



## EXHIBITOR SERVICE MANUAL

**PRIMETIME**

**Nationwide PrimeTime**

**T171240323**

Gaylord Texan Resort and Convention Center | Grapevine, TX  
March 27 - 28, 2023

## Booth Package

Items provided in your booth, per exhibitor:

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

See complimentary booth package order form on page 5 to order your tables and chairs included with your booth.

## Show Colors

Show Drape Color(s): Black

Wall to Wall Carpet Color: Tuxedo

## Exhibit Show Schedule

### GENERAL EXHIBITOR MOVE-IN

Saturday, March 25, 2023 • 1:00PM to 10:00PM\*

*\*20' x 20' booths or larger only*

Sunday, March 26, 2023 • 8:00AM to 10:00PM

### EXHIBIT HOURS

Monday, March 27, 2023 • 9:00AM to 6:00PM

Tuesday, March 28, 2023 • 8:00AM to 3:00PM

### EXHIBITOR MOVE OUT

Tuesday, March 28, 2023 • 3:00PM to 10:00PM

Wednesday, March 29, 2023 • 8:00AM to 2:00PM

### FREIGHT REROUTE BEGINS\*

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

Wednesday, March 29, 2023 | 2:00PM

## IMPORTANT DEADLINES

### Discount Price Deadline for Custom Shepard Rentals

Friday, February 24, 2023

### Exhibitor Appointed Contractor Notification Deadline

Friday, February 24, 2023

### First Day for Warehouse Deliveries Without a Surcharge

Friday, February 24, 2023

### Complimentary Booth Furniture Package Deadline

Friday, March 10, 2023

### Discount Price Deadline for Standard Shepard Orders

Monday, March 6, 2023

### Last Day for Warehouse Deliveries Without a Surcharge

Friday, March 17, 2023

### Last Day for Warehouse Deliveries\*

Thursday, March 23, 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

Saturday, March 25, 2023 | 8:00AM

## Shipping Addresses

### ADVANCE WAREHOUSE SHIPMENT ADDRESS

Exhibiting Co. Name & Booth Number

Nationwide PrimeTime

YRC c/o Shepard Exposition Services

12340 East Northwest Highway

Dallas, TX 75228

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

### DIRECT TO SHOW SITE SHIPMENT ADDRESS

c/o Shepard Exposition Services

Exhibiting Co. Name & Booth Number

Nationwide PrimeTime

Gaylord Texan Resort and Convention Center

1501 Gaylord Trail

Grapevine, TX 76051



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**ONLINE & DISCOUNT DEADLINE:\* MONDAY, MARCH 6, 2023**

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

## Shepard Mailing Address

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

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

Saturday, March 25, 2023 · 1:00PM to 10:00PM  
Sunday, March 26, 2023 · 8:00AM to 10:00PM  
Monday, March 27, 2023 · 9:00AM to 6:00PM  
Tuesday, March 28, 2023 · 8:00AM to 10:00PM  
Wednesday, March 29, 2023 · 8:00AM to 2:00PM

## Exhibitor Move Out

Tuesday, March 28, 2023 · 3:00PM to 10:00PM  
Wednesday, March 29, 2023 · 8:00AM to 2:00PM

## 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, March 29, 2023 | 2:00PM.**

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, March 29, 2023 | 2:00PM.**

## Post Show Paperwork & Labels

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

## Outbound Shipping

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

## Pick Up Address

Gaylord Texan Resort and Convention Center  
1501 Gaylord Trail  
Grapevine, TX 76051

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**ONLINE & DISCOUNT DEADLINE: Friday, March 10, 2023**

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## Complimentary Booth Package Information

The Booth Packages on the following page is provided to all exhibitors by Nationwide Marketing Group. There is no cost to the exhibitor for the items in the package if the order form is received by Shepard on or before:

**Friday, March 10, 2023**

All booth configurations (10' x 10', 10' x 20', etc.) may order the Complimentary Booth Package.

For every 100 sq ft of exhibit space, you may order:

- 1 table option: 6' x 30" **or** 42" x 36"
- 2 seating options: Upholstered Side Chair **or** Stool with Back
- 1 wastebasket
- Booth Carpeting - Tuxedo (*provided, does not need to be ordered*)

For example:

A 10x10 booth can order (1) table, (2) chairs or stools, (1) wastebasket

A 10x20 booth can order up to (2) tables, (4) chairs or stools, (2) wastebaskets

A 10x30 booth can order up to (3) tables, (6) chairs or stools, (3) wastebaskets

**Any items ordered above the allotted amount will be billed to the exhibitor.**

**Please see the enclosed Shepard Furnishings Order Form for rates.**

**Please indicate on the following page the items and quantities to be provided.**

**ONLINE & DISCOUNT DEADLINE: Friday, March 10, 2023**

This package is provided to all exhibitors by Nationwide Marketing Group. There is no cost to the exhibitor for the items in the package if the order form is received by Shepard on or before: **Friday, March 10, 2023**

Any items ordered above the allotted amount will be billed to the exhibitor. Please see the enclosed Shepard Furnishings Order Form for rates.

Please indicate below the items and quantities to be provided:

**Booth Package A** (50177)*Booth carpeting is provided*

QTY	CODE	ITEM	LIMIT PER 100 SQFT
	5004606	6' x 30" Draped Table (Black)	1
	50020	Upholstered Side Chairs	2
	50091	Wastebasket	1

**Booth Package B** (50178)*Booth carpeting is provided*

QTY	CODE	ITEM	LIMIT PER 100 SQFT
	50333	42" H x 36" R PrimeTime Pedestal Table	1
	50024	Stool with Back	2
	50091	Wastebasket	1

Please note that if this form is NOT received by Shepard PRIOR to **Friday, March 10, 2023** no furniture will be provided to the booth on a complimentary basis. Furniture may be ordered online or on show site at prevailing rates and at the expense of the Vendor.

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

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

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

# ONLINE ORDERING

## IT'S EASY.


### Nationwide PrimeTime


Gaylord Texan Resort and Convention Center | Grapevine, TX

**T171240323**

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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 available Monday - Friday, 8AM - 5PM EST.

1. Go to: <https://apps.shepardes.com/olk/intro.asp>
2. Select the Event.
3. Login from the Show Information page by clicking the  button.
4. Select your event, enter your email address and password then click Login.  
User Name = **Your Email Address**  
(provided by Event Management)  
Password = **NWPTSpring23**
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 [clientservices@shepardes.com](mailto:clientservices@shepardes.com).
7. To order, utilize the grey category drop-down menus above the Welcome message.
8. After making your selections, click the add to cart button on the bottom right of the page.
9. To view your order click the Shopping Cart Icon at the top right of the page.
10. Confirm your order, click and complete the payment process.

### Login

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

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

#### Select an Event

Select a Show ▼

#### Email Address

youremail@yourcompany.com ▼

#### Password

\*\*\*\*\*

Login

[Forgot your password?](#)

### Create an Account

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

#### Select an Event

Select a Show ▼

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

First, we will need your email address.

youremail@yourcompany.com 

# METHOD OF PAYMENT

## Nationwide PrimeTime

Gaylord Texan Resort and Convention Center | Grapevine, TX

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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: Monday, March 6, 2023** All paid orders placed online prior to the deadline date.

**Discount Deadline: Monday, March 6, 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: **Nationwide PrimeTime**

EVENT CODE: **T171240323**

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

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

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



# TERMS & CONDITIONS

## Nationwide PrimeTime

Gaylord Texan Resort and Convention Center | Grapevine, TX

T171240323

March 27 - 28, 2023

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)

## Nationwide PrimeTime

Gaylord Texan Resort and Convention Center | Grapevine, TX

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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.



**DEADLINE: FRIDAY, FEBRUARY 24, 2023**

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.

