



Shepard

EXHIBITOR SERVICE MANUAL



Imaging USA

Gaylord Opryland Resort & Convention Center | Nashville, TN
January 22 - 24, 2023

G144680123



Imaging USA

Gaylord Opryland Resort & Convention Center | Nashville, TN
January 22 - 24, 2023

SHOW INFORMATION

G144680123

Booth Package

Items provided in your booth, per exhibitor:

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

Exhibit areas are NOT carpeted. Floor covering is mandatory per the Show Organizers guidelines. Booth spaces without carpet on Sunday, January 22nd at 9:30 AM will have it automatically installed at the exhibitor's expense.

Show Colors

Show Drape Color(s): Black
Aisle Carpet Color: Tuxedo

Exhibit Show Schedule

GENERAL EXHIBITOR MOVE-IN

Friday, January 20, 2023 • 8:00AM to 5:00PM
Saturday, January 21, 2023 • 8:00AM to 5:00PM
Sunday, January 22, 2023 • 8:00AM to 10:00AM

EXHIBIT HOURS

Sunday, January 22, 2023 • 11:30AM to 5:00PM
Monday, January 23, 2023 • 11:30AM to 5:00PM
Tuesday, January 24, 2023 • 11:30AM to 3:30PM

EXHIBITOR MOVE OUT

Tuesday, January 24, 2023 • 3:30PM to 8:00PM
Wednesday, January 25, 2023 • 8:00AM to 12:00PM

FREIGHT REROUTE BEGINS*

*All outbound carriers must be checked in by this time

Wednesday, January 25, 2023 | 11:00AM

IMPORTANT DEADLINES

**Discount Price Deadline
for Custom Shepard Rentals**
Thursday, December 22, 2022

**Exhibitor Appointed Contractor
Notification Deadline**
Thursday, December 22, 2022

**First Day for Warehouse Deliveries
Without a Surcharge**
Tuesday, December 27, 2022

**Discount Price Deadline for Standard Shepard
Orders**
Tuesday, January 3, 2023

**Last Day for Warehouse Deliveries
Without a Surcharge**
Friday, January 13, 2023

Last Day for Warehouse Deliveries*
Wednesday, January 18, 2023

* 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
Friday, January 20, 2023 | 8:00AM

****Please note! Shepard will be closed December 23-26 and January 2 in observance of the Holidays. No shipments will be accepted. Please notify your carrier.***

Shipping Addresses

ADVANCE WAREHOUSE SHIPMENT ADDRESS

Exhibiting Co. Name & Booth Number
Imaging USA
c/o TForce Freight c/o Shepard Exposition Services
45 Teledyne Pl
La Vergne, TN 37086

Warehouse hours: Monday - Friday 8:00AM - 4:00PM*

DIRECT TO SHOW SITE SHIPMENT ADDRESS

c/o Shepard Exposition Services
Exhibiting Co. Name & Booth Number
Imaging USA
Gaylord Opryland Resort & Convention Center
2815 Opryland Dr
Nashville, TN 37214





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INFORMATION

G144680123

ONLINE & DISCOUNT DEADLINE:* TUESDAY, JANUARY 3, 2023

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

Shepard Mailing Address

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

Service Desk Hours *(subject to change)*

Friday, January 20, 2023 • 8:00AM to 5:00PM
Saturday, January 21, 2023 • 8:00AM to 5:00PM
Sunday, January 22, 2023 • 8:00AM to 5:00PM
Monday, January 23, 2023 • 11:30AM to 5:00PM
Tuesday, January 24, 2023 • 11:30AM to 8:00PM
Wednesday, January 25, 2023 • 8:00AM to 12:00PM

Exhibitor Move Out

Tuesday, January 24, 2023 • 3:30PM to 8:00PM
Wednesday, January 25, 2023 • 8:00AM to 12:00PM

Dismantle & Move Out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed and/or plastic protection is installed on top of the floor. All exhibitor materials must be removed from the facility by **Wednesday, January 25, 2023 | 12:00PM**.

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

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than **Wednesday, January 25, 2023 | 11:00AM**.

Post Show Paperwork & Labels

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

Outbound Shipping

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

Pick Up Address

Gaylord Opryland Resort & Convention Center
2815 Opryland Dr
Nashville, TN 37214



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BUDGET BOOTH PACKAGE

G144680123

ONLINE & DISCOUNT DEADLINE:* TUESDAY, JANUARY 3, 2023

A Budget and Time Friendly Solution!

Booth Package 10' x 10'**

** No substitutions will be accepted.

Each Economy 10' x 10' booth package includes:



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



2 - Upholstered Side Chairs
(50020)



1 - Wastebasket (50091)



1 - 10' x 10' Carpet (50255)

See Step 2 to choose your specific carpet color.

Step 1. Tell us how many packages you want.

CODE	QTY	ONLINE	DISCOUNT	REGULAR
50260		\$600.35	\$690.40	\$773.25

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

Step 2. Choose your carpet color.



Red (01)



Burgundy (07)



Blue (05)



Tuxedo (50)



Black (06)

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

CONTACT EMAIL ADDRESS: _____



Email completed form to: customerservice@shepardes.com

ONLINE ORDERING

IT'S EASY.


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Order online through the Shepard Exhibitor Portal at

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

1. Go to: <https://apps.shepardes.com/olk/intro.asp>
2. Select the Event.
3. Login from the Show Information page by clicking the **Login for Online Ordering** button.
4. Select your event, enter your email address and password then click Login.
User Name = **Your Email Address**
(provided by Event Management)
Password = **IMAGING23**
5. Don't have an account, click "Create an Account."
6. Once logged in, please confirm your profile information. If you need to update your information, please contact us at **customerservice@shepardes.com**.
7. To order, utilize the grey category drop-down menus above the Welcome message.
8. After making your selections, click the add to cart button on the bottom right of the page.
9. To view your order click the Shopping Cart Icon at the top right of the page.
10. Confirm your order, click and complete the payment process.

Login

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

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

Select an Event

Select a Show ▼

Email Address

youremail@yourcompany.com ▼

Password

Login

[Forgot your password?](#)

Create an Account

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

Select an Event

Select a Show ▼

Creating an account will allow you to order online.

First, we will need your email address.

youremail@yourcompany.com

Let's do this!

METHOD OF PAYMENT

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Please review the information and complete your payment information online.

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

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

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

Complete your payment information online.

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

Discount Pricing Deadlines

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

Online: Tuesday, January 3, 2023 All paid orders placed online prior to the deadline date.

Discount Deadline: Tuesday, January 3, 2023 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: **Imaging USA**

EVENT CODE: **G144680123**

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

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

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

TERMS & CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

continued on the next page

TERMS & CONDITIONS (continued)

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

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

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

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

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

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

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

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

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

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

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

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

SAFETY FIRST PLAN

CREATING SAFE & SUCCESSFUL LIVE EVENTS IN A COVID WORLD.

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

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

Our Commitment!

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



Hand Hygiene

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



Safety Signage

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



Hand Sanitizing Stations

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



Exhibitor Service Center

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



Daily Safety Briefings

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



Social Distancing/No Contact Rule

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



COVID-19 Training

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



Team Meeting Areas

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



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THIRD PARTY PAYMENT

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DEADLINE: THURSDAY, DECEMBER 22, 2022

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

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

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

EXHIBITING 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.

With Shepard, You Can.

SHIPPING VS. MATERIAL HANDLING

Make freight management easy.
With Shepard, You Can.



What is shipping?

Shipping is the process of a carrier picking up items from your office or any place of origin and transporting it to the dock of either the advance warehouse or event facility. Shipping is separate from Material Handling. Exhibitors may use any carrier they want, including Shepard Logistics.



What is material handling?

Material Handling is the process of receiving a shipment from your carrier and managing on-site handling of the shipment through the event cycle. It is a standard event procedure with associated costs typically based on shipment weight.

Material Handling Process:

- Unloading freight from your carrier once it arrives at the receiving dock.
- Transporting freight from dock to your booth space.
- Removing empty shipping containers (boxes, crates and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth at the close of event.
- Transferring your freight back to the loading dock.
- Loading your freight into your carrier's delivery vehicle for return shipping.

One easy way to keep charges low?

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

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

SHEPARD LOGISTICS

EFFICIENT. ON-TIME. GUARANTEED.

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

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



Inbound & Outbound Services

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



Material Handling

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



Value-Added Services

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



SHEPARD LOGISTICS SERVICES (SLS)

Imaging USA

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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

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

IMPORT ARRIVAL DEADLINE ESTIMATES:

LCL SEA FREIGHT – 5 weeks before the show opens

FCL SEA FREIGHT – 4 weeks before the show opens

AIR FREIGHT – 3 weeks before the show opens



OUR INTERNATIONAL SHIPPING SERVICES INCLUDE:

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



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

Please contact us today
for a free quotation.

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

Canada

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

China

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

Denmark

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

Germany

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

Hong Kong

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

Italy

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

Japan

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

Korea

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

Portugal

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

Singapore

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

Spain

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

Taiwan

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

Turkey

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

United Arab Emirates

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

United Kingdom

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

DSV Fairs & Exhibitions, Solutions USA

Contact: Kelly O'Neill-Exley

Email: kelly.oneill@dsv.com

Tel: +1 941 861 8930

Mobile: +1 404 432 8835

www.dsv.com



OUTBOUND MATERIAL HANDLING AUTHORIZATION & LABEL REQUEST

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January 22 - 24, 2023

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

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

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

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

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

Step 2. Where is the shipment going?

COMPANY NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Step 3. How many pieces are in your shipment?

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

Step 4. What are we shipping?

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

Is there a loading dock? ☐ Yes ☐ No

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

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

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

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

Any thing else we should know about your building?

Step 5. How many labels do you need? _____

Step 6. Who is picking up your shipment?

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

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

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

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

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

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

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



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ADVANCED SHIPPING LABEL

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

ADVANCED WAREHOUSE	 Shepard
	ADVANCED WAREHOUSE
	TO:
	_____ (Exhibiting Company Name)
	_____ (Exhibiting Company Booth Number)
RUSH	c/o TForce Freight c/o Shepard Exposition Services 45 Teledyne Pl La Vergne, TN 37086
	FOR: Imaging USA
	Delivery Hours: Monday - Friday, 8:00AM - 4:00PM
	First day freight can arrive without a surcharge: Tuesday, December 27, 2022
	Last day freight can arrive without a surcharge: Friday, January 13, 2023



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January 22 - 24, 2023

DIRECT SHIPPING LABEL

G144680123

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

**DIRECT TO
SHOW SITE**

RUSH

 **Shepard**
DIRECT TO SHOW SITE

TO:

(Exhibiting Company Name)

(Exhibiting Company Booth Number)

**c/o Shepard Exposition Services
Gaylord Opryland Resort & Convention
Center
2815 Opryland Dr
Nashville, TN 37214**

**FOR:
Imaging USA**

MUST NOT BE DELIVERED PRIOR TO:
Friday, January 20, 2023 | 8:00AM


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January 22 - 24, 2023

ALL INCLUSIVE MATERIAL HANDLING RATES

G144680123

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: Tuesday, December 27, 2022

LAST DAY FREIGHT CAN ARRIVE: Wednesday, January 18, 2023

CODE	ITEM	WEIGHT	PRICE/LB.	TOTAL
35010	Crated ONLY		\$0.98	

Direct to Facility/Show Site Shipments***

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

FIRST DAY FREIGHT CAN ARRIVE: Friday, January 20, 2023

CODE	ITEM	WEIGHT	PRICE/LB.	TOTAL
35030/35043	Crated or Uncrated		\$0.98	

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)	9.25%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: 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.


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January 22 - 24, 2023

CARTLOAD SERVICE

G144680123


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 | 6:00AM - 8:00AM and 5:00PM - Midnight.
Saturday and Sunday 8:00AM - 5:00PM.

Double Time (DT): Saturday and Sunday 5:00PM - 6:00AM. 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		\$142.45	
35152	Booth to Dock ST		\$142.45	
35153	Dock to Booth OT		\$193.68	
35154	Booth to Dock OT		\$193.68	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____


 Email completed form to: orders@shepardes.com

PERSONALLY OPERATED VEHICLE (POV) UNLOADING INFORMATION

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



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



✓ **ALLOWED POVs INCLUDE:**

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



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



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



NOT ALLOWED IN THE DOCK AREA:

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



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



✓ **ALLOWED:**

- Hand Carried Boxes



NOT ALLOWED:

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




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Gaylord Opryland Resort & Convention Center | Nashville, TN

January 22 - 24, 2023

FORKLIFTS & GROUND RIGGING

G144680123
DISCOUNT DEADLINE:* TUESDAY, JANUARY 3, 2023

* 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 | 6:00AM - 8:00AM and 5:00PM - Midnight.

Saturday and Sunday 8:00AM - 5:00PM.

Double Time (DT): Saturday and Sunday 5:00PM - 6:00AM. 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		\$285.10	\$327.85	\$367.20	
35039	OT Hourly Rental		\$354.60	\$407.80	\$456.75	
35067	DT Hourly Rental		\$424.15	\$487.75	\$546.30	

FORKLIFT RENTAL - UP TO 10,000 LB. CAPACITY						
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35029	ST Hourly Rental		\$570.15	\$655.65	\$734.35	
35049	OT Hourly Rental		\$709.15	\$815.50	\$913.35	
35069	DT Hourly Rental		\$848.30	\$975.55	\$1,092.60	

FORKLIFT RENTAL - UP TO 15,000 LB. CAPACITY						
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35455	ST Hourly Rental		\$712.70	\$819.60	\$917.95	
35456	OT Hourly Rental		\$886.45	\$1,019.40	\$1,141.75	
35457	DT Hourly Rental		\$1,060.35	\$1,219.40	\$1,365.75	

FORKLIFT RENTAL - UP TO 20,000 LB. CAPACITY						
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35035	ST Hourly Rental		\$855.25	\$983.55	\$1,101.60	
35066	OT Hourly Rental		\$1,063.75	\$1,223.30	\$1,370.10	
35070	DT Hourly Rental		\$1,272.45	\$1,463.30	\$1,638.90	

FORKLIFT RENTAL - UP TO 30,000 LB. CAPACITY						
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35255	ST Hourly Rental		\$1,140.30	\$1,311.35	\$1,468.70	
35256	OT Hourly Rental		\$1,418.35	\$1,631.10	\$1,826.85	
35257	DT Hourly Rental		\$1,696.60	\$1,951.10	\$2,185.25	

FORKLIFT RENTAL - 4 STAGE						
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35593	ST Hourly Rental		\$427.60	\$491.75	\$550.75	
35594	OT Hourly Rental		\$531.90	\$611.70	\$685.10	
35595	DT Hourly Rental		\$636.20	\$731.65	\$819.45	

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		\$128.06	\$147.25	\$164.90	
35086	OT Hourly Rental		\$192.09	\$220.90	\$247.40	
35099	DT Hourly Rental		\$256.13	\$294.55	\$329.90	

RIGGERS & MATERIAL HANDLERS (PER MAN HOUR)						
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35087	ST Hourly Rental		\$102.45	\$117.80	\$131.95	
35100	OT Hourly Rental		\$153.68	\$176.75	\$197.95	
35101	DT Hourly Rental		\$204.90	\$235.65	\$263.95	

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) 9.25%

AMOUNT DUE \$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____


 Email completed form to: orders@shepardes.com


Imaging USA

Gaylord Opryland Resort & Convention Center | Nashville, TN

January 22 - 24, 2023

WAREHOUSE STORAGE

G144680123

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					

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

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 & 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


Imaging USA

Gaylord Opryland Resort & Convention Center | Nashville, TN

January 22 - 24, 2023

BOOTH & CARPET CLEANING

G144680123
ONLINE & DISCOUNT DEADLINE:* TUESDAY, JANUARY 3, 2023

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

VACUUM DAILY						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47055	0-399 sq. ft.		\$1.35	\$1.55	\$1.75	
47056	400-900 sq. ft.		\$1.25	\$1.45	\$1.60	
47057	900+ sq. ft.		\$1.15	\$1.30	\$1.45	

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		\$0.45	\$0.50	\$0.55	
47031	Daily Porter		\$1.40	\$1.60	\$1.80	

Specialty Services

MOPPING & CARPET SHAMPOOING						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47042	Mop One Time		\$0.60	\$0.70	\$0.80	
47022	Mop Daily		\$1.50	\$1.70	\$1.90	
47013	Shampoo One Time		\$0.60	\$0.70	\$0.80	

DISPLAY WIPE DOWN (CHARGED PER HOUR)						
CODE	SERVICE	QTY IS 1	ONLINE	DISCOUNT	REGULAR	TOTAL
47043	One Time		\$133.20	\$153.20	\$171.60	
47044	Daily		\$363.27	\$417.75	\$467.90	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____


 Email completed form to: orders@shepardes.com


Imaging USA

Gaylord Opryland Resort & Convention Center | Nashville, TN

January 22 - 24, 2023

EXHIBIT DISINFECTING SERVICES

G144680123
ONLINE & DISCOUNT DEADLINE:* TUESDAY, JANUARY 3, 2023

* 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		\$138.31	\$159.05	\$178.15	

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

CODE	ITEM	SERVICE	ONLINE	DISCOUNT	REGULAR	TOTAL
47071	Daily Wipe Down Disinfectant		\$377.20	\$433.80	\$485.85	

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		\$125.73	\$144.60	\$161.95	

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

Electrostatic Fogging

CODE	ITEM	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47073	Electrostatic Fogging per Sq. Ft.		\$0.90	\$1.05	\$120	

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)	9.25%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____


 Email completed form to: orders@shepardes.com


Imaging USA

Gaylord Opryland Resort & Convention Center | Nashville, TN

January 22 - 24, 2023

BULK WASTE REMOVAL

G144680123
ONLINE & DISCOUNT DEADLINE:* TUESDAY, JANUARY 3, 2023

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Abandoned Carpet/Floor Coverings and Display Materials

Exhibitors are required to remove all floor coverings and display materials from their exhibit space prior to leaving the facility during move out. Exhibitors who abandon floor coverings and/or displays, leave large or heavy amounts of trash will be charged labor plus disposal fees for Shepard to remove the materials. The rates for this service are shown below. If you need to dispose of your exhibit, carpet, padding, or other large/heavy materials, please pre-arrange the removal with us!

Labor and Forklifts will be billed per man hour. Dumpster fees will be billed per amount of space used.
All related disposal fees will be added to the payment method on file.

Labor

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
68066	Labor - Straight Time		\$133.20	\$153.20	\$171.60	
68067	Labor - Overtime		\$199.80	\$229.75	\$257.30	
68068	Labor - Double Time		\$266.35	\$306.30	\$343.05	

Forklift

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
35028	5k Forklift - Straight Time		\$285.10	\$327.85	\$367.20	
35039	5k Forklift - Overtime		\$354.60	\$407.80	\$456.75	
35067	5k Forklift - Double Time		\$424.15	\$487.75	\$546.30	

Dumpster Fee

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

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

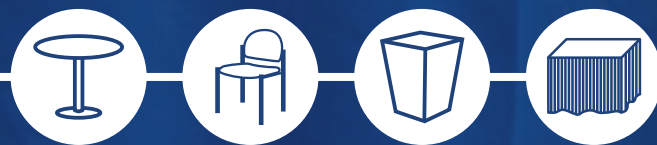
COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____


 Email completed form to: orders@shepardes.com

SHEPARD FURNISHINGS & DECOR CATALOG



Dress up your space.
With Shepard, You Can.

