand Carts
- ✓ Pallet Jacks (Exhibitor Owned)



Any equipment other than show management-owned hand carts are not allowed for rent at IGES.





# FORKLIFTS & GROUND RIGGING

IGES - Sevierville

Sevierville Convention Center | Sevierville, TN

November 8 - 10, 2022

ORDER ONLINE!

G184441122

**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 and Sunday

**Double Time (DT):** Holidays

**Holidays:** NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

## 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		\$271.75	\$312.50	\$350.00	
35039	OT Hourly Rental		\$337.30	\$387.90	\$434.45	
35067	DT Hourly Rental		\$402.90	\$463.35	\$518.95	

FORKLIFT RENTAL - UP TO 10,000 LB. CAPACITY						
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35029	ST Hourly Rental		\$543.50	\$625.00	\$700.00	
35049	OT Hourly Rental		\$674.65	\$775.85	\$868.95	
35069	DT Hourly Rental		\$805.80	\$926.65	\$1,037.85	

FORKLIFT RENTAL - UP TO 15,000 LB. CAPACITY						
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35455	ST Hourly Rental		\$679.40	\$781.30	\$875.05	
35456	OT Hourly Rental		\$843.35	\$969.85	\$1,086.25	
35457	DT Hourly Rental		\$1,007.25	\$1,158.35	\$1,297.35	

FORKLIFT RENTAL - UP TO 20,000 LB. CAPACITY						
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35035	ST Hourly Rental		\$815.25	\$937.55	\$1,050.05	
35066	OT Hourly Rental		\$1,011.95	\$1,163.75	\$1,303.40	
35070	DT Hourly Rental		\$1,208.70	\$1,390.00	\$1,556.80	

FORKLIFT RENTAL - UP TO 30,000 LB. CAPACITY						
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35255	ST Hourly Rental		\$1,087.00	\$1,250.05	\$1,400.05	
35256	OT Hourly Rental		\$1,349.30	\$1,551.70	\$1,737.90	
35257	DT Hourly Rental		\$1,611.60	\$1,853.35	\$2,075.75	

FORKLIFT RENTAL - 4 STAGE						
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35593	ST Hourly Rental		\$407.65	\$468.80	\$525.05	
35594	OT Hourly Rental		\$506.00	\$581.90	\$651.75	
35595	DT Hourly Rental		\$604.35	\$695.00	\$778.40	

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

RIGGING SUPERVISOR RATES (PER MAN HOUR)						
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35085	ST Hourly Rental		\$121.25	\$139.45	\$156.20	
35086	OT Hourly Rental		\$181.88	\$209.15	\$234.25	
35099	DT Hourly Rental		\$242.50	\$278.90	\$312.35	

RIGGERS & MATERIAL HANDLERS (PER MAN HOUR)						
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35087	ST Hourly Rental		\$100.90	\$116.05	\$130.00	
35100	OT Hourly Rental		\$151.35	\$174.05	\$194.95	
35101	DT Hourly Rental		\$201.80	\$232.05	\$259.90	

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

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

**TAX** (All tax rates are subject to change) 9.75%

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

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

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

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

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



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

**IGES – Sevierville**

Sevierville Convention Center | Sevierville, TN

November 8 - 10, 2022

**ON-SITE STORAGE****G184441122**

On-site Storage is used when you have product you need to replenish during the event, or if you have items you don't want stored with the empty crates. Do not use this service for "Empty" storage. Two different types of storage are available:

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

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

**Step 1. Complete exhibiting company information.**

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

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

For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services. All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be \$5.00 per pound or \$500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

**Step 2. Choose the type of storage to fit your needs.**

For either storage options, there is no charge to return items back to your booth at the end of the event.

**Accessible Storage****STEP 1:**

CODE	ITEM	QTY		COST PER DAY	NUMBER OF DAYS		EST TOTAL 1
35166	Pallets/Skids		X	\$35.00	X	=	
35349	1/2 Trailer		X	\$80.00	X	=	
35348	Full Trailer		X	\$120.00	X	=	

**STEP 2:**

CODE	ITEM	COST PER MOVE		NUMBER OF MOVES		EST TOTAL 2
35087	Labor - Straight Time	\$100.90	X		=	
35100	Labor - Overtime	\$151.35	X		=	
35101	Labor - Double Time	\$201.80	X		=	

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

EST TOTAL 1		EST TOTAL 2		EST STORAGE TOTAL
	+		=	

**Secure Storage****STEP 1:**

CODE	COST PER SQ. FT.		EST SQ. FT. NEEDED	NUMBER OF DAYS		EST TOTAL 1
35068	.80	X		X	=	

**STEP 2:**

CODE	ITEM	COST PER MOVE		NUMBER OF MOVES		EST TOTAL 2
35087	Labor - Straight Time	\$100.90	X		=	
35100	Labor - Overtime	\$151.35	X		=	
35101	Labor - Double Time	\$201.80	X		=	

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

EST TOTAL 1		EST TOTAL 2		EST STORAGE TOTAL
	+		=	

Only Shepard personnel are allowed to operate mechanical equipment. No refunds or exchanges once item has been delivered to your booth. Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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

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

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

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

**IGES – Sevierville**

Sevierville Convention Center | Sevierville, TN

November 8 - 10, 2022

**WAREHOUSE STORAGE****G184441122**

Warehouse Storage is used when you need a place to store your exhibit or product for days, weeks, or even until your next event.

**Pricing**

- Warehouse storage rates are billed \$10.00 per cwt per month (\$100.00 a month minimum charge) (35006).
- Each shipment returned to the warehouse for storage will be billed \$20.00 per cwt (\$400.00 minimum) (35005).
- For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.
- All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be \$5.00 per pound. or \$500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

**Step 1. Complete exhibiting company information.**

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

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

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

**Step 2. What needs to be stored?**

TOTAL NUMBER OF PIECES TO BE STORED: \_\_\_\_\_

PIECE	LENGTH	WIDTH	HEIGHT	WEIGHT	CRATE/SKID
1					
2					
3					
4					
5					
6					

PIECE	LENGTH	WIDTH	HEIGHT	WEIGHT	CRATE/SKID
7					
8					
9					
10					
11					
12					

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	9.75%
<b>AMOUNT DUE</b>	\$ _____

**Step 3. How long are we storing your items?**

FROM DATE: \_\_\_\_\_ TO DATE: \_\_\_\_\_

Fees will continue until storage is picked up.

**Step 4. What do we do with your items at the end of the storage period?**

It is the exhibitor's responsibility to make all arrangements for shipping, including utilizing Shepard Logistics. Items **WILL NOT** automatically be taken to the next event. Exhibitor should contact Shepard approximately 2 weeks prior to any storage movement.

☐ Ship to another destination via Shepard Logistics\*    ☐ Transport to another Shepard event\*

\*Additional fees will apply

☐ Pick-up is arranged with another carrier: \_\_\_\_\_

Submission of this form indicates you read and accept the Payment Policy and Terms &amp; Conditions. Storage Items will not be stored or released without a valid credit card on file.

PRINTED NAME: \_\_\_\_\_

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

**IGES – Sevierville**

Sevierville Convention Center | Sevierville, TN

November 8 - 10, 2022

**BOOTH & CARPET CLEANING****G184441122****ONLINE & DISCOUNT DEADLINE:\* TUESDAY, OCTOBER 18, 2022**

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

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

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

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

**Booth Vacuuming**

VACUUM ONCE						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47050	0-399 sq. ft.		\$0.60	\$0.70	\$0.80	
47051	400-900 sq. ft.		\$0.55	\$0.65	\$0.75	
47052	900+ sq. ft.		\$0.50	\$0.60	\$0.65	

VACUUM DAILY						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47055	0-399 sq. ft.		\$1.80	\$2.05	\$2.30	
47056	400-900 sq. ft.		\$1.65	\$1.90	\$2.15	
47057	900+ sq. ft.		\$1.50	\$1.70	\$1.90	

**Porter Service**

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

PORTER SERVICE						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47030	One Time Porter		\$0.60	\$0.70	\$0.80	
47031	Daily Porter		\$1.85	\$2.15	\$2.40	

**Specialty Services**

MOPPING & CARPET SHAMPOOING						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47042	Mop One Time		\$0.75	\$0.85	\$0.95	
47022	Mop Daily		\$1.95	\$2.25	\$2.50	
47013	Shampoo One Time		\$0.75	\$0.85	\$0.95	

DISPLAY WIPE DOWN (CHARGED PER HOUR)						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47043	One Time		\$164.50	\$189.15	\$211.85	
47044	Daily		\$448.64	\$515.95	\$577.85	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.75%
AMOUNT DUE	\$ _____

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

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

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

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

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



IGES – Sevierville

Sevierville Convention Center | Sevierville, TN

November 8 - 10, 2022

ORDER ONLINE!

## EXHIBIT DISINFECTING SERVICES

G184441122

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

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

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

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

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

#### Display Wipe Down with Sanitizing Disinfectant

CODE	ITEM	PER HOUR	ONLINE	DISCOUNT	REGULAR	TOTAL
47070	One Time Wipe Down Disinfectant		\$170.84	\$196.45	\$220.00	

Disinfectant and sanitizing of furniture and product delivered to booths. Service provided one time prior to show open.

CODE	ITEM	SERVICE	ONLINE	DISCOUNT	REGULAR	TOTAL
47071	Daily Wipe Down Disinfectant		\$465.93	\$535.80	\$600.10	

Disinfecting and sanitizing of furniture and product delivered to booths. Service provided each day of the event, prior to show open.

Cost covers service for each day of the event.

CODE	ITEM	PER HOUR	ONLINE	DISCOUNT	REGULAR	TOTAL
47072	Multi Visit Wipe Down Disinfectant		\$155.31	\$178.60	\$200.05	

Disinfecting and sanitizing of furniture and product delivered to the booths. Service times to be pre scheduled by exhibitor throughout event open days. Minimum order of two (2) visits per day. Each visit billed by hour. **Please provide cleaning schedule to [orders@shepardes.com](mailto:orders@shepardes.com). Include show name, company name, booth number, onsite contact name and cleaning schedule broken down by days and times.**

#### Electrostatic Fogging

CODE	ITEM	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47073	Electrostatic Fogging per Sq. Ft.		\$1.20	\$1.40	\$1.55	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.75%
AMOUNT DUE	\$ _____

Shepard is not responsible for any damage, discoloration etc. of exhibit items resulting from disinfecting or fogging chemicals. Disinfecting wipe down is a minimum of one hour. Electrostatic fogging services are based on total booth sq. ft. regardless of area being cleaned. Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no refunds once service has been performed. Cancellations must be received in writing 24 hours prior to first exhibitor move in day.

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

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

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



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





IGES – Sevierville

Sevierville Convention Center | Sevierville, TN

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# BULK WASTE REMOVAL

G184441122

**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		\$164.50	\$189.15	\$211.85	
68067	Labor - Overtime		\$246.75	\$283.75	\$317.80	
68068	Labor - Double Time		\$329.05	\$378.40	\$423.80	

### Forklift

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35028	5k Forklift - Straight Time		\$271.75	\$312.50	\$350.00	
35039	5k Forklift - Overtime		\$337.30	\$387.90	\$434.45	
35067	5k Forklift - Double Time		\$402.90	\$463.35	\$518.95	

### Dumpster Fee

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.75%
AMOUNT DUE	\$ _____

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

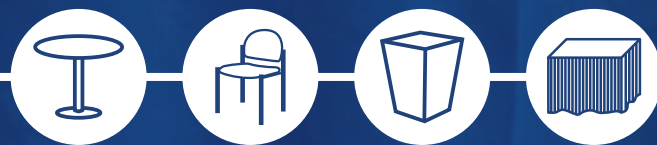
CONTACT NAME: \_\_\_\_\_

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



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

# SHEPARD FURNISHINGS & DECOR CATALOG



Dress up your space.  
**With Shepard, You Can.**

# TABLES

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

## UNSKIRTED



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



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



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



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



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



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

## SKIRTED

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



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



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



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



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



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



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

## PEDESTAL & SIDE



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



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



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



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



**Round Side Table**  
#50030  
18" x 24"



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

# CHAIRS

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

## STOOLS & CHAIRS WITH ARMS

---



**Director's Stool**  
#51090  
Black Fabric,  
Maple Wood



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



**Padded Stool**  
#50024  
Padded Stool with  
Back, Grey Fabric



**Director's Chair**  
#51086  
Black Fabric,  
Maple Wood



**Upholstered Arm Chair**  
#50021  
Upholstered Arm Chair,  
Grey Fabric

## CHAIRS WITHOUT ARMS

---



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



**Upholstered Side Chair**  
#50020  
Upholstered Side Chair,  
Grey Fabric

# DISPLAYS

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

## FOR HANGING



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



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



**Spiral Garment Rack**  
#50093  
30" x 70"  
Silver



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



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



**8' x 4' & 4' x 8' Peg Board**  
# 66148 (horz)  
8' x 4'  
  
#66149 (vert)  
4' x 8'  
White



**6" Hooks for Peg Board**  
#50104  
Silver



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

## UPRIGHT, CROSSBARS & DRAPERY



**8' High Upright with Base**  
#50088  
Crossbar rented  
separately



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



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



**3' High Drape**  
#50074



**8' High Drape**  
#50073

## SHELVING



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



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



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

## BARRIER

# DISPLAYS & SHOWCASES

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

## FOR SIGNS & LITERATURE



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



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



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



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



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

## OTHER



**Wastebasket**  
#50091



**Mini Refrigerator**  
#50098



**Drawing Bowl**  
#50185



**Sand Bag**  
#51087

## SHOW CASES



**4' Full View Showcase**  
#50067

**6' Full View Showcase**  
#50068



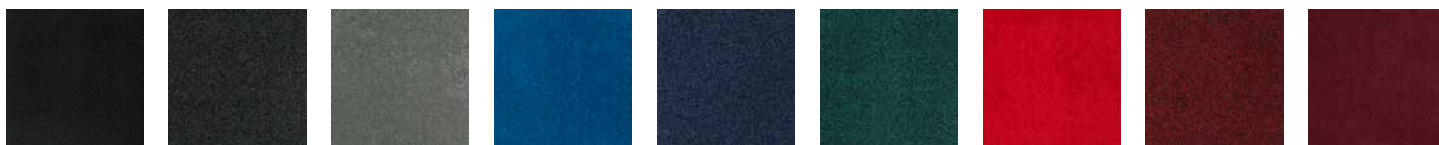
**4' Quarterview Showcase**  
#50069

**6' Quarterview Showcase**  
#50070

# FLOORING

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## 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



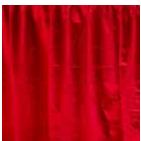
White



Black

## DRAPE

---



Red



Burgundy



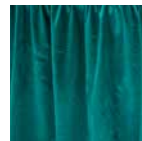
Gold



Green



Blue



Teal



White



Grey



Black


**IGES – Sevierville**

Sevierville Convention Center | Sevierville, TN

November 8 - 10, 2022

# STANDARD FURNISHINGS

**G184441122**

## 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			\$127.15	\$146.20	\$163.75	
50046	6' (l) x 24" (w) x 30" (h) Skirted Table			\$149.05	\$171.40	\$191.95	
50050	8' (l) x 24" (w) x 30" (h) Skirted Table			\$168.80	\$194.10	\$217.40	
50043	4' (l) x 24" (w) x 42" (h) Skirted Table			\$179.35	\$206.25	\$231.00	
50047	6' (l) x 24" (w) x 42" (h) Skirted Table			\$229.60	\$264.05	\$295.75	
50051	8' (l) x 24" (w) x 42" (h) Skirted Table			\$270.10	\$310.60	\$347.85	
50052	4th Side Skirt for 30" High Table			\$89.65	\$103.10	\$115.45	
50171	4th Side Skirt for 42" High Table			\$89.65	\$103.10	\$115.45	
50040	4' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$48.65	\$55.95	\$62.65	
50044	6' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$62.05	\$71.35	\$79.90	
50048	8' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$76.60	\$88.10	\$98.65	
50041	4' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$118.40	\$136.15	\$152.50	
50045	6' (l) 24" x (w) x 42" (h) UnSkirted Table		n/a	\$147.80	\$169.95	\$190.35	
50049	8' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$164.95	\$189.70	\$212.45	
51089	42" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$264.80	\$304.50	\$341.05	
50032	30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$101.00	\$116.15	\$130.10	
50030	Round Side Table - 24" (w) x 18" (h)		n/a	\$124.60	\$143.30	\$160.50	
50031	Square Side Table - 24" (w) x 18" (h)		n/a	\$124.60	\$143.30	\$160.50	
50706	30" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$333.65	\$383.70	\$429.75	
50707	42" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$347.85	\$400.05	\$448.05	
50700	White Fabric Table Cover w/ 6'x30" Table		03	\$276.90	\$318.45	\$356.65	
50700	Red Fabric Table Cover w/ 6'x30" Table		01	\$276.90	\$318.45	\$356.65	
50700	Blue Fabric Table Cover w/ 6'x30" Table		05	\$276.90	\$318.45	\$356.65	
50700	Black Fabric Table Cover w/ 6'x30" Table		06	\$276.90	\$318.45	\$356.65	

### Seating

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50020	Side Chair Grey Fabric		n/a	\$44.10	\$50.70	\$56.80	
50021	Arm Chair Grey Fabric		n/a	\$130.60	\$150.20	\$168.20	
50024	Stool with Back Grey Fabric		n/a	\$76.60	\$88.10	\$98.65	
51086	Director's Chair Black Fabric		n/a	\$98.90	\$113.75	\$127.40	
51090	Director's Stool Black Fabric		n/a	\$177.00	\$203.55	\$228.00	
50705	Natural Feel Stool Maple Back, Black Fabric Seat		n/a	\$198.80	\$228.60	\$256.05	
50704	Natural Feel Chair, Maple Back, Black Fabric Seat		n/a	\$163.30	\$187.80	\$210.35	

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

**TAX** (All tax rates are subject to change) 9.75%

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

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

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

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


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IGES – Sevierville

Sevierville Convention Center | Sevierville, TN

November 8 - 10, 2022

ORDER ONLINE!