**DEADLINE: FRIDAY, FEBRUARY 24, 2023**

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

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

CONTACT EMAIL ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

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

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

EXHIBITOR APPOINTED CONTRACTOR: \_\_\_\_\_

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

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

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

DESCRIPTION OF PROPOSED SERVICE FOR EXHIBITOR: \_\_\_\_\_

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

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

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

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

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

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

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

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

EXHIBITOR SIGNATURE: \_\_\_\_\_

## With Shepard, You Can.

CONTACT NAME: \_\_\_\_\_ CONTACT EMAIL ADDRESS: \_\_\_\_\_

ABOVE BOOTH NUMBER: \_\_\_\_\_

[illegible]

BELOW BOOTH NUMBER: \_\_\_\_\_

# TARGET INFORMATION

## FIND YOUR TARGET DATE.

### Nationwide PrimeTime

Gaylord Texan Resort and Convention Center | Grapevine, TX

**T171240323**

March 27 - 28, 2023

Review the target move in floor plan for your designated date and time. Confirm your Target date and time by submitting the Target Confirmation Form. If you need to request an alternate target date or time, submit the Target Change Request.

### What is Targeting?

Targeting is the process of systematic freight delivery based on location of booths on a floorplan and exhibitor needs.

- A scheduled target time means that your freight will begin to be unloaded at some point during your allotted time frame.
- DO NOT schedule installation labor until after your scheduled target time.
- The best way to ensure your freight will be delivered to your booth during your scheduled time is to ship your freight to the Advance Warehouse.
- Machinery, uncrated items, oversized crates, and single pieces over the weight of 5,000 lbs. cannot be accepted at the advance warehouse and should be shipped directly to show site.

### Shipping Labels

Shipping labels are included in this manual, please use them to help expedite handling.

### Certified Weight Tickets

Certified weight tickets are required for all shipments.

### Crated Shipments to the Advance Warehouse

Exhibitors who wish to have their crated material arrive at show site prior to or at their target date/time may do so by shipping in advance to the Shepard Advance Warehouse.

Shipments that arrive at the Advance Warehouse on or before **Thursday, March 23, 2023** will be delivered to your booth prior to or during your assigned target date/time.

Shepard can not guarantee delivery of late warehouse freight received after **Thursday, March 23, 2023** for delivery to your booth prior to or at your assigned target date/time.

### Direct Shipments to Show Site

Targeted move-in dates/times have been assigned to all booths. Please refer to the target move-in floorplan included in this manual for your assigned target move-in date/time. All trucks delivering shipments to show site must check-in at the marshaling yard two hours prior to the assigned target date/time. The schedule is either 2 hours prior to the start of the target interval or 2 hours prior to the end of the target time; your presence is not required for unloading.

### Off-Target Shipments

It is imperative that you adhere to the Target move-in schedule shown on the Target Floor Plan. All trucks delivering shipments to show site must arrive at the marshaling yard either 2 hours prior to the start of the target time. Trucks missing their target time will be unloaded on a first come, first serve basis after the trucks unloaded during their target time.

ALL trucks delivering to show site must check in at the marshaling yard for assignment of dock space. See Material Handling Authorization, Material Handling Information, Target Confirmation, and Material Handling 101 included in this manual.

### Unloading

Priority unloading will be given to carriers who are targeted and checked in at the Marshaling Yard either 2 hours prior to the start of the target interval or 2 hours prior to the end of the target time. All others will be unloaded after "on-target" carriers are unloaded. Targeted shipments should be accessible on the truck and not blocked by non-targeted shipments or the non-targeted shipment may be considered off-target.

Shepard crews will make every possible effort to begin unloading carriers during their assigned target unload time.

**TARGET DEADLINE: MONDAY, MARCH 6, 2023****Confirm your target move in date and time in two easy steps, then email in the form!**

Target move-in dates/times have been assigned to all exhibitors. Please refer to the Target Move-in Floor Plan for your assigned move-in date/time. All vehicles (trucks, van lines, privately-owned vehicles) delivering shipments to show site must check in at the marshaling yard 2 hours prior to your assigned target date and time.\*

\* Exhibitor shipments arriving at show site that have not completed this form will be unloaded AFTER confirmed exhibitors on a first come, first serve basis.

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

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

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

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

**Assigned Target Date and Time**

Schedule your shipment to arrive at the marshaling yard two (2) hours prior to your assigned target date/time.

**Need to request a new assigned target date or time?****Complete the Freight Target Change Request by:****Monday, March 6, 2023****Step 2. Provide shipment details.****Where are you shipping?**☐ Advanced Warehouse\*\* ☐ Direct to Facility/Show Site

\*\* Uncrated machinery, crated machinery over 5000 pounds, or machines requiring a flatbed truck will not be accepted at the advance warehouse. These items should be delivered directly to the facility on your designated target day and time.

**What is the weight of your shipment?** \_\_\_\_\_**How many pieces are in your shipment?** \_\_\_\_\_**Dimensions of largest piece of freight?** \_\_\_\_\_**How many truck loads do you have?** \_\_\_\_\_**Weight of largest piece of freight?** \_\_\_\_\_**Name of Carrier** \_\_\_\_\_**Carrier Contact Phone Number** \_\_\_\_\_**If Shipping Direct to Facility/Show Site**☐ Flatbed ☐ Close Trailer ☐ Container**Is Special Equipment Required to Unload**☐ Crane ☐ Extended Forklift Blades ☐ Rollers ☐ Sling☐ Other \_\_\_\_\_**Will you require a forklift in your booth space to unskid, assemble, or spot display/machinery?**☐ Yes ☐ No

(if Yes, please place a forklift order with Customer Service)

**Have you ordered carpet from Shepard?**☐ Yes ☐ No**Do you want your carpet installed prior to your target time?**☐ Yes ☐ No

---

**TARGET DEADLINE: MONDAY, MARCH 6, 2023**

---

If you would like to request a change in your assigned target date/time, please complete and return this form. All requests will be reviewed and responded to within one week of received request.

Completion of this form does not automatically guarantee approval of request. We will attempt to honor all requests, but may not be able to grant all requests due to logistical considerations, booth locations, dock availability and labor demands.

All Target change requests must be received no later than:

**Monday, March 6, 2023**

**Step 1. Complete company information.**

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

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

CONTACT EMAIL ADDRESS: \_\_\_\_\_ NUMBER OF TRUCKLOADS: \_\_\_\_\_

**Where are you shipping?**

☐ Advanced Warehouse\* ☐ Direct to Facility/Show Site

\* Uncrated machinery, crated machinery over 5000 pounds, or machines requiring a flatbed truck will not be accepted at the advance warehouse. These items should be delivered directly to the facility on your designated target day and time.

**Step 2. Provide target information.**

CURRENTLY ASSIGNED DATE: \_\_\_\_\_ CURRENTLY ASSIGNED TIME: \_\_\_\_\_

REQUESTED DATE AND TIME: \_\_\_\_\_

REASON FOR CHANGE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



## Show Site Address

Gaylord Texan Resort and Convention Center  
1501 Gaylord Trail  
Grapevine, TX 76051

## Marshaling Yard Address

380 Boyd Dr  
Grapevine, TX 76051

## Map



## Marshaling Yard Hours of Operation

### GENERAL MOVE IN

Friday, March 24, 2023  
Saturday, March 25, 2023  
Sunday, March 26, 2023

### Yard Open

12:00PM  
6:00AM  
6:00AM

### Receiving Cut Off

4:00PM  
5:30PM  
4:00PM

### Yard Close

4:30PM  
6:00PM  
4:30PM

### EXHIBITOR MOVE-OUT

Tuesday, March 28, 2023  
Wednesday, March 29, 2023

### Yard Open

1:00PM  
6:00AM

### Yard Close

9:00PM  
2:00PM

ALL DRIVERS MUST BE CHECKED IN BY: **Wednesday, March 29, 2023 | 2:00PM**

# 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

PRIMETIME

## SHEPARD LOGISTICS SERVICES (SLS)

Nationwide PrimeTime

T171240323

Gaylord Texan Resort and Convention Center | Grapevine, TX

March 27 - 28, 2023

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

Any thing else we should know about your building?