TABLES

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

UNSKIRTED



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



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



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



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



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



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

SKIRTED

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



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



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



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



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



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



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

PEDESTAL & SIDE



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



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



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



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



Round Side Table
#50030
18" x 24"



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

CHAIRS

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

STOOLS & CHAIRS WITH ARMS



Director's Stool
#51090
Black Fabric,
Maple Wood



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



Padded Stool
#50024
Padded Stool with
Back, Grey Fabric



Director's Chair
#51086
Black Fabric,
Maple Wood



Upholstered Arm Chair
#50021
Upholstered Arm Chair,
Grey Fabric

CHAIRS WITHOUT ARMS



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



Upholstered Side Chair
#50020
Upholstered Side Chair,
Grey Fabric

DISPLAYS

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FOR HANGING



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



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



Spiral Garment Rack
#50093
30" x 70"
Silver



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



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



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

#66149 (vert)
4' x 8'
White



6" Hooks for Peg Board
#50104
Silver



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

UPRIGHT, CROSSBARS & DRAPERY



8' High Upright with Base
#50088
Crossbar rented
separately



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



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



3' High Drape
#50074



8' High Drape
#50073

SHELVING



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



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



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

BARRIER

DISPLAYS & SHOWCASES

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FOR SIGNS & LITERATURE



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



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



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



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



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

OTHER



Wastebasket
#50091



Mini Refrigerator
#50098



Drawing Bowl
#50185



Sand Bag
#51087

SHOW CASES



4' Full View Showcase
#50067

6' Full View Showcase
#50068



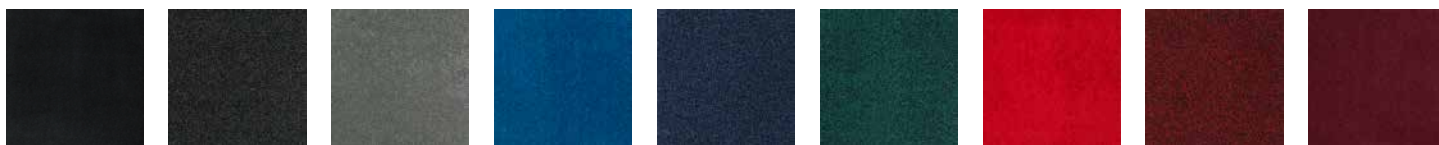
4' Quarterview Showcase
#50069

6' Quarterview Showcase
#50070

FLOORING

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

EXPO - 13 OZ



Black

Tuxedo

Grey

Blue

Eclipse

Peacock

Red

Cayenne

Burgundy

PREMIUM - 28 OZ



Black

Deep Navy

Silver Cloud

Charcoal

Red

Beige

PLUSH - 50 OZ



Black

Dark Grey

Silver Dollar

Sand

White

Electric Blue

Navy

Crimson

VINYL - CUSTOM ORDER ONLY



Rosemary
Stone

Snow

Maple

Silverwood

Shadow

Walnut

Barnwood

SKIRT & DRAPE

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SKIRT



Red



Burgundy



Gold



Green



Blue



Teal



White



Grey



Black

SKIRT - SPANDEX



Red



Blue

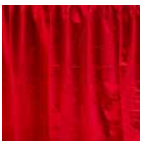


White



Black

DRAPE



Red



Burgundy



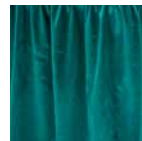
Gold



Green



Blue



Teal



White



Grey



Black


Imaging USA

Gaylord Opryland Resort & Convention Center | Nashville, TN

January 22 - 24, 2023

STANDARD FURNISHINGS

G144680123

ONLINE & DISCOUNT DEADLINE:* TUESDAY, JANUARY 3, 2023

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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			\$154.65	\$177.85	\$199.20	
50046	6' (l) x 24" (w) x 30" (h) Skirted Table			\$190.05	\$218.55	\$244.80	
50050	8' (l) x 24" (w) x 30" (h) Skirted Table			\$241.00	\$277.15	\$310.40	
50043	4' (l) x 24" (w) x 42" (h) Skirted Table			\$187.95	\$216.15	\$242.10	
50047	6' (l) x 24" (w) x 42" (h) Skirted Table			\$240.70	\$276.80	\$310.00	
50051	8' (l) x 24" (w) x 42" (h) Skirted Table			\$283.20	\$325.70	\$364.80	
50052	4th Side Skirt for 30" High Table			\$94.05	\$108.15	\$121.15	
50171	4th Side Skirt for 42" High Table			\$94.05	\$108.15	\$121.15	
50040	4' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$105.00	\$120.75	\$135.25	
50044	6' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$125.20	\$144.00	\$161.30	
50048	8' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$147.65	\$169.80	\$190.20	
50041	4' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$118.20	\$135.95	\$152.25	
50045	6' (l) 24" x (w) x 42" (h) UnSkirted Table		n/a	\$147.65	\$169.80	\$190.20	
50049	8' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$164.75	\$189.45	\$212.20	
51089	42" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$264.50	\$304.15	\$340.65	
50032	30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$247.30	\$284.40	\$318.55	
50030	Round Side Table - 24" (w) x 18" (h)		n/a	\$124.50	\$143.15	\$160.35	
50031	Square Side Table - 24" (w) x 18" (h)		n/a	\$124.50	\$143.15	\$160.35	
50706	30" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$323.50	\$372.00	\$416.65	
50707	42" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$337.25	\$387.85	\$434.40	
50700	White Fabric Table Cover w/ 6'x30" Table		03	\$268.55	\$308.85	\$345.90	
50700	Red Fabric Table Cover w/ 6'x30" Table		01	\$268.55	\$308.85	\$345.90	
50700	Blue Fabric Table Cover w/ 6'x30" Table		05	\$268.55	\$308.85	\$345.90	
50700	Black Fabric Table Cover w/ 6'x30" Table		06	\$268.55	\$308.85	\$345.90	

Seating

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50020	Side Chair Grey Fabric		n/a	\$95.70	\$110.05	\$123.25	
50021	Arm Chair Grey Fabric		n/a	\$130.50	\$150.05	\$168.05	
50024	Stool with Back Grey Fabric		n/a	\$158.95	\$182.80	\$204.75	
51086	Director's Chair Black Fabric		n/a	\$98.75	\$113.55	\$127.20	
51090	Director's Stool Black Fabric		n/a	\$176.70	\$203.20	\$227.60	
50705	Natural Feel Stool Maple Back, Black Fabric Seat		n/a	\$192.75	\$221.65	\$248.25	
50704	Natural Feel Chair, Maple Back, Black Fabric Seat		n/a	\$158.30	\$182.05	\$203.90	

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TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 9.25%

AMOUNT DUE \$ _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____


 Email completed form to: orders@shepardes.com


Imaging USA

 Gaylord Opryland Resort & Convention Center | Nashville, TN
 January 22 - 24, 2023

G144680123

SPECIALTY, DISPLAYS & DRAPERY

ONLINE & DISCOUNT DEADLINE:* TUESDAY, JANUARY 3, 2023

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

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50091	Wastebasket		n/a	\$19.00	\$19.00	\$19.00	
50094	Floor Easel, Chrome		n/a	\$52.95	\$60.90	\$68.20	
50245	Literature Rack Silver, Glass		n/a	\$195.50	\$224.80	\$251.80	
50175	Bag Rack, Chrome		n/a	\$258.90	\$297.75	\$333.50	
50092	Coat Rack, Chrome		n/a	\$91.95	\$105.75	\$118.45	
50093	Garment Rack, Chrome		n/a	\$258.90	\$297.75	\$333.50	
50427	Tensabarrier, Per Stem, Black		n/a	\$109.20	\$125.60	\$140.65	
50095	Sign Holder, 22" x 28" Chrome		n/a	\$120.60	\$138.70	\$155.35	
50185	Drawing Bowl, Clear		n/a	\$48.60	\$55.90	\$62.60	
50296	4' x 12" Display Riser White and Black		n/a	\$109.35	\$125.75	\$140.85	
50297	6' x 12" Display Riser White and Black		n/a	\$136.10	\$156.50	\$175.30	
50098	Mini Refrigerator, Approx. 3 cubic feet		n/a	\$412.90	\$474.85	\$531.85	
50067	4' Full View Showcase, White		n/a	\$975.60	\$1,121.95	\$1,256.60	
50068	6' Full View Showcase, White		n/a	\$1,076.00	\$1,237.40	\$1,385.90	
50069	4' Quarter View Showcase, White		n/a	\$975.60	\$1,121.95	\$1,256.60	
50070	6' Quarter View Showcase, White		n/a	\$1,076.00	\$1,237.40	\$1,385.90	
50060	4' x 8' Horizontal Posterboard Grey Fabric		n/a	\$315.95	\$363.35	\$406.95	
50061	4' x 8' Vertical Posterboard Grey Fabric		n/a	\$315.95	\$363.35	\$406.95	
50236	Grids 2' x 8' with Legs, Each		n/a	\$233.35	\$268.35	\$300.55	
50237	Grid 2' x 8' without Legs, Each		n/a	\$174.75	\$200.95	\$225.05	
50242	7-Ball Waterfall for Grids		n/a	\$16.05	\$18.45	\$20.65	
50104	6" Hooks (12) for Peg Boards		n/a	\$50.55	\$58.15	\$65.15	

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)			\$18.40	\$21.15	\$23.70	
50088	8' Upright with Base		n/a	\$34.25	\$39.40	\$44.15	
52065	3' Upright with Base		n/a	\$34.25	\$39.40	\$44.15	
50349	6'-10' Crossbar		n/a	\$22.75	\$26.15	\$29.30	
50348	7'-12' Crossbar		n/a	\$22.75	\$26.15	\$29.30	
50058	Sateen, per linear foot (minimum 5' linear feet rental)			\$21.20	\$24.40	\$27.35	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____


 Email completed form to: orders@shepardes.com


Imaging USA

Gaylord Opryland Resort & Convention Center | Nashville, TN

January 22 - 24, 2023

FLOORING
G144680123

ONLINE & DISCOUNT DEADLINE:* TUESDAY, JANUARY 3, 2023
PREMIUM PLUSH & PREMIUM VINYL DEADLINE: THURSDAY, DECEMBER 22, 2022**

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46004	Premium Plush Carpet** - 50 oz. (per sq. ft.)*** Rental includes installation and removal of carpet and visqueen.			\$10.45	\$12.00	\$13.45	

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46005	Premium Vinyl** (per sq. ft.)*** Rental includes installation and removal of carpet and visqueen.			\$13.50	\$15.50	\$17.35	
46007	1/2" Padding for Vinyl (per sq. ft.)***		n/a	\$4.95	\$5.70	\$6.40	

AVAILABLE COLORS: Rosemary Stone (64), Snow (89), Maple (66), Silverwood (25), Shadow (38), Walnut (39), Barnwood (85) *** Minimum 100 sq. ft. order required.

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46001	Premium Carpet - 28 oz. Rental/Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$7.50	\$8.65	\$9.70	
46003	Premium Carpet - 28 oz. Rental 1000+ Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$6.55	\$7.55	\$8.45	
46002	Premium Carpet - 28 oz. Purchase Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$18.55	\$21.35	\$23.90	

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50255	Expo Carpet - 13 oz. (Regular & Speical Cut) 10' x 10'			\$264.20	\$303.85	\$340.30	
50256	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 20'			\$493.00	\$566.95	\$635.00	
50257	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 30'			\$735.25	\$845.55	\$947.00	
50258	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 40'			\$977.60	\$1,124.25	\$1,259.15	
50400	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 15'		Tuxedo ONLY	\$462.30	\$531.65	\$595.45	

RECOMMENDED FOR: Standard Size and Inline Booths AVAILABLE COLORS: Black (06), Tuxedo (50), Grey (10), Blue (05), Eclipse (43), Peacock (13), Red (01), Cayenne (92) Burgundy (07) - Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut.

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50580	Special Cut 0-399 Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$5.10	\$5.85	\$6.55	
50581	Special Cut 400-900 Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$4.65	\$5.35	\$6.00	
50582	Special Cut 900+ Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$4.25	\$4.90	\$5.50	

RECOMMENDED FOR: Island and Large Area Exhibits AVAILABLE COLORS: Black (06), Tuxedo (50), Grey (10), Blue (05), Eclipse (43), Peacock (13), Red (01), Cayenne (92) Burgundy (07) - Order Special Cut when it is important that dye lots match.

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50009	1/2" Padding		n/a	\$1.35	\$1.55	\$1.75	
50008	1" Padding		n/a	\$2.65	\$3.05	\$3.40	
50010	Visqueen		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.

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TAX (All tax rates are subject to change) 9.25%

AMOUNT DUE \$ _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

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CORT®

EVENTS

TRADESHOW

FURNISHINGS | 2022

Powered Seating



Naples Collection



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

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

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



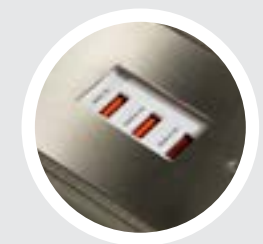
Charge It!

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



Tech Tablet Chair

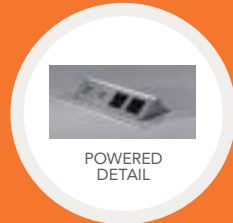
TCHGRY Tech Tablet Chair
(gray vinyl, white metal tablet, chrome base)
30.5" L 29" D 33.5" H
Also available without tablet (TCHP).



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.

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.

Powered

Tables

Sydney

Powered Cocktail Tables



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

**30" Round Cafe/Bar
Tables, Powered**
P30CWH Cafe (30" RND 29"H)
P30BWH Bar (30" RND 42"H)
(white top, black)



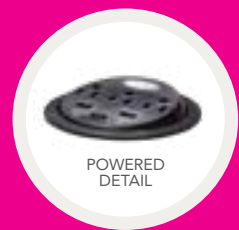
Wireless Charging Table

**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.

Powered ⚡ Desks & Conference Tables



Tech Powered Desk & File Cabinet
(black metal, laminate)

A) TECH Tech Desk, Powered
60" L 30" D 30" H

B) TECH3B Tech Desk, Powered w/ 3 Drawer File Cabinet
60" L 30" D 30" H

C) TECH3 3 Drawer File Cabinet on Castors
16" L 20" D 28" H



C.

D.



E.



F.



Powered Conference
Tables 5', 8', 10' (black top, silver)
D) BKCT5P 5' 60" L 48" D 29" H
E) BKCT8P 8' 96" L 48" D 29" H
F) BKC10P 10' 120" L 48" D 29" H

Also available without power.

Non-Powered Conference

Tables 5', 8', 10'

(black top, silver)

BKCT5N 5' 60" L 48" D 29" H

BKCT8N 8' 96" L 48" D 29" H

BKC10N 10' 120" L 48" D 29" 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.

Powered Products



Village Charging Hub



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



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



Powered Pedestals

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



Powered Locking Pedestals

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

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



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

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.

Sterling

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

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



Soft Seating Collections

Cordoba

COCHTP Chair
(taupe fabric, black)
37"L 32"D 33"H

COLVTP Loveseat
(taupe fabric, black)
60.5"L 32"D 33"H



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



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



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

NPLCHR Chair, Standard arms
(black vinyl)
36"L 30"D 33.25"H
Powered option available (NPLCHP).

NPLSOF Sofa, Standard arms
(black vinyl)
87"L 30"D 33.25"H
Powered option available (NPLSOP).

NPLLLOV Loveseat, Standard arms
(black vinyl)
62"L 30"D 33.25"H
Powered option available (NPLLLOP).

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

Accent Chairs



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



Brooklyn Meeting
BNMCSW Swivel Chair
(white vinyl, black)
24.5" L 25.5" D 31.75" H

Make it •
SWivel



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



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



10'x20' - Meeting Booth

Accent Chairs

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



Madrid
BCW Chair
(white, chrome)
30"L 30"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

Brooklyn
BNMCOW Chair
(white vinyl, oak-look)
24.5"L 25.5"D 31.75"H



A.



B.



C.



D.



E.



F.



BROOKLYN

CHAIRS

24.5"L 25.5"D 31.75"H



A.

B.

- A) BNMCOB Brooklyn Meeting Chair** (white vinyl, oak-look)
B) BNMCOW Brooklyn Meeting Chair, Swivel (white vinyl, black)

Frame finish black metal or oak-look.



M A R I N A

CHAIRS

17.5"L 19.5"D 35"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.

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

G) SC10 Razor Armless Chair
(white) 15.5"L 23.5"D 30.5"H

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

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

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



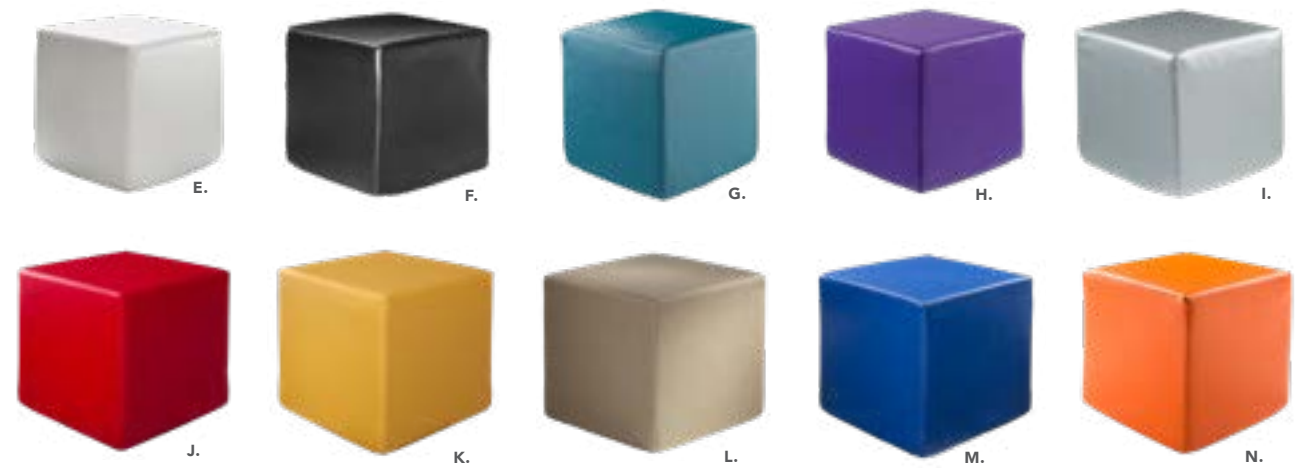
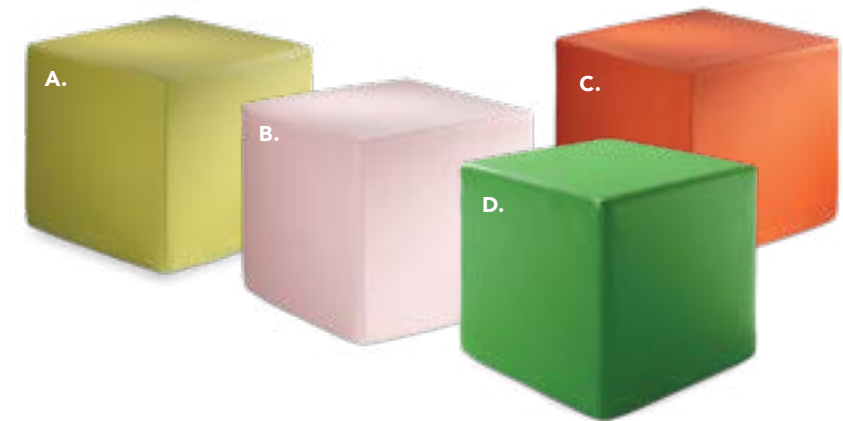
Provide a Pop!

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"L18"D18"H



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



BEVERLY

SMALL BENCH

OTTOMANS

30"L20"D18"H



- A) BVSMOR** (orange fabric) **B) BVSMGN** (olive green fabric) **C) BVSMWH** (white vinyl)
- D) BVSMBK** (black vinyl) **E) BVSMBL** (ocean blue fabric) **F) BVSMBN** (brown fabric)
- G) BVSMGY** (gray fabric) **H) BVSMNL** (linen fabric) **I) BVSMNLV** (lavender fabric)
- J) BVSMRD** (red fabric) **K) BVSMYL** (yellow fabric)



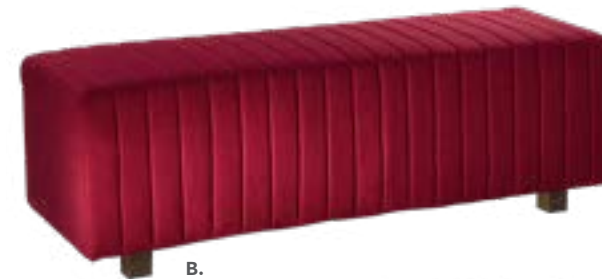
BENCH

OTTOMANS

60"L20"D18"H



A.



B.



C.



D.



E.



F.



G.