# SPECIALTY, DISPLAYS & DRAPERY

G184441122

**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	\$16.10	\$16.10	\$16.10	
50094	Floor Easel, Chrome		n/a	\$39.00	\$44.85	\$50.25	
50245	Literature Rack Silver, Glass		n/a	\$195.80	\$225.15	\$252.15	
50175	Bag Rack, Chrome		n/a	\$259.15	\$298.00	\$333.75	
50092	Coat Rack, Chrome		n/a	\$92.05	\$105.85	\$118.55	
50093	Garment Rack, Chrome		n/a	\$259.15	\$298.00	\$333.75	
50427	Tensabarrier, Per Stem, Black		n/a	\$109.35	\$125.75	\$140.85	
50095	Sign Holder, 22" x 28" Chrome		n/a	\$39.00	\$44.85	\$50.25	
50185	Drawing Bowl, Clear		n/a	\$48.65	\$55.95	\$62.65	
50296	4' x 12" Display Riser White and Black		n/a	\$109.50	\$125.95	\$141.05	
50297	6' x 12" Display Riser White and Black		n/a	\$136.30	\$156.75	\$175.55	
50098	Mini Refrigerator, Approx. 3 cubic feet		n/a	\$393.70	\$452.75	\$507.10	
50067	4' Full View Showcase, White		n/a	\$468.35	\$538.60	\$603.25	
50068	6' Full View Showcase, White		n/a	\$468.35	\$538.60	\$603.25	
50069	4' Quarter View Showcase, White		n/a	\$468.35	\$538.60	\$603.25	
50070	6' Quarter View Showcase, White		n/a	\$468.35	\$538.60	\$603.25	
50060	4' x 8' Horizontal Posterboard Grey Fabric		n/a	\$316.30	\$363.75	\$407.40	
50061	4' x 8' Vertical Posterboard Grey Fabric		n/a	\$316.30	\$363.75	\$407.40	
50236	Grids 2' x 8' with Legs, Each		n/a	\$79.55	\$91.50	\$102.50	
50237	Grid 2' x 8' without Legs, Each		n/a	\$66.20	\$76.15	\$85.30	
50242	7-Ball Waterfall for Grids		n/a	\$16.55	\$19.05	\$21.35	
50104	6" Hooks (12) for Peg Boards		n/a	\$48.65	\$55.95	\$62.65	

50073	8' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$24.80	\$28.50	\$31.90	
50074	3' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$18.45	\$21.20	\$23.75	
50088	8' Upright with Base		n/a	\$34.20	\$39.35	\$44.05	
52065	3' Upright with Base		n/a	\$34.20	\$39.35	\$44.05	
50349	6'-10' Crossbar		n/a	\$22.85	\$26.30	\$29.45	
50348	7'-12' Crossbar		n/a	\$22.85	\$26.30	\$29.45	
50058	Sateen, per linear foot (minimum 5' linear feet rental)			\$20.25	\$23.30	\$26.10	

**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)	9.75%
<b>AMOUNT DUE</b>	\$ _____

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

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



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IGES – Sevierville

Sevierville Convention Center | Sevierville, TN

November 8 - 10, 2022

ORDER ONLINE!

FLOORING

G184441122

**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> Rental includes installation and removal of carpet and visqueen.			\$10.75	\$12.35	\$13.85	
<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> Rental includes installation and removal of carpet and visqueen.			\$13.95	\$16.05	\$18.00	
46007	<b>1/2" Padding for Vinyl (per sq. ft.)***</b>		n/a	\$4.90	\$5.65	\$6.35	
<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> Rental includes installation and removal of carpet and visqueen.			\$7.55	\$8.70	\$9.75	
46003	<b>Premium Carpet - 28 oz. Rental 1000+ Sq. Ft.***</b> Rental includes installation and removal of carpet and visqueen.			\$6.55	\$7.55	\$8.45	
46002	<b>Premium Carpet - 28 oz. Purchase Sq. Ft.***</b> Rental includes installation and removal of carpet and visqueen.			\$18.55	\$21.35	\$23.90	
<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>			\$167.30	\$192.40	\$215.50	
50256	<b>Expo Carpet - 13 oz. (Regular &amp; Special Cut) 10' x 20'</b>			\$334.55	\$384.75	\$430.90	
50257	<b>Expo Carpet - 13 oz. (Regular &amp; Special Cut) 10' x 30'</b>			\$736.25	\$846.70	\$948.30	
50258	<b>Expo Carpet - 13 oz. (Regular &amp; Special Cut) 10' x 40'</b>			\$978.85	\$1,125.70	\$1,260.80	
50400	<b>Expo Carpet - 13 oz. (Regular &amp; Special Cut) 10' x 15'</b>		Tuxedo ONLY	\$292.70	\$336.60	\$377.00	
<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> Rental includes installation and removal of carpet and visqueen.			\$4.45	\$5.10	\$5.70	
50581	<b>Special Cut 400-900 Sq. Ft.</b> Rental includes installation and removal of carpet and visqueen.			\$4.40	\$5.05	\$5.65	
50582	<b>Special Cut 900+ Sq. Ft.</b> Rental includes installation and removal of carpet and visqueen.			\$4.35	\$5.00	\$5.60	
<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	\$1.35	\$1.55	\$1.75	
50008	<b>1" Padding</b>		n/a	\$2.70	\$3.10	\$3.45	
50010	<b>Visqueen</b>		n/a	\$0.35	\$0.40	\$0.45	

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

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

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

TAX (All tax rates are subject to change) 9.75%

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

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

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



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

# Soft Seating Collections

## Allegro

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

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



## Palm Beach

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



## Key Largo

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

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

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



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



# Soft Seating Collections

## Baja

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

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

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



Powered Products 



## Naples

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

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

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

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

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

# Powered<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.

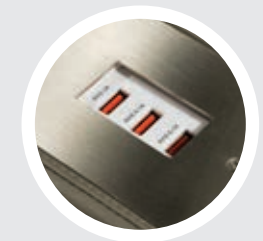
## Charge It!

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.



D.



E.



F.



G.



H.



I.



J.



K.



L.

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

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

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

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

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

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

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

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

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

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



# SMALL BENCH

## OTTOMANS

30"L20"D18"H



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

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





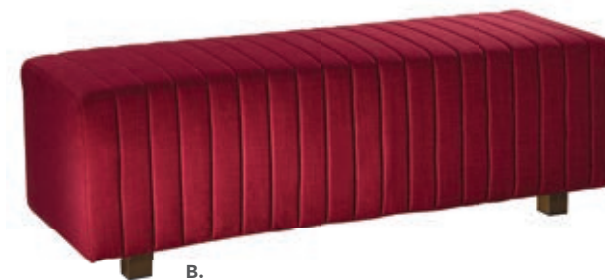
# BENCH

## OTTOMANS

60"L20"D18"H



A.



B.



C.



D.



E.



F.



G.

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

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

# Ottomans



## Squares

### Endless

**END02B** (black vinyl, chrome)

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



## Curves

### Endless

**END01W** (white vinyl, chrome)

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



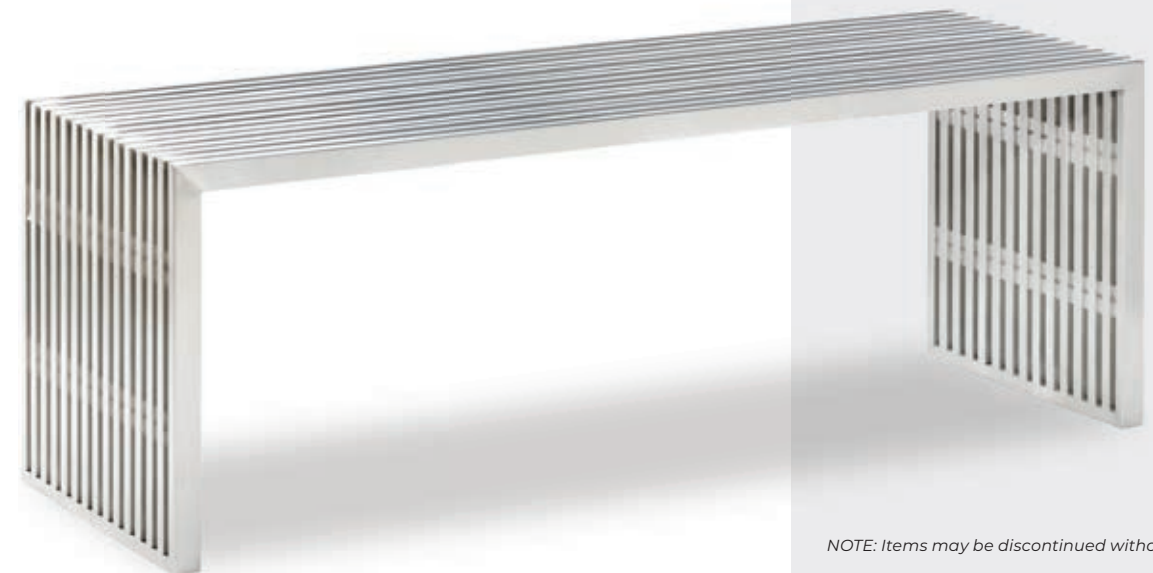
## Demo Down

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

## Bench

### REGBEN Regis

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



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

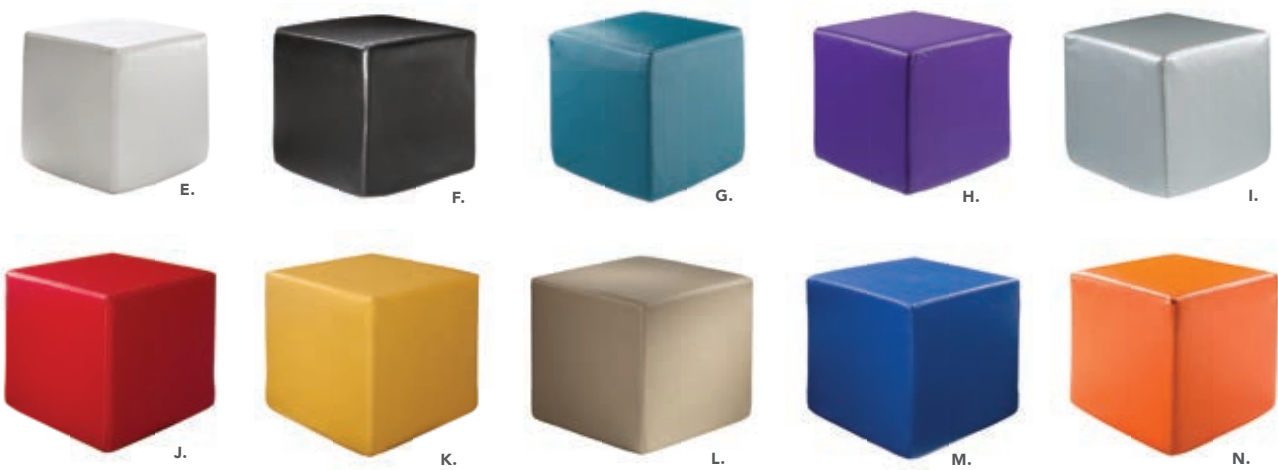
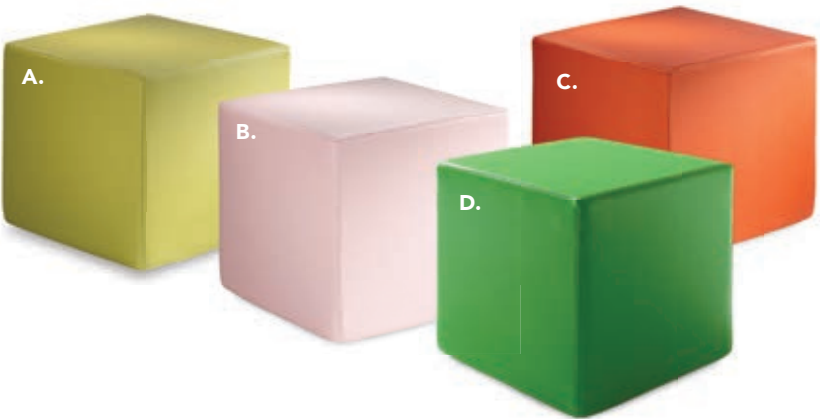


**Provide a Pop!**  
Colorful furnishings attract more attention while reinforcing brand themes. Amplify your organization's color palette, or simply go bold to catch passing eyes.

# CUBE

## OTTOMANS

18" L 18" D 18" H



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

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





# SWIVEL

## OTTOMANS

17" RND 18"H



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

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



M E S A



# ACCENT

## COCKTAIL & END TABLES

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



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

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

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

All frames bronze finish.

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





**A L O N D R A**



# ACCENT

## COCKTAIL & END TABLES

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



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

All frames chrome finish.

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



# ACCENT

COCKTAIL & END TABLES



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

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





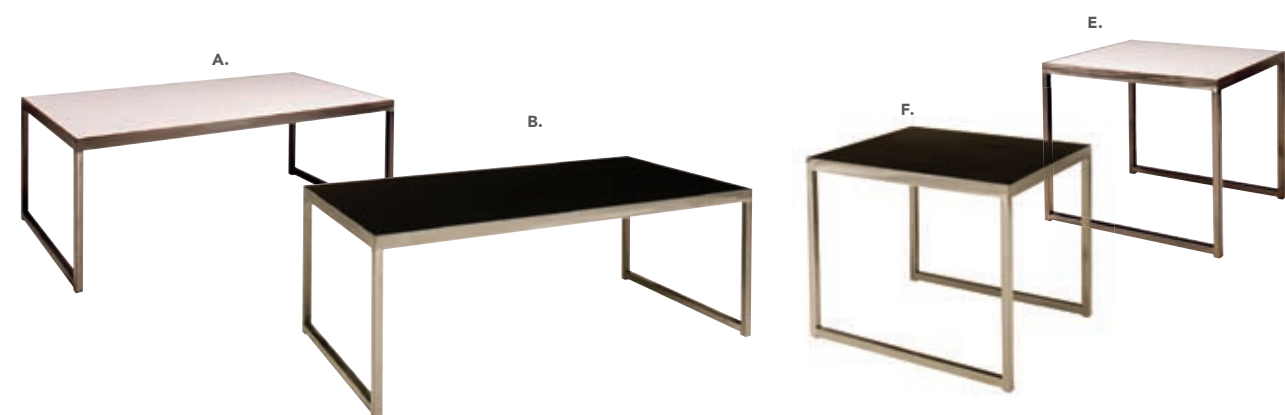
**S Y D N E Y**



# ACCENT

## COCKTAIL & END TABLES

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



*A/B Powered options available.*



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

All frames brushed steel.

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



TAOS | SEDONA

# SIDE

## TABLES

15.75 "L 15.75 "D 24 "H



A.

B.

C.



D.

E.