## Step 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.

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

EAS Exhibition Services  
1400 Bayly Street  
Office Mall 2, Ste 4  
Pickering, Ontario  
L1W 3R2  
Canada  
Contact: Paula Collaco  
Tel: + 1 647 203 8520  
Email: paulacollaco@rogers.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 Solutions A/S  
Fairs & Events  
Center Boulevard 5  
2300 Copenhagen S  
Denmark  
Contact: Lars Skovhoej  
Tel: +45 43203859  
Email: expo@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 Pautlese 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 Transítários, Lda  
Rua Abade Correia da Serra, 112  
Senhora da Hora,  
4460-208  
Portugal  
Contact: Silvia Eloi  
Tel: + 351 266 088 642  
Mobile: + 351 916 141 569  
E-mail: silvia.eloi@dsv.com

## Singapore

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

## Spain

DSV Fairs & Events, Solutions  
Pol. Ind. Riera del Molí  
Les Llicorelles, Calle A num. 1  
08750 Molins de Rei  
Barcelona, Spain  
Contact: Belina Flores  
Tel: + 930 260 838  
Mobile: + 34 34 686 902 300  
Email: belina.flores.sierra@dsv.com

## Taiwan

DSV – Translink  
Room 5-2, 5<sup>th</sup> Floor  
No. 99, Chung Shan N. Rd  
Sec 2., Taipei 104-48  
Taiwan R.O.C.  
Contact: Frances Lin  
Tel: + 886 2 2581 1133  
Fax: + 886 2 2523 9449  
Email: frances@trans-link.com.tw

## 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  
Product Specialist  
Email: kelly.oneill@dsv.com  
Mobile: +1 404 432 8835

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

PRIMETIME

OUTBOUND MATERIAL HANDLING  
AUTHORIZATION & LABEL REQUEST

Nationwide PrimeTime

T171240323

Gaylord Texan Resort and Convention Center | Grapevine, TX  
March 27 - 28, 2023

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

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

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

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

## Step 1. Complete exhibiting company information.

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

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

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

## Step 2. Where is the shipment going?

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

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

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

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

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

## Step 4. What are we shipping?

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

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

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

Any thing else we should know about your building?

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

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

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

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

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

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

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

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

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

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

RUSH

 **Shepard**  
**ADVANCED WAREHOUSE**

**TO:**

---

(Exhibiting Company Name)

---

(Exhibiting Company Booth Number)

**YRC c/o Shepard Exposition Services  
12340 East Northwest Highway  
Dallas, TX 75228**

**FOR:**  
**Nationwide PrimeTime**

---

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

**First day freight can arrive without a surcharge:**  
Friday, February 24, 2023

**Last day freight can arrive without a surcharge:**  
Friday, March 17, 2023

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 Texan Resort and Convention  
Center  
1501 Gaylord Trail  
Grapevine, TX 76051**

**FOR:  
Nationwide PrimeTime**

---

**MUST NOT BE DELIVERED PRIOR TO:**  
Saturday, March 25, 2023 | 8:00AM

## PRIMETIME

ALL INCLUSIVE  
MATERIAL HANDLING RATES

Nationwide PrimeTime

T171240323

Gaylord Texan Resort and Convention Center | Grapevine, TX  
March 27 - 28, 2023

## 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: Friday, February 24, 2023

LAST DAY FREIGHT CAN ARRIVE: Thursday, March 23, 2023

CODE	ITEM	WEIGHT	PRICE/LB.	TOTAL
35010	Crated ONLY		\$1.23	

X

## 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	

X

X

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

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

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

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

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

FIRST DAY FREIGHT CAN ARRIVE: Saturday, March 25, 2023

CODE	ITEM	WEIGHT	PRICE/LB.	TOTAL
35030/35043	Crated or Uncrated		\$1.23	

X

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

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

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

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

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



# ALL INCLUSIVE MATERIAL HANDLING

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

## Special Handling Definitions

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

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

### Constricted Space

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

### Stacked Shipments

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

### Mixed Shipments

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

### Shipment Integrity

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

### Carpet/Pad Only

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

### No Documentation

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

### Designated Piece Unloading

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

### Padded Van Deliveries

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

### Disposal Fee

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

### Overtime/Double-time

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

**SURCHARGE: Overtime: 30% • Double Time: 50%**

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

### Warehouse Overtime/Double-time

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

**SURCHARGE: Overtime: 30% • Double Time: 50%**

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

### Early/Late Shipments to the Warehouse

**SURCHARGE: 25% • 35003**

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

### Uncrated Shipments

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

**Rate as shown on Material Handling Rate Form**

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

### Off-Target Deliveries

**SURCHARGE:**

**15% • 35004**

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

### Marshaling Yard

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

**FEE: \$30 per Shipment • 35250**

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

### Reweigh of Shipments

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

**FEE: \$25.00 per forklift load • 35282**

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

### Empty Crate Storage

**FEE: \$25.00 per piece • 35105**

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

### Light Weight Shipments

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

### Envelope Deliveries

**FEE: \$10.50 per envelope • 35007**

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

### Priority Empty Labels

**FEE: \$75.00 per label • 35064**

Limited quantities available on a per event basis.

### Mobile Spotting

**FEE: \$200 per round trip**

All vehicles must be escorted in and out of building by Shepard personnel.

# ALL INCLUSIVE MATERIAL HANDLING

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.

PRIMETIME

Nationwide PrimeTime

Gaylord Texan Resort and Convention Center | Grapevine, TX

March 27 - 28, 2023

CARTLOAD SERVICE

T171240323



Cartload Service provides service to exhibitors arriving in personally owned vehicles (POVs) and have small hand-carried items that need to be delivered to and from the dock/booth location.

Exhibitors may not utilize mechanical or powered equipment to unload their items.

### Cartload Service includes:

Includes:

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

### Please remember:

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

### Labor Hours

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

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

**Double Time (DT):** All hours between Midnight and 8AM Holidays.

**Holidays:** New Years Day, MLK, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day

CODE	ITEM	# OF TRIPS	RATE	TOTAL
35151	Dock to Booth ST		\$159.00	
35152	Booth to Dock ST		\$159.00	
35153	Dock to Booth OT		\$218.50	
35154	Booth to Dock OT		\$218.50	

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

**TAX** (All tax rates are subject to change) 8.25%

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

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

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

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

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



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

## Displaying a Vehicle at the Event?

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

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

### Step 1.

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

### Step 2.

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

### Important Rules and Regulations

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

All vehicles must be removed no later than:

**Wednesday, March 29, 2023 | 2:00PM**

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

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

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

**TAX** (All tax rates are subject to change) 8.25%

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

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

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

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

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

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

# 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:**



- ✗ 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





PRIMETIME

## FORKLIFTS &amp; GROUND RIGGING

Nationwide PrimeTime

T171240323

Gaylord Texan Resort and Convention Center | Grapevine, TX

March 27 - 28, 2023

## DISCOUNT DEADLINE:\* MONDAY, MARCH 6, 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 5PM - Midnight. Saturday and Sunday 8AM - Midnight.