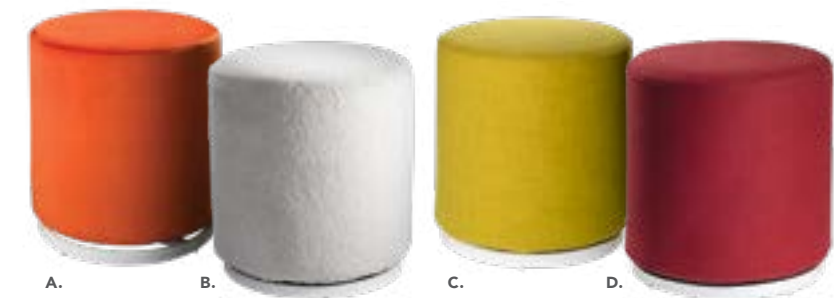
A) BVLYWH (white vinyl) **B) BVLYRD** (red fabric) **C) BVLYGR** (gray fabric) **D) BVLYOB** (ocean blue fabric)
E) BVLYBK (black vinyl) **F) BVLYLN** (linen fabric) **G) BVLYBN** (brown fabric)



SWIVEL

OTTOMANS

17" RND 18"H



- A) MAR011** (orange fabric) **B) MAR016** (ivory faux sheep fur) **C) MAR009** (pear yellow fabric)
D) MAR005 (red fabric) **E) MAR001** (white vinyl) **F) MAR006** (rose quartz fabric) **G) MAR007** (plum fabric)
H) MAR010 (blue fabric) **I) MAR002** (gray fabric) **J) MAR003** (linen fabric) **K) MAR004** (raspberry fabric)
L) MAR008 (meadow green fabric) **M) MAR015** (black vinyl) **N) MAR012** (forest green vinyl)
O) MAR013 (teal velvet) **P) MAR014** (distressed brown vinyl)

Ottomans



Squares
Endless
END02B (black vinyl, chrome)
END02W (white vinyl, chrome)
34"L 34"D 15"H



Curved
Endless
END01W (white vinyl, chrome)
END01B (black vinyl, chrome)
60.5"L 37.5"D 15"H



Demo Down

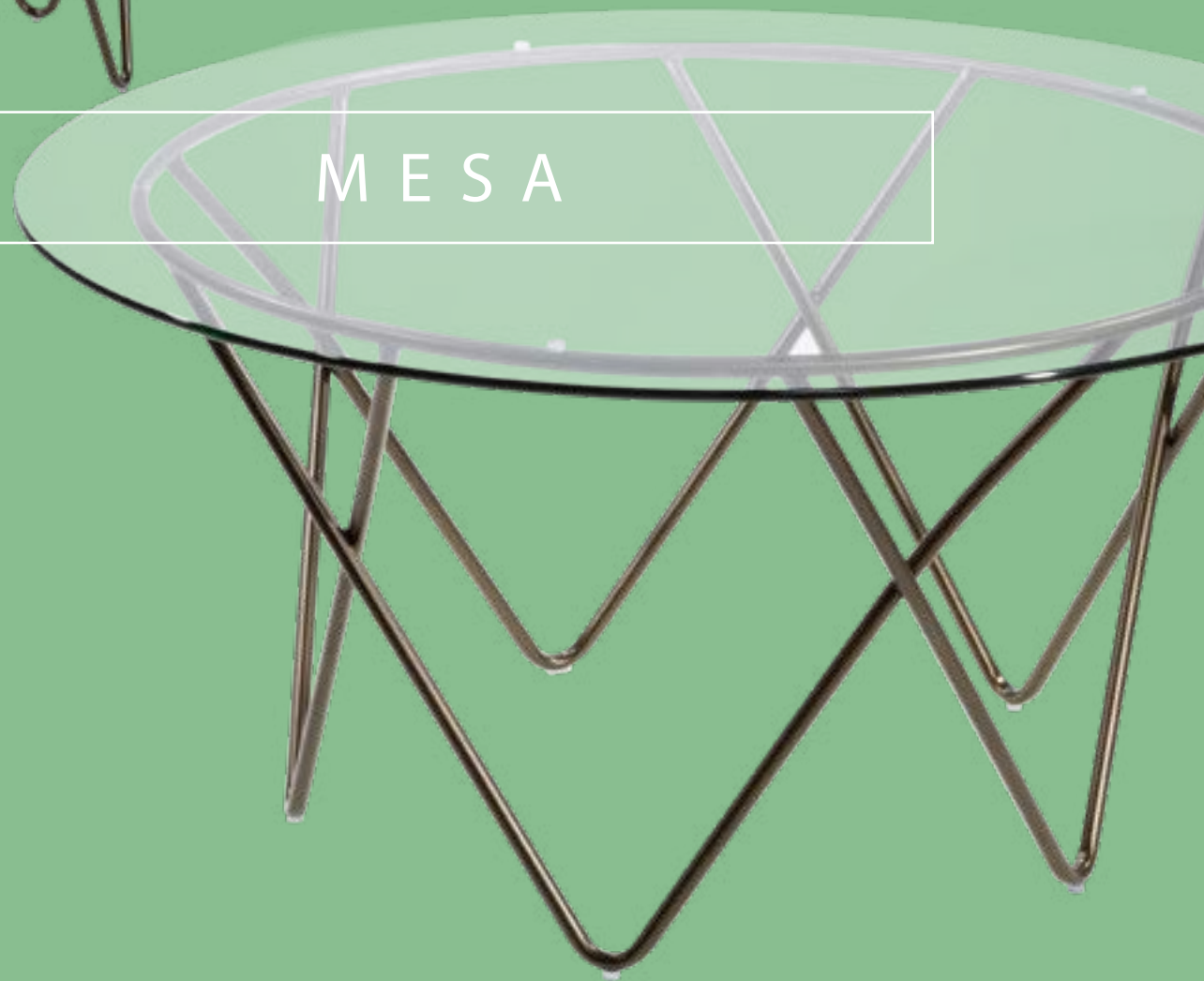
Square, circular, or curved - ottomans are a great way to design theater-style seating for demonstrations.

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





M E S A



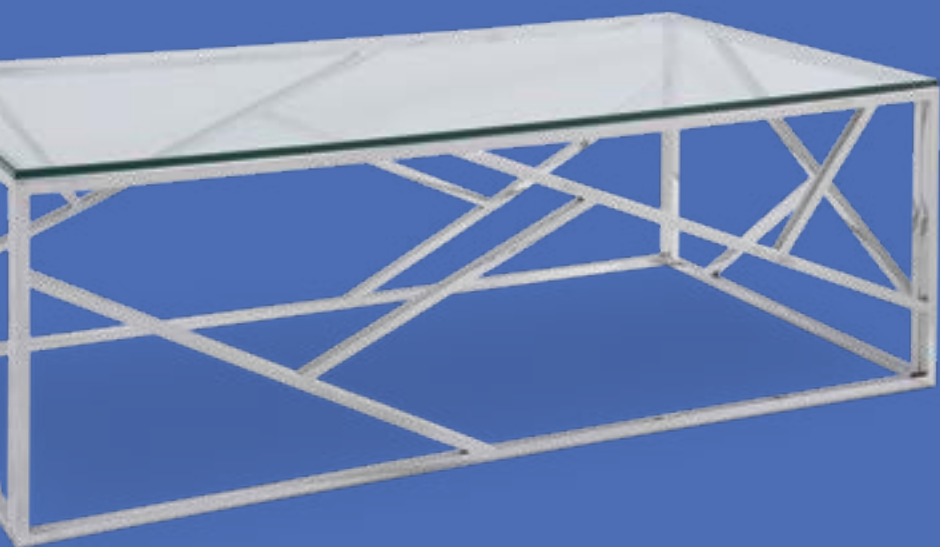
ACCENT

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 36" RND / F) MESETG End Table 24" RND (glass top)

All frames bronze finish.



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.



G E O



ACCENT

COCKTAIL & END TABLES



A.



B.



C.



D.

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



SYDNEY



ACCENT

COCKTAIL & END TABLES

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



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

All frames brushed steel.

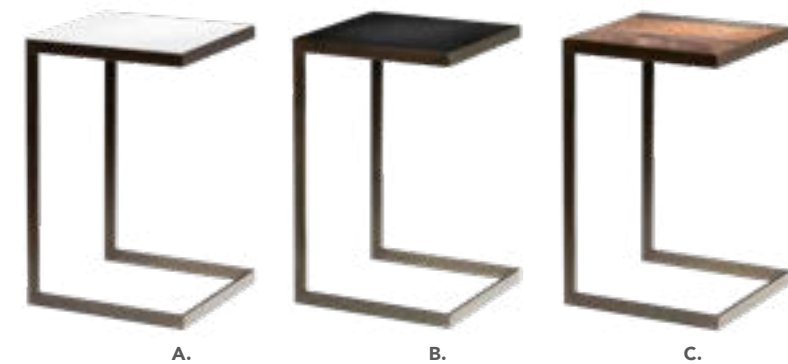


TAOS | SEDONA

SIDE

TABLES

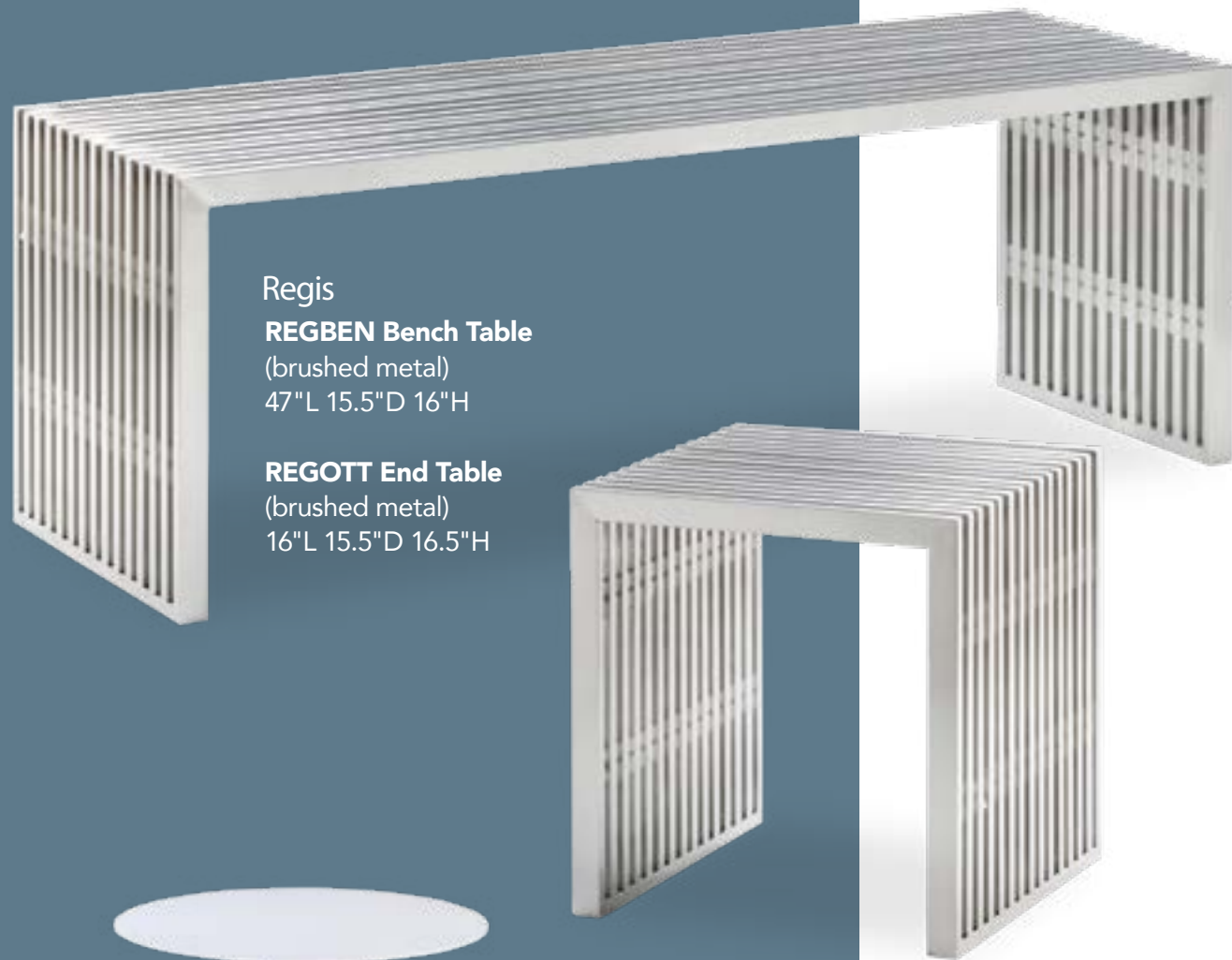
15.75 "L 15.75 "D 24 "H



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

All frames bronze finish.

Accent Tables



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

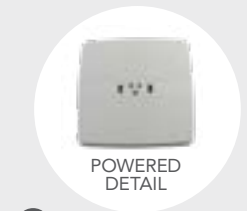
REGOTT End Table
(brushed metal)
16"L 15.5"D 16.5"H



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.

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

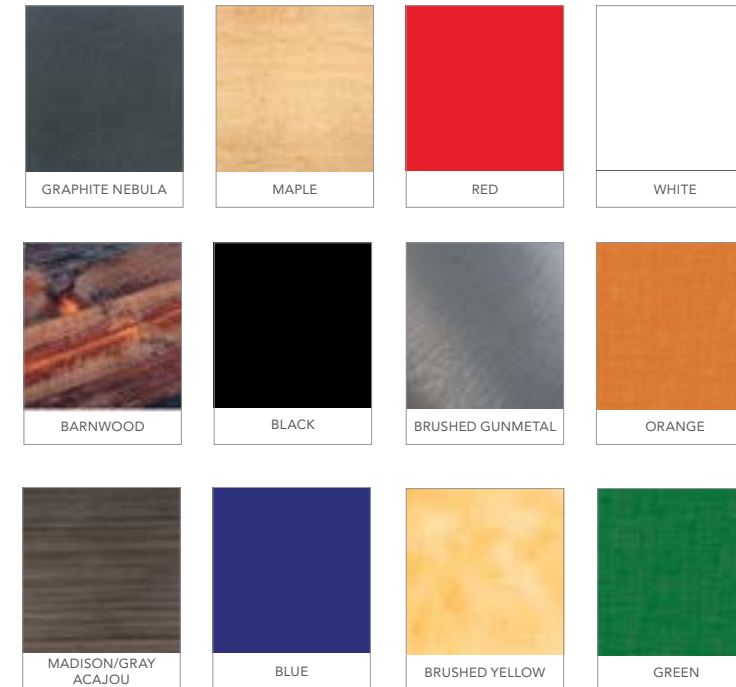
36GRHB (graphite nebula)

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.

30" Round Cafe/Bar Tables, Powered ⚡
P30BWH Bar
(30" RND 42"H)
P30CWH Cafe
(30" RND 29"H)
(white top, black)



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)



M A R I N A



BARSTOOL

COLLECTION
21" L 17.5" D 41.5" H



A.



B.



C.



D.



E.

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

All frames brushed metal.



LIFT

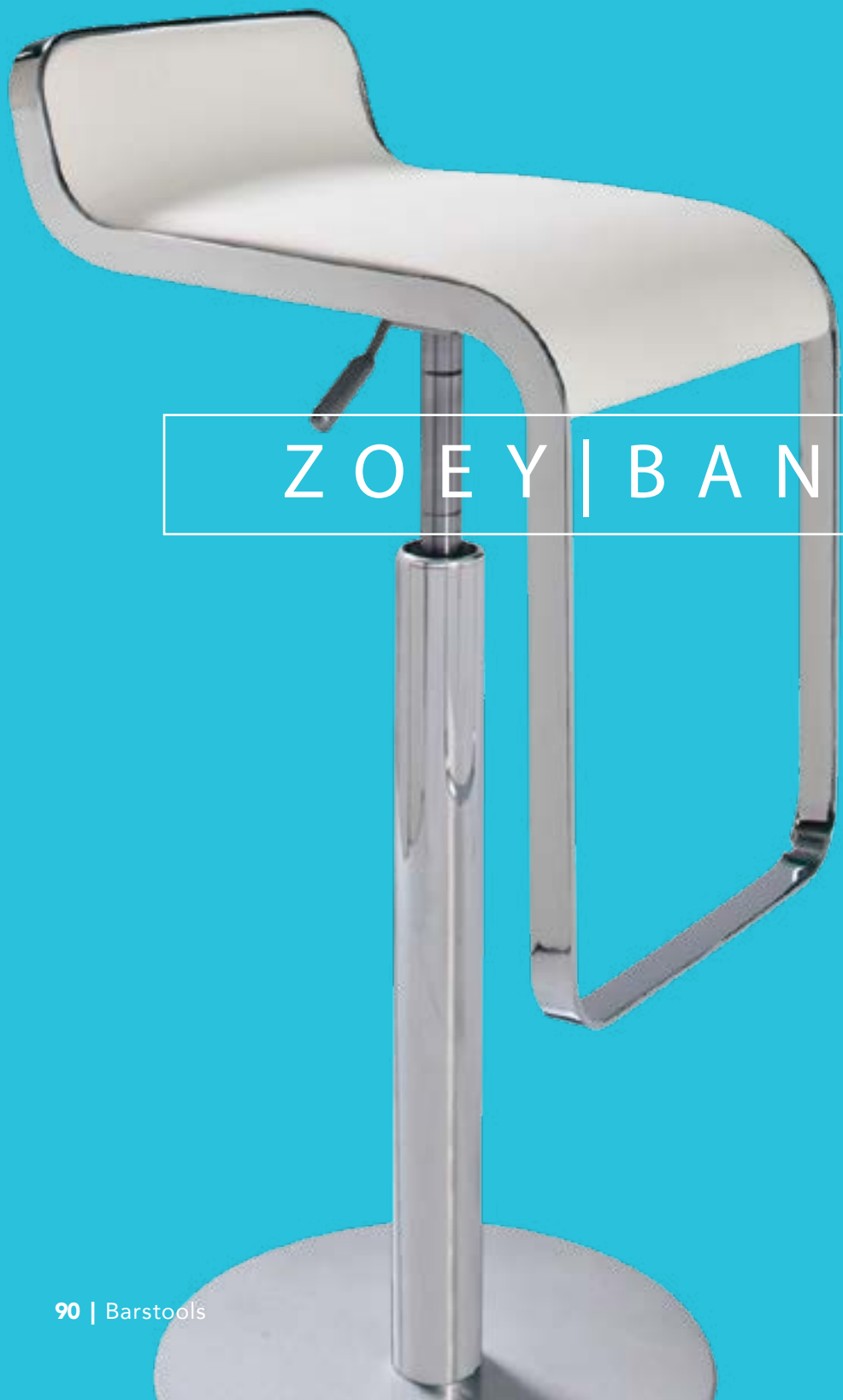
BARSTOOL

COLLECTION
15 "RND23 - 33.5 "H



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

All bases chrome finish. Adjustable height.



ZOEY | BANANA

BARSTOOL

COLLECTIONS



A.



B.



C.



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

All bases chrome finish.

Barstools Styles



Blade
BLDBRD (red)
BLDBSB (sky blue)
20.5"L 20"D 40.5"H



Zenith
ZENBAR Barstool
(white, chrome)
19"L 20"D 44"H



A.



B.



C.



D.



E.

A) XBAR Christopher Barstool
(white vinyl, chrome)
19"L 19"D 41"H

B) BS001 Shark Barstool
(white, chrome, adjustable height)
22"L 19"D 34-44"H

C) BSR Syntax Barstool
(black, chrome)
23"L 19"D 43.25"H

D) LUBSCL Lucent Barstool
(frosted acrylic, chrome)
22"L 22.5"D 45.5"H

E) RSTSTL Rustique Barstool
(gunmetal) 13"L 13"D 30"H



Laguna
LMBAR Barstool
(maple, chrome)
18"L 20"D 47"H

Styling Tip:

Create proper distance between individuals by pairing one barstool with each 30" or 36" round, or placing one barstool at each end of a communal table.

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





42" ROUND



CONFERENCE

TABLES
42" RND 29" H



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

All bases black finish.



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)

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.

Dividers | pg 122



A.



B.



C.



Madison Conference Tables

(gray acajou top)

A) MADC05 5' 60"L 48"D 29"H

B) MADC08 8' 96"L 60"D 29"H

C) MADC10 10' 120"L 48"D 29"H

Atomic Round Table

(glass, chrome)

42ATO 42" RND 30"H

36ATO 36" RND 30"H



Work Table

WD3

(white top, white)

48"L 24"D 30"H



A.



B.



C.



Black Conference Tables 5', 8', 10'

(black top, silver)

A) BKCT5N 5' 60"L 48"D 29"H

B) BKCT8N 8' 96"L 48"D 29"H

C) BKCT10N 10' 120"L 48"D 29"H

Also available with power.





MADISON



10'x20' - Madison Presentation Booth

EXECUTIVE DESK & STORAGE



DESK FRONT



DESK BACK



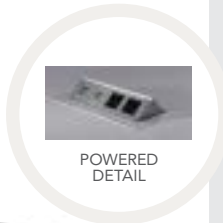
- A) JD8 Executive Desk** (gray acajou) 60"L 30"D 29"H
B) BC8 Bookcase (gray acajou) 36"L 12"D 72"H

Powered ⚡ Desks & Conference Tables



Tech Powered Desk & File Cabinet
(black metal, laminate)
A) TECH Tech Desk, Powered
60" L 30" D 30" H
B) TECH3B Tech Desk, Powered w/ 3 Drawer File Cabinet
60" L 30" D 30" H
C) TECH3 3 Drawer File Cabinet on Castors
16" L 20" D 28" H

D.



**Powered Conference
Tables 5', 8', 10'**
(black top, silver)
D) BKCT5P 5' 60" L 48" D 29" H
E) BKCT8P 8' 96" L 60" D 29" H
F) BKCT10P 10' 120" L 48" D 29" H

Also available without power.

**Non-Powered Conference
Tables 5', 8', 10'**
(black top, silver)
BKCT5N 5' 60" L 48" D 29" H
BKCT8N 8' 96" L 60" D 29" H
BKCT10N 10' 120" L 48" D 29" H

E.



F.



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.

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)



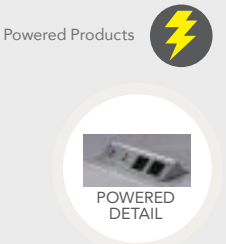
TABLE TOP OPTIONS

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.

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.



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



20'x20' -
Executive Meeting Booth
Accent Chairs | p 36
Executive Seating | p 98
Conference Tables | p 104
Boxwood Hedges | p 116
Dividers | p 122



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

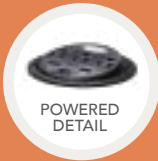
Posh Shelving
PSHCCS 36"L 18"D 72"H
(chrome, acrylic)



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



Midtown Counter & Bar



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



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20'x20' - Midtown
Greenery Booth
Accent Chairs | p 36
Accent Tables | p 64
Bar & Cafe Tables | p 80
Barstool Collections | p 84
Boxwood Hedges | p 116

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



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



Accent Chairs | p 36
Accent Tables | p 64

Keep it Green

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



Bar & Cafe Tables | p 80
Barstool Collections | p 84

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



Bar & Cafe Tables | p 80
Barstool Collections | p 84



Bars | p 114



- 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.