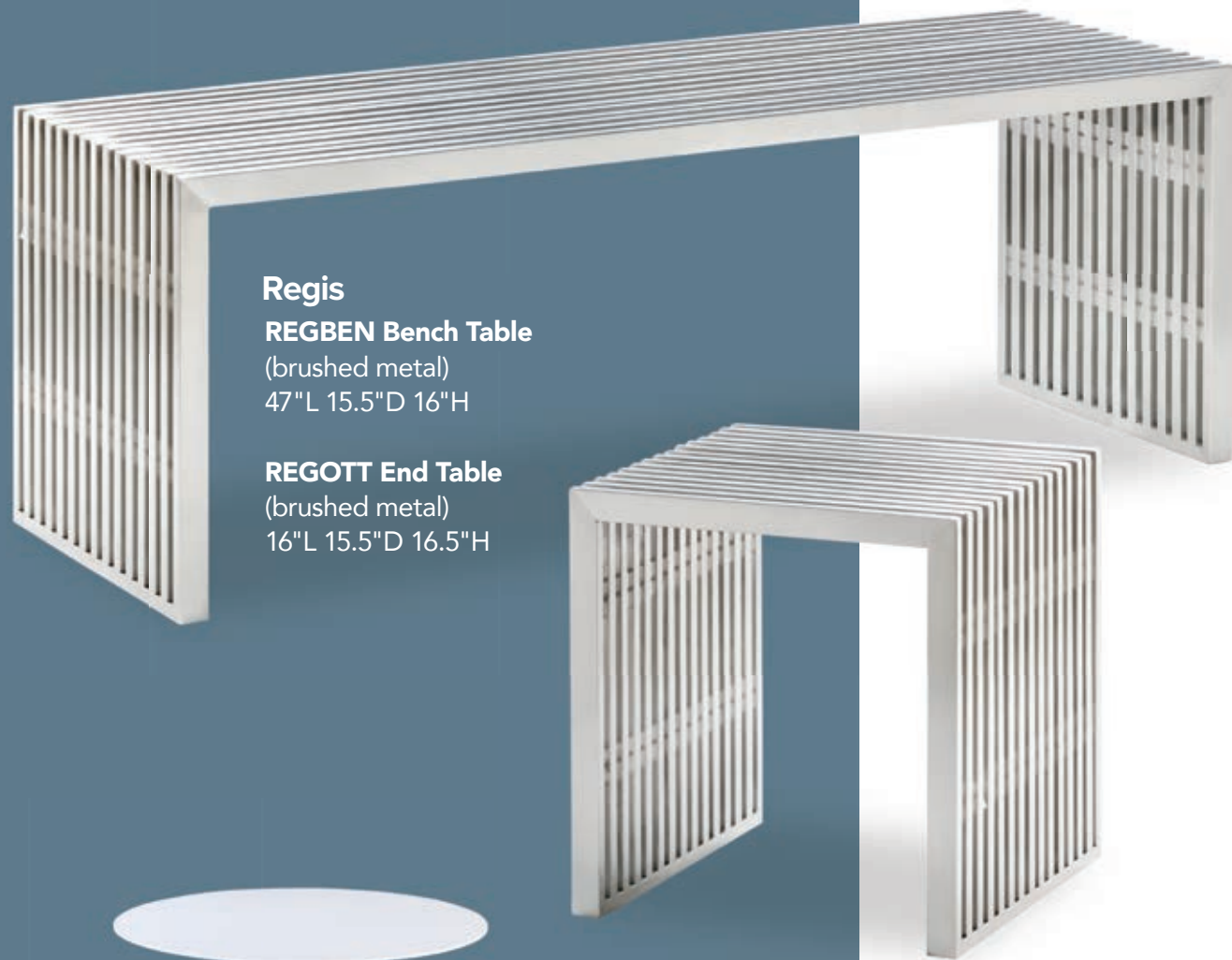
F.

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

All frames bronze finish.

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

# Accent Tables



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

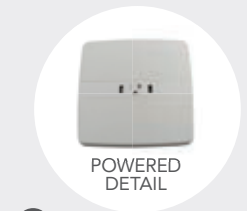
**REGOTT End Table**  
(brushed metal)  
16"L 15.5"D 16.5"H



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



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



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

## Gather Round

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



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

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

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



# Bar & Cafe Tables

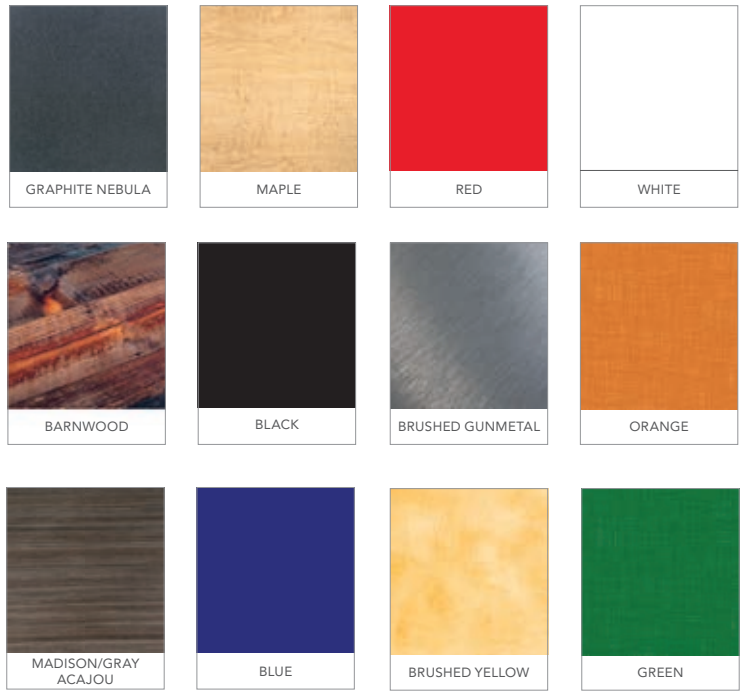


**Rustique**  
**RSTSQT Square**  
**Metal Bar Table**  
(gunmetal)  
23.75"L 23.75"D 41.25"H

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

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

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



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



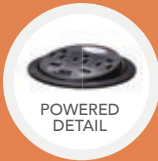
- Cafe Tables**  
Hydraulic Chrome Base  
30" RND 29"H  
**30GRHC** (graphite nebula top)  
**30MTHC** (maple top)  
**30BRHC** (red top)  
**30WHHC** (white top)  
**30WDHC** (barnwood top)  
**30BKHC** (black top)  
**30AGHC** (brushed gunmetal top)  
**30OSHC** (orange top)  
**30MAHC** (Madison/gray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

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

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



# Midtown Counter & Bar



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



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



20'x20' - Midtown  
Greenery Booth

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



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



MARINA

# BARSTOOL

## COLLECTION

21" L 17.5" D 41.5" H



A.



B.



C.



D.



E.

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

All frames brushed metal.

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





# BARSTOOL

**COLLECTION**

15 "RND 23 - 33.5 "H



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

All bases chrome finish.

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





ZOEY | BANANA

# BARSTOOL

COLLECTIONS



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

All bases chrome finish.

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



42" ROUND



# CONFERENCE

**TABLES**  
42" RND 29" H



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

All bases black finish.

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

G E O

# CONFERENCE

## TABLES



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

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



# Conference Tables

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

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



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



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

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



MADISON



# CONFERENCE TABLES



A.



B.



C.



Dividers | pg 16

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

All frames silver finish.

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

# Ventura

## Powered & Communal Tables



### Powered Bar Table

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

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

### Communal Bar Table

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

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



### TABLE TOP OPTIONS

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



### Powered Cafe Table

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

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

### Communal Cafe Table

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

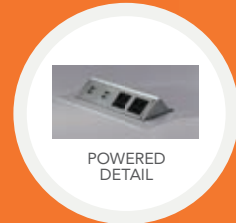
**H) VNTCMN** (solid)  
**VNTCMW** (grommets)  
White Top  
**I) VNTCWW** (grommets)  
**VNTCWN** (solid)  
Black Top  
**J) VNTCBN** (solid)

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

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



# Powered⚡ Communal Tables



## Ventura Bar Tables, Powered

A) VNTWHT (white top)

B) VNTBLK (black top)

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



### Styling Tip:

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

## Ventura Cafe Tables, Powered

C) VNTCWH (white top)

D) VNTCBK (black top)

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



## Use Ventura 6' Bar or Cafe Tables

in your design to facilitate conversations while physical distancing.



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

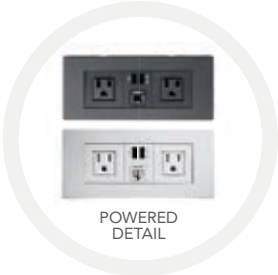
NOTE: Items may be discontinued without notice at any time.



# Powered<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



- 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.

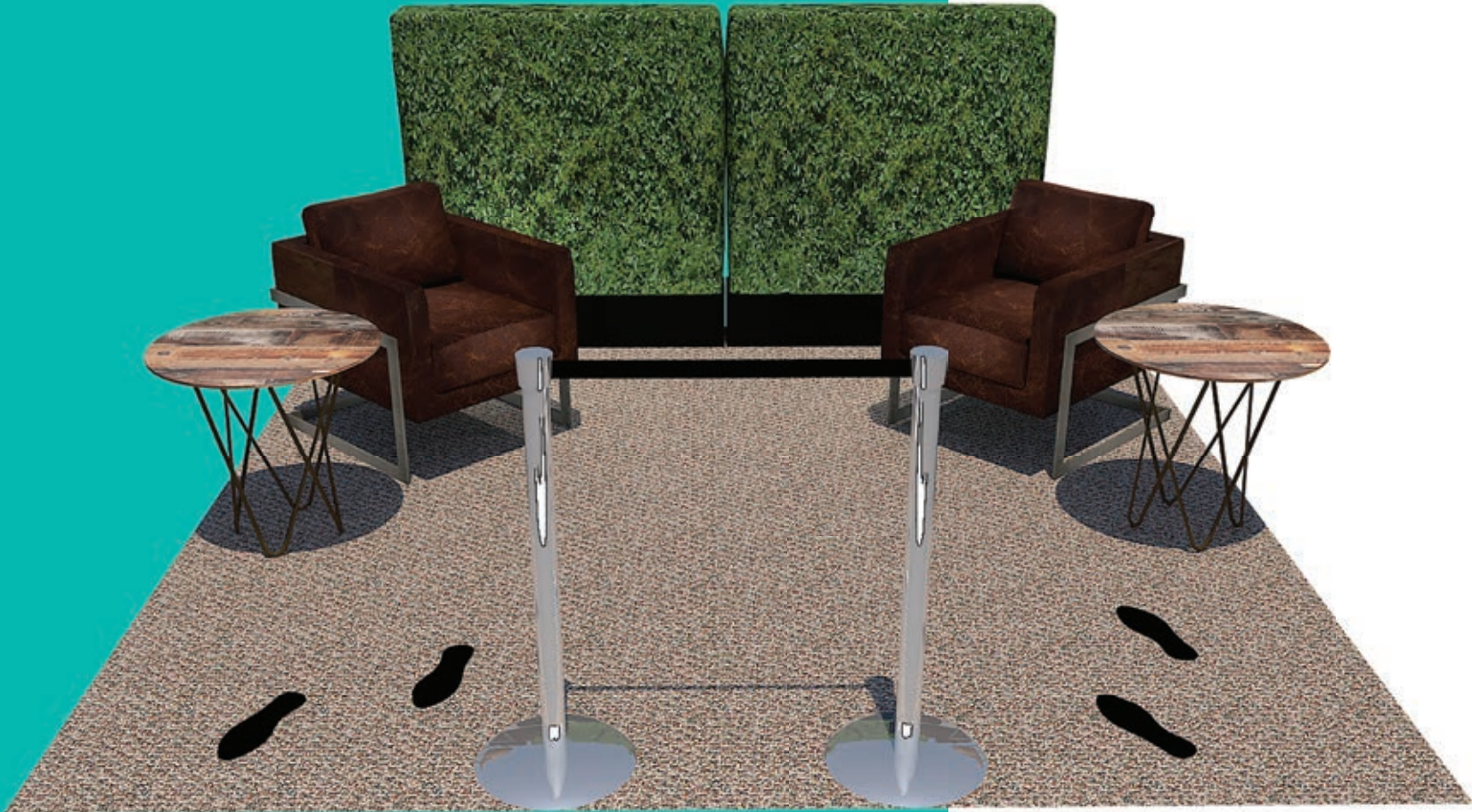
Choose from a complete collection of trendy furnishings, helping you design unique and safely spaced selling environments that are clean, comfortable, and give your clients peace of mind.



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



# Dividers



**A.**

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

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



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



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



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



# Boxwood Hedges

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

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



A.

B.



## Keep it Green

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



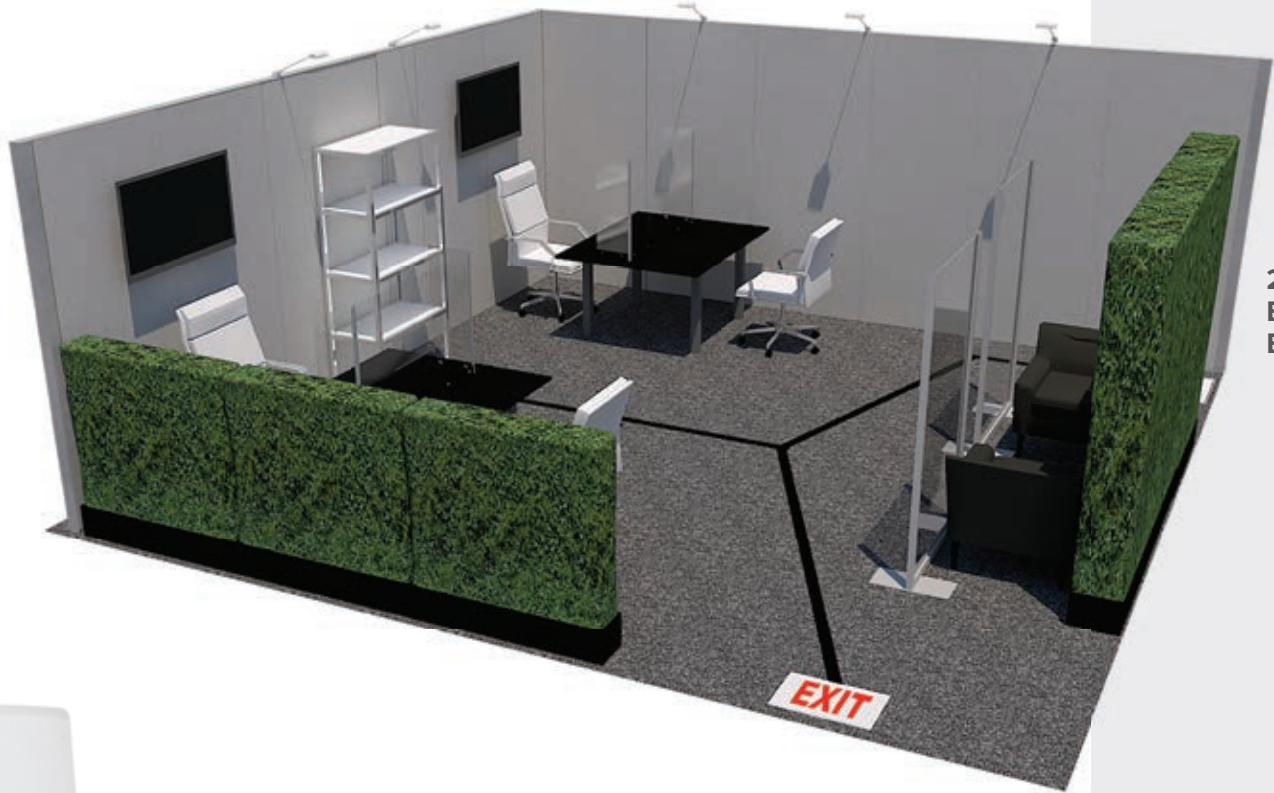
NOTE: Items may be discontinued without notice at any time.



# 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



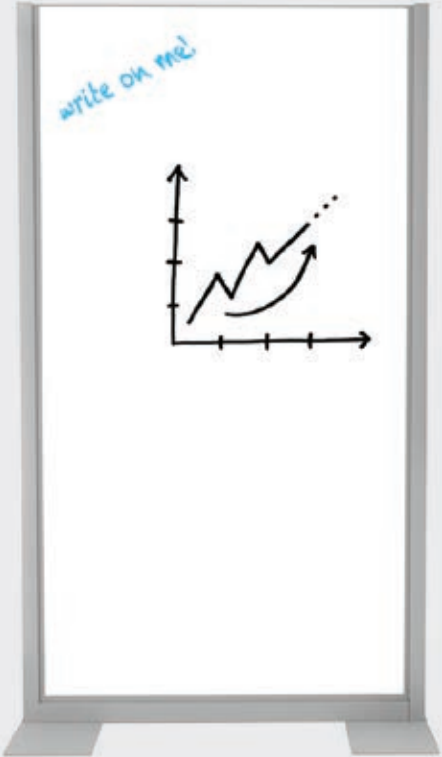
**Mason Lamps**  
(brushed silver)  
**A) LA15 Floor Lamp**  
18" RND 55"H  
**B) LA14 Table Lamp**  
16" RND 26"H



**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

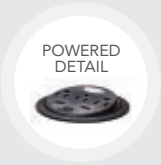
The flip-top electrical units rotate 180° to let devices charge on or inside the cabinet.