## Double Time (DT):

All hours between Midnight and 8AM. 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 RiggingWill 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	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35028	ST Hourly Rental		\$332.50	\$382.35	\$428.25	
35039	OT Hourly Rental		\$413.60	\$475.65	\$532.75	
35067	DT Hourly Rental		\$494.75	\$568.95	\$637.20	

FORKLIFT RENTAL - UP TO 10,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35029	ST Hourly Rental		\$665.05	\$764.80	\$856.60	
35049	OT Hourly Rental		\$827.20	\$951.30	\$1,065.45	
35069	DT Hourly Rental		\$989.45	\$1,137.85	\$1,274.40	

FORKLIFT RENTAL - UP TO 15,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35455	ST Hourly Rental		\$831.30	\$956.00	\$1,070.70	
35456	OT Hourly Rental		\$1,034.00	\$1,189.10	\$1,331.80	
35457	DT Hourly Rental		\$1,236.85	\$1,422.40	\$1,593.10	

FORKLIFT RENTAL - UP TO 20,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35035	ST Hourly Rental		\$997.55	\$1,147.20	\$1,284.85	
35066	OT Hourly Rental		\$1,240.80	\$1,426.90	\$1,598.15	
35070	DT Hourly Rental		\$1,484.20	\$1,706.85	\$1,911.65	

FORKLIFT RENTAL - UP TO 30,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35255	ST Hourly Rental		\$1,330.10	\$1,529.60	\$1,713.15	
35256	OT Hourly Rental		\$1,654.40	\$1,902.55	\$2,130.85	
35257	DT Hourly Rental		\$1,978.90	\$2,275.75	\$2,548.85	

FORKLIFT RENTAL - 4 STAGE						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35593	ST Hourly Rental		\$498.80	\$573.60	\$642.45	
35594	OT Hourly Rental		\$620.40	\$713.45	\$799.05	
35595	DT Hourly Rental		\$742.10	\$853.40	\$955.80	

IN BOOTH SCISSOR LIFTS						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
68120	Scissor Lift Install		\$947.38	\$1,089.50	\$1,220.25	
68121	Scissor Lift Removal		\$947.38	\$1,089.50	\$1,220.25	

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.

GROUND RIGGING SUPERVISOR RATES (PER MAN HOUR)						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35085	ST Hourly Rental		\$148.75	\$171.05	\$191.60	
35086	OT Hourly Rental		\$223.13	\$256.60	\$287.40	
35099	DT Hourly Rental		\$297.50	\$342.15	\$383.20	

GROUND RIGGERS & MATERIAL HANDLERS (PER MAN HOUR)						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35087	ST Hourly Rental		\$119.00	\$136.85	\$153.25	
35100	OT Hourly Rental		\$178.50	\$205.25	\$229.90	
35101	DT Hourly Rental		\$238.00	\$273.70	\$306.55	

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

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

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

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

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

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

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

## PRIMETIME

Nationwide PrimeTime

Gaylord Texan Resort and Convention Center | Grapevine, TX

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## ON-SITE STORAGE

T171240323

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

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

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

## Step 1. Complete exhibiting company information.

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

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

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

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

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

## Accessible Storage

## STEP 1:

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

## STEP 2:

CODE	ITEM	COST PER MOVE		NUMBER OF MOVES		EST TOTAL 2
35087	Labor - Straight Time	\$119.00	X		=	
35100	Labor - Overtime	\$178.50	X		=	
35101	Labor - Double Time	\$238.00	X		=	

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

EST TOTAL 1		EST TOTAL 2		EST STORAGE TOTAL
	+		=	

## Secure Storage

## STEP 1:

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

## STEP 2:

CODE	ITEM	COST PER MOVE		NUMBER OF MOVES		EST TOTAL 2
35087	Labor - Straight Time	\$119.00	X		=	
35100	Labor - Overtime	\$178.50	X		=	
35101	Labor - Double Time	\$238.00	X		=	

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

EST TOTAL 1		EST TOTAL 2		EST STORAGE TOTAL
	+		=	

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

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

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

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

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

PRIMETIME

Nationwide PrimeTime

Gaylord Texan Resort and Convention Center | Grapevine, TX

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WAREHOUSE STORAGE

T171240323

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)	8.25%
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 &amp; Conditions. Storage Items will not be stored or released without a valid credit card on file.

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

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



## PRIMETIME

Nationwide PrimeTime

Gaylord Texan Resort and Convention Center | Grapevine, TX

March 27 - 28, 2023

## BOOTH &amp; CARPET CLEANING

T171240323

**ONLINE & DISCOUNT DEADLINE:\* MONDAY, MARCH 6, 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.		\$0.52	\$0.60	\$0.65	
47051	400-900 sq. ft.		\$0.45	\$0.50	\$0.55	
47052	900+ sq. ft.		\$0.45	\$0.50	\$0.55	

VACUUM DAILY						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47055	0-399 sq. ft.		\$1.04	\$1.20	\$1.35	
47056	400-900 sq. ft.		\$0.95	\$1.10	\$1.25	
47057	900+ sq. ft.		\$0.85	\$1.00	\$1.10	

## Porter Service

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

PORTER SERVICE						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47030	One Time Porter		\$0.60	\$0.70	\$0.80	
47031	Daily Porter		\$1.20	\$1.40	\$1.55	

## Specialty Services

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

DISPLAY WIPE DOWN (CHARGED PER HOUR)						
CODE	SERVICE	QTY IS 1	ONLINE	DISCOUNT	REGULAR	TOTAL
47043	One Time		\$157.55	\$181.20	\$202.95	
47044	Daily		\$286.45	\$329.40	\$368.95	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.25%
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](mailto:orders@shepardes.com)

PRIMETIME

## EXHIBIT DISINFECTING SERVICES

Nationwide PrimeTime

T171240323

Gaylord Texan Resort and Convention Center | Grapevine, TX

March 27 - 28, 2023

## ONLINE &amp; DISCOUNT DEADLINE:\* MONDAY, MARCH 6, 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		\$163.62	\$188.15	\$210.75	

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		\$297.49	\$342.10	\$383.15	

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		\$148.75	\$171.05	\$191.60	

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

## Electrostatic Fogging

CODE	ITEM	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47073	Electrostatic Fogging per Sq. Ft.		\$1.04	\$1.20	\$1.35	

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

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

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

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

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

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



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

PRIMETIME

Nationwide PrimeTime

Gaylord Texan Resort and Convention Center | Grapevine, TX

March 27 - 28, 2023

## BULK WASTE REMOVAL

T171240323

**ONLINE & DISCOUNT DEADLINE:\* MONDAY, MARCH 6, 2023**

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

## Abandoned Carpet/Floor Coverings and Display Materials

Exhibitors are required to remove all floor coverings and display materials from their exhibit space prior to leaving the facility during move out. Exhibitors who would like to schedule their items to be disposed of after the event can request the service below.

**This rate includes up to 1 hour of forklift labor and up to 1/4 of dumpster space.**

Abandoned floor coverings and/or displays, large or heavy amounts of trash, or otherwise left behind materials will also be charged a fee.

If your service goes over the allotted hour or requires more labor or space in the dumpster, you will be billed for those additional services on top of this fee. All related disposal fees will be added to the payment method on file.