CORT Events offers 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.



B.



C.



E.



Sofas | p 26



Dividers



Accent Chairs | p 36
Accent Tables | p 64
Boxwood Hedges | p 116



A.

Stanchion w/ Retractable Belt

A) STNCH1

(black, chrome) 96"L 37"H

Rented individually; two needed to complete a section.

B) STNSGN Stanchion Sign Holder

(black, chrome) 10"L 13"H



Conference Tables | p 100
Executive Seating | p 98

C.

C) DIVFWB Divider, Freestanding Whiteboard
(silver, white) 39"L 1.5"D 72"H



D.

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



Accent Chairs | p 36
Accent Tables | p 64

Making You Look Good, By Design.™

Our team of seasoned event and exhibition experts are here to help you accomplish your goals, while standing out from the competition. We're more than just a furniture supplier - we're your partner in creating an environment that fosters engagement, develops relationships and amplifies your message.

Have a question? Scan the QR code to get in touch with a CORT Events team member today!



Accent Chairs | p 36
Accent Tables | p 64
Boxwood Hedges | p 116
Dividers | p 122

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Imaging USA

Gaylord Opryland Resort & Convention Center | Nashville, TN


January 22 - 24, 2023

SOFT SEATING COLLECTIONS


G144680123
ONLINE & DISCOUNT DEADLINE:* TUESDAY, JANUARY 3, 2023

* 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		\$1,120.05	\$1,288.05	\$1,442.60	
KEYLOV	Key Largo Loveseat - Black Fabric, Wood		\$515.90	\$593.30	\$664.50	
NPLLOV	Naples Loveseat - Black Vinyl		\$989.00	\$1,137.35	\$1,273.85	
NPLLOP	 POWERED Naples Loveseat - Black Vinyl		\$1,232.40	\$1,417.25	\$1,587.30	
COLVTP	Cordoba Loveseat		\$791.70	\$910.45	\$1,019.70	

Sofas

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
SFA002	Allegro Sofa - Blue Fabric, Brushed Metal		\$983.75	\$1,131.30	\$1,267.05	
BSFWHT	Baja Sofa - White Vinyl		\$1,190.75	\$1,369.35	\$1,533.65	
FAIRSW	Fairfax Sofa - White Vinyl, Brushed Metal		\$670.95	\$771.60	\$864.20	
KEYSOF	Key Largo Sofa - Black Fabric, Wood		\$665.60	\$765.45	\$857.30	
NPLSOF	Naples Sofa - Black Vinyl		\$1,176.20	\$1,352.65	\$1,514.95	
NPLLOP	 POWERED Naples Sofa - Black Vinyl		\$1,432.85	\$1,647.80	\$1,845.55	
PALSOF	Palm Beach Sofa - White Vinyl		\$934.30	\$1,074.45	\$1,203.40	
STESOF	Sterling Sofa - Grey Fabric		\$1,109.20	\$1,275.60	\$1,428.65	
VALSOF	Valencia Sofa - Coffee Brown Velvet		\$625.95	\$719.85	\$806.25	

 = **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.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____


 Email completed form to: orders@shepardes.com


Imaging USA

Gaylord Opryland Resort & Convention Center | Nashville, TN


January 22 - 24, 2023

ACCENT CHAIRS

G144680123

ONLINE & DISCOUNT DEADLINE:* TUESDAY, JANUARY 3, 2023

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

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CHR002	Allegro Chair - Blue Fabric, Brushed Metal		\$689.70	\$793.15	\$888.35	
ATHCHA	Atherton Chair - Brown Leather, Black Metal		\$572.00	\$657.80	\$736.75	
BCHWHT	Baja Chair - White Vinyl		\$764.55	\$879.25	\$984.75	
BOWCHA	Bowery Chair - Ochre Fabric		\$537.25	\$617.85	\$692.00	
CNTCHR	Century Chair - Gray Velvet		\$547.45	\$629.55	\$705.10	
FAIRCW	Fairfax Chair - White Vinyl, Brushed Metal		\$483.85	\$556.45	\$623.20	
KEYCHR	Key Largo Chair - Black Fabric, Wood		\$441.10	\$507.25	\$568.10	
LABREA	La Brea Swivel Chair - Charcoal Gray Fabric, Chrome		\$577.35	\$663.95	\$743.60	
LENCHA	Lena Chair - Moss Green Leather, Bronze		\$482.10	\$554.40	\$620.95	
BCW	Madrid Chair - White Vinyl, Chrome		\$1,050.60	\$1,208.20	\$1,353.20	
MONCHA	Montreal Chair - Blue, Black Metal		\$590.35	\$678.90	\$760.35	
MNCHCH	Munich Armless Chair - Gray Fabric, Black		\$793.90	\$913.00	\$1,022.55	
NPLCHP	 POWERED Naples Chair - Black Vinyl		\$890.20	\$1,023.75	\$1,146.60	
NPLCHR	Naples Chair - Black Vinyl		\$820.70	\$943.80	\$1,057.05	
STECOA	Sterling Chair - Gray Fabric		\$761.95	\$876.25	\$981.40	
SWAN	Swanson Swivel Chair - White Vinyl, Chrome		\$502.55	\$577.95	\$647.30	
TCHP	Tech Chair, No Tablet - Gray Vinyl, Chrome Base		\$420.80	\$483.90	\$541.95	
TCHGRY	 POWERED Tech Tablet Chair - Gray Vinyl, White Metal Tablet, Chrome Base		\$410.60	\$472.20	\$528.85	
VALCHA	Valencia Chair - Spice Orange Velvet		\$421.15	\$484.30	\$542.40	
WENCHA	Wentworth Swivel Chair - Brown Vinyl		\$461.75	\$531.00	\$594.70	
BNMCOW	Brooklyn Meeting Chair		\$369.60	\$425.05	\$476.05	
BNMCSW	Brooklyn Meeting Chair, Swivel		\$369.60	\$425.05	\$476.05	
COCHTP	Cordoba Chair		\$554.40	\$637.55	\$714.05	

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

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____


 Email completed form to: orders@shepardes.com


Imaging USA

 Gaylord Opryland Resort & Convention Center | Nashville, TN
 January 22 - 24, 2023

INDIVIDUAL SEATING

G144680123
ONLINE & DISCOUNT DEADLINE:* TUESDAY, JANUARY 3, 2023

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

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLDCRD	Blade Chair - Red		\$94.75	\$108.95	\$122.00	
BLDCSB	Blade Chair - Sky Blue		\$94.75	\$108.95	\$122.00	
SC3	Brewer Chair - Onyx, Chrome		\$245.85	\$282.75	\$316.70	
XCHR	Christopher Chair - White Vinyl, Chrome		\$147.05	\$169.10	\$189.40	
DUET	Duet Stack Chair - Black, Chrome		\$90.90	\$104.55	\$117.10	
LMCHR	Laguna Chair - Maple, Chrome		\$208.55	\$239.85	\$268.65	
LUCHCL	Lucent Chair - Frosted Acrylic, Chrome		\$255.15	\$293.40	\$328.60	
MALGRN	Malba Chair - Green, Chrome		\$160.40	\$184.45	\$206.60	
MALGRY	Malba Chair - Gray, Chrome		\$160.40	\$184.45	\$206.60	
MARCBE	Marina Chair - Ocean Blue Fabric, Brushed Metal		\$206.55	\$237.55	\$266.05	
MARCBK	Marina Chair - Black Vinyl, Brushed Metal		\$206.55	\$237.55	\$266.05	
MARCBR	Marina Chair - Brown Fabric, Brushed Metal		\$206.55	\$237.55	\$266.05	
MARCRD	Marina Chair - Red Fabric, Brushed Metal		\$206.55	\$237.55	\$266.05	
MARCWH	Marina Chair - White Vinyl, Brushed Metal		\$206.55	\$237.55	\$266.05	
OCMWHT	Meeting Chair - White		\$352.85	\$405.80	\$454.50	
PASCHR	Pasadena Chair - White Molded Plastic w/Chrome Tower Base		\$332.95	\$382.90	\$428.85	
SC10	Razor Armless Chair - White		\$109.60	\$126.05	\$141.20	
RSTDIN	Rustique Chair w/ Arms - Gunmetal		\$184.45	\$212.10	\$237.55	
CS4	Syntax Chair - Black, Chrome		\$291.40	\$335.10	\$375.30	
ZENCHR	Zenith Chair - White, Chrome		\$235.20	\$270.50	\$302.95	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

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Gaylord Opryland Resort & Convention Center | Nashville, TN

January 22 - 24, 2023

BENCHES & OTTOMANS

G144680123
ONLINE & DISCOUNT DEADLINE:* TUESDAY, JANUARY 3, 2023

* 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		\$296.20	\$340.65	\$381.55	
BVSMBL	Beverly Small Bench Ottoman - Ocean Blue Fabric		\$296.20	\$340.65	\$381.55	
BVSMBN	Beverly Small Bench Ottoman - Brown Fabric		\$296.20	\$340.65	\$381.55	
BVSMGN	Beverly Small Bench Ottoman - Olive Green Fabric		\$296.20	\$340.65	\$381.55	
BVSMGY	Beverly Small Bench Ottoman - Grey Fabric		\$296.20	\$340.65	\$381.55	
BVSM LN	Beverly Small Bench Ottoman - Linen Fabric		\$296.20	\$340.65	\$381.55	
BVSM LV	Beverly Small Bench Ottoman - Lavender Fabric		\$296.20	\$340.65	\$381.55	
BVSMOR	Beverly Small Bench Ottoman - Orange Fabric		\$296.20	\$340.65	\$381.55	
BVSMRD	Beverly Small Bench Ottoman - Red Fabric		\$296.20	\$340.65	\$381.55	
BVSMWH	Beverly Small Bench Ottoman - White Vinyl		\$296.20	\$340.65	\$381.55	
BVSMYL	Beverly Small Bench Ottoman - Yellow Fabric		\$296.20	\$340.65	\$381.55	
BVLYBK	Beverly Bench - Black Vinyl		\$566.70	\$651.70	\$729.90	
BVLYBN	Beverly Bench - Brown Fabric		\$566.70	\$651.70	\$729.90	
BVLYGR	Beverly Bench - Grey Fabric		\$566.70	\$651.70	\$729.90	
BVLYLN	Beverly Bench - Linen Fabric		\$566.70	\$651.70	\$729.90	
BVLYOB	Beverly Bench - Ocean Fabric		\$566.70	\$651.70	\$729.90	
BVLYRD	Beverly Bench - Red Fabric		\$566.70	\$651.70	\$729.90	
BVLYWH	Beverly Bench - White Vinyl		\$566.70	\$651.70	\$729.90	

Metal Bench

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
REG BEN	Regis Bench/Table - Brushed Metal		\$403.60	\$464.15	\$519.85	

Ottomans

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
END01B	Endless Curved Ottoman - Black Vinyl, Chrome		\$588.10	\$676.30	\$757.45	
END01W	Endless Curved Ottoman - White Vinyl, Chrome		\$588.10	\$676.30	\$757.45	
END02B	Endless Square Ottoman - Black Vinyl, Chrome		\$368.90	\$424.25	\$475.15	
END02W	Endless Square Ottoman - White Vinyl, Chrome		\$368.90	\$424.25	\$475.15	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

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CUBE & SWIVEL OTTOMANS

G144680123
ONLINE & DISCOUNT DEADLINE:* TUESDAY, JANUARY 3, 2023

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Vibe Cubes

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VIB01	Vibe Cube - Green		\$197.85	\$227.55	\$254.85	
VIB02	Vibe Cube - Blue		\$197.85	\$227.55	\$254.85	
VIB04	Vibe Cube - Red		\$197.85	\$227.55	\$254.85	
VIB05	Vibe Cube - Yellow		\$197.85	\$227.55	\$254.85	
VIB08	Vibe Cube - Orange		\$197.85	\$227.55	\$254.85	
VIB09	Vibe Cube - White Waterproof		\$197.85	\$227.55	\$254.85	
VIB10	Vibe Cube - Black Waterproof		\$197.85	\$227.55	\$254.85	
VIB11	Vibe Cube - Steel Blue Vinyl		\$197.85	\$227.55	\$254.85	
VIB12	Vibe Cube - Silver Vinyl		\$197.85	\$227.55	\$254.85	
VIB13	Vibe Cube - Purple Vinyl		\$197.85	\$227.55	\$254.85	
VIB14	Vibe Cube - Cirtus Green		\$197.85	\$227.55	\$254.85	
VIB15	Vibe Cube - Taupe Vinyl		\$197.85	\$227.55	\$254.85	
VIB16	Vibe Cube - Spice Orange		\$197.85	\$227.55	\$254.85	
VIB17	Vibe Cube - Desert Rose		\$197.85	\$227.55	\$254.85	

Marche Swivel

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MAR001	Marche Swivel - White		\$261.90	\$301.20	\$337.35	
MAR002	Marche Swivel - Grey		\$261.90	\$301.20	\$337.35	
MAR003	Marche Swivel - Linen		\$261.90	\$301.20	\$337.35	
MAR004	Marche Swivel - Raspberry		\$261.90	\$301.20	\$337.35	
MAR005	Marche Swivel - Red		\$261.90	\$301.20	\$337.35	
MAR006	Marche Swivel - Rose Qtz		\$261.90	\$301.20	\$337.35	
MAR007	Marche Swivel - Plum		\$261.90	\$301.20	\$337.35	
MAR008	Marche Swivel - Meadow Green		\$261.90	\$301.20	\$337.35	
MAR009	Marche Swivel - Pear		\$261.90	\$301.20	\$337.35	
MAR010	Marche Swivel - Blue		\$261.90	\$301.20	\$337.35	
MAR011	Marche Swivel - Orange		\$261.90	\$301.20	\$337.35	
MAR012	Marche Swivel - Forest Green		\$261.90	\$301.20	\$337.35	
MAR013	Marche Swivel - Teal Velvet		\$261.90	\$301.20	\$337.35	
MAR014	Marche Swivel - Distressed Brown		\$261.90	\$301.20	\$337.35	
MAR015	Marche Swivel - Black Vinyl		\$261.90	\$301.20	\$337.35	
MAR016	Marche Swivel - Ivory Faux Sheep Fur		\$261.90	\$301.20	\$337.35	

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ORDER ONLINE!



ACCENT TABLES: COCKTAIL & END

G144680123


ONLINE & DISCOUNT DEADLINE:* TUESDAY, JANUARY 3, 2023


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Cocktail Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ALC100	Alondra Cocktail Table - Glass Top, Chrome		\$470.45	\$541.00	\$605.90	
ALC200	Alondra Cocktail Table - Brandy Maple Top, Chrome		\$470.45	\$541.00	\$605.90	
CIC	Geo Cocktail Table - Glass Top, Chrome		\$352.85	\$405.80	\$454.50	
CIFWB	Geo Cocktail Table - Brandy Maple Top, Black		\$411.65	\$473.40	\$530.20	
MESCTB	Mesa Cocktail Table - Black Top, Bronze		\$272.55	\$313.45	\$351.05	
MESCTG	Mesa Cocktail Table - Glass Top, Bronze		\$272.55	\$313.45	\$351.05	
MESCTW	Mesa Cocktail Table - Barnwood Top, Bronze		\$272.55	\$313.45	\$351.05	
CIE	Silverado Cocktail Table - Glass Top, Chrome		\$390.30	\$448.85	\$502.70	
CIW	Sydney Cocktail Table - White Top, Brushed Steel		\$395.60	\$454.95	\$509.55	
CIY	Sydney Cocktail Table - Black Top, Brushed Steel		\$395.60	\$454.95	\$509.55	
CIWP	 POWERED Sydney Cocktail Table - White Top, Brushed Steel		\$502.55	\$577.95	\$647.30	
CIYP	 POWERED Sydney Cocktail Table - Black Top, Brushed Steel		\$502.55	\$577.95	\$647.30	
SYDBEC	Sydney Cocktail Table - Blue Top, Brushed Steel		\$401.00	\$461.15	\$516.50	
SYDWDC	Sydney Cocktail Table - Barnwood Top, Brushed Steel		\$364.50	\$419.15	\$469.45	

End Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ALE100	Alondra End Table - Glass Top, Chrome		\$339.50	\$390.40	\$437.25	
ALE200	Alondra End Table - Brandy Maple Top, Chrome		\$339.50	\$390.40	\$437.25	
CUBPOW	 POWERED Wireless Charging Table - White, AC Plug In		\$605.10	\$695.85	\$779.35	
EIC	Geo End Table - Glass Top, Chrome		\$347.55	\$399.70	\$447.65	
EIFWB	Geo End Table - Brandy Maple Top, Black		\$358.20	\$411.95	\$461.40	
MESETB	Mesa End Table - Black Top, Bronze		\$180.00	\$207.00	\$231.85	
MESETG	Mesa End Table - Glass Top, Bronze		\$180.00	\$207.00	\$231.85	
MESETW	Mesa End Table - Barnwood Top, Bronze		\$180.00	\$207.00	\$231.85	
REGOTT	Regis End Table - Brushed Metal		\$296.80	\$341.30	\$382.25	
EIE	Silverado End Table - Glass, Chrome		\$371.55	\$427.30	\$478.60	
EIW	Sydney End Table - White Top, Brushed Steel		\$358.20	\$411.95	\$461.40	
EIY	Sydney End Table - Black Top, Brushed Steel		\$358.20	\$411.95	\$461.40	
SYDBEE	Sydney End Table - Blue Top, Brushed Steel		\$352.40	\$405.25	\$453.90	
SYDWDE	Sydney End Table - Barnwood Top, Brushed Steel		\$352.40	\$405.25	\$453.90	

 = **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.)
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TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

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ACCENT TABLES: SIDE

G144680123
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Side Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
AURA	Aura Round Table - White Metal		\$203.10	\$233.55	\$261.60	
SEDBBK	Sedona Side Table - Black Top, Bronze		\$181.65	\$208.90	\$233.95	
SEDBWD	Sedona Side Table - Wood Top, Bronze		\$181.65	\$208.90	\$233.95	
SEDBWH	Sedona Side Table - White Top, Bronze		\$181.65	\$208.90	\$233.95	
TAOBBK	Taos Side Table - Black Top, Bronze		\$181.65	\$208.90	\$233.95	
TAOBWD	Taos Side Table - Wood Top, Bronze		\$181.65	\$208.90	\$233.95	
TAOBWH	Taos Side Table - White Top, Bronze		\$181.65	\$208.90	\$233.95	
TMBTBL	Timber Table - Wood		\$240.60	\$276.70	\$309.90	

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TAX (All tax rates are subject to change)	9.25%
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January 22 - 24, 2023

BAR TABLES, BARS & COUNTERS

G144680123
ONLINE & DISCOUNT DEADLINE:* TUESDAY, JANUARY 3, 2023

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30" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBB	30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top		\$352.40	\$405.25	\$453.90	
30BEBB	30" Round Bar Table w/ Standard Black Base - Blue Top		\$352.40	\$405.25	\$453.90	
30BKSB	30" Round Bar Table w/ Standard Black Base - Black Top		\$352.40	\$405.25	\$453.90	
30GSBB	30" Round Bar Table w/ Standard Black Base - Green Top		\$352.40	\$405.25	\$453.90	
30OSBB	30" Round Bar Table w/ Standard Black Base - Orange Top		\$352.40	\$405.25	\$453.90	
30WDBB	30" Round Bar Table w/ Standard Black Base - Barnwood Top		\$352.40	\$405.25	\$453.90	
30WH42	30" Round Bar Table w/ Standard Black Base - White Top		\$366.20	\$421.15	\$471.70	
30YBBB	30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top		\$352.40	\$405.25	\$453.90	
VTB	30" Round Bar Table w/ Standard Black Base - Red Top		\$347.55	\$399.70	\$447.65	
VTJ	30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$347.55	\$399.70	\$447.65	
VTK	30" Round Bar Table w/ Standard Black Base - Maple Top		\$347.55	\$399.70	\$447.65	
VTA	30" Round Madison Bar Table w/ Standard Black Base - Gray Acajou Top		\$347.55	\$399.70	\$447.65	
P30BWH	 POWERED 30" Round Cafe Table w/ Standard Black Base - White Top		\$711.90	\$818.70	\$916.95	

36" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKSB	36" Round Bar Table w/ Standard Black Base - Black Top		\$347.55	\$399.70	\$447.65	
VTN	36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$371.55	\$427.30	\$478.60	
VTW	36" Round Bar Table w/ Standard Black Base - White Top		\$371.55	\$427.30	\$478.60	
VTP	36" Round Bar Table w/ Standard Black Base - Maple Top		\$371.55	\$427.30	\$478.60	