## 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.*


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# SOFT SEATING COLLECTIONS

**G184441122**
**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		\$1,078.40	\$1,240.15	\$1,388.95	
KEYLOV	Key Largo Loveseat - Black Fabric, Wood		\$530.70	\$610.30	\$683.55	
NPLLOV	Naples Loveseat - Black Vinyl		\$1,019.75	\$1,172.70	\$1,313.40	
NPLLOP	<b>POWERED</b> Naples Loveseat - Black Vinyl		\$1,271.85	\$1,462.65	\$1,638.15	

## Sofas

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
SFA002	Allegro Sofa - Blue Fabric, Brushed Metal		\$1,013.15	\$1,165.10	\$1,304.90	
BSFWHT	Baja Sofa - White Vinyl		\$1,102.35	\$1,267.70	\$1,419.80	
FAIRSW	Fairfax Sofa - White Vinyl, Brushed Metal		\$692.85	\$796.80	\$892.40	
KEYSOF	Key Largo Sofa - Black Fabric, Wood		\$685.05	\$787.80	\$882.35	
NPLSOF	Naples Sofa - Black Vinyl		\$1,213.85	\$1,395.95	\$1,563.45	
NPLLOP	<b>POWERED</b> Naples Sofa - Black Vinyl		\$1,476.40	\$1,697.85	\$1,901.60	
PALSOF	Palm Beach Sofa - White Vinyl		\$935.45	\$1,075.75	\$1,204.85	
STESOF	Sterling Sofa - Grey Fabric		\$1,067.80	\$1,227.95	\$1,375.30	
VALSOF	Valencia Sofa - Coffee Brown Velvet		\$626.75	\$720.75	\$807.25	

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

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

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	9.75%
<b>AMOUNT DUE</b>	\$ _____

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

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

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


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# ACCENT CHAIRS

**G184441122**

## 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		\$712.10	\$818.90	\$917.15	
ATHCHA	Atherton Chair - Brown Leather, Black Metal		\$550.65	\$633.25	\$709.25	
BCHWHT	Baja Chair - White Vinyl		\$736.00	\$846.40	\$947.95	
BOWCHA	Bowery Chair - Ochre Fabric		\$517.20	\$594.80	\$666.20	
CNTCHR	Century Chair - Gray Velvet		\$527.00	\$606.05	\$678.80	
FAIRCW	Fairfax Chair - White Vinyl, Brushed Metal		\$499.95	\$574.95	\$643.95	
KEYCHR	Key Largo Chair - Black Fabric, Wood		\$453.50	\$521.50	\$584.10	
LABREA	La Brea Swivel Chair - Charcoal Gray Fabric, Chrome		\$596.35	\$685.80	\$768.10	
LENCHA	Lena Chair - Moss Green Leather, Bronze		\$464.10	\$533.70	\$597.75	
BCW	Madrid Chair - White Vinyl, Chrome		\$1,084.55	\$1,247.25	\$1,396.90	
MONCHA	Montreal Chair - Blue, Black Metal		\$568.30	\$653.55	\$732.00	
MNCHCH	Munich Armless Chair - Gray Fabric, Black		\$630.50	\$725.05	\$812.05	
NPLCHP	<b>POWERED</b> Naples Chair - Black Vinyl		\$916.70	\$1,054.20	\$1,180.70	
NPLCHR	Naples Chair - Black Vinyl		\$847.25	\$974.35	\$1,091.25	
STECHEA	Sterling Chair - Gray Fabric		\$733.50	\$843.55	\$944.80	
SWAN	Swanson Swivel Chair - White Vinyl, Chrome		\$519.10	\$596.95	\$668.60	
TCHP	Tech Chair, No Tablet - Gray Vinyl, Chrome Base		\$405.15	\$465.90	\$521.80	
TCHGRY	<b>POWERED</b> Tech Tablet Chair - Gray Vinyl, White Metal Tablet, Chrome Base		\$395.25	\$454.55	\$509.10	
VALCHA	Valencia Chair - Spice Orange Velvet		\$421.65	\$484.90	\$543.10	
WENCHA	Wentworth Swivel Chair - Brown Vinyl		\$427.45	\$491.55	\$550.55	

 = **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.

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	9.75%
<b>AMOUNT DUE</b>	\$ _____

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



**IGES – Sevierville**

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**INDIVIDUAL SEATING****G184441122****ONLINE & DISCOUNT DEADLINE:\* TUESDAY, OCTOBER 18, 2022**

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CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLDCRD	Blade Chair - Red		\$87.70	\$100.85	\$112.95	
BLDCSB	Blade Chair - Sky Blue		\$87.70	\$100.85	\$112.95	
SC3	Brewer Chair - Onyx, Chrome		\$252.80	\$290.70	\$325.60	
XCHR	Christopher Chair - White Vinyl, Chrome		\$152.40	\$175.25	\$196.30	
DUET	Duet Stack Chair - Black, Chrome		\$94.55	\$108.75	\$121.80	
LMCHR	Laguna Chair - Maple, Chrome		\$208.75	\$240.05	\$268.85	
LUCHCL	Lucent Chair - Frosted Acrylic, Chrome		\$236.25	\$271.70	\$304.30	
MALGRN	Malba Chair - Green, Chrome		\$160.65	\$184.75	\$206.90	
MALGRY	Malba Chair - Gray, Chrome		\$160.65	\$184.75	\$206.90	
MARCBE	Marina Chair - Ocean Blue Fabric, Brushed Metal		\$191.20	\$219.90	\$246.30	
MARCBK	Marina Chair - Black Vinyl, Brushed Metal		\$191.20	\$219.90	\$246.30	
MARCBR	Marina Chair - Brown Fabric, Brushed Metal		\$191.20	\$219.90	\$246.30	
MARCRD	Marina Chair - Red Fabric, Brushed Metal		\$191.20	\$219.90	\$246.30	
MARCWH	Marina Chair - White Vinyl, Brushed Metal		\$191.20	\$219.90	\$246.30	
OCMWHT	Meeting Chair - White		\$364.60	\$419.30	\$469.60	
PASCHR	Pasadena Chair - White Molded Plastic w/Chrome Tower Base		\$320.55	\$368.65	\$412.90	
SC10	Razor Armless Chair - White		\$113.90	\$131.00	\$146.70	
RSTDIN	Rustique Chair w/ Arms - Gunmetal		\$210.40	\$241.95	\$271.00	
CS4	Syntax Chair - Black, Chrome		\$291.80	\$335.55	\$375.80	
ZENCHR	Zenith Chair - White, Chrome		\$235.55	\$270.90	\$303.40	

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

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	9.75%
<b>AMOUNT DUE</b>	\$ _____

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# BENCHES & OTTOMANS

**G184441122**

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

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

## Beverly Benches

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BVSMBK	Beverly Small Bench Ottoman - Black Vinyl		\$285.15	\$327.90	\$367.25	
BVSMBL	Beverly Small Bench Ottoman - Ocean Blue Fabric		\$285.15	\$327.90	\$367.25	
BVSMBN	Beverly Small Bench Ottoman - Brown Fabric		\$285.15	\$327.90	\$367.25	
BVSMGN	Beverly Small Bench Ottoman - Olive Green Fabric		\$285.15	\$327.90	\$367.25	
BVSMGY	Beverly Small Bench Ottoman - Grey Fabric		\$285.15	\$327.90	\$367.25	
BVSM LN	Beverly Small Bench Ottoman - Linen Fabric		\$285.15	\$327.90	\$367.25	
BVSM LV	Beverly Small Bench Ottoman - Lavender Fabric		\$285.15	\$327.90	\$367.25	
BVSMOR	Beverly Small Bench Ottoman - Orange Fabric		\$285.15	\$327.90	\$367.25	
BVSMRD	Beverly Small Bench Ottoman - Red Fabric		\$285.15	\$327.90	\$367.25	
BVSMWH	Beverly Small Bench Ottoman - White Vinyl		\$285.15	\$327.90	\$367.25	
BVSMYL	Beverly Small Bench Ottoman - Yellow Fabric		\$285.15	\$327.90	\$367.25	
BVLYBK	Beverly Bench - Black Vinyl		\$545.65	\$627.50	\$702.80	
BVLYBN	Beverly Bench - Brown Fabric		\$545.65	\$627.50	\$702.80	
BVLYGR	Beverly Bench - Grey Fabric		\$545.65	\$627.50	\$702.80	
BVLYLN	Beverly Bench - Linen Fabric		\$545.65	\$627.50	\$702.80	
BVLYOB	Beverly Bench - Ocean Fabric		\$545.65	\$627.50	\$702.80	
BVLYRD	Beverly Bench - Red Fabric		\$545.65	\$627.50	\$702.80	
BVLYWH	Beverly Bench - White Vinyl		\$545.65	\$627.50	\$702.80	

## Metal Bench

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
REG BEN	Regis Bench/Table - Brushed Metal		\$414.95	\$477.20	\$534.45	

## Ottomans

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
END01B	Endless Curved Ottoman - Black Vinyl, Chrome		\$605.95	\$696.85	\$780.45	
END01W	Endless Curved Ottoman - White Vinyl, Chrome		\$605.95	\$696.85	\$780.45	
END02B	Endless Square Ottoman - Black Vinyl, Chrome		\$519.10	\$596.95	\$668.60	
END02W	Endless Square Ottoman - White Vinyl, Chrome		\$519.10	\$596.95	\$668.60	

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

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	9.75%
<b>AMOUNT DUE</b>	\$ _____

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# CUBE & SWIVEL OTTOMANS

G184441122

ORDER ONLINE!

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

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

## Vibe Cubes

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VIB01	Vibe Cube - Green		\$202.65	\$233.05	\$261.00	
VIB02	Vibe Cube - Blue		\$202.65	\$233.05	\$261.00	
VIB04	Vibe Cube - Red		\$202.65	\$233.05	\$261.00	
VIB05	Vibe Cube - Yellow		\$202.65	\$233.05	\$261.00	
VIB08	Vibe Cube - Orange		\$202.65	\$233.05	\$261.00	
VIB09	Vibe Cube - White Waterproof		\$198.00	\$227.70	\$255.00	
VIB10	Vibe Cube - Black Waterproof		\$198.00	\$227.70	\$255.00	
VIB11	Vibe Cube - Steel Blue Vinyl		\$190.40	\$218.95	\$245.20	
VIB12	Vibe Cube - Silver Vinyl		\$190.40	\$218.95	\$245.20	
VIB13	Vibe Cube - Purple Vinyl		\$190.40	\$218.95	\$245.20	
VIB14	Vibe Cube - Cirtus Green		\$198.10	\$227.80	\$255.15	
VIB15	Vibe Cube - Taupe Vinyl		\$198.10	\$227.80	\$255.15	
VIB16	Vibe Cube - Spice Orange		\$198.10	\$227.80	\$255.15	
VIB17	Vibe Cube - Desert Rose		\$198.10	\$227.80	\$255.15	

## Marche Swivel

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MAR001	Marche Swivel - White		\$262.30	\$301.65	\$337.85	
MAR002	Marche Swivel - Grey		\$262.30	\$301.65	\$337.85	
MAR003	Marche Swivel - Linen		\$262.30	\$301.65	\$337.85	
MAR004	Marche Swivel - Raspberry		\$262.30	\$301.65	\$337.85	
MAR005	Marche Swivel - Red		\$262.30	\$301.65	\$337.85	
MAR006	Marche Swivel - Rose Qtz		\$262.30	\$301.65	\$337.85	
MAR007	Marche Swivel - Plum		\$262.30	\$301.65	\$337.85	
MAR008	Marche Swivel - Meadow Green		\$262.30	\$301.65	\$337.85	
MAR009	Marche Swivel - Pear		\$262.30	\$301.65	\$337.85	
MAR010	Marche Swivel - Blue		\$262.30	\$301.65	\$337.85	
MAR011	Marche Swivel - Orange		\$262.30	\$301.65	\$337.85	
MAR012	Marche Swivel - Forest Green		\$262.30	\$301.65	\$337.85	
MAR013	Marche Swivel - Teal Velvet		\$262.30	\$301.65	\$337.85	
MAR014	Marche Swivel - Distressed Brown		\$262.30	\$301.65	\$337.85	
MAR015	Marche Swivel - Black Vinyl		\$262.30	\$301.65	\$337.85	
MAR016	Marche Swivel - Ivory Faux Sheep Fur		\$262.30	\$301.65	\$337.85	

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TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.75%
AMOUNT DUE	\$ _____

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**ORDER ONLINE!**

# ACCENT TABLES: COCKTAIL & END

**G184441122**

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

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## Cocktail Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ALC100	Alondra Cocktail Table - Glass Top, Chrome		\$471.05	\$541.70	\$606.70	
ALC200	Alondra Cocktail Table - Brandy Maple Top, Chrome		\$471.05	\$541.70	\$606.70	
CIC	Geo Cocktail Table - Glass Top, Chrome		\$364.75	\$419.45	\$469.80	
CIFWB	Geo Cocktail Table - Brandy Maple Top, Black		\$412.20	\$474.05	\$530.95	
MESCTB	Mesa Cocktail Table - Black Top, Bronze		\$272.85	\$313.80	\$351.45	
MESCTG	Mesa Cocktail Table - Glass Top, Bronze		\$272.85	\$313.80	\$351.45	
MESCTW	Mesa Cocktail Table - Barnwood Top, Bronze		\$272.85	\$313.80	\$351.45	
CIE	Silverado Cocktail Table - Glass Top, Chrome		\$403.35	\$463.85	\$519.50	
CIW	Sydney Cocktail Table - White Top, Brushed Steel		\$409.15	\$470.50	\$526.95	
CIY	Sydney Cocktail Table - Black Top, Brushed Steel		\$409.15	\$470.50	\$526.95	
CIWP	<b>POWERED</b> Sydney Cocktail Table - White Top, Brushed Steel		\$519.10	\$596.95	\$668.60	
CIYP	<b>POWERED</b> Sydney Cocktail Table - Black Top, Brushed Steel		\$519.10	\$596.95	\$668.60	
SYDBEC	Sydney Cocktail Table - Blue Top, Brushed Steel		\$371.25	\$426.95	\$478.20	
SYDWDC	Sydney Cocktail Table - Barnwood Top, Brushed Steel		\$337.50	\$388.10	\$434.65	

## End Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ALE100	Alondra End Table - Glass Top, Chrome		\$339.90	\$390.90	\$437.80	
ALE200	Alondra End Table - Brandy Maple Top, Chrome		\$339.90	\$390.90	\$437.80	
CUBPOW	<b>POWERED</b> Wireless Charging Table - White, AC Plug In		\$560.15	\$644.15	\$721.45	
EIC	Geo End Table - Glass Top, Chrome		\$357.05	\$410.60	\$459.85	
EIFWB	Geo End Table - Brandy Maple Top, Black		\$358.65	\$412.45	\$461.95	
MESETB	Mesa End Table - Black Top, Bronze		\$180.25	\$207.30	\$232.20	
MESETG	Mesa End Table - Glass Top, Bronze		\$180.25	\$207.30	\$232.20	
MESETW	Mesa End Table - Barnwood Top, Bronze		\$180.25	\$207.30	\$232.20	
REGOTT	Regis End Table - Brushed Metal		\$306.90	\$352.95	\$395.30	
EIE	Silverado End Table - Glass, Chrome		\$384.05	\$441.65	\$494.65	
EIW	Sydney End Table - White Top, Brushed Steel		\$368.60	\$423.90	\$474.75	
ETIY	Sydney End Table - Black Top, Brushed Steel		\$368.60	\$423.90	\$474.75	
SYDBEE	Sydney End Table - Blue Top, Brushed Steel		\$326.20	\$375.15	\$420.15	
SYDWDE	Sydney End Table - Barnwood Top, Brushed Steel		\$326.20	\$375.15	\$420.15	

= **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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<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	9.75%
<b>AMOUNT DUE</b>	\$ _____