## Waste Removal Package

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
47074	Waste Removal Package		\$476.25	\$547.70	\$613.40	

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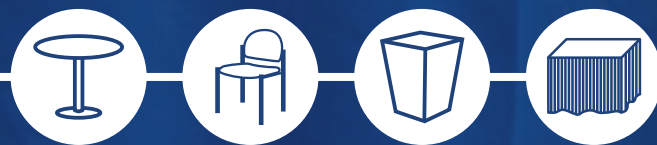
COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

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

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

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

# SHEPARD FURNISHINGS & DECOR CATALOG



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

# TABLES

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

## UNSKIRTED



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



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



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



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



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



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

## SKIRTED

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



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



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



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



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



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



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

## PEDESTAL & SIDE



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



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



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



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



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



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

# CHAIRS

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

## STOOLS & CHAIRS WITH ARMS

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



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



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



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



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

## CHAIRS WITHOUT ARMS

---



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



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

# DISPLAYS

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

## FOR HANGING



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



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



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



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



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



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



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



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

## UPRIGHT, CROSSBARS & DRAPERY



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



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



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



**3' High Drape**  
#50074



**8' High Drape**  
#50073

## SHELVING



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



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



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

## BARRIER



# DISPLAYS & SHOWCASES

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## FOR SIGNS & LITERATURE



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



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



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



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



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

## OTHER



**Wastebasket**  
#50091



**Mini Refrigerator**  
#50098



**Drawing Bowl**  
#50185



**Sand Bag**  
#51087

## SHOW CASES



**4' Full View Showcase**  
#50067

**6' Full View Showcase**  
#50068



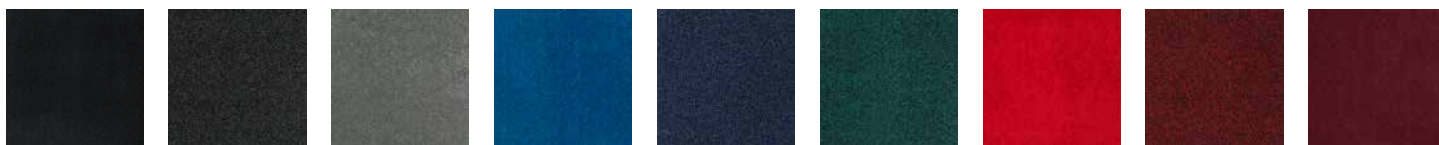
**4' Quarterview Showcase**  
#50069

**6' Quarterview Showcase**  
#50070

# FLOORING

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

## EXPO - 13 OZ



Black

Tuxedo

Grey

Blue

Eclipse

Peacock

Red

Cayenne

Burgundy

## PREMIUM - 28 OZ



Black

Deep Navy

Silver Cloud

Charcoal

Red

Beige

## PLUSH - 50 OZ



Black

Dark Grey

Silver Dollar

Sand

White

Electric Blue

Navy

Crimson

## VINYL - CUSTOM ORDER ONLY



Rosemary  
Stone

Snow

Maple

Silverwood

Walnut

Barnwood

# SKIRT & DRAPE

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## SKIRT

---



Red



Burgundy



Gold



Green



Blue



Teal



White



Grey



Black

## SKIRT - SPANDEX

---



Red



Blue



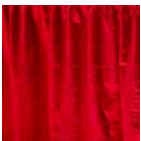
White



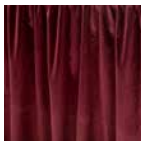
Black

## DRAPE

---



Red



Burgundy



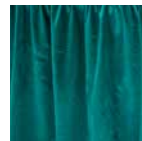
Gold



Green



Blue



Teal



White



Grey



Black

## ONLINE &amp; DISCOUNT DEADLINE:\* MONDAY, MARCH 6, 2023

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

## Tables

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

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

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50042	4' (l) x 24" (w) x 30" (h) Skirted Table			\$180.40	\$207.45	\$232.35	
50046	6' (l) x 24" (w) x 30" (h) Skirted Table			\$221.65	\$254.90	\$285.50	
50050	8' (l) x 24" (w) x 30" (h) Skirted Table			\$281.05	\$323.20	\$362.00	
50043	4' (l) x 24" (w) x 42" (h) Skirted Table			\$219.25	\$252.15	\$282.40	
50047	6' (l) x 24" (w) x 42" (h) Skirted Table			\$280.75	\$322.85	\$361.60	
50051	8' (l) x 24" (w) x 42" (h) Skirted Table			\$330.35	\$379.90	\$425.50	
50052	4th Side Skirt for 30" High Table			\$109.65	\$126.10	\$141.25	
50171	4th Side Skirt for 42" High Table			\$109.65	\$126.10	\$141.25	
50040	4' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$122.45	\$140.80	\$157.70	
50044	6' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$146.05	\$167.95	\$188.10	
50048	8' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$172.20	\$198.05	\$221.80	
50041	4' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$137.85	\$158.55	\$177.60	
50045	6' (l) 24" x (w) x 42" (h) UnSkirted Table		n/a	\$172.20	\$198.05	\$221.80	
50049	8' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$192.15	\$220.95	\$247.45	
51089	42" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$308.50	\$354.75	\$397.30	
50032	30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$288.40	\$331.65	\$371.45	
50030	Round Side Table - 24" (w) x 18" (h)		n/a	\$145.20	\$167.00	\$187.05	
50031	Square Side Table - 24" (w) x 18" (h)		n/a	\$145.20	\$167.00	\$187.05	
50706	30" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$377.35	\$433.95	\$486.00	
50707	42" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$393.40	\$452.40	\$506.70	
50700	White Fabric Table Cover w/ 6'x30" Table		03	\$313.20	\$360.20	\$403.40	
50700	Red Fabric Table Cover w/ 6'x30" Table		01	\$313.20	\$360.20	\$403.40	
50700	Blue Fabric Table Cover w/ 6'x30" Table		05	\$313.20	\$360.20	\$403.40	
50700	Black Fabric Table Cover w/ 6'x30" Table		06	\$313.20	\$360.20	\$403.40	

## Seating

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50020	Side Chair Grey Fabric		n/a	\$111.60	\$128.35	\$143.75	
50021	Arm Chair Grey Fabric		n/a	\$152.25	\$175.10	\$196.10	
50024	Stool with Back Grey Fabric		n/a	\$185.45	\$213.25	\$238.85	
51086	Director's Chair Black Fabric		n/a	\$115.15	\$132.40	\$148.30	
51090	Director's Stool Black Fabric		n/a	\$206.15	\$237.05	\$265.50	
50705	Natural Feel Stool Maple Back, Black Fabric Seat		n/a	\$224.80	\$258.50	\$289.50	
50704	Natural Feel Chair, Maple Back, Black Fabric Seat		n/a	\$184.65	\$212.35	\$237.85	

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

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

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

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

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

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

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

PRIMETIME

## SPECIALTY, DISPLAYS &amp; DRAPERY

Nationwide PrimeTime

T171240323

Gaylord Texan Resort and Convention Center | Grapevine, TX

March 27 - 28, 2023

## ONLINE &amp; DISCOUNT DEADLINE:\* MONDAY, MARCH 6, 2023

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CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50091	Wastebasket		n/a	\$19.00	\$19.00	\$19.00	
50094	Floor Easel, Chrome		n/a	\$61.80	\$71.05	\$79.60	
50245	Literature Rack Silver, Glass		n/a	\$228.05	\$262.25	\$293.70	
50175	Bag Rack, Chrome		n/a	\$302.00	\$347.30	\$389.00	
50092	Coat Rack, Chrome		n/a	\$107.25	\$123.35	\$138.15	
50093	Garment Rack, Chrome		n/a	\$302.00	\$347.30	\$389.00	
50427	Tensabarrier, Per Stem, Black		n/a	\$127.35	\$146.45	\$164.00	
50095	Sign Holder, 22" x 28" Chrome		n/a	\$140.65	\$161.75	\$181.15	
50185	Drawing Bowl, Clear		n/a	\$56.70	\$65.20	\$73.00	
50296	4' x 12" Display Riser White and Black		n/a	\$127.55	\$146.70	\$164.30	
50297	6' x 12" Display Riser White and Black		n/a	\$158.70	\$182.50	\$204.40	
50098	Mini Refrigerator, Approx. 3 cubic feet		n/a	\$481.60	\$553.85	\$620.30	
50067	4' Full View Showcase, White		n/a	\$1,138.00	\$1,308.70	\$1,465.75	
50068	6' Full View Showcase, White		n/a	\$1,255.05	\$1,443.30	\$1,616.50	
50069	4' Quarter View Showcase, White		n/a	\$1,138.00	\$1,308.70	\$1,465.75	
50070	6' Quarter View Showcase, White		n/a	\$1,255.05	\$1,443.30	\$1,616.50	
50060	4' x 8' Horizontal Posterboard Grey Fabric		n/a	\$368.50	\$423.75	\$474.60	
50061	4' x 8' Vertical Posterboard Grey Fabric		n/a	\$368.50	\$423.75	\$474.60	
50236	Grids 2' x 8' with Legs, Each		n/a	\$272.20	\$313.05	\$350.60	
50237	Grid 2' x 8' without Legs, Each		n/a	\$203.85	\$234.45	\$262.60	
50242	7-Ball Waterfall for Grids		n/a	\$18.75	\$21.55	\$24.15	
50104	6" Hooks (12) for Peg Boards		n/a	\$55.35	\$63.65	\$71.30	