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		\$425.30	\$489.10	\$547.80	
30BEHB	30" Round Bar Table w/ Hydraulic Base - Blue Top		\$425.30	\$489.10	\$547.80	
30BKHB	30" Round Bar Table w/ Hydraulic Base - Black Top		\$425.30	\$489.10	\$547.80	
30BRHB	30" Round Bar Table w/ Hydraulic Base - Red Top		\$422.35	\$485.70	\$544.00	
30GRHB	30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$422.35	\$485.70	\$544.00	
30GSHB	30" Round Bar Table w/ Hydraulic Base - Green Top		\$425.30	\$489.10	\$547.80	
30MTHB	30" Round Bar Table w/ Hydraulic Base - Maple Top		\$459.80	\$528.75	\$592.20	
30OSHB	30" Round Bar Table w/ Hydraulic Base - Orange Top		\$425.30	\$489.10	\$547.80	
30WDHB	30" Round Bar Table w/ Hydraulic Base - Barnwood Top		\$425.30	\$489.10	\$547.80	
30WHHB	30" Round Bar Table w/ Hydraulic Base - White Top		\$457.15	\$525.70	\$588.80	
30YSHB	30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top		\$425.30	\$489.10	\$547.80	
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top		\$422.35	\$485.70	\$544.00	

36" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHB	36" Round Bar Table w/ Hydraulic Base - Black Top		\$425.30	\$489.10	\$547.80	
36GRHB	36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$459.80	\$528.75	\$592.20	
36MTHB	36" Round Bar Table w/ Hydraulic Base - Maple Top		\$459.80	\$528.75	\$592.20	
36WTHB	36" Round Bar Table w/ Hydraulic Base - White Top		\$459.80	\$528.75	\$592.20	


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BAR TABLES, BARS & COUNTERS CONTINUED

G144680123



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Metal Bar Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
RSTSQT	Rustique Square Metal Bar Table - Gunmetal		\$384.95	\$442.70	\$495.80	

Ventura Communal Bar Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTBNP	Ventura Communal Bar Table - Black Top, Silver		\$933.00	\$1,072.95	\$1,201.70	
VNTMNP	Ventura Communal Bar Table - Maple Top, Silver		\$933.00	\$1,072.95	\$1,201.70	
VNTWNP	Ventura Communal Bar Table - White Top, Silver		\$933.00	\$1,072.95	\$1,201.70	
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes - Maple Top, Silver		\$933.00	\$1,072.95	\$1,201.70	
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes - White Top, Silver		\$933.00	\$1,072.95	\$1,201.70	
VNTBLK	 POWERED Ventura Communal Bar Table, Powered - Black Top, Silver		\$1,101.35	\$1,266.55	\$1,418.55	
VNTWHT	 POWERED Ventura Communal Bar Table, Powered - White Top, Silver		\$1,101.35	\$1,266.55	\$1,418.55	


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

Bars

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTBLPI	Midtown Bar, Lighted w/ Plug In - Taupe Glass Top, Pewter		\$2,077.75	\$2,389.40	\$2,676.15	
MTBUUL	Midtown Bar, Unlighted - Taupe Glass Top, Pewter		\$1,944.15	\$2,235.75	\$2,504.05	

Counters

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In - Taupe Glass Top, Pewter		\$2,077.75	\$2,389.40	\$2,676.15	
MTCPUL	Midtown Powered Counter, Unlighted - Taupe Glass Top, Pewter		\$1,956.25	\$2,249.70	\$2,519.65	

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CAFÉ TABLES
G144680123
ONLINE & DISCOUNT DEADLINE:* TUESDAY, JANUARY 3, 2023

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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		\$315.95	\$363.35	\$406.95	
30BEBC	30" Round Cafe Table w/ Standard Black Base - Blue Top		\$315.95	\$363.35	\$406.95	
30BKSC	30" Round Cafe Table w/ Standard Black Base - Black Top		\$315.95	\$363.35	\$406.95	
30GSBC	30" Round Cafe Table w/ Standard Black Base - Green Top		\$315.95	\$363.35	\$406.95	
30OSBC	30" Round Cafe Table w/ Standard Black Base - Orange Top		\$315.95	\$363.35	\$406.95	
30WDBC	30" Round Cafe Table w/ Standard Black Base - Barnwood Top		\$315.95	\$363.35	\$406.95	
30WH29	30" Round Cafe Table w/ Standard Black Base - White Top		\$334.10	\$384.20	\$430.30	
30YSBC	30" Round Cafe Table w/ Standard Black Base - Brushed Yellow Top		\$315.95	\$363.35	\$406.95	
ZTA	30" Round Madison Cafe Table w/ Standard Black Base - Gray Acajou Top		\$326.10	\$375.00	\$420.00	
ZTB	30" Round Cafe Table w/ Standard Black Base - Red Top		\$315.40	\$362.70	\$406.20	
ZTJ	30" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$315.40	\$362.70	\$406.20	
ZTK	30" Round Cafe Table w/ Standard Black Base - Maple Top		\$315.40	\$362.70	\$406.20	
P30CWH	 POWERED 30" Round Cafe Table w/ Standard Black Base - White Top		\$711.90	\$818.70	\$916.95	

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		\$344.80	\$396.50	\$444.10	
ZTN	36" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$344.80	\$396.50	\$444.10	
ZTP	36" Round Cafe Table w/ Standard Black Base - Maple Top		\$344.80	\$396.50	\$444.10	
ZTQ	36" Round Cafe Table w/ Standard Black Base - White Top		\$344.80	\$396.50	\$444.10	

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		\$424.65	\$488.35	\$546.95	
30BEHC	30" Round Cafe Table w/ Hydraulic Base - Blue Top		\$425.30	\$489.10	\$547.80	
30BKHC	30" Round Cafe Table w/ Hydraulic Base - Black Top		\$424.65	\$488.35	\$546.95	
30BRHC	30" Round Cafe Table w/ Hydraulic Base - Red Top		\$422.35	\$485.70	\$544.00	
30GRHC	30" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$459.80	\$528.75	\$592.20	
30GSHC	30" Round Cafe Table w/ Hydraulic Base - Green Top		\$424.65	\$488.35	\$546.95	
30MTHC	30" Round Cafe Table w/ Hydraulic Base - Maple Top		\$422.35	\$485.70	\$544.00	
30OSHC	30" Round Cafe Table w/ Hydraulic Base - Orange Top		\$424.65	\$488.35	\$546.95	
30WDHC	30" Round Cafe Table w/ Hydraulic Base - Barnwood Top		\$425.30	\$489.10	\$547.80	
30WHHC	30" Round Cafe Table w/ Hydraulic Base - White Top		\$457.15	\$525.70	\$588.80	
30YSHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Yellow Top		\$424.65	\$488.35	\$546.95	
30MAHC	30" Round Madison Cafe Table w/ Hydraulic Base - Gray Acajou Top		\$422.35	\$485.70	\$544.00	



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Gaylord Opryland Resort & Convention Center | Nashville, TN

January 22 - 24, 2023

ORDER ONLINE!

CAFÉ TABLES
CONTINUED

G144680123



ONLINE & DISCOUNT DEADLINE:* TUESDAY, JANUARY 3, 2023

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

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		\$459.80	\$528.75	\$592.20	
36GRHC	36" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$459.80	\$528.75	\$592.20	
36MTHC	36" Round Cafe Table w/ Hydraulic Base - Maple Top		\$459.80	\$528.75	\$592.20	
36WTHC	36" Round Cafe Table w/ Hydraulic Base - White Top		\$459.80	\$528.75	\$592.20	

Ventura Communal Café Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTCBN	Ventura Communal Cafe Table - Black Top, Silver		\$716.90	\$824.45	\$923.40	
VNTCMN	Ventura Communal Cafe Table - Maple Top, Silver		\$716.90	\$824.45	\$923.40	
VNTCWN	Ventura Communal Cafe Table - White Top, Silver		\$716.90	\$824.45	\$923.40	
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes - Maple Top, Silver		\$716.90	\$824.45	\$923.40	
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes - White Top, Silver		\$716.90	\$824.45	\$923.40	
VNTCBK	 POWERED Communal Ventura Cafe Table - Black Top, Silver		\$814.05	\$936.15	\$1,048.50	
VNTCWH	 POWERED Communal Ventura Cafe Table - White Top, Silver		\$814.05	\$936.15	\$1,048.50	

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

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

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Gaylord Opryland Resort & Convention Center | Nashville, TN

January 22 - 24, 2023

BAR STOOLS

G144680123
ONLINE & DISCOUNT DEADLINE:* TUESDAY, JANUARY 3, 2023

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

Bar Stools

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BSS	Banana Barstool - Black, Chrome		\$350.20	\$402.75	\$451.10	
BST	Banana Barstool - White, Chrome		\$350.20	\$402.75	\$451.10	
BLDBRD	Blade Barstool - Red		\$182.25	\$209.60	\$234.75	
BLDBSB	Blade Barstool - Sky Blue		\$182.25	\$209.60	\$234.75	
XBAR	Christopher Barstool - White Vinyl, Chrome		\$253.90	\$292.00	\$327.05	
LMBAR	Laguna Barstool - Maple, Chrome		\$261.90	\$301.20	\$337.35	
ROLLBL	Lift Barstool - Black Vinyl, Chrome		\$296.80	\$341.30	\$382.25	
ROLLGY	Lift Barstool - Gray Vinyl, Chrome		\$296.80	\$341.30	\$382.25	
ROLLRD	Lift Barstool - Red Vinyl, Chrome		\$296.80	\$341.30	\$382.25	
ROLLWH	Lift Barstool - White Vinyl, Chrome		\$296.80	\$341.30	\$382.25	
LUBSCL	Lucent Barstool - Frosted Acrylic, Chrome		\$364.50	\$419.15	\$469.45	
MARBBE	Marina Barstool - Ocean Blue Fabric, Brushed Metal		\$296.20	\$340.65	\$381.55	
MARBBK	Marina Barstool - Black Vinyl, Brushed Metal		\$296.20	\$340.65	\$381.55	
MARBBR	Marina Barstool - Brown Fabric, Brushed Metal		\$296.20	\$340.65	\$381.55	
MARBRD	Marina Barstool - Red Fabric, Brushed Metal		\$296.20	\$340.65	\$381.55	
MARBWH	Marina Barstool - White Vinyl, Brushed Metal		\$296.20	\$340.65	\$381.55	
RSTSTL	Rustique Barstool - Gunmetal		\$203.10	\$233.55	\$261.60	
BS001	Shark Barstool - White, Chrome		\$446.35	\$513.30	\$574.90	
BSR	Syntax Barstool - Black, Chrome		\$318.10	\$365.80	\$409.70	
ZENBAR	Zenith Barstool - White, Chrome		\$235.20	\$270.50	\$302.95	
BS002	Zoey Barstool - White, Chrome		\$409.05	\$470.40	\$526.85	

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

TOTAL ESTIMATE	\$ _____
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AMOUNT DUE	\$ _____

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CONTACT NAME: _____

EMAIL ADDRESS: _____


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 Gaylord Opryland Resort & Convention Center | Nashville, TN
 January 22 - 24, 2023

CONFERENCE & WORK TABLES

G144680123
ONLINE & DISCOUNT DEADLINE:* TUESDAY, JANUARY 3, 2023


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

Conference Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BKCT10N	10' Table - Black Top, Silver		\$911.05	\$1,047.70	\$1,173.40	
BKCT10P	 POWERED 10' Table - Black Top, Silver		\$1,137.80	\$1,308.45	\$1,465.45	
CB8	42" Round Madison Table - Gray Acajou, Black		\$477.35	\$548.95	\$614.80	
42BKCT	42" Round Table - Black Top, Black		\$490.75	\$564.35	\$632.05	
CONF42	42" Round Table - White Top		\$540.00	\$621.00	\$695.50	
BKCT5N	5' Table - Black Top, Silver		\$457.60	\$526.25	\$589.40	
BKCT5P	 POWERED 5' Table - Black Top, Silver		\$592.40	\$681.25	\$763.00	
BKCT8N	8' Table - Black Top, Silver		\$911.05	\$1,047.70	\$1,173.40	
BKCT8P	 POWERED 8' Table - Black Top, Silver		\$1,137.80	\$1,308.45	\$1,465.45	
36ATO	Atomic 36" Round Table - Glass Top, Chrome		\$446.35	\$513.30	\$574.90	
42ATO	Atomic 42" Round Table - Glass Top, Chrome		\$446.35	\$513.30	\$574.90	
CE2	Geo Table, Rectangle - Glass Top, Chrome		\$633.50	\$728.50	\$815.90	
CF2	Geo Table, Rectangle - Glass Top, Black		\$633.50	\$728.50	\$815.90	
CE1	Geo Table, Rounded Square - Glass Top, Chrome		\$446.35	\$513.30	\$574.90	
CF1	Geo Table, Rounded Square - Glass Top, Black		\$446.35	\$513.30	\$574.90	
MADC05	Madison 5' Table - Gray Acajou, Chrome		\$676.30	\$777.75	\$871.10	
MADC08	Madison 8' Table - Gray Acajou, Chrome		\$1,349.95	\$1,552.45	\$1,738.75	
MADC10	Madison 10' Table - Gray Acajou, Chrome		\$1,349.95	\$1,552.45	\$1,738.75	

Work Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
WD3	Work Table - White Top, White		\$465.15	\$534.90	\$599.10	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

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Gaylord Opryland Resort & Convention Center | Nashville, TN

January 22 - 24, 2023

EXECUTIVE SEATING, DESKS & STORAGE

G144680123
ONLINE & DISCOUNT DEADLINE:* TUESDAY, JANUARY 3, 2023

* 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		\$389.30	\$447.70	\$501.40	
GENCHA	Genesis Chair - Black		\$339.75	\$390.70	\$437.60	
PROGB	Pro Executive Guest Chair - Black Vinyl, Chrome		\$366.20	\$421.15	\$471.70	
PROEXB	Pro Executive High Back Chair - Black Vinyl, Chrome		\$521.25	\$599.45	\$671.40	
PROEXE	Pro Executive High Back Chair - White Vinyl, Chrome		\$521.25	\$599.45	\$671.40	
PROMDB	Pro Executive Mid Back Chair - Black Vinyl, Chrome		\$342.15	\$393.45	\$440.65	
PROMID	Pro Executive Mid Back Chair - White Vinyl, Chrome		\$331.50	\$381.20	\$426.95	
TASKST	Task Stool - Black Fabric, Black		\$206.55	\$237.55	\$266.05	

Desks

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
TECH	POWERED Tech Desk - Black Metal, Black Laminate w/ Electrical Unit		\$633.50	\$728.50	\$815.90	
TECH3B	POWERED Tech Desk w/ 3 Drawer File Cabinet - Black Metal, Black Laminate w/ Electrical Unit		\$783.25	\$900.75	\$1,008.85	
JD8	Madison Executive Desk - Gray Acajou, Chrome		\$852.75	\$980.65	\$1,098.35	

Storage

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BC8	Madison Bookcase - Gray Acajou, Chrome		\$617.45	\$710.05	\$795.25	
TECH3	Cabinet on Castors - Black Top, Black Metal		\$208.55	\$239.85	\$268.65	

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 January 22 - 24, 2023

DIVIDERS
G144680123
ONLINE & DISCOUNT DEADLINE:* TUESDAY, JANUARY 3, 2023

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Boxwood Hedges

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
HDC4FT	4' Boxwood Hedge		\$619.65	\$712.60	\$798.10	
HDC7FT	7' Boxwood Hedge		\$1,008.55	\$1,159.85	\$1,299.05	

Stanchions

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
STNSGN	Stanchion Sign Holder - Chrome		\$55.20	\$63.50	\$71.10	
STNCHI	Stanchion w/ Retractable Belt - Black, Chrome		\$63.30	\$72.80	\$81.55	

Dividers

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
DIVBAR	Bar/Counter Divider - Clear, Black		\$177.70	\$204.35	\$228.85	
DIVFRE	Freestanding Divider - Clear, Silver		\$357.45	\$411.05	\$460.40	
DIVFCR	Freestanding Corner Divider - Clear, Silver		\$714.95	\$822.20	\$920.85	
DIVFWL	Freestanding Wall Divider - Clear, Silver		\$357.45	\$411.05	\$460.40	
DIVFST	Sofa/Table Divider - Clear, Silver		\$320.70	\$368.80	\$413.05	
DIVFWB	Freestanding Whiteboard Divider - White, Silver		\$445.30	\$512.10	\$573.55	
MIRWHT	Miramar Divider - White Molded Plastic		\$457.60	\$526.25	\$589.40	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

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Gaylord Opryland Resort & Convention Center | Nashville, TN


January 22 - 24, 2023

ACCESSORIES

G144680123
ONLINE & DISCOUNT DEADLINE:* TUESDAY, JANUARY 3, 2023

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Charging Hub

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VILHUB	 POWERED Village Charging Hub - Cream		\$267.60	\$307.75	\$344.70	

Lamps

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
LA14	Mason Silver Table Lamp - Brushed Silver		\$203.10	\$233.55	\$261.60	
LA15	Mason Silver Floor Lamp - Brushed Silver		\$310.05	\$356.55	\$399.35	

Pedestals

PDL36B	 POWERED 36" Locking Pedestal - Black		\$708.40	\$814.65	\$912.40	
PDL36W	 POWERED 36" Locking Pedestal - White		\$708.40	\$814.65	\$912.40	
PDL42B	 POWERED 42" Locking Pedestal - Black		\$839.35	\$965.25	\$1,081.10	
PDL42W	 POWERED 42" Locking Pedestal - White		\$839.35	\$965.25	\$1,081.10	

Shelving

PSHCCS	Posh Shelving - Chrome, Acrylic		\$724.45	\$833.10	\$933.05	
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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.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

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Gaylord Opryland Resort & Convention Center | Nashville, TN

January 22 - 24, 2023

GRAPHICS & SIGNS
G144680123
DISCOUNT DEADLINE:* THURSDAY, DECEMBER 22, 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		\$197.60	\$227.25	\$254.50	
70010	22" x 28" Horizontal		\$197.60	\$227.25	\$254.50	
70011	28" x 44" Vertical		\$301.00	\$346.15	\$387.70	
70012	28" x 44" Horizontal		\$301.00	\$346.15	\$387.70	
70027	38.25" x 90.75" Meter Board, Trovicel Panel		\$609.15	\$700.50	\$784.55	
70138	39" x 84" Meter Board, Ultraboard		\$353.90	\$407.00	\$455.85	

Printed Vinyl Banners (per sq. ft.)

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70065	Vertical with Grommets		\$25.05	\$28.80	\$32.25	
70071	Horizontal with Grommets		\$25.05	\$28.80	\$32.25	
70066	Vertical with Pockets		\$27.00	\$31.05	\$34.80	
70072	Horizontal with Pockets		\$27.00	\$31.05	\$34.80	

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>		\$210.20	\$241.75	\$270.75	

Accessories

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70017	4' x 8' Blank Foamcore		\$53.65	\$61.70	\$69.10	
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		\$52.95	\$60.90	\$68.20	
50095	22" x 28" Chrome Sign Holder		\$120.60	\$138.70	\$155.35	
50508	Cardboard Meter Board Base, Black		\$23.55	\$27.10	\$30.35	

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 9.25%

AMOUNT DUE \$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____


 Email completed form to: orders@shepardes.com

UPLOADING GRAPHICS 101

ADDING FILES TO THE FTP.

Imaging USA

Gaylord Opryland Resort & Convention Center | Nashville, TN

G144680123

January 22 - 24, 2023

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

Before Sending Files

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

Company Name_Booth#_Panel Letter

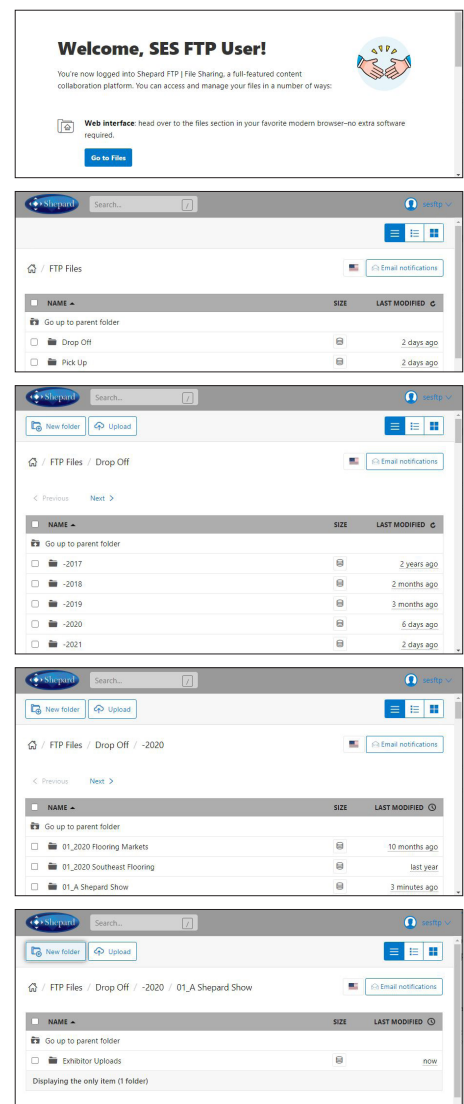
example: Shepard_Booth1905_Panel A.pdf

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

Submitting Your Files

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

Failure to follow these steps could result in delayed graphics.