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

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## ACCENT TABLES: SIDE

G184441122

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

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

### Side Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
AURA	Aura Round Table - White Metal		\$210.40	\$241.95	\$271.00	
SEDBBK	Sedona Side Table - Black Top, Bronze		\$181.90	\$209.20	\$234.30	
SEDBWD	Sedona Side Table - Wood Top, Bronze		\$181.90	\$209.20	\$234.30	
SEDBWH	Sedona Side Table - White Top, Bronze		\$181.90	\$209.20	\$234.30	
TAOBBK	Taos Side Table - Black Top, Bronze		\$181.90	\$209.20	\$234.30	
TAOBWD	Taos Side Table - Wood Top, Bronze		\$181.90	\$209.20	\$234.30	
TAOBWH	Taos Side Table - White Top, Bronze		\$181.90	\$209.20	\$234.30	
TMBTBL	Timber Table - Wood		\$248.90	\$286.25	\$320.60	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.75%
AMOUNT DUE	\$ _____

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# BAR TABLES, BARS & COUNTERS

**G184441122**
**ONLINE & DISCOUNT DEADLINE:\* TUESDAY, OCTOBER 18, 2022**

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

## 30" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30ACBB	30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top		\$352.80	\$405.70	\$454.40	
30BEBB	30" Round Bar Table w/ Standard Black Base - Blue Top		\$352.80	\$405.70	\$454.40	
30BKSB	30" Round Bar Table w/ Standard Black Base - Black Top		\$352.80	\$405.70	\$454.40	
30GSBB	30" Round Bar Table w/ Standard Black Base - Green Top		\$352.80	\$405.70	\$454.40	
30OSBB	30" Round Bar Table w/ Standard Black Base - Orange Top		\$352.80	\$405.70	\$454.40	
30WDBB	30" Round Bar Table w/ Standard Black Base - Barnwood Top		\$352.80	\$405.70	\$454.40	
30WH42	30" Round Bar Table w/ Standard Black Base - White Top		\$352.60	\$405.50	\$454.15	
30YBBB	30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top		\$352.80	\$405.70	\$454.40	
VTB	30" Round Bar Table w/ Standard Black Base - Red Top		\$357.05	\$410.60	\$459.85	
VTJ	30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$357.05	\$410.60	\$459.85	
VTK	30" Round Bar Table w/ Standard Black Base - Maple Top		\$357.05	\$410.60	\$459.85	
VTA	30" Round Madison Bar Table w/ Standard Black Base - Gray Acajou Top		\$347.95	\$400.15	\$448.15	

## 36" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKSB	36" Round Bar Table w/ Standard Black Base - Black Top		\$334.55	\$384.75	\$430.90	
VTN	36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$383.45	\$440.95	\$493.85	
VTW	36" Round Bar Table w/ Standard Black Base - White Top		\$384.05	\$441.65	\$494.65	
VTP	36" Round Bar Table w/ Standard Black Base - Maple Top		\$352.85	\$405.80	\$454.50	

## 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		\$425.85	\$489.75	\$548.50	
30BEHB	30" Round Bar Table w/ Hydraulic Base - Blue Top		\$393.70	\$452.75	\$507.10	
30BKHB	30" Round Bar Table w/ Hydraulic Base - Black Top		\$425.85	\$489.75	\$548.50	
30BRHB	30" Round Bar Table w/ Hydraulic Base - Red Top		\$434.25	\$499.40	\$559.35	
30GRHB	30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$434.25	\$499.40	\$559.35	
30GSHB	30" Round Bar Table w/ Hydraulic Base - Green Top		\$425.85	\$489.75	\$548.50	
30MTHB	30" Round Bar Table w/ Hydraulic Base - Maple Top		\$434.25	\$499.40	\$559.35	
30OSHB	30" Round Bar Table w/ Hydraulic Base - Orange Top		\$425.85	\$489.75	\$548.50	
30WDHB	30" Round Bar Table w/ Hydraulic Base - Barnwood Top		\$393.70	\$452.75	\$507.10	
30WHHB	30" Round Bar Table w/ Hydraulic Base - White Top		\$440.15	\$506.15	\$566.90	
30YSHB	30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top		\$425.85	\$489.75	\$548.50	
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top		\$434.25	\$499.40	\$559.35	

## 36" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHB	36" Round Bar Table w/ Hydraulic Base - Black Top		\$460.30	\$529.35	\$592.85	
36GRHB	36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$472.85	\$543.80	\$609.05	
36MTHB	36" Round Bar Table w/ Hydraulic Base - Maple Top		\$472.85	\$543.80	\$609.05	
36WTHB	36" Round Bar Table w/ Hydraulic Base - White Top		\$472.85	\$543.80	\$609.05	



# BAR TABLES, BARS & COUNTERS CONTINUED

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

## Metal Bar Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
RSTSQT	Rustique Square Metal Bar Table - Gunmetal		\$370.60	\$426.20	\$477.35	

## Ventura Communal Bar Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTBNP	Ventura Communal Bar Table - Black Top, Silver		\$898.20	\$1,032.95	\$1,156.90	
VNTMNP	Ventura Communal Bar Table - Maple Top, Silver		\$898.20	\$1,032.95	\$1,156.90	
VNTWNP	Ventura Communal Bar Table - White Top, Silver		\$898.20	\$1,032.95	\$1,156.90	
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes - Maple Top, Silver		\$898.20	\$1,032.95	\$1,156.90	
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes - White Top, Silver		\$898.20	\$1,032.95	\$1,156.90	
VNTBLK	 <b>POWERED</b> Ventura Communal Bar Table, Powered - Black Top, Silver		\$1,060.35	\$1,219.40	\$1,365.75	
VNTWHT	 <b>POWERED</b> Ventura Communal Bar Table, Powered - White Top, Silver		\$1,060.35	\$1,219.40	\$1,365.75	

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

## Bars

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTBLPI	Midtown Bar, Lighted w/ Plug In - Taupe Glass Top, Pewter		\$1,923.55	\$2,212.10	\$2,477.55	
MTBUUL	Midtown Bar, Unlighted - Taupe Glass Top, Pewter		\$1,799.75	\$2,069.70	\$2,318.05	

## Counters

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In - Taupe Glass Top, Pewter		\$1,923.55	\$2,212.10	\$2,477.55	
MTCPUL	Midtown Powered Counter, Unlighted - Taupe Glass Top, Pewter		\$1,811.05	\$2,082.70	\$2,332.60	

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

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	9.75%
<b>AMOUNT DUE</b>	\$ _____

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# CAFÉ TABLES

**G184441122**
**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		\$316.30	\$363.75	\$407.40	
30BEBC	30" Round Cafe Table w/ Standard Black Base - Blue Top		\$316.30	\$363.75	\$407.40	
30BKSC	30" Round Cafe Table w/ Standard Black Base - Black Top		\$316.30	\$363.75	\$407.40	
30GSBC	30" Round Cafe Table w/ Standard Black Base - Green Top		\$316.30	\$363.75	\$407.40	
30OSBC	30" Round Cafe Table w/ Standard Black Base - Orange Top		\$316.30	\$363.75	\$407.40	
30WDBC	30" Round Cafe Table w/ Standard Black Base - Barnwood Top		\$316.30	\$363.75	\$407.40	
30WH29	30" Round Cafe Table w/ Standard Black Base - White Top		\$321.70	\$369.95	\$414.35	
30YSBC	30" Round Cafe Table w/ Standard Black Base - Brushed Yellow Top		\$316.30	\$363.75	\$407.40	
ZTA	30" Round Madison Cafe Table w/ Standard Black Base - Gray Acajou Top		\$326.55	\$375.55	\$420.60	
ZTB	30" Round Cafe Table w/ Standard Black Base - Red Top		\$326.10	\$375.00	\$420.00	
ZTJ	30" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$326.10	\$375.00	\$420.00	
ZTK	30" Round Cafe Table w/ Standard Black Base - Maple Top		\$326.10	\$375.00	\$420.00	

## 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		\$345.25	\$397.05	\$444.70	
ZTN	36" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$355.20	\$408.50	\$457.50	
ZTP	36" Round Cafe Table w/ Standard Black Base - Maple Top		\$355.20	\$408.50	\$457.50	
ZTQ	36" Round Cafe Table w/ Standard Black Base - White Top		\$355.20	\$408.50	\$457.50	

## 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		\$425.15	\$488.90	\$547.55	
30BEHC	30" Round Cafe Table w/ Hydraulic Base - Blue Top		\$393.70	\$452.75	\$507.10	
30BKHC	30" Round Cafe Table w/ Hydraulic Base - Black Top		\$425.15	\$488.90	\$547.55	
30BRHC	30" Round Cafe Table w/ Hydraulic Base - Red Top		\$434.25	\$499.40	\$559.35	
30GRHC	30" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$434.25	\$499.40	\$559.35	
30GSHC	30" Round Cafe Table w/ Hydraulic Base - Green Top		\$425.15	\$488.90	\$547.55	
30MTHC	30" Round Cafe Table w/ Hydraulic Base - Maple Top		\$434.25	\$499.40	\$559.35	
30OSHC	30" Round Cafe Table w/ Hydraulic Base - Orange Top		\$425.15	\$488.90	\$547.55	
30WDHC	30" Round Cafe Table w/ Hydraulic Base - Barnwood Top		\$393.70	\$452.75	\$507.10	
30WHHC	30" Round Cafe Table w/ Hydraulic Base - White Top		\$440.15	\$506.15	\$566.90	
30YSHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Yellow Top		\$425.15	\$488.90	\$547.55	
30MAHC	30" Round Madison Cafe Table w/ Hydraulic Base - Gray Acajou Top		\$434.25	\$499.40	\$559.35	



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# 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		\$472.85	\$543.80	\$609.05	
36GRHC	36" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$472.85	\$543.80	\$609.05	
36MTHC	36" Round Cafe Table w/ Hydraulic Base - Maple Top		\$472.85	\$543.80	\$609.05	
36WTHC	36" Round Cafe Table w/ Hydraulic Base - White Top		\$472.85	\$543.80	\$609.05	

### Ventura Communal Café Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTCBN	Ventura Communal Cafe Table - Black Top, Silver		\$663.70	\$763.25	\$854.85	
VNTCMN	Ventura Communal Cafe Table - Maple Top, Silver		\$663.70	\$763.25	\$854.85	
VNTCWN	Ventura Communal Cafe Table - White Top, Silver		\$663.70	\$763.25	\$854.85	
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes - Maple Top, Silver		\$663.70	\$763.25	\$854.85	
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes - White Top, Silver		\$663.70	\$763.25	\$854.85	
VNTCBK	 <b>POWERED</b> Communal Ventura Cafe Table - Black Top, Silver		\$753.65	\$866.70	\$970.70	
VNTCWH	 <b>POWERED</b> Communal Ventura Cafe Table - White Top, Silver		\$753.65	\$866.70	\$970.70	

 = **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)	9.75%
AMOUNT DUE	\$ _____

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## BAR STOOLS

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**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		\$360.90	\$415.05	\$464.85	
BST	Banana Barstool - White, Chrome		\$360.90	\$415.05	\$464.85	
BLDBRD	Blade Barstool - Red		\$168.75	\$194.05	\$217.35	
BLDBSB	Blade Barstool - Sky Blue		\$168.75	\$194.05	\$217.35	
XBAR	Christopher Barstool - White Vinyl, Chrome		\$260.45	\$299.50	\$335.45	
LMBAR	Laguna Barstool - Maple, Chrome		\$262.30	\$301.65	\$337.85	
ROLLBL	Lift Barstool - Black Vinyl, Chrome		\$306.90	\$352.95	\$395.30	
ROLLGY	Lift Barstool - Gray Vinyl, Chrome		\$306.90	\$352.95	\$395.30	
ROLLRD	Lift Barstool - Red Vinyl, Chrome		\$306.90	\$352.95	\$395.30	
ROLLWH	Lift Barstool - White Vinyl, Chrome		\$306.90	\$352.95	\$395.30	
LUBSCL	Lucent Barstool - Frosted Acrylic, Chrome		\$337.50	\$388.10	\$434.65	
MARBBE	Marina Barstool - Ocean Blue Fabric, Brushed Metal		\$285.15	\$327.90	\$367.25	
MARBBK	Marina Barstool - Black Vinyl, Brushed Metal		\$285.15	\$327.90	\$367.25	
MARBBR	Marina Barstool - Brown Fabric, Brushed Metal		\$285.15	\$327.90	\$367.25	
MARBRD	Marina Barstool - Red Fabric, Brushed Metal		\$285.15	\$327.90	\$367.25	
MARBWH	Marina Barstool - White Vinyl, Brushed Metal		\$285.15	\$327.90	\$367.25	
RSTSTL	Rustique Barstool - Gunmetal		\$191.10	\$219.75	\$246.10	
BS001	Shark Barstool - White, Chrome		\$460.90	\$530.05	\$593.65	
BSR	Syntax Barstool - Black, Chrome		\$318.55	\$366.35	\$410.30	
ZENBAR	Zenith Barstool - White, Chrome		\$235.55	\$270.90	\$303.40	
BS002	Zoey Barstool - White, Chrome		\$422.70	\$486.10	\$544.45	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.75%
AMOUNT DUE	\$ _____

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## CONFERENCE & WORK TABLES

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

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### Conference Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BKCT0N	10' Table - Black Top, Silver		\$877.10	\$1,008.65	\$1,129.70	
BKCT0P	 <b>POWERED</b> 10' Table - Black Top, Silver		\$1,095.40	\$1,259.70	\$1,410.85	
CB8	42" Round Madison Table - Gray Acajou, Black		\$243.55	\$280.10	\$313.70	
42BKCT	42" Round Table - Black Top, Black		\$491.30	\$565.00	\$632.80	
CB1	42" Round Table - Graphite Nebula Top		\$607.30	\$698.40	\$782.20	
CONF42	42" Round Table - White Top		\$557.80	\$641.45	\$718.40	
BKCT5N	5' Table - Black Top, Silver		\$440.50	\$506.60	\$567.40	
BKCT5P	 <b>POWERED</b> 5' Table - Black Top, Silver		\$570.30	\$655.85	\$734.55	
BKCT8N	8' Table - Black Top, Silver		\$877.10	\$1,008.65	\$1,129.70	
BKCT8P	 <b>POWERED</b> 8' Table - Black Top, Silver		\$1,095.40	\$1,259.70	\$1,410.85	
36ATO	Atomic 36" Round Table - Glass Top, Chrome		\$429.85	\$494.35	\$553.65	
42ATO	Atomic 42" Round Table - Glass Top, Chrome		\$429.85	\$494.35	\$553.65	
CE2	Geo Table, Rectangle - Glass Top, Chrome		\$654.20	\$752.35	\$842.65	
CF2	Geo Table, Rectangle - Glass Top, Black		\$654.20	\$752.35	\$842.65	
CE1	Geo Table, Rounded Square - Glass Top, Chrome		\$461.20	\$530.40	\$594.05	
CF1	Geo Table, Rounded Square - Glass Top, Black		\$461.20	\$530.40	\$594.05	
MADC05	Madison 5' Table - Gray Acajou, Chrome		\$677.20	\$778.80	\$872.25	
MADC08	Madison 8' Table - Gray Acajou, Chrome		\$1,351.70	\$1,554.45	\$1,741.00	
MADC10	Madison 10' Table - Gray Acajou, Chrome		\$1,351.70	\$1,554.45	\$1,741.00	

### Work Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
WD3	Work Table - White Top, White		\$480.55	\$552.65	\$618.95	

 = **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)	9.75%
AMOUNT DUE	\$ _____

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# EXECUTIVE SEATING, DESKS & STORAGE

G184441122



**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		\$389.75	\$448.20	\$502.00	
GENCHA	Genesis Chair - Black		\$340.20	\$391.25	\$438.20	
PROGB	Pro Executive Guest Chair - Black Vinyl, Chrome		\$292.05	\$335.85	\$376.15	
PROEXB	Pro Executive High Back Chair - Black Vinyl, Chrome		\$458.35	\$527.10	\$590.35	
PROEXE	Pro Executive High Back Chair - White Vinyl, Chrome		\$458.35	\$527.10	\$590.35	
PROMDB	Pro Executive Mid Back Chair - Black Vinyl, Chrome		\$323.85	\$372.45	\$417.15	
PROMID	Pro Executive Mid Back Chair - White Vinyl, Chrome		\$323.85	\$372.45	\$417.15	
TASKST	Task Stool - Black Fabric, Black		\$191.20	\$219.90	\$246.30	

## Desks

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
TECH	 <b>POWERED</b> Tech Desk - Black Metal, Black Laminate w/ Electrical Unit		\$654.20	\$752.35	\$842.65	
TECH3B	 <b>POWERED</b> Tech Desk w/ 3 Drawer File Cabinet - Black Metal, Black Laminate w/ Electrical Unit		\$808.60	\$929.90	\$1,041.50	
JD8	Madison Executive Desk - Gray Acajou, Chrome		\$853.85	\$981.95	\$1,099.80	

## Storage

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BC8	Madison Bookcase - Gray Acajou, Chrome		\$618.35	\$711.10	\$796.45	
TECH3	Cabinet on Castors - Black Top, Black Metal		\$216.15	\$248.55	\$278.40	

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

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.75%
AMOUNT DUE	\$ _____

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

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

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

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



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**IGES – Sevierville**

Sevierville Convention Center | Sevierville, TN

November 8 - 10, 2022

**DIVIDERS****G184441122****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		\$573.65	\$659.70	\$738.85	
HDC7FT	7' Boxwood Hedge		\$933.65	\$1,073.70	\$1,202.55	

**Stanchions**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
STNSGN	Stanchion Sign Holder - Chrome		\$53.10	\$61.05	\$68.40	
STNCHI	Stanchion w/ Retractable Belt - Black, Chrome		\$60.95	\$70.10	\$78.50	

**Dividers**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
DIVBAR	Bar/Counter Divider - Clear, Black		\$171.10	\$196.75	\$220.35	
DIVFRE	Freestanding Divider - Clear, Silver		\$344.15	\$395.75	\$443.25	
DIVFCR	Freestanding Corner Divider - Clear, Silver		\$688.25	\$791.50	\$886.50	
DIVFWL	Freestanding Wall Divider - Clear, Silver		\$344.15	\$395.75	\$443.25	
DIVFST	Sofa/Table Divider - Clear, Silver		\$308.70	\$355.00	\$397.60	
DIVFWB	Freestanding Whiteboard Divider - White, Silver		\$428.70	\$493.00	\$552.15	
MIRWHT	Miramar Divider - White Molded Plastic		\$440.50	\$506.60	\$567.40	

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

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	9.75%
<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 "Regular" pricing.