50073	8' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$28.90	\$33.25	\$37.25	
50074	3' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$21.45	\$24.65	\$27.60	
50088	8' Upright with Base		n/a	\$39.90	\$45.90	\$51.40	
52065	3' Upright with Base		n/a	\$39.90	\$45.90	\$51.40	
50349	6'-10' Crossbar		n/a	\$26.50	\$30.45	\$34.10	
50348	7'-12' Crossbar		n/a	\$26.50	\$30.45	\$34.10	
50058	Sateen, per linear foot (minimum 5' linear feet rental)			\$24.70	\$28.40	\$31.80	

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)	8.25%
AMOUNT DUE	\$ _____

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

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

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

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

PRIMETIME

Nationwide PrimeTime

Gaylord Texan Resort and Convention Center | Grapevine, TX

March 27 - 28, 2023

FLOORING

T171240323

**ONLINE & DISCOUNT DEADLINE:\* MONDAY, MARCH 6, 2023**  
**PREMIUM PLUSH & PREMIUM VINYL DEADLINE:\*\* FRIDAY, FEBRUARY 24, 2023**

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46004	<b>Premium Plush Carpet** - 50 oz. (per sq. ft.)***</b> Rental includes installation and removal of carpet and visqueen.			\$12.20	\$14.05	\$15.75	

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	<b>Premium Vinyl** (per sq. ft.)***</b> Rental includes installation and removal of carpet and visqueen.			\$15.75	\$18.10	\$20.25	
46007	<b>1/2" Padding for Vinyl (per sq. ft.)***</b>		n/a	\$5.75	\$6.60	\$7.40	

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46001	<b>Premium Carpet - 28 oz. Rental/Sq. Ft.***</b> Rental includes installation and removal of carpet and visqueen.			\$8.75	\$10.05	\$11.25	
46003	<b>Premium Carpet - 28 oz. Rental 1000+ Sq. Ft.***</b> Rental includes installation and removal of carpet and visqueen.			\$7.65	\$8.80	\$9.85	
46002	<b>Premium Carpet - 28 oz. Purchase Sq. Ft.***</b> Rental includes installation and removal of carpet and visqueen.			\$21.60	\$24.85	\$27.85	

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	<b>Expo Carpet - 13 oz. (Regular &amp; Speical Cut) 10' x 10'</b>			\$308.15	\$354.35	\$396.85	
50256	<b>Expo Carpet - 13 oz. (Regular &amp; Special Cut) 10' x 20'</b>			\$575.00	\$661.25	\$740.60	
50257	<b>Expo Carpet - 13 oz. (Regular &amp; Special Cut) 10' x 30'</b>			\$857.60	\$986.25	\$1,104.60	
50258	<b>Expo Carpet - 13 oz. (Regular &amp; Special Cut) 10' x 40'</b>			\$1,140.30	\$1,311.35	\$1,468.70	
50400	<b>Expo Carpet - 13 oz. (Regular &amp; Special Cut) 10' x 15'</b>		Tuxedo ONLY	\$539.25	\$620.15	\$694.55	

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	<b>Special Cut 0-399 Sq. Ft.</b> Rental includes installation and removal of carpet and visqueen.			\$5.90	\$6.80	\$7.60	
50581	<b>Special Cut 400-900 Sq. Ft.</b> Rental includes installation and removal of carpet and visqueen.			\$5.45	\$6.25	\$7.00	
50582	<b>Special Cut 900+ Sq. Ft.</b> Rental includes installation and removal of carpet and visqueen.			\$4.95	\$5.70	\$6.40	

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	<b>1/2" Padding</b>		n/a	\$1.60	\$1.85	\$2.05	
50008	<b>1" Padding</b>		n/a	\$3.05	\$3.50	\$3.90	
50010	<b>Visqueen</b>		n/a	\$0.40	\$0.45	\$0.50	

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

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

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

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

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

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

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

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

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

Email completed form to: orders@shepardes.com







CORT<sup>®</sup>

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.



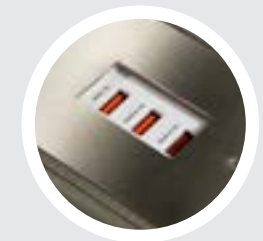
## Tech Tablet Chair

### TCHGRY Tech Tablet Chair

(gray vinyl, white metal tablet, chrome base)

30.5" L 29" D 33.5" H

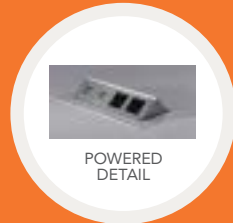
Also available without tablet (TCHP).



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

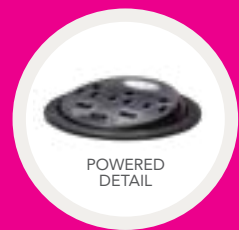
**CUBPOW Wireless  
Charging Table, Powered**  
(white, AC plug-in) 20"L 20"D 18"H  
Mobile devices must have Qi  
wireless charging capability.



**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.



**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**

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.

# Powered Products



## Village Charging Hub



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



POWERED  
DETAIL



**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  
DETAIL

## 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



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.



# 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**



10'x20' - Meeting Booth



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



Wentworth  
**WENCHASwivel Chair**  
(brown vinyl, black)  
31" L 24" D 31.5" H



# 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) BNMCOB Brooklyn Meeting Chair (white vinyl, oak-look)  
B) BNMCSW 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