SHEPARD GRAPHIC GUIDELINES

DIRECT TO SUBSTRATE PRINTING.

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





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

Document Size & Specs

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

Acceptable File Formats

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

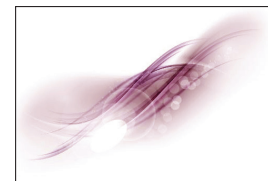
PROGRAM	FILE EXTENSION	SPECIAL CONSIDERATIONS
 Acrobat	.pdf	Must be high resolution with fonts embedded.
 InDesign	.indd or .idml	Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
 Illustrator	.ai or .eps	Vector artwork. Images embedded and fonts changed to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

Color

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



RGB Color Space.



CMYK Color Space.

Fonts & Links

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

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

SHEPARD GRAPHIC GUIDELINES

CONTINUED

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

Vector

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

Raster

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



Vector Logo at 100% scale.



Vector Logo at 200% scale.



Raster Logo at 100% scale.



Raster Logo at 200% scale.

Resolution

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

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

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

Before Sending Files

- Please name your files appropriately for easy identification.

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

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

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

Submitting Your Files

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

Website: files.shepardes.com

Login: [sesftp](#)

Password: [ftpftp](#)

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

ELEVATE YOUR EXHIBIT

With Shepard, You Can.

What are *your* exhibit goals?

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

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



High-impact Exhibits

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

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



Offering innovative exhibit frameworks...and more!

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



Why Shepard?

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


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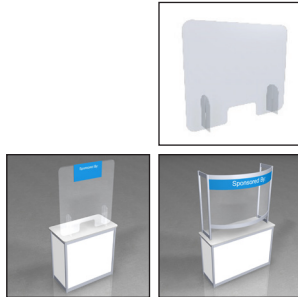
January 22 - 24, 2023

SHIELDS & BARRIERS

G144680123

ONLINE & DISCOUNT DEADLINE:* THURSDAY, DECEMBER 22, 2022

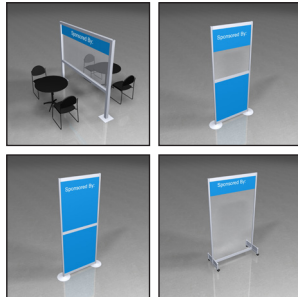
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Counters and Furnishings not included.



Counters not included.

Plexi Shields

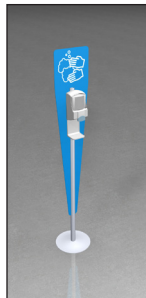
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66651	Standard Plexi Shield (CVPS1) 40" (l) x 36" (h)		\$365.15	\$419.90	\$470.30	
66652	Tall Plexi Shield (CVPS2) 40" (l) x 44" (h)		\$449.40	\$516.80	\$578.80	
66653	Curved Plexi Shield (CVPS3) 4' 8.75" (l) x 4' (h) x 2' 2.25" (d)		\$561.75	\$646.00	\$723.50	



Walls & Dividers

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66654	Large Wall Divider (CVDW1) 9' 1.25" (l) x 7' (h) x 11.85" (d) base 30" from floor		\$561.75	\$646.00	\$723.50	
66655	Plexi/Trovice Panel Wall Divider (CVDW2) 3' 4.5" (l) x 8' high x Approx. 6" (d) base		\$393.25	\$452.25	\$506.50	
66656	Trovice/Trovice Wall Divider (CVDW3) 3' 4.5" (l) x 8' (h) x 1' 9" (d) base		\$337.05	\$387.60	\$434.10	
66657	Plexi Rolling Baffle (CVDW4) 4' 2.5" (l) x 7' (h) x 1' 9" (d) base		\$702.20	\$807.55	\$904.45	

Sanitizer Kiosk



CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66650	Sanitizer Kiosk A (CVSK1) 40" (l) x 36" (h)		\$421.30	\$484.50	\$542.65	

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 9.25%

AMOUNT DUE \$ _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 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


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January 22 - 24, 2023

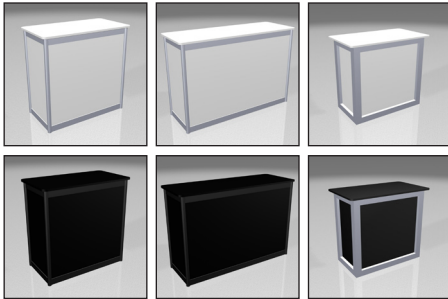
EXHIBIT COUNTER RENTALS

G144680123
ONLINE & DISCOUNT DEADLINE:* THURSDAY, DECEMBER 22, 2022

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

Choose Your Counter & Customize to Fit Your Exhibit!

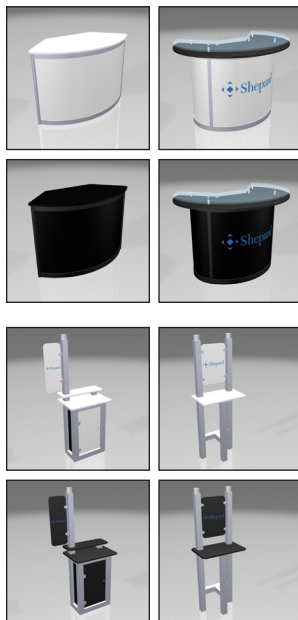
AVAILABLE COLORS FOR ALL PRODUCTS:

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


Locking Cabinets

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6628203 (w) 6628206 (b)	1 Meter Locking Cabinet (LC1) 3' 6" (l) x 3' 6" (h) x 1' 9" (d) Graphic Size: 968mm x 898mm		\$923.90	\$1,062.50	\$1,190.00	
6628303 (w) 6628306 (b)	1.5 Meter Locking Cabinet (LC2) 5' (l) x 3' 6" (h) x 1' 9" (d) Graphic Size: 1463mm x 898mm		\$1,121.15	\$1,289.30	\$1,444.00	
6628403 (w) 6628406 (b)	Locking Cabinet (LC3) 3' 9" (l) x 3' 6" (h) x 2' 3" (d) Graphic Size: 922mm x 872mm		\$681.50	\$783.70	\$877.75	

Reception Counters



CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627503 (w) 6627506 (b)	Reception Counter (RC2) 4'10.75" (l) x 40" (h) x 2' 4.75" (d) Graphic Size: 1530mm x 898mm		\$950.10	\$1,092.60	\$1,223.70	
6627603 (w) 6627606 (b)	Reception Counter (RC3) 5' 2.75" (l) x 42" (h) x 3' 5.5" (d) Graphic Size: 1080mm x 898mm		\$2,061.00	\$2,370.15	\$2,654.55	

Computer Stands - Silver Metal Only (graphic included!)

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6628503 (w) 6628506 (b)	Computer Stand 1 (CS1) 3' (l) x 6' 3" (h) x 1' 9" (d) Graphic Size: 250mm x 700mm		\$1,198.60	\$1,378.40	\$1,543.80	
6628603 (w) 6628606 (b)	Computer Stand 2 (CS2) 2' 3" (l) x 6' 3" (h) x 1' 6" (d) Graphic Size: 380mm x 580mm		\$698.60	\$803.40	\$899.80	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

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PRODUCT DISPLAYS & CHARGING STATION RENTALS

G144680123

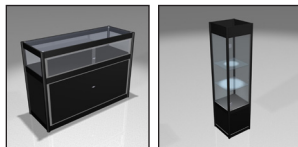
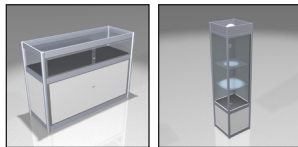
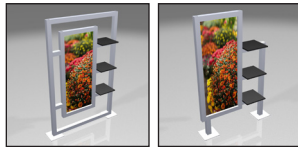
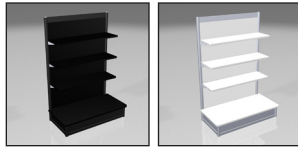
ONLINE & DISCOUNT DEADLINE:* THURSDAY, DECEMBER 22, 2022

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

Choose Your Unit & Customize to Fit Your Products!

AVAILABLE COLORS FOR ALL PRODUCTS:

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



Product Displays

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627703 (w) 6627706 (b)	Gondola 3' 6" (l) x 4' 6" (h) x 1' 3" (d)		\$647.45	\$744.55	\$833.90	
6627803 (w) 6627806 (b)	GL1 5' 4" (l) x 8' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$640.05	\$736.05	\$824.40	
6627903 (w) 6627906 (b)	GL2 4' 3" (l) x 7' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$1,103.20	\$1,268.70	\$1,420.95	

Showcases

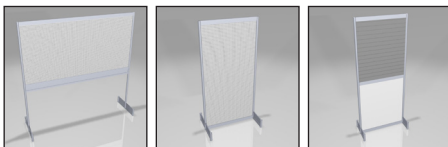
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627003 (w) 6627006 (b)	Quarterview Showcase (Qtrview) 4' 6" (l) x 3' 3" (h) x 1' 9" (d)		\$1,246.50	\$1,433.45	\$1,605.45	
6627203 (w) 6627206 (b)	Square Showcase (Square) 1' 9" (l) x 7' (h) x 1' 9" (d)		\$1,345.30	\$1,547.10	\$1,732.75	

Charging Unit

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
66430	Phone Charging Station (PCS) 3' (l) x 6' 3" (h) x 1' 9" (d) Graphic Size: 380mm x 710mm		\$2,117.75	\$2,435.40	\$2,727.65	Black ONLY

Perforated/Peg Boards

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR
66148	8' x 4' Pegboard Panel (PerfH)		\$314.75	\$361.95	\$405.40
66149	4' x 8' Pegboard Panel (PerfV)		\$314.75	\$361.95	\$405.40
50104	6" Pegs - 1 dozen (6"Pegs)		\$51.40	\$59.10	\$66.20
66147	3.5' x 8' Slat Wall, Grey (Slatwall)		\$314.75	\$361.95	\$405.40


TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 9.25%

AMOUNT DUE \$ _____

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EMAIL ADDRESS: _____



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Gaylord Opryland Resort & Convention Center | Nashville, TN

January 22 - 24, 2023

INLINE BOOTH RENTALS

G144680123

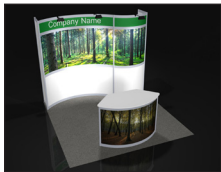
ONLINE & DISCOUNT DEADLINE:* THURSDAY, DECEMBER 22, 2022

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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.

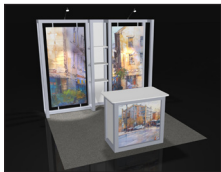
Don't see what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Please contact an Exhibit Team member with any questions or customization requests.



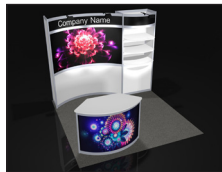
The Eddie



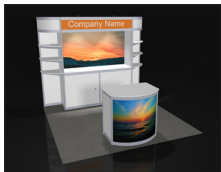
The Jonathon



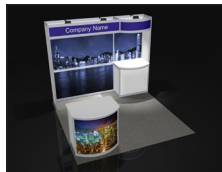
The Pierce



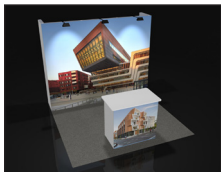
The Madison



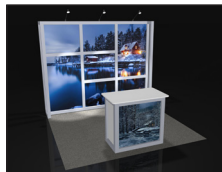
The Grant



The Harrison



The Hamilton



The Lucy

Inline Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66470	The Eddie - 10' x 10'		\$3,757.95	\$4,321.65	\$4,840.25	
66471	The Eddie - 10' x 20'		\$6,119.50	\$7,037.40	\$7,881.90	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66474	The Jonathon - 10' x 10'		\$2,621.65	\$3,014.90	\$3,376.70	
66475	The Jonathon - 10' x 20'		\$4,588.90	\$5,277.25	\$5,910.50	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66477	The Pierce - 10' x 10'		\$3,251.85	\$3,739.65	\$4,188.40	
66478	The Pierce - 10' x 20'		\$6,174.35	\$7,100.50	\$7,952.55	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66484	The Madison - 10' x 10'		\$3,943.45	\$4,534.95	\$5,079.15	
66485	The Madison - 10' x 20'		\$4,673.65	\$5,374.70	\$6,019.65	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66486	The Grant - 10' x 10'		\$4,162.40	\$4,786.75	\$5,361.15	
66487	The Grant - 10' x 20'		\$5,769.00	\$6,634.35	\$7,430.45	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66492	The Harrison - 10' x 10'		\$3,826.55	\$4,400.55	\$4,928.60	
66493	The Harrison - 10' x 20'		\$5,622.90	\$6,466.35	\$7,242.30	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66467	The Hamilton - 10' x 10'		\$2,666.45	\$3,066.40	\$3,434.35	
66468	The Hamilton - 10' x 20'		\$4,671.35	\$5,372.05	\$6,016.70	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66473	The Lucy - 10' x 10'		\$2,409.85	\$2,771.35	\$3,103.90	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

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 January 22 - 24, 2023

FABEX BOOTH RENTALS

G144680123

ONLINE & DISCOUNT DEADLINE:* THURSDAY, DECEMBER 22, 2022

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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)		\$2,478.00	\$2,849.70	\$3,191.65	
66561	10' x 10' Booth with Header (FX2H1)		\$3,032.10	\$3,486.90	\$3,905.35	

GRAPHIC SIZE SPECIFICATIONS

Backwall Graphic Size	3042mm x 2432mm	Side Panel Colors	<input type="checkbox"/> White <input type="checkbox"/> 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)		\$4,295.20	\$4,939.50	\$5,532.25	
66567	10' x 20' Booth with Header (FX2H2)		\$4,790.85	\$5,509.50	\$6,170.65	

GRAPHIC SIZE SPECIFICATIONS

Backwall Graphic Size	6012mm x 2432mm	Side Panel Colors	<input type="checkbox"/> White <input type="checkbox"/> Black
Counter Graphic Size	1079mm x 1020mm		
Header Graphic Size	2440mm x 380mm		

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

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January 22 - 24, 2023

FABEX BACKLIT BOOTH RENTALS

G144680123
ONLINE & DISCOUNT DEADLINE:* THURSDAY, DECEMBER 22, 2022

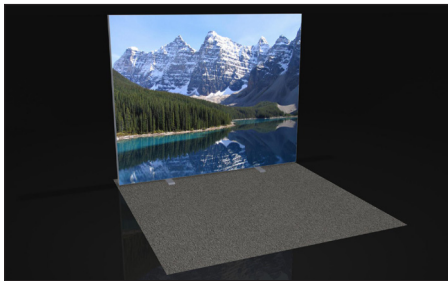
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Freestanding 8' High Backlit Backwalls with Full Color Graphics

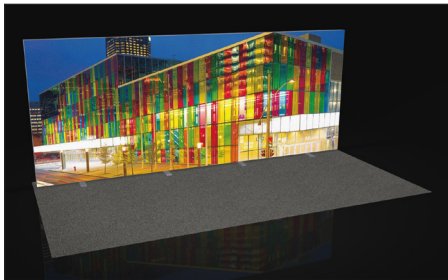
Carpet/flooring, furnishings, electrical and accessories not included. Please use the appropriate order forms to order these items.

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

Please contact an Exhibit Team member with any questions.



FX11



FX12



FX13

Freestanding 8' High Backlit Backwalls with Full Color Graphics

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66564	8' x 10' Backlit Backwall with Graphics (FX11) <i>Graphic Size: 2992mm x 2436mm</i>		\$2,498.70	\$2,873.50	\$3,218.30	
66565	8' x 20' Backlit Backwall with Graphics (FX12) <i>Graphic Size: 5992mm x 2436mm</i>		\$3,861.55	\$4,440.80	\$4,973.70	
66566	8' x 30' Backlit Backwall with Graphics (FX13) <i>Graphic Size: 8992mm x 2436mm</i>		\$5,224.45	\$6,008.10	\$6,729.05	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

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ISLAND BOOTH RENTALS

G144680123

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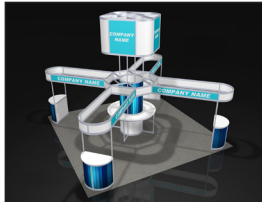
Turnkey Rental Designs Make Exhibiting Easier!

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.

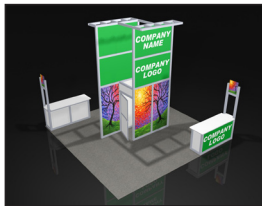
Please contact an Exhibit Team member with any questions.



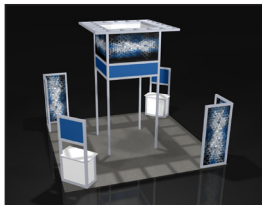
The Monroe



The Washington



The Tyler



The Garfield

Island Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66494	The Monroe		\$9,566.30	\$11,001.25	\$12,321.40	
66368	The Washington		\$13,728.80	\$15,788.10	\$17,682.65	
66495	The Tyler		\$10,216.30	\$11,748.75	\$13,158.60	
66496	The Garfield		\$10,004.45	\$11,505.10	\$12,885.70	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

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January 22 - 24, 2023

FABRIC HANGING SIGNS

G144680123

ONLINE & DISCOUNT DEADLINE:* THURSDAY, DECEMBER 22, 2022

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

All rentals include:**

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

** Rigging not included

DON'T FORGET!

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



Circle

Circle Hanging Signs

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69140	10' x 48" Circle Hanging Sign (HSC10)		\$6,024.65	\$6,928.35	\$7,759.75	
69142	16' x 48" Circle Hanging Sign (HSC16)		\$9,575.15	\$11,011.40	\$12,332.75	



Square

Square Hanging Sign

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69143	10' x 48" Square Hanging Sign (HSS10)		\$7,325.95	\$8,424.85	\$9,435.85	



Triangle

Triangle Hanging Sign

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69144	10' x 48" Triangle Hanging Sign (HST10)		\$5,928.15	\$6,817.35	\$7,635.45	



Wave

Wave Hanging Signs

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69145	10' x 48" Single Sided Wave Hanging Sign (HSWS)		\$2,610.70	\$3,002.30	\$3,362.60	
69146	10' x 48" Double Sided Wave Hanging Sign (HSWD)		\$3,474.05	\$3,995.15	\$4,474.55	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	9.25%
AMOUNT DUE	\$ _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com

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

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

ADVANCED
WAREHOUSE

RUSH

Shepard

ADVANCED WAREHOUSE HANGING SIGN

TO:

(Exhibiting Company Name)

(Exhibiting Company Booth Number)

**c/o TForce Freight c/o Shepard Exposition
Services
45 Teledyne Pl
La Vergne, TN 37086**

**FOR:
Imaging USA**

Delivery Hours: Monday - Friday, 8:00AM - 4:00PM

First day freight can arrive without a surcharge:

Tuesday, December 27, 2022

Last day freight can arrive without a surcharge:

Friday, January 13, 2023



STRUCTURAL INTEGRITY STATEMENT

Imaging USA

G144680123

Gaylord Opryland Resort & Convention Center | Nashville, TN
January 22 - 24, 2023

ONLINE & DISCOUNT DEADLINE:* TUESDAY, JANUARY 3, 2023

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

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

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

Gaylord Opryland Resort & Convention Center
2815 Opryland Dr
Nashville, TN 37214

SHEPARD EXPOSITION SERVICES

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

EXHIBITING COMPANY NAME: _____

EMAIL ADDRESS: _____

AUTHORIZED NAME (printed): _____

AUTHORIZED SIGNATURE: _____ DATE: _____

DISPLAY HOUSE/BUILDER (if applicable): _____

EMAIL ADDRESS: _____

AUTHORIZED NAME (printed): _____

AUTHORIZED SIGNATURE: _____ DATE: _____



Email completed form to: customerservice@shepardes.com

LABOR RULES & REGULATIONS

Nashville, 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 dollies, flat trucks, 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.


Imaging USA

Gaylord Opryland Resort & Convention Center | Nashville, TN

January 22 - 24, 2023

SHEPARD BLUE LABOR

G144680123
ONLINE & DISCOUNT DEADLINE:* TUESDAY, JANUARY 3, 2023

* 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 | 6:00AM - 8:00AM and 5:00PM - Midnight.

Saturday and Sunday 8:00AM - 5:00PM.

Double Time (DT): Saturday and Sunday 5:00PM - 6:00AM. 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	\$133.20	\$153.20	\$171.60	
68067	OT	\$199.80	\$229.75	\$257.30	
68068	DT	\$266.35	\$306.30	\$343.05	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68070	ST	\$133.20	\$153.20	\$171.60	
68071	OT	\$199.80	\$229.75	\$257.30	
68072	DT	\$266.35	\$306.30	\$343.05	

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

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 9.25%

AMOUNT DUE \$ _____

Step 1. Choose your service.

☐ Installation ☐ Dismantling ☐ Both Installation & Dismantling

Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: _____

DISMANTLING NUMBER OF PEOPLE: _____

BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE: _____

Step 3. How many hours?***

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

INSTALLATION HOURS: _____ DISMANTLING HOURS: _____

BOTH INSTALLATION & DISMANTLING HOURS: _____

Step 4. When should the build be complete?