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

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

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



**IGES – Sevierville**

Sevierville Convention Center | Sevierville, TN

November 8 - 10, 2022

**ACCESSORIES****G184441122****ONLINE & DISCOUNT DEADLINE:\* TUESDAY, OCTOBER 18, 2022**

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

**Charging Hub**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VILHUB	<b>POWERED</b> Village Charging Hub - Cream		\$257.60	\$296.25	\$331.80	

**Lamps**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
LA14	Mason Silver Table Lamp - Brushed Silver		\$208.45	\$239.70	\$268.45	
LA15	Mason Silver Floor Lamp - Brushed Silver		\$318.45	\$366.20	\$410.15	

**Pedestals**

PDL36B	<b>POWERED</b> 36" Locking Pedestal - Black		\$772.75	\$888.65	\$995.30	
PDL36W	<b>POWERED</b> 36" Locking Pedestal - White		\$731.40	\$841.10	\$942.05	
PDL42B	<b>POWERED</b> 42" Locking Pedestal - Black		\$866.55	\$996.55	\$1,116.15	
PDL42W	<b>POWERED</b> 42" Locking Pedestal - White		\$866.55	\$996.55	\$1,116.15	

**Shelving**

PSHCCS	Posh Shelving - Chrome, Acrylic		\$697.50	\$802.10	\$898.35	
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**= 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)	9.75%
<b>AMOUNT DUE</b>	\$ _____

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

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

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

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



IGES – Sevierville

Sevierville Convention Center | Sevierville, TN

November 8 - 10, 2022

GRAPHICS & SIGNS

G184441122

ORDER ONLINE!

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		\$110.05	\$126.55	\$141.75	
70010	22" x 28" Horizontal		\$110.05	\$126.55	\$141.75	
70011	28" x 44" Vertical		\$140.00	\$161.00	\$180.30	
70012	28" x 44" Horizontal		\$140.00	\$161.00	\$180.30	
70027	38.25" x 90.75" Meter Board, Trovicel Panel		\$580.90	\$668.05	\$748.20	
70138	39" x 84" Meter Board, Ultraboard		\$337.50	\$388.10	\$434.65	

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

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70065	Vertical with Grommets		\$25.15	\$28.90	\$32.35	
70071	Horizontal with Grommets		\$25.15	\$28.90	\$32.35	
70066	Vertical with Pockets		\$26.95	\$31.00	\$34.70	
70072	Horizontal with Pockets		\$26.95	\$31.00	\$34.70	

### Table Clings

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70034	36" x 36" Round Table Cling <i>Table clings are made to fit our standard pedestal table tops.</i>		\$208.45	\$239.70	\$268.45	

### Accessories

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70017	4' x 8' Blank Foamcore		\$53.70	\$61.75	\$69.15	
70021	Velcro/per ft. (Minimum of 5')		\$3.45	\$3.95	\$4.40	
70004	7" x 44" ID Sign		\$59.10	\$67.95	\$76.10	
50094	Floor Easel		\$39.00	\$44.85	\$50.25	
50095	22" x 28" Chrome Sign Holder		\$39.00	\$44.85	\$50.25	
50508	Cardboard Meter Board Base, Black		\$22.50	\$25.85	\$28.95	

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

TAX (All tax rates are subject to change) 9.75%

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: \_\_\_\_\_



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# UPLOADING GRAPHICS 101

## ADDING FILES TO THE FTP.

IGES – Sevierville

Sevierville Convention Center | Sevierville, TN

G184441122

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.

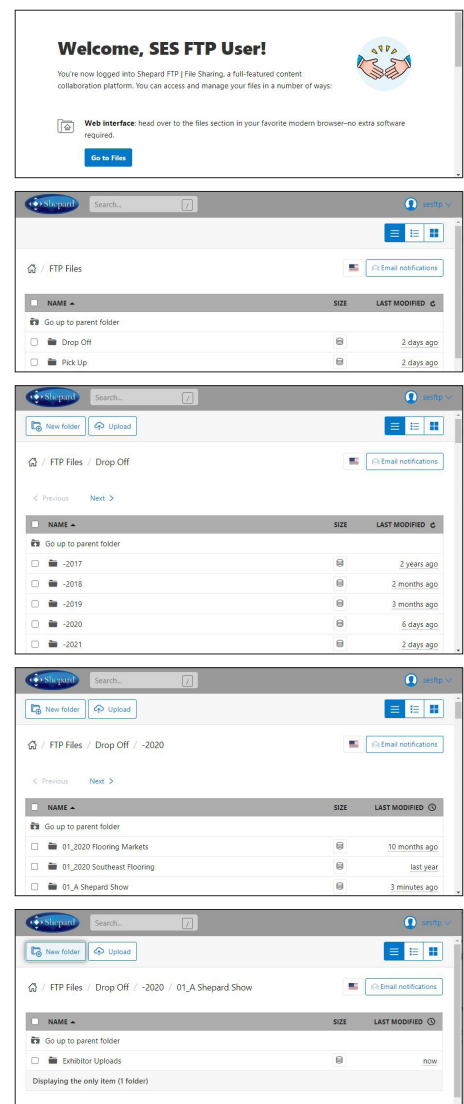
### Before Sending Files

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.

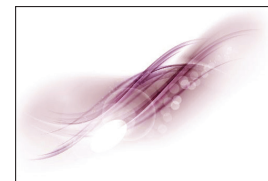
PROGRAM	FILE EXTENSION	SPECIAL CONSIDERATIONS
 Acrobat	.pdf	Must be high resolution with fonts embedded.
 InDesign	.indd or .idml	Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
 Illustrator	.ai or .eps	Vector artwork. Images embedded and fonts changed to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



**IGES – Sevierville**

Sevierville Convention Center | Sevierville, TN

November 8 - 10, 2022

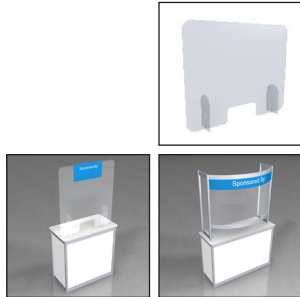
**ORDER ONLINE!**

# SHIELDS & BARRIERS

**G184441122**

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

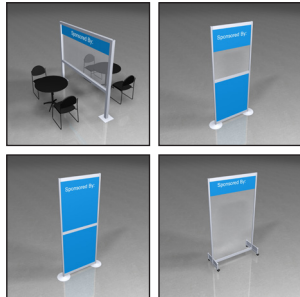
\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Counters and Furnishings not included.



Counters not included.

## Plexi Shields

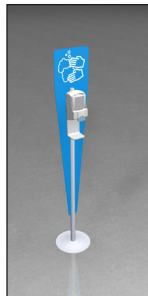
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66651	<b>Standard Plexi Shield</b> (CVPS1) 40" (l) x 36" (h)		\$351.50	\$404.20	\$452.70	
66652	<b>Tall Plexi Shield</b> (CVPS2) 40" (l) x 44" (h)		\$432.65	\$497.55	\$557.25	
66653	<b>Curved Plexi Shield</b> (CVPS3) 4' 8.75" (l) x 4' (h) x 2' 2.25" (d)		\$540.80	\$621.90	\$696.55	



## Walls & Dividers

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66654	<b>Large Wall Divider</b> (CVDW1) 9' 1.25" (l) x 7' (h) x 11.85" (d) base 30" from floor		\$540.80	\$621.90	\$696.55	
66655	<b>Plexi/Trovice Panel Wall Divider</b> (CVDW2) 3' 4.5" (l) x 8' high x Approx. 6" (d) base		\$378.55	\$435.35	\$487.60	
66656	<b>Trovice/Trovice Wall Divider</b> (CVDW3) 3' 4.5" (l) x 8' (h) x 1' 9" (d) base		\$324.50	\$373.15	\$417.95	
66657	<b>Plexi Rolling Baffle</b> (CVDW4) 4' 2.5" (l) x 7' (h) x 1' 9" (d) base		\$676.00	\$777.40	\$870.70	

## Sanitizer Kiosk



CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66650	<b>Sanitizer Kiosk A</b> (CVSK1) 40" (l) x 36" (h)		\$405.60	\$466.45	\$522.40	

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

**TAX** (All tax rates are subject to change) 9.75%

**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: \_\_\_\_\_



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

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IGES – Sevierville

Sevierville Convention Center | Sevierville, TN

November 8 - 10, 2022

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# EXHIBIT COUNTER RENTALS

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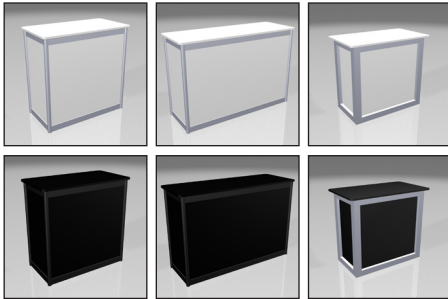
**ONLINE & DISCOUNT DEADLINE:\* MONDAY, OCTOBER 10, 2022**

\* 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:

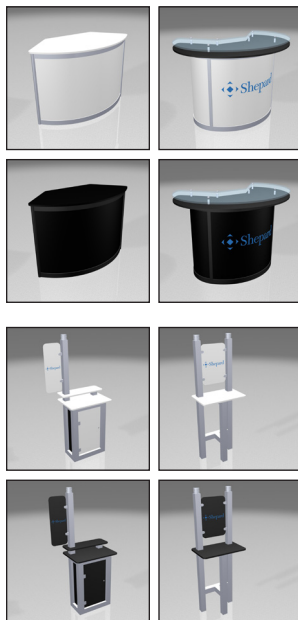
**Metal Colors:** Black (06) or Silver (15) and **Panel Colors:** White (03) or Black (06)



## Locking Cabinets

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66282	<b>1 Meter Locking Cabinet (LC1)</b> 3' 6" (l) x 3' 6" (h) x 1' 9" (d) Graphic Size: 968mm x 898mm		\$925.15	\$1,063.90	\$1,191.55		
66283	<b>1.5 Meter Locking Cabinet (LC2)</b> 5' (l) x 3' 6" (h) x 1' 9" (d) Graphic Size: 1463mm x 898mm		\$1,122.65	\$1,291.05	\$1,446.00		
66284	<b>Locking Cabinet (LC3)</b> 3' 9" (l) x 3' 6" (h) x 2' 3" (d) Graphic Size: 922mm x 872mm		\$682.45	\$784.80	\$879.00	Silver ONLY	

## Reception Counters



CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66275	<b>Reception Counter (RC2)</b> 4'10.75" (l) x 40" (h) x 2' 4.75" (d) Graphic Size: 1530mm x 898mm		\$951.45	\$1,094.15	\$1,225.45		
66276	<b>Reception Counter (RC3)</b> 5' 2.75" (l) x 42" (h) x 3' 5.5" (d) Graphic Size: 1080mm x 898mm		\$2,063.65	\$2,373.20	\$2,658.00		

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

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66285	<b>Computer Stand 1 (CS1)</b> 3' (l) x 6' 3" (h) x 1' 9" (d) Graphic Size: 250mm x 700mm		\$1,200.20	\$1,380.25	\$1,545.90	Silver ONLY	
66286	<b>Computer Stand 2 (CS2)</b> 2' 3" (l) x 6' 3" (h) x 1' 6" (d) Graphic Size: 380mm x 580mm		\$699.40	\$804.30	\$900.80	Silver ONLY	

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	9.75%
<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)

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IGES - Sevierville

Sevierville Convention Center | Sevierville, TN

November 8 - 10, 2022

# PRODUCT DISPLAYS & CHARGING STATION RENTALS

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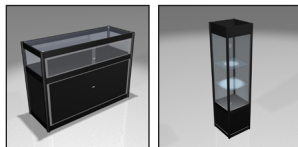
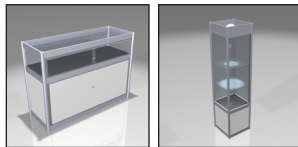
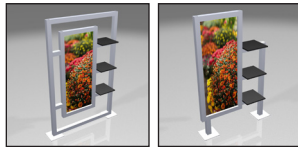
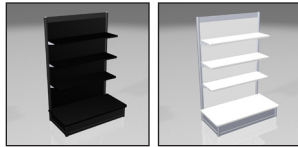
**ONLINE & DISCOUNT DEADLINE:\* MONDAY, OCTOBER 10, 2022**

\* 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	METAL COLOR	PANEL COLOR
66277	<b>Gondola</b> 3' 6" (l) x 4' 6" (h) x 1' 3" (d)		\$648.20	\$745.45	\$834.90		
66278	<b>GL1</b> 5' 4" (l) x 8' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$640.85	\$737.00	\$825.45	Silver ONLY	
66279	<b>GL2</b> 4' 3" (l) x 7' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$1,104.65	\$1,270.35	\$1,422.80	Silver ONLY	

## Showcases

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66270	<b>Quarterview Showcase</b> (Qtrview) 4' 6" (l) x 3' 3" (h) x 1' 9" (d)		\$468.35	\$538.60	\$603.25		
66272	<b>Square Showcase</b> (Square) 1' 9" (l) x 7' (h) x 1' 9" (d)		\$1,347.05	\$1,549.10	\$1,735.00		

## Charging Unit

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66430	<b>Phone Charging Station</b> (PCS) 3' (l) x 6' 3" (h) x 1' 9" (d) Graphic Size: 380mm x 710mm		\$2,120.45	\$2,438.50	\$2,731.10		Black ONLY

## Perforated/Peg Boards

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	METAL COLOR	PANEL COLOR
66148	<b>8' x 4' Pegboard Panel</b> (PerfH)		\$315.15	\$362.40	\$405.90	Silver ONLY	n/a
66149	<b>4' x 8' Pegboard Panel</b> (PerfV)		\$315.15	\$362.40	\$405.90	Silver ONLY	n/a
50104	<b>6" Pegs - 1 dozen</b> (6"Pegs)		\$48.65	\$55.95	\$62.65	n/a	n/a
66147	<b>3.5' x 8' Slat Wall, Grey</b> (Slatwall)		\$315.10	\$362.35	\$405.85	Silver ONLY	n/a

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

TAX (All tax rates are subject to change) 9.75%

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

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses.

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

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

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



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

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IGES - Sevierville

Sevierville Convention Center | Sevierville, TN

November 8 - 10, 2022

# INLINE BOOTH RENTALS

G184441122

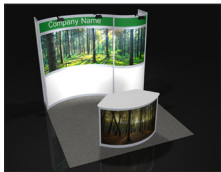
**ONLINE & DISCOUNT DEADLINE:\* MONDAY, OCTOBER 10, 2022**

\* 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.

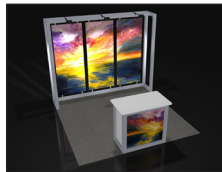
## Turnkey Rental Designs Make Exhibiting Easier!