V I B E

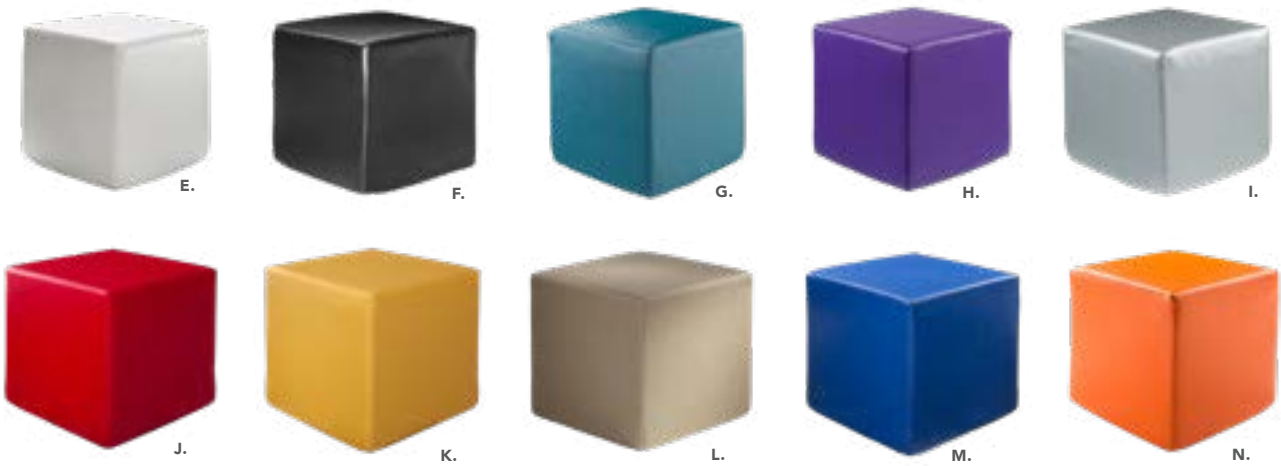
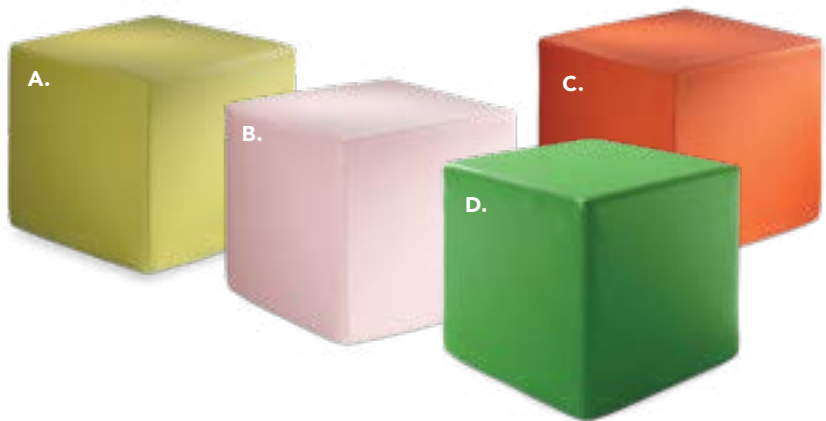
**Provide a Pop!**

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



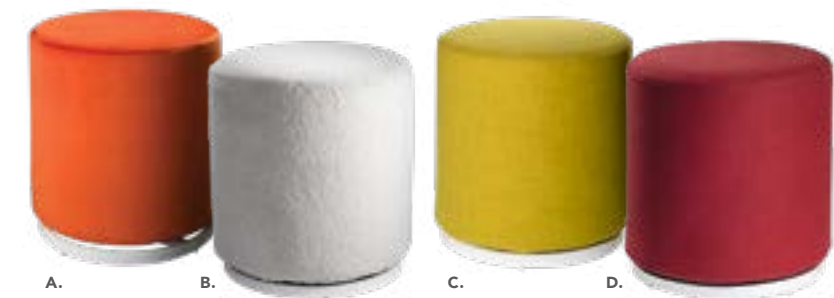
**A) BVLYWH** (white vinyl) **B) BVLYRD** (red fabric) **C) BVLYGR** (gray fabric) **D) BVLYOB** (ocean blue fabric)  
**E) BVLYBK** (black vinyl) **F) BVLYLN** (linen fabric) **G) BVLYBN** (brown fabric)



# 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

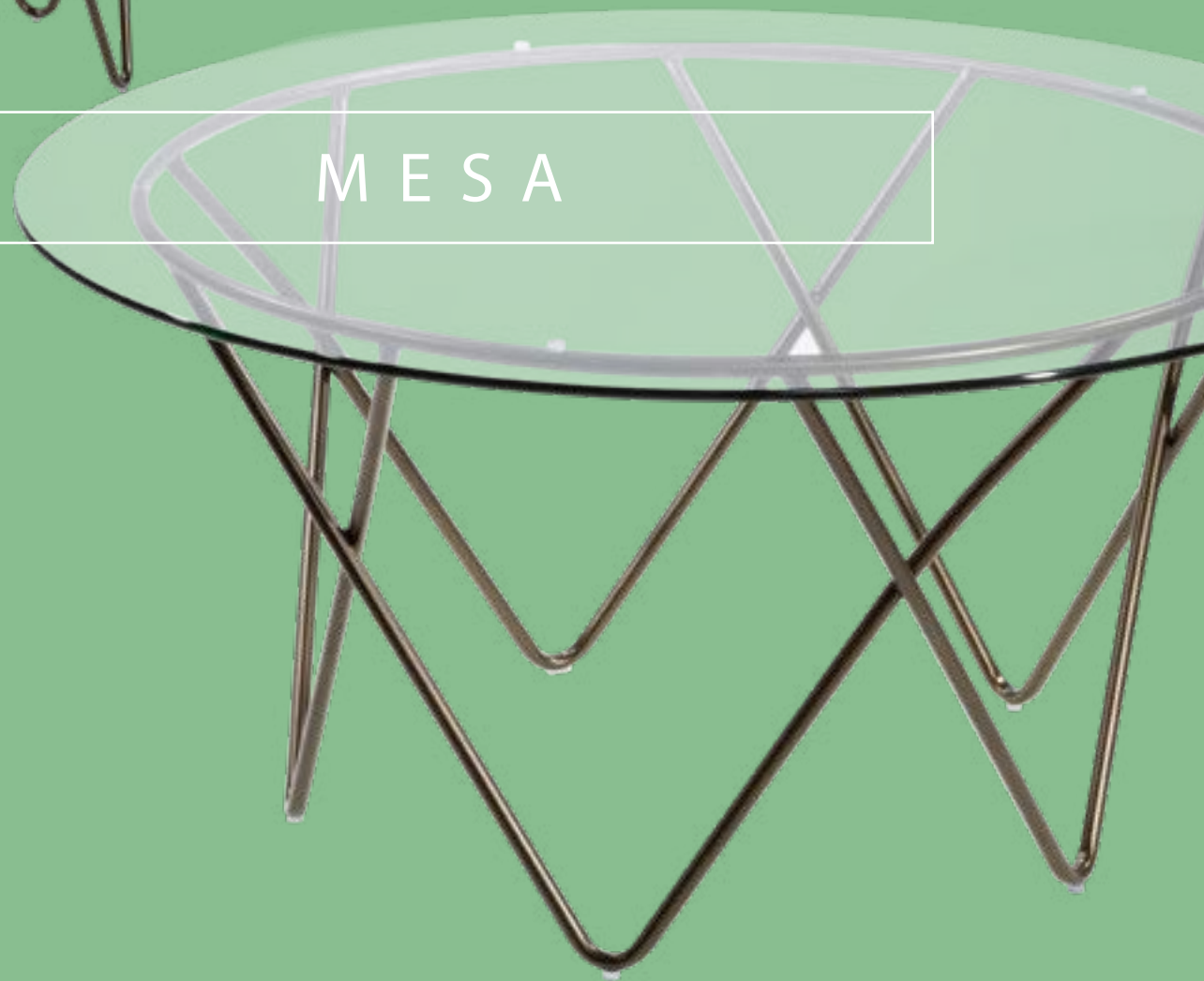
Square, circular, or curved - ottomans are a great way to design theater-style seating for demonstrations.

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





M E S A



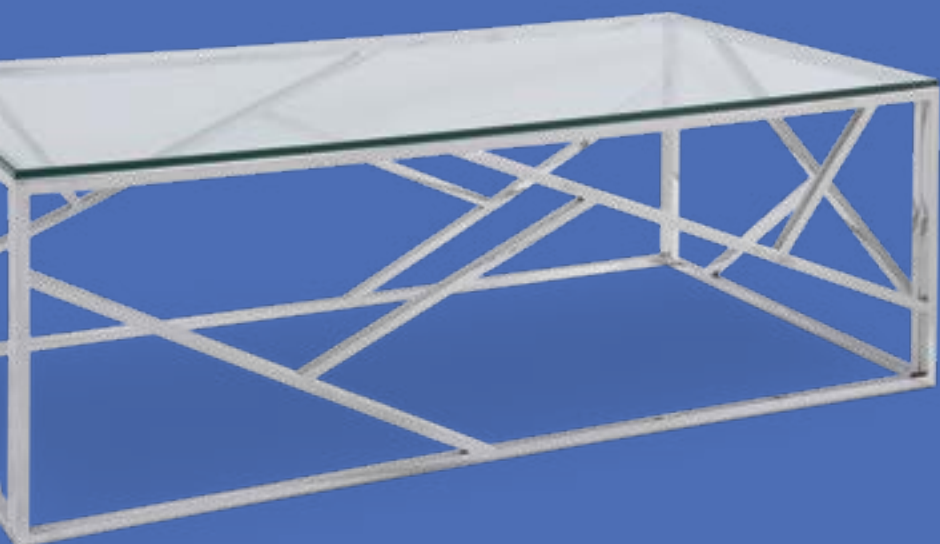
# ACCENT

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.