If using Shepard Blue Labor for both install and dismantle, please complete BOTH date and time fields.

INSTALLATION DATE: _____ INSTALLATION TIME: _____

DISMANTLING DATE: _____ DISMANTLING TIME: _____

Step 5. Tell us about your exhibit.

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

BOOTH SIZE: _____ x _____

 INBOUND FREIGHT: ☐ Advanced Warehouse ☐ Direct to Show Site

CARRIER NAME: _____

TRACKING OR PRO NUMBER: _____

ESTIMATED ARRIVAL DATE: _____

NUMBER OF PIECES: _____ ESTIMATED WEIGHT: _____

SET UP INFORMATION

COMPANY CONTACT NAME: _____

EMAIL: _____

CELL PHONE NUMBER: _____

DRAWINGS/PHOTOS/INSTRUCTIONS

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

GRAPHICS

☐ With Exhibit ☐ Shipped Separately

ELECTRICAL PLACEMENT (exhibitor is responsible to order)

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

CARPET

☐ Ordered from Shepard ☐ Exhibitor Owned ☐ Carpet Padding

OTHER SERVICES ORDERED

☐ Overhead Rigging ☐ Cleaning ☐ Audio Visual (AV)

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

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

NUMBER OF CRATES: _____ NUMBER OF CARTONS: _____

NUMBER OF FIBER CASES: _____ NUMBER OF PALLETS: _____

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

NAME OF CARRIER: _____

PHONE NUMBER: _____

DATE SCHEDULE TO PICKUP FREIGHT: _____

MUST ARRIVE AT DESTINATION BY: _____

IF YOUR CARRIER DOESN'T SHOW UP?

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____


 Email completed form to: orders@shepardes.com


Imaging USA

Gaylord Opryland Resort & Convention Center | Nashville, TN

January 22 - 24, 2023

EXHIBITOR SUPERVISED LABOR

G144680123
ONLINE & DISCOUNT DEADLINE:* TUESDAY, JANUARY 3, 2023

* 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 | 6:00AM - 8:00AM and 5:00PM - Midnight.
Saturday and Sunday 8:00AM - 5:00PM.

Double Time (DT): Saturday and Sunday 5:00PM - 6:00AM. 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	\$102.45	\$117.80	\$131.95	
68061	OT	\$153.68	\$176.75	\$197.95	
68062	DT	\$204.90	\$235.65	\$263.95	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68063	ST	\$102.45	\$117.80	\$131.95	
68064	OT	\$153.68	\$176.75	\$197.95	
68065	DT	\$204.90	\$235.65	\$263.95	

** 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)	9.25%
AMOUNT DUE	\$ _____

Step 1. Choose your service.

☐ Installation ☐ Dismantling ☐ Both Installation & Dismantling

Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: _____

DISMANTLING NUMBER OF PEOPLE: _____

BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE: _____

Step 3. How many hours?***

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

INSTALLATION HOURS: _____ DISMANTLING HOURS: _____

BOTH INSTALLATION & DISMANTLING HOURS: _____

Step 4. Where is the carpet coming from?

☐ Ordered from Shepard ☐ Exhibitor Owned ☐ Carpet Padding

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

☐ Ladders ☐ Lifts ☐ Special Tools: _____

ADDITIONAL DETAILS: _____

Step 6. Tell us about the schedule?

Requested times are not guaranteed and are based on availability.

INSTALLATION REQUEST DATE: _____

START TIME: _____ END TIME: _____

DISMANTLE REQUEST DATE: _____

START TIME: _____ END TIME: _____

Step 7. Provide on-site contact information.

ON-SITE CONTACT NAME: _____

ON-SITE CONTACT PHONE NUMBER: _____

EMAIL ADDRESS: _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____


 Email completed form to: orders@shepardes.com



CORD INSTALL AND DISMANTLE LABOR

Imaging USA

G144680123

Gaylord Opryland Resort & Convention Center | Nashville, TN

January 22 - 24, 2023

ONLINE & DISCOUNT DEADLINE:* #VALUE!

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

Important Cord Labor Information:

There will be a minimum charge of \$24.65 to cover cords with tape.
Larger area and multiple electrical drops may require more than one roll.

- Price is per person/per hour
- Supervisor must check in at Service Desk to pick up labor
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker
- Exhibitors and I&D house supervising the labor themselves should visit the Shepard service center to confirm that you are ready for service. Carpet will not be installed until cords have been laid. A one hour minimum labor charge will apply to pick up cords. Cord dismantle will be done on straight time whenever possible.
- A detailed floor plan must accompany this order if labor is Shepard supervised

Shepard Supervised Labor

Installation of electrical cords will be completed at our discretion prior to exhibitor move-in. The charge for this service is 30% of the total installation labor bill, with a minimum of \$45.00. A detailed floor plan must accompany this order.

SHEPARD SUPERVISED LABOR					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68066	ST	\$133.20	\$153.20	\$171.60	
68067	OT	\$199.80	\$229.75	\$257.20	
68068	DT	\$266.35	\$306.30	\$343.05	

Exhibitor Supervised Labor

EXHIBITOR SUPERVISED LABOR					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68060	ST	\$102.45	\$117.80	\$131.95	
68061	OT	\$153.68	\$176.75	\$197.95	
68062	DT	\$204.90	\$235.65	\$263.95	

Cord Rentals

CODE	QTY	ITEM	DISCOUNT	ESTIMATED TOTAL***
80058		25' Flat Cord	\$28.00	
80059		50' Flat Cord	\$42.55	
80060		Tape to cover cords	\$24.65/Roll	
66306		Power Strips	\$15.00	

Step 1. Choose your service.

- ☐ Shepard Supervised for both
- ☐ Exhibitor Supervised for both
- ☐ Shepard Supervised Install/ Exhibitor Supervised Removal
- ☐ Exhibitor Supervised Install/ Shepard Supervised Removal

Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: _____

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: _____

Step 4. Tell us about the schedule?

Requested times are not guaranteed and are based on availability. Start times cannot always be guaranteed. If no time is provided, labor will be available on a first-come, first service basis only.

INSTALLATION REQUEST DATE: _____

START TIME: _____ END TIME: _____

DISMANTLE REQUEST DATE: _____

START TIME: _____ END TIME: _____

Step 5. Provide on-site contact information.

ON-SITE CONTACT NAME: _____

ON-SITE CONTACT PHONE NUMBER: _____

EMAIL ADDRESS: _____

Important! Utility services for all 120V power provided by the facility **does not include** the installation of cords to specific areas within the booth space. Shepard labor, display company labor or the exhibitor can perform this work. Rental carpeting and padding will not be installed until cord installation is completed.

High voltage (208 V and over), please contact the facility's electrical department.

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

shepardes.com | 119

With Shepard, You Can.

CONTACT NAME: _____ CONTACT EMAIL ADDRESS: _____

ABOVE BOOTH NUMBER: _____

[illegible]

BELOW BOOTH NUMBER: _____



EXHIBITOR APPOINTED CONTRACTOR (EAC) NOTIFICATION FORM

In the best interest of the exhibitors, Professional Photographers of America (PPA) has selected certain companies (at rates considered equitable and normal for the area) as Official Contractors for various convention services. If you, the exhibitor, have contracted with any company other than those appointed by PPA, you must complete and return this form no later than 4:30 pm December 22, 2022. In addition, it is your responsibility to inform your contractors with reference to providing proof of liability / compensation insurance to PPA, show management.

On the insurance certificate provided this statement must be listed as additional insured:

Professional Photographers of America, Shepard, Gaylord Opryland Resort and Convention Center and its officers, agents & employees are named as additional insured as respects in general liability regarding Imaging USA 2022 in Nashville, TN on January 22-24, 2023.

Exhibiting
Company: _____ Booth Number: _____

Address: _____

City/State/Zip: _____

Exhibit Contact: _____ Phone: _____

Exhibit Contact Email: _____

EAC Company Information:

Company: _____

Address: _____

City / State / Zip: _____

Contractor Contact: _____ On-site Contact: _____

Contractor Email: _____ On-site Email: _____

Phone: _____ On-site Cell Phone: _____

Services provided by the contractor: _____

EXHIBITOR SIGNATURE: _____

(Must be signed by exhibitor only – not valid if signed by EAC)

Exhibitor on-site name/phone: _____ Email: _____

Please Mail or Email to:

ATTN: Lakisha English
Professional Photographers of America
229 Peachtree Street, NE, Suite 2200
Atlanta, GA 30303
Phone: 404-522-8600 x238 | Fax: 404-614-6405
exhibit@imagingusa.com



Terms and Conditions for Exhibits and Displays

Adhesives: No pins, tacks, or adhesives of any kind are permitted on any hotel wall, door, or column. Any tape applied to the floor must be approved by the Hotel Exhibit Hall Manager. Proper tape can be purchased from the Hotel Exhibit Hall Manager. No helium filled balloons or adhesive backed stickers may be given out by exhibitors.

Non-Flammable Materials: All materials used in the Exhibit Hall, Ballroom, or any other room of Gaylord Opryland MUST be non-flammable to conform with the Fire Regulations of Nashville, Tennessee. Electrical wiring and equipment installation must conform to appropriate Nashville, Tennessee codes. Gaylord Opryland personnel are obligated to refuse connections where wiring is not in accordance with subject code. Material not conforming with such regulations will be removed immediately at the exhibitor's expense. Engines, motors or any kind of equipment may be operated only with the consent of the Director of Conference Services or Exhibit Hall Manager at Gaylord Opryland.

Special Notices: All booth equipment, furniture and carpeting must be confined to the measured limits of the booth. No nails, or bracing wires used in erecting displays may be attached to the building without written consent of the Director of Conference Services or the Exhibit Hall Manager at Gaylord Opryland. All property destroyed or damaged by the exhibitor must be replaced in its original condition by the exhibitor or at the exhibitor's expense. All materials and equipment furnished to the Exhibitor by Gaylord Opryland will remain Gaylord Opryland property and will be removed by Gaylord Opryland after close of show.

Liability: Gaylord Opryland is not responsible for any injury, loss or damage that may occur to the Exhibitor, the Exhibitor's agents, employees, or property, and to any other person or property, to the extent arising out of, resulting from or in any way related to Exhibitor's exhibits and displays or any breach of this agreement by Exhibitor, provided that said injury, loss or damage is not caused by the gross negligence or willful misconduct of a Gaylord employee acting within the scope of his employment in connection with the exhibition as contemplated by this agreement. Each Exhibitor hereby expressly releases Gaylord Opryland, Marriott International, Inc., its subsidiaries and affiliates from such liabilities and agrees to indemnify Gaylord Opryland, Marriott International, Inc., its subsidiaries and affiliates against any and all claims for such injury, loss or damage.

Insurance: Exhibitors who desire to carry insurance on their exhibits must do so at their own expense.

Fire Regulations: All doors and openings must be kept clear. Exit Signs, fire alarms and extinguishers must be visible at all times.

By the order of the Fire Marshall: Display vehicles must meet the following requirements:

- Fuel level must be no more than 1/8th of a tank
- Battery cables must be disconnected
- Gas cap must be locked and / or taped shut

Storage: Absolutely no storage of material of any type allowed behind booths or between booths. Gaylord Opryland has no facilities for the storage of exhibits. All shipments for an exhibit must be directed to the official drayer. Shipments that arrive prior to show time will be directed to the official drayer's warehouse for storage and delivery to the exhibitor's booth at show time, at exhibitor's expense.

Food and Beverage: Any food or beverage dispensed or given away at booths must be supplied and prepared by Gaylord Opryland.



2800 Opryland Drive
Nashville, TN 37214
Electrical and Utilities (615) 458-6390
IT and Communications (615) 458-0000

Access to Online Electrical and IT/ Telecommunications Services

- Log into <https://gaylordopryland.boomerecommerce.com>
- You will need to register with the site to be able to order services.
- Once you log in locate your show under the **"My Events"** section.
- Select the appropriate services department
- Choose the services for each department for your booth, clicking on **"Add to Cart"** at the end of each selection.
- Review your shopping cart.
- After all your selections are made and verified continue through the **"Secure Checkout"** icon.
- Should you have questions please reach out using the **"Help"** button at the top right of the page. This will alert a specialist that you need assistance with your order.

EXHIBITOR ORDER FORM

PLEASE FILL IN THE NUMBER OF EACH ITEM YOU REQUIRE UNDER 'QTY'. THE REMAINDER OF THE ORDER FORM WILL AUTOMATICALLY COMPLETE THE OTHER FIELDS
PRICING BELOW IS A PER DAY RATE. SET UP, STRIKE, ONSITE TECHNICAL ASSISTANCE WILL BE AUTOMATICALLY ADDED TO TOTAL BELOW.

QTY	PRODUCT DESCRIPTION	UNIT PRICE	DAYS	TOTAL UNITS	NET TOTAL
Input Number of Each Item Desired	VIDEO/DISPLAY			TOTAL UNITS = QTYx DAYS	NET TOTAL = TOTAL UNITS x UNIT PRICE
	32" Flat Screen Monitor	\$250.00	3		
	45" Flat Screen Monitor w/6ft Stand	\$350.00	3		
	55" Flat Screen Monitor w/6ft Stand	\$450.00	3		
	65" Flat Screen Monitor w/6ft Stand	\$575.00	3		
	75" Flat Screen Monitor w/6ft Stand	\$700.00	3		
	Tripod Screen (6', 7' or 8FT)	\$115.00	3		
	6K Lumens Projector	\$450.00	3		
	AUDIO				
	Computer Speaker - Includes Auxillary Cable	\$100.00	3		
	Large Powered Speaker with Stand (For Microphone)	\$125.00	3		
	Wireless Handheld Microphone on Stand or Wireless Lavalier	\$175.00	3		
	COMPUTERS/PRINTERS				
	Laptop - PC i7 8gb Ram	\$200.00	3		
	iPad	\$125.00	3		
	HP Black & White Laser Printer	\$300.00	3		
	HP Color Laser Printer	\$350.00	3		
	MISCELLANEOUS				
	Flipchart - Includes Pads and Markers	\$100.00	3		
	AC Cable with Powerstrip	\$50.00	3		
	Wireless Presenter	\$50.00	3		
EQUIPMENT SUBTOTAL				\$	
Early Order- Discount 15% Off Total if Sent Prior to 10/1/22				\$	
GRAND TOTAL				\$	

Name	Company	Booth Number	Email Address
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Please Select Method of Payment



Credit Card Number	Name as it Appears on Card
--------------------	----------------------------

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Expiration Date	Verication Code	Authorized Signature
-----------------	-----------------	----------------------

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THANK YOU!

Please Complete Form and Send to ZDIMETROS@LUMENSAV.COM
A Confirmation Email Will Be Returned

If You Are Interested In An Item Not Listed Above Please Send Email To ZDIMETROS@LUMENSAV.COM



encoreSM

EVENTS THAT TRANSFORM



GAYLORD OPRYLAND[®]

RESORT & CONVENTION CENTER

Nashville

Exhibitor Kit

Easy Ordering

As the exclusive Technology Provider of the Gaylord Opryland, Encore is committed to making your experience as easy and stress-free as possible.



Self-service option available through our online store – EventNow

Step 1

Visit [EventNow](#) and select 'I am planning an exhibit booth'

Step 2

Browse our technology catalog

Step 3

Select from a list of available products/product packages and service packages, then check out.*

* EventNow is only available more than two days prior to event load in. If ordering within two days, contact your Encore on-site team.

Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.



offers a range of solutions for any exhibitor:

As the exclusive Technology Provider of Gaylord Opryland Encore is committed to making your experience as easy and stress-free as possible.

- Large and small format HD monitors (40" monitors and above include floor stands)
- PC Based Laptops
- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- LED Lighting
- Flipchart Packages

NEED RIGGING or BANNER HANGING

If so, please fill out rigging request, <https://www.encoreglobal.com/rigging-request/>

Encore representative will be in touch with you.

We make it easy



Easy ordering options



Confirmation email is sent with your order details



We regularly maintain and service all equipment



Encore delivers, installs, and tests equipment



After the show, Encore picks up your rental equipment



Need assistance or products/solutions not offered in EventNow?

Call your Encore on-site contact directly:

615.458.2646

What else can we do?

Experiential Exhibits

Led Walls

Lighting Solutions

Projection

Video Solutions

And More!



Gaylord Opryland Resort & Convention Center

EXHIBITOR/SPONSOR CATERING & SERVICES MENU



GAYLORD
OPRYLAND®

RESORT & CONVENTION CENTER

EXHIBIT HALL ORDER FORM

Please submit one form per booth, per day

In today's economy and hyper-competitive market, the pressure is on to make every dollar produce results. As an exhibitor, you want to stand out head and shoulders above the crowd to draw in your target audience. Gaylord Opryland's Catering Managers can help you attract qualified traffic and meet your goals by creating custom and unique experiences for your booth.

- Out Exhibit your competitors
- Create more networking opportunities
- Increase face time with prospective customers
- Generate more leads
- Gain the competitive edge

For additional information, please contact your Catering Manager!

Dietary Legend

- (D) - Contains Dairy
(G) - Contains Gluten
(N) - Contains Nuts
(S) - Contains Shellfish
(V) - *Vegetarian*
(VV) - *Vegan*



CONTACT INFORMATION

Contact Name	Title	Phone Number	Fax Number
Company Name		Company Mailing Address	
On-Site Contact Name	On-Site Phone Number	On-Site Email Address	

ORDER INFORMATION

Exhibit Hall Day/Date	Booth Number	Phone Number	Fax Number

Notes:

EXHIBIT HALL ORDER FORM

Please submit one form per booth, per day

STATIONS

Item	Max. Avail.	Description	Price	Start Time	End Time
Coffee Stop Express – Delta Junior	1	Pricing includes 2 Baristas & Electrical Power	\$1000++ per hour rental 2-Hour Minimum Estimated capability: 120-150 drinks / hour		
VIP Latte/ Espresso Machine	2	Pricing includes 1 Attendant & Electrical Power	\$350++ per hour rental 2-Hour Minimum Estimated capability: 45 drinks / hour		
<ul style="list-style-type: none"> • Table Top Ice Cream Freezer • Assorted Ice Cream Novelties 	4	Number of Ice Cream Bars must be guaranteed in advance & Electrical Power	Minimum of 25 *Bars: \$6.50++ each		
<ul style="list-style-type: none"> • Roll-In Ice Cream Freezer • Assorted Ice Cream Novelties 	2	Number of Ice Cream Bars must be guaranteed in advance & Electrical Power	Minimum of 75 *Bars: \$6.50++ each		
Popcorn Machine with Seasonings Table-Top Display	3	Pricing includes 1 Attendant & Electrical Power	\$275++ per hour* 2-Hour Minimum Estimated capability: 100 bags / hour *\$5.50++ per bag		
<i>*Supplies are additional ++ Service Charge (25%) and Tax (9.25%) are additional</i>					

*Custom/Theme Reception Menus – Please let your Catering Manager know if you would like to customize a menu to more closely fit the vision of your event.

DESSERT RECEPTION STATIONS

Package	Description	Price	Start Time	End Time
Southern Sweets	<ul style="list-style-type: none"> • Mason Jar Parfaits (D) (G) –Southern Caramel Cake, Blackberry and Peach Custard • Cobblers (D) (G) – Blueberry, Chocolate Pecan (N) and Cherry 	\$26.00++ per person		
S'mores Station	<ul style="list-style-type: none"> • Toast Your Own S'mores with House Made Marshmallows, Chocolate Bar, Nutella and Graham Crackers (D) (G) • S'mores Cupcakes – Chocolate Cupcake with Marshmallow Filling and Chocolate Buttercream (D) (G) • S'mores Cheesecake Bites (D) (G) 	\$25.00++ per person		
<i>++ Service Charge (25%) and Tax (9.25%) are additional</i>				

EXHIBIT HALL ORDER FORM

Please submit one form per booth, per day

NON-ALCOHOLIC BEVERAGE SERVICE

Item	Price	Start Time	End Time	Starting Quantity	Refresh? Check for Yes	Maximum Quantity
Freshly Brewed Coffee Regular*	\$115.00++ per gallon			Gallons		Gallons
Freshly Brewed Coffee Decaffeinated*	\$115.00++ per gallon			Gallons		Gallons
Selection of Hot Teas Assorted White Lion*	\$115.00++ per gallon			Gallons		Gallons
Fresh Iced Tea or Lemonade*	\$115.00++ per gallon			Gallons		Gallons
Assorted Bottled Soft Drinks**	\$7.00++ each					
Still & Sparkling Bottled Water**	\$7.00++ each					
5 gallon Water Cooler	\$250.00++ each					
Bottled Sobe Life Water**	\$8.00++ each					
Bottled Fruit Juices**	\$7.00++ each					
Bottled Energy Drinks**	\$8.00++ each					
Starbucks Frappuccino® **	\$8.00++ each					

*(1) Gallon generally serves 12 - 16 cups.