**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.

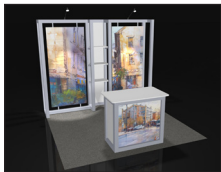
Don't see what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Please contact an Exhibit Team member with any questions or customization requests.



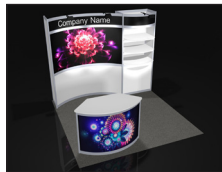
The Eddie



The Jonathon



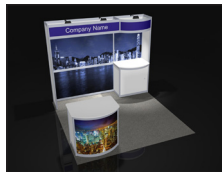
The Pierce



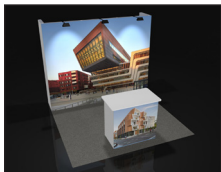
The Madison



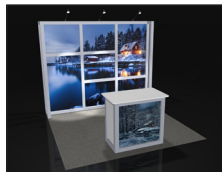
The Grant



The Harrison



The Hamilton



The Lucy

## Inline Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66470	The Eddie - 10' x 10'		\$3,762.75	\$4,327.15	\$4,846.40	
66471	The Eddie - 10' x 20'		\$6,127.45	\$7,046.55	\$7,892.15	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66474	The Jonathon - 10' x 10'		\$2,625.05	\$3,018.80	\$3,381.05	
66475	The Jonathon - 10' x 20'		\$4,594.95	\$5,284.20	\$5,918.30	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66477	The Pierce - 10' x 10'		\$3,256.10	\$3,744.50	\$4,193.85	
66478	The Pierce - 10' x 20'		\$6,182.45	\$7,109.80	\$7,963.00	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66484	The Madison - 10' x 10'		\$3,948.55	\$4,540.85	\$5,085.75	
66485	The Madison - 10' x 20'		\$4,679.75	\$5,381.70	\$6,027.50	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66486	The Grant - 10' x 10'		\$4,167.90	\$4,793.10	\$5,368.25	
66487	The Grant - 10' x 20'		\$5,776.50	\$6,642.95	\$7,440.10	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66492	The Harrison - 10' x 10'		\$3,831.50	\$4,406.20	\$4,934.95	
66493	The Harrison - 10' x 20'		\$5,630.25	\$6,474.80	\$7,251.80	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66467	The Hamilton - 10' x 10'		\$2,670.00	\$3,070.50	\$3,438.95	
66468	The Hamilton - 10' x 20'		\$4,677.50	\$5,379.15	\$6,024.65	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66473	The Lucy - 10' x 10'		\$2,413.00	\$2,774.95	\$3,107.95	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.75%
AMOUNT DUE	\$ _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses.

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

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

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



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ORDER ONLINE!

## FABEX BOOTH RENTALS

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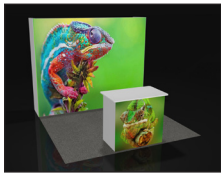
### ONLINE & DISCOUNT DEADLINE:\* MONDAY, OCTOBER 10, 2022

\* 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)		\$2,481.30	\$2,853.50	\$3,195.90	
66561	10' x 10' Booth with Header (FX2H1)		\$3,036.05	\$3,491.45	\$3,910.40	

##### 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)		\$4,300.80	\$4,945.90	\$5,539.40	
66567	10' x 20' Booth with Header (FX2H2)		\$4,797.05	\$5,516.60	\$6,178.60	

##### 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) 9.75%

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

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

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



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# FABEX BACKLIT BOOTH RENTALS

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

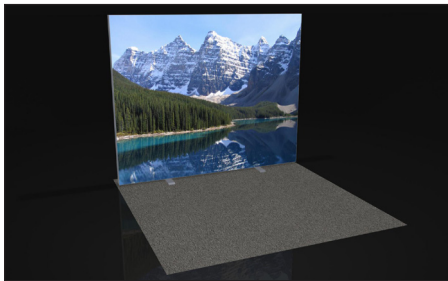
\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

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

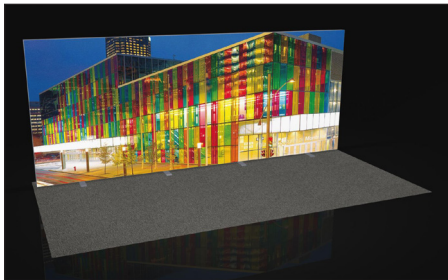
**Carpet/flooring, furnishings, electrical and accessories not included.** Please use the appropriate order forms to order these items.

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

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



FX11



FX12



FX13

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

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66564	8' x 10' Backlit Backwall with Graphics (FX11) Graphic Size: 2992mm x 2436mm		\$2,501.95	\$2,877.25	\$3,222.50	
66565	8' x 20' Backlit Backwall with Graphics (FX12) Graphic Size: 5992mm x 2436mm		\$3,866.55	\$4,446.55	\$4,980.15	
66566	8' x 30' Backlit Backwall with Graphics (FX13) Graphic Size: 8992mm x 2436mm		\$5,231.25	\$6,015.95	\$6,737.85	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.75%
AMOUNT DUE	\$ _____

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

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

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



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





IGES – Sevierville

Sevierville Convention Center | Sevierville, TN  
November 8 - 10, 2022

# ISLAND BOOTH RENTALS

G184441122

ORDER ONLINE!

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

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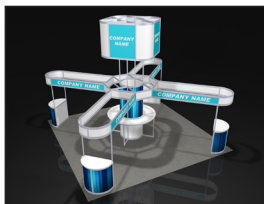
Turnkey Rental Designs Make Exhibiting Easier!

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

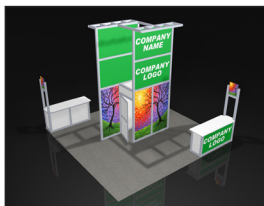
**Please contact an Exhibit Team member with any questions.**



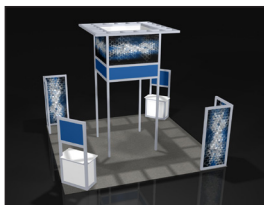
The Monroe



The Washington



The Tyler



The Garfield

## Island Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66494	The Monroe		\$9,578.75	\$11,015.55	\$12,337.40	
66368	The Washington		\$13,746.70	\$15,808.70	\$17,705.75	
66495	The Tyler		\$10,229.55	\$11,764.00	\$13,175.70	
66496	The Garfield		\$10,017.45	\$11,520.05	\$12,902.45	

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	9.75%
<b>AMOUNT DUE</b>	\$ _____

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

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



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

# LABOR RULES & REGULATIONS

## Sevierville, Tennessee

### LABOR

Tennessee is a "right-to-work" state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

### EXHIBIT LABOR JURISDICTION

Exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by Shepard personnel. They may be employed by completion of labor forms enclosed in this manual.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance or repairs on your products.

### MATERIAL/FREIGHT HANDLING JURISDICTION

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

Exhibitors may deliver their own materials into the exhibit facilities; however, the use or rental of mechanical pallet jacks, and other mechanical equipment is not permitted. Shepard Exposition Services will control access to the loading docks in order to provide a safe and orderly move in/move out.

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

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

### GRATUITIES /BREAKS

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

### IN GENERAL

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

### SAFETY

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



IGES – Sevierville

Sevierville Convention Center | Sevierville, TN

November 8 - 10, 2022

ORDER ONLINE!

# SHEPARD BLUE LABOR

G184441122

**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 and Sunday

**Double Time (DT):** Holidays

**Holidays:** NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

## Shepard Blue Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68066	ST	\$164.50	\$189.15	\$211.85	
68067	OT	\$246.75	\$283.75	\$317.80	
68068	DT	\$329.05	\$378.40	\$423.80	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68070	ST	\$164.50	\$189.15	\$211.85	
68071	OT	\$246.75	\$283.75	\$317.80	
68072	DT	\$329.05	\$378.40	\$423.80	

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

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

TAX (All tax rates are subject to change) 9.75%

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

## Step 1. Choose your service.

☐ Installation ☐ Dismantling ☐ Both Installation & Dismantling

## Step 2. How many people are needed?

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

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

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

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

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

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

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

## Step 4. When should the build be complete?

If using Shepard Blue Labor for both install and dismantle, please complete BOTH date and time fields.

INSTALLATION DATE: \_\_\_\_\_ INSTALLATION TIME: \_\_\_\_\_

DISMANTLING DATE: \_\_\_\_\_ DISMANTLING TIME: \_\_\_\_\_

## Step 5. Tell us about your exhibit.

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

BOOTH SIZE: \_\_\_\_\_ x \_\_\_\_\_

INBOUND FREIGHT: ☐ Advanced Warehouse ☐ Direct to Show Site

CARRIER NAME: \_\_\_\_\_

TRACKING OR PRO NUMBER: \_\_\_\_\_

ESTIMATED ARRIVAL DATE: \_\_\_\_\_

NUMBER OF PIECES: \_\_\_\_\_ ESTIMATED WEIGHT: \_\_\_\_\_

### SET UP INFORMATION

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

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

CELL PHONE NUMBER: \_\_\_\_\_

### DRAWINGS/PHOTOS/INSTRUCTIONS

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

### GRAPHICS

☐ With Exhibit ☐ Shipped Separately

### ELECTRICAL PLACEMENT (exhibitor is responsible to order)

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

### CARPET

☐ Ordered from Shepard ☐ Exhibitor Owned ☐ Carpet Padding

### OTHER SERVICES ORDERED

☐ Overhead Rigging ☐ Cleaning ☐ Audio Visual (AV)

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

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

NUMBER OF CRATES: \_\_\_\_\_ NUMBER OF CARTONS: \_\_\_\_\_

NUMBER OF FIBER CASES: \_\_\_\_\_ NUMBER OF PALLETS: \_\_\_\_\_

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

NAME OF CARRIER: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DATE SCHEDULE TO PICKUP FREIGHT: \_\_\_\_\_

MUST ARRIVE AT DESTINATION BY: \_\_\_\_\_

### IF YOUR CARRIER DOESN'T SHOW UP?

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

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

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

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

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



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

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IGES – Sevierville

Sevierville Convention Center | Sevierville, TN

November 8 - 10, 2022

## EXHIBITOR SUPERVISED LABOR

G184441122

**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 and Sunday**Double Time (DT):** Holidays**Holidays:** NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.**Exhibitor Supervised Labor**

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68060	ST	\$126.55	\$145.55	\$163.00	
68061	OT	\$189.83	\$218.30	\$244.50	
68062	DT	\$253.10	\$291.05	\$326.00	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68063	ST	\$126.55	\$145.55	\$163.00	
68064	OT	\$189.83	\$218.30	\$244.50	
68065	DT	\$253.10	\$291.05	\$326.00	

\*\* 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)	9.75%
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 &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. 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 &amp; 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)



## Electrical Services Order Form Sevierville Convention Center

Name of Event IGES Event Dates NOV 8-10, 2022 Booth # \_\_\_\_\_

Company Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

**DEADLINE FOR THE ADVANCE RATE: OCTOBER 24, 2022**

**BASIC SERVICE: (Flat Rate Per Event)**

Code	Quantity	Description	Advance Rate	Standard Rate	Total
901		120V 0-2000 Watts (20 amps)	\$75.00	\$95.00	
902		120V Each additional 2000 Watts (20 amps)	\$75.00	\$75.00	
907		Labor per man hour for special installation (non-taxable)	\$60.00	\$60.00	
908		25-ft extension cord	\$20.00	\$25.00	
909		3-way power splitter	\$10.00	\$15.00	
910		Double spot light on 8' upright pole w/ base (electricity, ext. cords or splitters not included in price, order separately above)	\$47.50	\$55.00	

**Payment Policy:** To receive advance rates, orders **MUST BE RECEIVED 14 DAYS** prior to exhibitor move-in date and full payment must be included.

**Late Request:** All orders received late will be charged at standard rate. No exceptions.

**Cancellation Policy:** No refunds for cancellations.

**Subtotal**

**Sales Tax  
(9.25%)**

**TOTAL****Credit Card Authorization:**

☐ AMEX    ☐ VISA    ☐ MASTERCARD    ☐ DISCOVER

Account Number:

Exp. Date: Month  Year     Verification Code:

(Last 3 digits on back of card)

**Cardholder's Name:**

**Card Billing Address:**

City, State, Zip: \_\_\_\_\_

**Authorized Signature:**

Print Name: \_\_\_\_\_

**REMIT TO ADDRESS:**

Griffin Electric Company  
7925 Neubert Springs Road  
Knoxville, TN 37920

**Fax: (865)249-8296**

**E-mail: [griffinelectric@comcast.net](mailto:griffinelectric@comcast.net)**

## Conditions and Safety Regulations for Electrical Services

Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors, unless specified otherwise. All equipment, regardless of source of power, must comply with all federal, state and local building and safety codes. All service connections and overload protection to such equipment must be made by Griffin Electric Company only. All equipment must be properly tagged and wired with complete information as to type. All appropriate exhibitor's extension cords must be of the three-wire grounded type; residential-type extension cords and power strip cords are prohibited by local building and safety codes. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.

The parties agree that the implied warranties of merchantability and fitness for a particular purpose and all other warranties, expressed or implied, are excluded from this agreement. Griffin Electric Company does not assume any liability for damages or any type whatsoever or loss of anticipatory profits resulting from the use of equipment or services or delivery or installation, or damage of sort whatsoever to user's goods or equipment arising from any cause whatsoever.

**ALL ORDERS MUST BE RECEIVED BY MAIL OR FAX: NO PHONE ORDERS ACCEPTED!**

**ALL ORDERS SUBJECT TO AVAILABILITY**

**PAYMENT METHODS ACCEPTED: AMEX, VISA, MASTERCARD, DISCOVER or MONEY ORDER**



## Internet/Phone/Water Connection Order Form

202 Gists Creek Rd.  
Sevierville, TN 37876  
Phone- 865-453-0001  
Fax- 865-868-1567

Name of Event  
Date of Event  
Booth #  
Company Name

International Gift Expo in the Smokies

11/8/22 - 11/10/22

Company Phone # ( ) Co. Address:

City State Zip Code E-Mail

**PAYMENT MUST BE RECEIVED BY- / / (14 DAYS PRIOR TO EXHIBITOR MOVE-IN DATE) TO RECEIVE PRE-PAID RATE**

ALL ORDERS RECEIVED LATE WILL BE CHARGED AT THE SHOW DAY RATE. SEVIERVILLE CONVENTION CENTER RESERVES THE RIGHT TO CHANGE SHOW DAY RATE IF THE FORM IS RECEIVED AFTER THE DEADLINE. NO EXCEPTIONS.

SERVICES AVAILABLE				
Qty	DESCRIPTION	Pre-Paid Rate	Show Day	Total
<b>Complimentary Wireless Internet On-Site</b>				
	<b>Individual Wired Internet (ethernet)</b>	\$ 90.00	\$ 120.00	
	<b>Group Wireless Internet (required to be set up with event coordinator )</b>	\$ 500.00	Can not order on site	
	<b>Analog phone line (fax, cc, voice)</b>	\$ 95.00	\$ 125.00	
			<b>SALES TAX</b>	N/A
			<b>SUBTOTAL</b>	
<input type="checkbox"/>	Check box if you want water	<b>WATER connection</b>	<b>\$125</b>	
			<b>TOTAL</b>	

\*water connection can only be provided at available location

**Make all checks payable to:**

Sevierville Convention Center

**Remit to address:**

Sevierville Convention Center, Attn: Admin

202 Gists Creek Road

Sevierville, TN 37876

Fax: 865-868-1567

Email: jshell@seviervilletn.org

**Credit Card Authorization**

M/C ☐

Visa ☐

**Acct No.**

**Cardholder's Name:**

Exp Date: V-Code:

Billing Address:

Authorized By: Date:

Email:

Sevierville Convention Center assumes no liability for incomplete or incorrect forms.

ALL ORDERS SUBJECT TO AVAILABILITY and MUST BE RECEIVED BY MAIL OR FAX; NO PHONE ORDERS ACCEPTED!

PAYMENT METHODS ACCEPTED: VISA, MASTERCARD, COMPANY CHECK or MONEY ORDER

Please print clearly unreadable orders can not be processed Thank You

Revised March 2022


## International Gift Exposition in the Smokies

November 8 - 10, 2022 | Sevierville Convention Center | Sevierville, TN

November 9 - 12, 2022 | Pigeon Forge LeConte Center | Pigeon Forge, TN

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

LEAD RETRIEVAL OPTIONS	on or before 8/30/22	from 8/31/22 to 10/11/22	after 10/11/22	number of units	TOTAL
Mobile App Badge Scanner: (2 users)	\$ 349	\$ 379	\$ 399		\$
Add Mobile App Users	\$ 149 each				\$
ADDITIONAL SERVICES					
Developer's Kit (Real Time Data Services) Click <a href="#">here</a> for more information	\$ 800				\$
Subtotal					\$
Processing Fee*					\$ 9.99
Total with <b>9.3%</b> sales tax					\$
TOTAL					\$



### Mobile App Badge Scanner

- 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
- Business card scanning



Lead Retrieval Order Confirmation will be emailed to you.