++ Service Charge (25%) and Tax (9.25%) are additional

**Bottled drinks are charged on actual consumption.

ALCOHOLIC BEVERAGE SERVICE

Item on Consumption	Price	Start Time	End Time	
Resort Brand Liquor Drinks	\$15.00+++ per drink			Resort Brand Liquors Grey Goose, Bacardi Superior, Mt. Gay Eclipse Gold, Bombay Sapphire, Johnnie Walker Black Label, Knob Creek, Jack Daniel's, Crown Royal, Patron Silver Tequila, Hennessy Privilege VSOP Deluxe Brands Liquors Absolut, Bacardi Superior, Johnnie Walker Red Label, Maker's Mark, Captain Morgan Original Spiced Rum, Tanqueray, Jack Daniel's, Canadian Club, 1800 Silver, Courvoisier VS House Wine Sycamore Lane Cabernet Sauvignon & Chardonnay Craft/Imported Beer Heineken, Corona, Samuel Adams, Yazoo Local Brew Domestic Beer Budweiser, Bud Light, Miller Lite, Omission (GF)
Deluxe Brand Liquor Drinks	\$13.00+++ per drink			
Resort Wine	\$15.00+++ per drink			
Deluxe Wine	\$13.00++ per drink			
Craft/Imported Beer	\$9.50++ per drink			
Domestic Beer	\$8.50++ per drink			
Alcoholic beverages being served require the assistance of a Gaylord Opryland Bartender. Bartender fees are \$100.00 per event/4 hours. ** Hand-Crafted Cocktails can be customized to reflect company name/logo colors. ++ Service Charge (25%) and Tax (9.25%) are additional. +++ Liquor and Wine incur a beverage Tax of 15%.				

EXHIBIT HALL ORDER FORM

Please submit one form per booth, per day

A LA CARTE

Item	Price	Start Time	End Time	Quantity
Breakfast Bakeries & Muffins (D) (G)	\$70.00++ per dozen			Dozen
Bagel Station with Philadelphia Cream Cheese, Sweet Butter, Wild Flower Honey and Preserves with a Toaster (D) (G)	\$70.00++ per dozen			Dozen
Cinnamon Buns (D) (G) (V)	\$70.00++ per dozen			Dozen
Mascarpone Marble Brownies (D) (G) (N)	\$70.00++ per dozen			Dozen
Assorted Cookies (D) (G)	\$70.00++ per dozen			Dozen
Assorted Cupcakes (D) (G)	\$75.00++ per dozen			Dozen
Deluxe Mixed Nuts	\$50.00++ per lb			Lb(s)
Seasonal Whole Fruit	\$4.00++ each			Pieces
Candy Bars (charged on consumption)	\$6.00++ each			
Cliff Bars and Kind Bars (Charged on Consumption)	\$6.50++ each			
Assorted Chips, Pretzels, Popcorn Bags (Charged on Consumption)	\$5.50++ each			
Market Style Fresh Fruit Display with honey walnut dipping sauce	\$18.00++ per person			
Market Vegetable Cruditè with Buttermilk Green Goddess Dressing (D) and Hummus (V) and Pita Chips	\$20.00++ per person			
Artisanal Cheese Display to include selection of Domestic and Imported Cheese Garnished with Seasonal Fruit, Sliced Breads, Preserves and Gourmet Crackers (D) (G)	\$25.00++ per person			
Warm Bavarian Pretzel Sticks with Choice of One Dip (Yazoo Beer Cheese or Warm Pimento Fondue Cheese) (D) (G)	\$72.00++ per dozen			

++ Service Charge (25%) and Tax (9.25%) are additional

EXHIBIT HALL ORDER FORM

Please submit one form per booth, per day

COLD HORS D'OEUVRES

Minimum 25 Pieces per Selection

Item	Price	Start Time	End Time	Quantity
Jack Daniel's Whiskey-Soaked Fig (D) (G) (V) <i>Whipped Blue Cheese, Brioche</i>	\$10.00++ each			
Jewel Tomato with Mozzarella Mousse (D) (G) (V) <i>Basil Pesto, Melba Toast, Sea Salt</i>	\$10.00++ each			
Mini Antipasto Skewers (D) <i>Soppressata, Mozzarella, Olive, Cherry Tomato</i>	\$10.00++ each			
Smoked Salmon on Grilled Baguette (D) (G) <i>Dill, Capers, Crème Fraiche</i>	\$10.00++ each			
Mini BLT on Brioche (G) <i>Opryland Honey, Nueske's Bacon, Tomato, Beer-Mustard Aioli</i>	\$10.00++ each			
++ Service Charge (25%) and Tax (9.25%) are additional				

EXHIBIT HALL ORDER FORM

Please submit one form per booth, per day

HOT HORS D'OEUVRES

Minimum 25 Pieces per Selection

Item	Price	Start Time	End Time	Quantity
Tennessee Hot Chicken & Waffle Satay (D) (G) <i>Bourbon Barrel Maple Syrup</i>	\$9.00++ each			
Chicken Samosa (G)	\$9.00++ each			
Fried Pimento Mac and Cheese Fritter	\$9.00++ each			
Maple and Peppercorn Pork Belly Skewers	\$9.00++ each			
Vegetarian Spring Rolls (G) (VV) <i>Blue Ginger Sauce</i>	\$9.00++ each			
Beef Satay (G) <i>Chimichurri</i>	\$9.00++ each			
Thai Chicken Satay <i>Peanut Sauce</i> (N)	\$9.00++ each			
Mini Beef Wellington <i>Bearnaise Sauce</i> (D) (G)	\$9.00++ each			
Andouille Sausage Puff (D) (G)	\$9.00++ each			
Low Country Boil Kabob with Shrimp (S)	\$9.00++ each			
Mini Crab Cake (D) (G) (S) <i>Spiked Aioli and Tennessee Chow Chow</i>	\$9.00++ each			

++ Service Charge (25%) and Tax (9.25%) are additional

EXHIBIT HALL ORDER FORM

Please submit one form per booth, per day

Guidelines/Operational Policies

Service Charge and Tax (++)

All prices are subject to 25% service charge and applicable 9.25% Tennessee State Tax. An additional 15% Tennessee State Beverage Tax will be added to all liquor, wine, and high gravity beers. Prices are subject to change.

Guarantees

Guarantees are due by 10:00 AM three working days prior to the event.

Food and Beverage Restrictions

Due to liability and legal restrictions, no outside food or beverage of any kind may be brought into the Resort by the customers, guests, exhibitors or other suppliers. Any food and beverage ordered on site will be limited to resources we have available and staffing. There will be an \$85 pop-up fee for food and beverage ordered within 72 hours as per Gaylord Opryland's Catering Guidelines.

Booth Delivery Fee

All booths deliveries/set-ups are subject to a \$50+ fee.

Attendance Estimates & Guarantees

1. Ten (10) business days prior to all food and beverage functions the Hotel requires the customer to submit an updated estimated attendance count. Your catering manager must be notified of the updated estimate of attendance

by 8 a.m. Central Standard Time, on the specified days. In the event an updated estimate of attendance is not received by 8 a.m., the original or most recent estimated attendance count will be utilized. The 10-day estimated attendance numbers can be increased or decreased by a maximum of 10% when submitting the 72-hour final guarantee. Increases above 10% will be accommodated based upon product availability from suppliers and cannot be guaranteed. Your catering manager will provide you with a schedule of dates the updated estimates are due.

2. A 72-hour (3 working days) guarantee is required on all meal functions.

Prior to each event, your catering manager must be notified of the exact number of attendees from whom you wish to guarantee payment by 8 a.m. Central Standard Time on the specified days. In the event a guarantee is not received by 8 a.m. Central Standard Time, the most recent estimated attendance count will be prepared and billed. For functions scheduled on Tuesday, the guarantee must be received by 8 a.m. Central Standard Time on the preceding Friday. On plated food and beverage functions, the Hotel will set seating for 3% over the guarantee for all group events with a maximum over set of 50. Food will only be prepared for the guarantee, not the overset.

Additional Fees, Taxes, Pricing & Payment

1. All food and beverage functions are subject to the current Hotel service charge and applicable taxes.

2. All bars are subject to a \$250.00 +tax bartender charge.

3. Pop-Up Fees. The hotel reserves the right to add an \$85 fee to all "pop-up" requests. A "pop-up" is classified as an event that is requested for the hotel within 72 business hours of the group arrival.

4. Seating arrangements are 72" round tables set up for 10 persons per table. Requests for seating arrangements with fewer than 10 persons per table will incur additional labor fees.

5. When entertainment is contracted, the client will be responsible for any costs incurred for additional audio/visual and electrical hook-ups. Client should be aware and inform Hotel of setup times for contracted entertainment.

6. Any meal functions requiring complete table setup by more than one half-hour prior to serving time or a delay of one half-hour over the planned starting time is subject to a labor charge.

7. Prices – Prices herein are subject to increase in the event costs of food, beverages or other costs of operations increase at the time of the function. Patron grants the right to the Hotel to increase such prices or to make reasonable substitutions on the menu with prior written notice to the patron, providing, however, patron shall have the right to terminate this agreement within 7 days after such written notice from Gaylord Opryland Resort and Convention Center Nashville.

8. Payment must be made in advance of the function. Events estimated at over \$10,000 may apply for credit to be established at least 30 days prior to the function. One credit has been established to the satisfaction of the Hotel, an event deposit shall be paid at the time of signing. The balance of the account is due and payable 30 days after the date of the function. A deposit of 25 percent of the total balance of social functions is required.

General Information & Policies

1. The Hotel does not allow any food or beverages to be brought in from the outside by guests, due to city, state, health and liquor laws. The Hotel will purchase any special items requested from a licensed purveyor.

2. Carved menu items can be set out a maximum of 2 hours per state health codes. After a 2-hour period has elapsed, the carved item must be removed and/or replaced if additional quantities were ordered and still available.

3. Outdoor Functions – Our highest priority is the well-being and safety of our guests and our STARS. The Hotel reserves the right to make the decision to move any outdoor function to the inside backup space due to inclement weather or extreme temperatures. Extreme temperatures are defined as when the "feels like" temperature is below 42 degrees or above 85 degrees. You will be advised of all options for your function at a minimum of 8 hours in advance of the event. The Hotel's decision is final.

4. Gaylord Opryland Resort and Convention Center, as a licensee, is responsible for the administration of the sale and service of alcoholic beverages in accordance with the Tennessee Alcoholic Beverage Control Board's regulations. It is our policy, therefore, that all liquor must be supplied by the Hotel and sold by the drink. The Hotel will purchase specific items requested from licensed vendors.

5. The Hotel, according to the guaranteed minimum number of people anticipated, assigns function rooms. Room rental fees are applicable, and additional set-up fees could be applied for room sets changed on the day of the event. The Hotel reserves the right to change groups to a room more suitable at the Hotel's discretion, if attendance decreases or increases.

EXHIBIT HALL ORDER FORM

Please submit one form per booth, per day

BILLING INFORMATION & OPTIONS

1. *Company Check*

You may remit payment via company check made to the order of: Gaylord Opryland. The check must be made for 100% of the anticipated charges, estimating any consumption items as well. Your Catering Manager will provide this estimate to you. The check must be received no less than (5) five business days prior to your event date. Any balance left will be billed to the credit card on file (all affiliate accounts must additionally have credit cards on file). Any remaining funds will be promptly returned upon the final account being reconciled.

1. *Credit Card Authorization Form*

Upon creation of your Account in our system we will automatically send you a secure connection to complete an online Credit Card Authorization. Do NOT send any physical credit card authorization forms directly to the property.

A Deposit of 100% of the estimated amount will be applied to the card 3-5 days prior to the event and the balance at the end of the event. All charges will be applied to card prior to bill being mailed.

No Terms Given

Please provide tax exempt forms if applicable. Tax Exempt must be federal form 501(C)(3) or Tennessee Tax exempt form, In order to comply with government policies the Hotel must receive a copy of one of the above mentioned forms and payment must be from the tax exempt organization. Taxes will be charged if no form is received and/or credit card does not have exact company name on it.

From:	
Phone:	
Email:	

Imaging USA 2023 January 22–24, 2023 Gaylord Opryland Hotel



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

N•A•T•I•O•N•A•L
convention • plant • services

Exhibitor Name: _____ Booth Representative: _____
Firm, Billing Name: _____ Purchase Order or Reference Number: _____
Booth Number: _____ Credit Card #: _____ Ex Date _____
Billing Address: _____ CVV# _____ **Pay via ACH to avoid cc proc fee, email req to order@tlc-florist.com**
City: _____ State: _____ Zip: _____ Name of Credit Card Holder as shown on card _____
Show Decorator: Shepard _____
Phone: _____ Fax: _____ Authorized Signature: _____
Cell: _____ Email Address: _____

HOW TO ORDER: Email order to order@tlc-florist.com/ Mail hard copy to: P.O. Box 538, Rex, GA 30273 or 121 Pine Dr., Stockbridge, Ga 30281 / or Fax to (770) 474-4676 Questions? Please email plant@tlc-florist.com or call (770) 507-6777
*** PRICES IN BOLD PRINT ARE DISCOUNT PRICES FOR ORDERS RECEIVED 2 WEEKS PRIOR TO EXHIBITOR MOVE-IN**

FROM SIMPLE AND ELEGANT TO WILD AND COLORFUL! LET A TLC DESIGNER CREATE THE PERFECT LOOK JUST FOR YOU!

If you would like to specify color, size, type flowers, please do so below—**prices start at \$80.00.**

Qty _____ tropical flowers—Price \$ _____ each

Qty _____ Spring flowers—Price \$ _____ each

Color _____

Width _____ Height _____

Additional Request: _____

*Don't know what you want? Just want a splash of color?
Let TLC designers choose your fresh seasonal flowers!*

Qty _____ TLC pick my colors, size, type flowers \$70.00 ea

Visit www.tlc-florist.com for additional sample pictures.
For free design assistance, please call 770-507-6777 or email plant@tlc-florist.com with any questions.



COLORFUL POTS OF VIBRANT FLOWERS!

Seasonal

12"-18"H

\$40.00/\$50.00 each

Qty _____

White _____

Yellow _____

Lavender _____

Orange _____

Pink _____



Azaleas—12"H

\$40.00/\$50.00 each

Qty _____

White _____

Pink _____

Red _____



Bromeliads—12"-18"H

\$40.00/\$50.00 each

Qty _____

Purple _____ Red _____

Yellow _____ Orange _____

TLC Designers can provide the following:

- **Water Features**
 - **Fountains**
 - **Ponds**
 - **Water falls**
 - **Swamps**
 - **Garden Areas**
 - Tropical :**
(beach scenes;
rain forests)
 - Seasonal:**
(Spring, Fall, Holiday)
 - Formal :**
(serenity garden,
English garden)
 - **Border Areas:**
 - Hedges**
(control flow)
 - Lawn or Golf**
(promotional)
 - Trees**
(privacy)
- Special services are Available for hospitality Suites, award banquets, And VIP room deliveries.**

*See next
page for
green plants.*

Ferns



Ferns
\$40.00/\$50.00 each

Qty ____

Ivy



Ivy—10"H x 10"W
\$40.00/\$50.00 each

Qty ____

Pothos



Pothos—12"H x 12"W
\$40.00/\$50.00 each

Qty ____



770) 507-6777
order@tlc-florist.com
www.tlc-florist.com

3' Green Plants



\$50/\$60.00 each Qty ____

Standard 4' to 6' Green Plants



4' @ \$60/\$70 each Qty ____

5' @ \$70/\$80 each Qty ____

6' @ \$80/\$96 each Qty ____

7' H & Taller plants & Planters
are available
Call 770-507-6777 for price/
availability

Top-dressed with azalea (pictured)
Also available with mum
Choose flower color for flower choice.

For Top-dressing with fern & azalea

__ white, __ pink, __ red

For Top-dressing with fern & mum

__ white, __ yellow, __ lavender



Planters are 2 1/2' long.

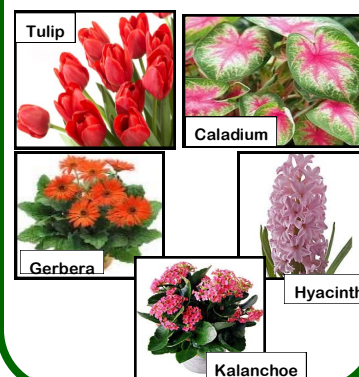


4' @ \$145/\$175 each, Qty ____

5' @ \$155/\$185 each, Qty ____

6' @ \$165/\$200 each, Qty ____

Seasonal Flowering Plants Call for Price & Availability



Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time \$10.00 charge for **daily** floral delivery. **ALL ORDERS MUST BE PAID - IN - FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc.

There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.

Orders placed after the open of an event may be subject to a delivery fee.

Prices subject to change 2 weeks prior to move in.

Order Cost Summary

Select Container
(Included in rental cost)

__ Black __ White

Chrome, Brass, Terra Cotta, & Other
Containers are available.

Please call 770-507-6777 for pricing.

Subtotal ____

10% Delivery ____

3% CC Proc Fee ____
Request ACH pmt invoice when
emailing this order to avoid 3% fee

Total ____

Maximize Your Exhibit Investment With Lead Capture Services.

The RCS ExpoSmart App turns any Apple or Android* smartphone or tablet into a sales capture & qualifying tool.

Scan an attendee badge to capture their information, add qualifiers and notes creating more qualified leads for your sales team to win more business.

You don't have that? No problem. You can order one of our devices loaded with the ExpoSmart App.

Features

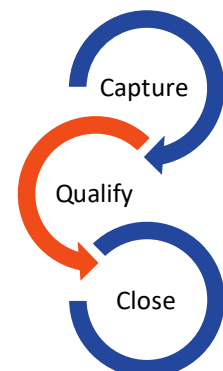
- Quickly scan badges.
- Add Notes and Qualifiers to prioritize future sales action.
- Secure login for online access to your leads after the event.
- Easily transfer leads to your CRM or solicit straight from the spreadsheet.

Upgrades

- **ExpoAction:** Automatically send a simple text email to prospects, when you scan their badge, thanking them for visiting your booth.
- **Custom Qualifiers:** Customize the qualifiers you add to leads to clearly qualify your leads. Up to 20 qualifiers with 20 characters each.

Ready to Order? Click the "order online" button.

ORDER ONLINE



Lead Retrieval Order Form

ITEM	UNIT PRICE	QUANTITY	TOTAL
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STEP 1

EXPOSMART LEAD RETRIEVAL SCANNING OPTIONS:

Early Bird Thru 12/2 **Advance 12/3-1/6** **On-Site 1/7-1/24** (Prices quoted in U.S. dollars only)

Your Device

☐ **ExpoSmart App** - Single License \$ 315.00 \$ 340.00 \$ 385.00 X _____ = \$ _____

☐ **ExpoSmart App** - 3 Licenses \$ 460.00 \$ 490.00 \$ 520.00 X _____ = \$ _____

☐ **Additional ExpoSmart App** \$ 90.00 \$ 110.00 \$ 150.00 X _____ = \$ _____
 (Apps are Compatible with Android and iPhone)

Our Device

☐ **ExpoSmart Handheld Scanner** \$ 330.00 \$ 365.00 \$ 395.00 X _____ = \$ _____


STEP 2

Upgrades added to your scanning option order:

Above app or device must be selected prior to choosing optional services

☐ **ExpoAction email** \$ 250.00 \$ 325.00 \$ 400.00 X _____ = \$ _____

☐ **Custom Qualifier Questions** \$ 60.00 \$ 70.00 \$ 95.00 X _____ = \$ _____

☐ **High Speed Scanner**  \$ 75.00 \$ 100.00 \$ 130.00 X _____ = \$ _____
**can only be ordered with ExpoSmart App + RCS Device*

☐ **Delivery & pick-up** \$ 150.00 X _____ = \$ _____
 (Please provide an on-site mobile phone number below to schedule your delivery)

STEP 3

Ready to Order? Click the "order online" button.

ORDER ONLINE

Processing Fee \$ 10.00

TOTAL \$ _____

STEP 3

CONTACT INFORMATION

Name _____ Booth # _____

Company _____ Mobile Phone _____

Address _____ email _____

City, ST, Zip _____ (email **receipt** will be sent once order is processed)

Country _____ email _____

(email **confirmation** will be sent once order is processed)

STEP 3

PAYMENT:

- a confirmation will be sent when order is processed if email provided -

Credit Card - Orders must be processed online or sign and fax this form to 805-654-1676 , then call 805-654-0171 to complete your payment

Check (US funds drawn on a US bank) - Make payable to **REGISTRATION CONTROL SYSTEMS**

Mail completed form with check to:
 EXHIBITOR SERVICES DESK Phone: 805-654-0171
 REGISTRATION CONTROL SYSTEMS [email: exhibitorserv@rcsreg.com](mailto:exhibitorserv@rcsreg.com)
 1833 Portola Rd., Suite D
 Ventura, CA 93003 **Orders must be pre-paid.**
No purchase orders will be accepted.

STEP 3

To ensure availability, order early.

No refunds for advance orders or units not utilized onsite. Refunds are not issued for unreported defects.

Please return units within one hour of the close of the event.

Non-returned units recovered by RCS will be charged a full delivery charge.

Lost or damaged units will be charged a replacement fee of \$1,800.00.

I agree to the above terms and conditions _____
 (signature required for faxed or mailed in orders)

PLEASE RETAIN A COPY FOR YOUR RECORDS