**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.

### Mobile App Badge Scanner

- 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
- Business card scanning



**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

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

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



## **Exhibitor Insurance Program**

### **EXHIBITOR GENERAL LIABILITY INSURANCE (REQUIRED)**

Emerald X, LLC requires that all exhibitors carry Commercial General Liability with minimum limits of **\$1,000,000 per occurrence, \$2,000,000 aggregate**. Emerald X, LLC and the Venue shall be named as Additional Insured.

The insurance will be in force during the lease dates of the event/show.

- Provides exhibitors who do not have Commercial General Liability Insurance or who do not want to use corporate insurance.
- Protects foreign exhibitors whose insurance will not pay claims brought in the U.S. Courts
- Cost is \$65.00 USD per exhibiting company – regardless of booth size.

### **Apply for insurance coverage online**

[Click here](#) to purchase General Liability insurance for IGES Sevierville  
Visa, Mastercard, AMEX are accepted  
Coverage must be purchased prior to the event/show

### **QUESTIONS?**

#### **Total Event Insurance**

[emeraldexhibitor@totaleventinsurance.com](mailto:emeraldexhibitor@totaleventinsurance.com)

<b>ACORD</b> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">1.</span>		<b>CERTIFICATE OF LIABILITY INSURANCE</b>			DATE		
<b>PRODUCER</b> Insurance Company Name                      Fax: (212) 555-6100 Insurance Company Address 1 Insurance Company Address 2 Attn: Agent Name    (212) 555-6102 ext. 1234		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.  <div style="text-align: center; border: 1px solid black; padding: 5px; margin: 5px 0;">INSUREERS AFFORDING COVERAGE</div>					
<b>INSURED</b> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2.</span> Exhibiting Company Name Exhibiting Company Address 1 Exhibiting Company Address 2 Attn: Exhibiting Company Contact Name Phone: (212) 555-5349    Fax: (212) 555-9819		INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:					
<b>COVERAGES</b>							
<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">3.</span> THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">4.</span> TYPE OF INSURANCE	POLICY NUMBER	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">7.</span> POLICY EFFECTIVE DATE (MM/DD/YY)	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">8.</span> POLICY EXPIRATION DATE (MM/DD/YY)	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">9.</span> LIMITS		
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/22	01/01/23	EACH OCCURRENCE	\$1,000,000	
					FIRE DAMAGE (Any one fire)	\$ 50,000	
					MED EXP (Any one person)	\$ 5,000	
					PERSONAL & ADV INJURY	\$1,000,000	
					GENERAL AGGREGATE	\$2,000,000	
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/22	01/01/23	COMBINED SINGLE LIMIT	\$1,000,000	
					(Ea accident)		
					BODILY INJURY	\$	
					(Per person)		
					BODILY INJURY	\$	
C	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____	XL1234567	01/01/22	01/01/23	PROPERTY DAMAGE	\$	
					(Per accident)		
					AUTO ONLY-EA ACCIDENT		
					OTHER THAN	\$	
					AUTO ONLY:	\$	
A	<b>UMBRELLA/EXCESS LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	A4145-SS-PJ37	01/01/22	01/01/23	EACH OCCURRENCE	\$1,000,000	
					AGGREGATE	\$1,000,000	
						\$	
						\$	
						\$	
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	A4145-SS-PJ37	01/01/22	01/01/23	X	WC STATU- ORY LIMITS	OTHER
					E.L. EACH ACCIDENT	\$1,000,000	
					E.L. DISEASE-EA EMPLOYEE	\$1,000,000	
D	OTHER				E.L. DISEASE -POLICY LIMIT	\$1,000,000	
					Each Occurrence & Aggregate		
<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">5.</span> DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Emerald X, LLC (Show Management), Shepard (Official Service Provider), the Sevierville Convention Center (Facility), and IGES (Show) are hereby named as additional insured, except for Workers' Compensation. Emerald X, LLC and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Emerald X, LLC, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Emerald X, LLC shall be excess and non-contributory. Show date(s) are: November 8-10, 2022 in Sevierville, TN.							
CERTIFICATE HOLDER		X	ADDITIONAL INSURED; INSURER LETTER: <u>X</u>		CANCELLATION		
<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">6.</span> Emerald X, LLC / IGES Sevierville 31910 Del Obispo #200 San Juan Capistrano, CA 92675 Attn: Anne McConahey			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS  AUTHORIZED REPRESENTATIVE <div style="text-align: center; margin-top: 10px;">   <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">10.</span> </div>				

1. PRODUCER: Name, address and phone number of insurance carrier.
2. INSURED: Company name, address, phone number and booth number of company insured.
3. COVERAGES: Coverage must be provided for Comprehensive General Liability, Automotive Liability (if applicable), and Workmen's Compensation, complete with policy numbers, effective dates of Coverage and limits of coverage.
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME OF ADDITIONAL INSUREDS: Emerald X, LLC (Show Management), Shepard (Official Service Provider), IGES (Show) and the Sevierville Convention Center (Facility) as additional insureds on a primary and non-contributory basis. Show dates are November 8-10, 2022.
6. CERTIFICATE HOLDER: Emerald X, LLC – IGES Sevierville, 31910 Del Obispo #200, San Juan Capistrano, CA 92675, Attn: Anne McConahey.
7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Insurance Requirements.
10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.



**NEED  
AN  
EXTRA  
HAND?**

**LET US HELP STAFF  
YOUR EVENT!**

**SET UP | STAFF BOOTH | TEAR DOWN**



*MAKING PEOPLE MATTER MOST*



  
**CONTACT  
US  
TODAY!**

**STAFFING  
EXPERTS**

  
**LUTTRELL**  
**STAFFING GROUP**

**CALL 865-397-5607 | [LSTAFF.COM](http://LSTAFF.COM)**

**DANDRIDGE OFFICE: 708 E. MEETING STREET, SUITE A**

**BOOTH SECURITY ORDER FORM**IGES Sevierville  
IGES Pigeon Forge**Dates:** November 8-10 & 9-12, 2022**Booth # :** \_\_\_\_\_ **Hall :** \_\_\_\_\_**RATES** \$47.50/hour**TOTAL COST:****TOTAL HRS:****Service as follows : 4 hour minimum***Total amount due before start of service***Paying by Credit Card :** ☐ **Paying by Check:** ☐

Please check one of the above (AMEX, Visa, &amp; Mastercard Accepted)

Date	Day	Start Time	Finish Time	# of Officers	Total Hours

Date	Day	Start Time	Finish Time	# of Officers	Total Hours

If you would like your officer to remain in the booth until released please check here

If you would like your officer to walk off at the assigned end time please check here

You will be billed for any time past the original end time

BEST Security is not an insurer. Charges are based solely upon the value of services provided for, and are unrelated to the value of the client's operations, property or the property of others.

The amounts payable by the client are not sufficient to warrant BEST assuming any risk of damage or loss to property due to BEST's negligence or failure to perform. BEST Security, its agents and representatives, will provide all necessary safeguards and shall assume no liability for life, accident, theft of property, damage to property or any other loss due to factors beyond our control. The client, by signing this agreement holds BEST Security harmless for any and all losses and agrees to have in effect at the time of signing this agreement, insurance to cover all product, and personal damages and any claims arising from engaging in business as an exhibitor at IGES Sevierville.

Balance is due in full prior to start of service at the estimated cost, plus any hours extra. If payment is not received by start of service, Client agrees to pay BEST Security direct all collection costs including reasonable attorney's fees.

BEST does not issue refunds, unless we fail to provide services on our end.

If payment is not made via check, Client hereby approves and authorizes BEST to charge all costs associated with service to the following credit card:

**Card Type :** AMEX  VISA  MasterCard  Security Code: Credit Card Number:  Expiration Date: Billing Address:  City:  State:  Zip: Print Name of Cardholder:  Cardholder Signature: **WHOM SHOULD THE OFFICER CONTACT UPON ARRIVAL:** \_\_\_\_\_**CELL #** \_\_\_\_\_**Invoice Information**

<b>BEST Crowd Management</b>  199 Coon Rapids Blvd. Suite 111  Coon Rapids, MN 55433  Email: Meredith.Greene@garda.com  Phone: 612.476.0985	Company Name: _____ Address: _____ City : _____ State: _____ Zip: _____ Company Rep: _____ Phone: _____ Fax: _____ E-Mail: _____
---	--

Client Signature: \_\_\_\_\_  
(I have reviewed and approve the schedule)

Date: \_\_\_\_\_



# SPECTRA

## WELCOME TO SEVIERVILLE!

We are excited to be the choice caterer in delivering your booth service needs. Spectra Food Service & Hospitality is committed to detail, timing, and quality as we deliver friendly service to each exhibitor at this year's show. You will find that you can expect a higher standard in your overall food service experience. We are a full-service company that specializes in catered events. We have combined your favorite food service choices with some regional fare to create menu selections for this year's show. We provide staff that is experienced in booth service delivery as well as on-site separate preparation chefs and managers. This enables us to ensure that your booth guests receive fresh, delicious food in an efficient manner.

### **Pertinent Exhibitor Information**

***All food and beverages served within the exhibit halls must be ordered through Spectra Food Service & Hospitality, the exclusive caterer at the Sevierville Convention Center. No food or beverage will be permitted to be brought into the convention center without prior written authorization by Spectra Food Service & Hospitality management. If you import products without written authorization, you will be asked to remove them from the show floor. This includes traffic promoters such as bottled water, popcorn, candy, etc.***

We require 100% payment of the food service purchased by either check or credit card along with a signed contract.

All orders will be charged a 21% management fee plus applicable tax. If an exhibitor needs tables for food service, arrangements should be made with the official show decorator. Scheduled booth services canceled at the time the show is in process will incur 100% of the estimated charges.

\* Alcoholic beverages may not be brought onto the premises during this event.

\* A final guarantee of attendance is required 3 working days prior to all food and beverage events.

\* Cancellation policy – any cancellation made less than 72 hours in advance will be subject to a cancellation fee up to the full price of the order.

### **Food and Beverage Sampling**

Sevierville Convention Center exhibitors may distribute Food & Beverage samples in authorized space and must not be in competition with products or services offered by Spectra Food Service & Hospitality. Samples must be representative of products manufactured or sold by the company exhibiting. Free samples are limited to 2 ounces of non-alcoholic beverages and 2 ounces of a food sample. Exact descriptions of sample and portion size must be submitted to the Spectra Office for written approval 14 days prior to the opening of the event. The distribution of alcoholic beverages is strictly prohibited. Any exhibitor giving away and/or selling food in their booth must have a permit and all appropriate fees on file.

**ALL ORDERS RECEIVED WITHIN 72 HOURS OF THE SHOW WILL BE SUBJECT TO A 15% ADDITIONAL CHARGE & SPECTRA MAY NOT BE ABLE TO ACCOMMODATE THESE ORDERS.**

### **How to order**

We have dedicated a catering sales representative who specializes in shows like yours. Our dedicated Booth Service number is **(865) 868-1514 or Jennifer.corum@OakViewGroup.com**. You may also fax your food and beverage booth service order to our office. Our office fax number is **(865) 868-1519**. All information faxed must be sent one week prior to show start along with credit card information. You may also mail your information. To guarantee delivery it must be received one week in advance. Our mailing address is:

**Spectra Food Service & Hospitality  
Sevierville Convention Center  
202 Gists Creek Road  
Sevierville, TN 37876  
Attn: Catering Sales**



# SPECTRA

## BREAKFAST ITEMS

MUFFINS OR DANISH	\$32.00 / dozen
BAGELS WITH CREAM CHESSE	\$32.00 / dozen
MINI DONUTS	\$18.00 / dozen
CINNAMON ROLLS	\$36.00 / dozen
ASSORTED FRUIT & YOGURT	\$6.00 each

## SNACKS

FRESH BAKED BROWNIES	\$28.00 / dozen
FRESH BAKED COOKIES	\$28.00 / dozen
SOFT PRETZELS W/ SPICY MUSTARD	\$45.00 / dozen
DELUXE MIXED NUTS	\$34.00 / pound
TRAIL MIX	\$18.00 / pound
SPICY SNACK MIX	\$18.00 / pound
ASSORTED CANDY BARS	\$4.50 / each
GRANOLA & POWER BARS	\$3.50 / each
INDIVIDUAL BAGS OF CHIPS	\$3.00 / each

## REFRESMENTS AND BEVERAGES

FRESHLY BREWED COFFEE	\$34.00 / gallon
FRESHLY BREWED DECAF	\$34.00 / gallon
HOT WATER AND 16 TEA BAGS	\$32.00 / gallon
FRESHLY BREWED ICED TEA	\$28.00 / gallon
ASSORTED PEPSI SOFT DRINKS	\$3.00 each
BOTTLED WATER AQUAFINA	\$3.00 each
INDIVIDUAL BOTTLED JUICES	\$3.00 each

## OTHER OPTIONS

ICE (40LB BAG)	\$25.00 / bag
STORAGE COLD	\$6.00 per cubic feet / day

## DELI PLATTERS

	<b>Serves 25</b>	<b>Serves 50</b>
FRESH VEGETABLE TRAY	\$75.00	\$135.00
GOURMET CHEESE TRAY	\$100.00	\$175.00
ASSORTED DELI SANDWICHES	\$175.00	\$325.00
ASSORTED WRAP SANDWICHES	\$175.00	\$325.00

## PARTY SNACKS per 25 Guest

SPICY SNACK MIX	\$20.00
HUMMUS & FLATBREAD	\$25.00
TORTILLA CHIPS w/ QUESO & SALSA	\$45.00
HOUSE MADE CHIPS W/ BACON & MAYTAG BLUE CHEESE UNDER A HEAT LAMP	\$60.00
PRETZEL BITES & BEER CHEESE	\$75.00
POPCORN MACHINE RENTAL	\$325.00/ day
Includes 12 Popcorn Kits and Unlimited Bags	
POPCORN ATTENDANT (4 hr minimum)	\$200.00

## BOX LUNCH SELECTIONS

*All boxed lunches include; Apple, Chips, Sweet Treat*

CHICKEN OR TUNA SALAD	\$17.00
On a Large Croissant with Cheese, Lettuce & Tomato	
ROASTED TURKEY BREAST & CHEESE	\$17.00
On a Soft Hoagie Roll with Lettuce & Tomato	
HONEY GLAZED HAM & CHEESE	\$17.00
On a Soft Hoagie Roll with Lettuce & Tomato	
ROAST BEEF & CHEESE	\$17.00
On a Soft Hoagie Roll with Lettuce & Tomato	
VEGETARIAN WRAP	\$16.50
Balsamic Grilled Portabella Mushrooms with fire Roasted Red Peppers, Spring Mix and Buffalo Mozzarella	



# SPECTRA

## BOOTH SERVICES ORDER FORM

COMPANY					CONTACT				
STREET ADDRESS									
CITY					State			ZIP CODE	
PHONE NUMBER				FAX NUMBER			EMAIL		
TRADE SHOW						BOOTH NUMBER			
ON-SITE AUTHORIZED CONTACTS						ON-SITE PHONE NUMBER:			

DAY/DATE	REQUESTED DELIVERY TIME	ITEM DESCRIPTION	QTY	PRICE
			ESTIMATED SUBTOTAL	
			21% MGMT. CHARGE	
			11.75% SALES TAX	
			ESTIMATED TOTAL:	

### INSTRUCTIONS:

FILL OUT ORDER FORM AND FAX YOUR ORDER TO **(865) 868-1519** OR CALL CATERING SALES AT (865) 868-1514

1. A 21% Management Charge, 9.25% sales tax, 2% Hospitality, and 15% city liquor tax (where applicable) will be added to total.
2. Food service function sheets and the total amount due will be sent to you. PLEASE contact us if you do not receive confirmation of your services.
3. All replenishment orders during the show must be guaranteed by credit card; any balance of charges due will be billed to this credit card.
4. Cancellations require a 72 hour notice or full charges will be incurred.



CREDIT CARD NUMBER

EXPIRATION DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

NAME AS IT APPEARS ON CARD: \_\_\_\_\_ SECURITY CODE: \_\_\_\_\_

MAIL, FAX OR EMAIL TO: Spectra Food Service & Hospitality | Sevierville Convention Center | 202 Gists Creek Rd. | Sevierville, TN 37876  
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