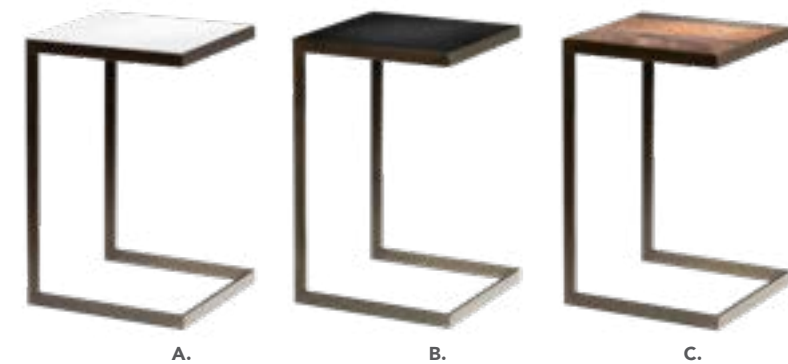


TAOS | SEDONA

# SIDE

## TABLES

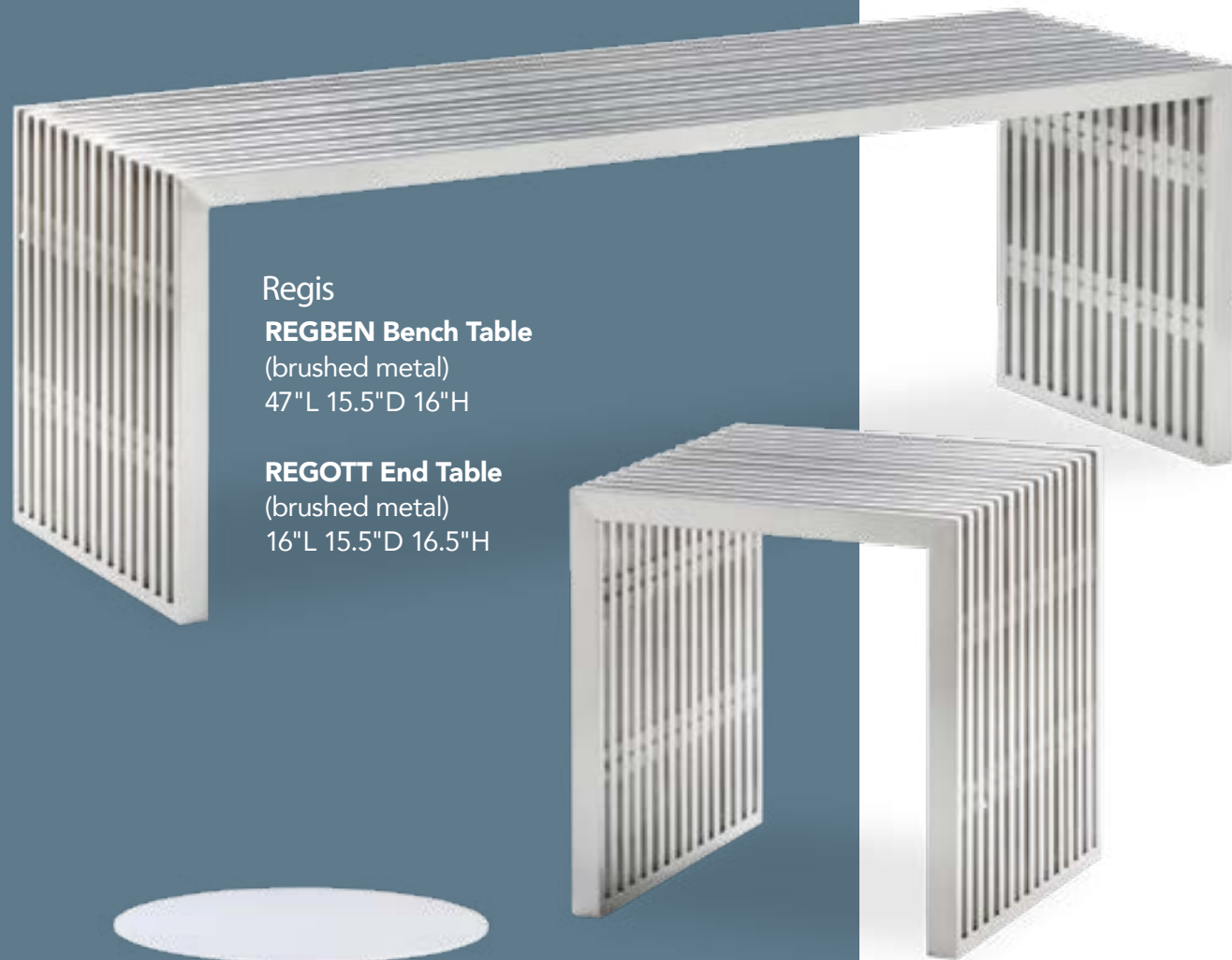
15.75 "L 15.75 "D 24 "H



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

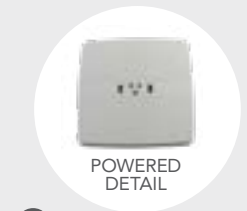
**REGOTT End Table**  
(brushed metal)  
16"L 15.5"D 16.5"H



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



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



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

## Gather Round

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



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

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



# 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

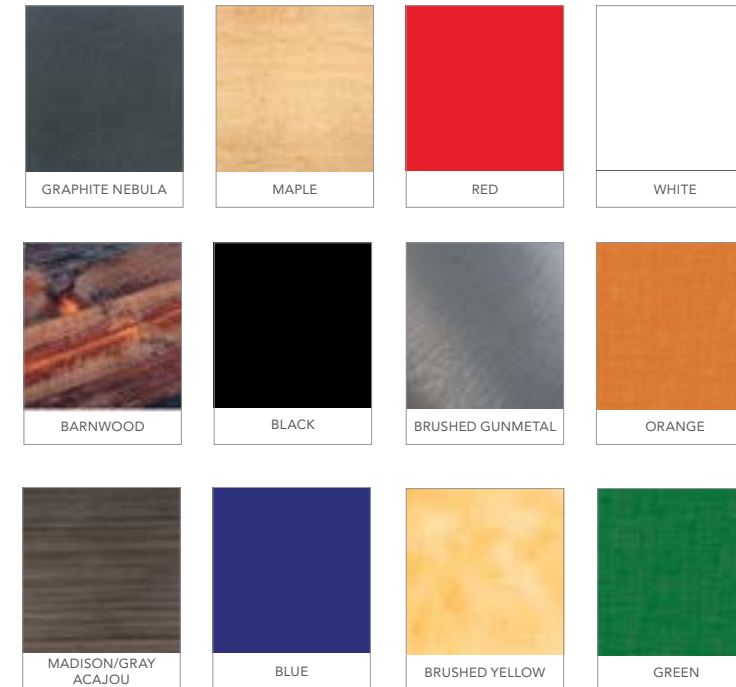
**36GRHB** (graphite nebula)

**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

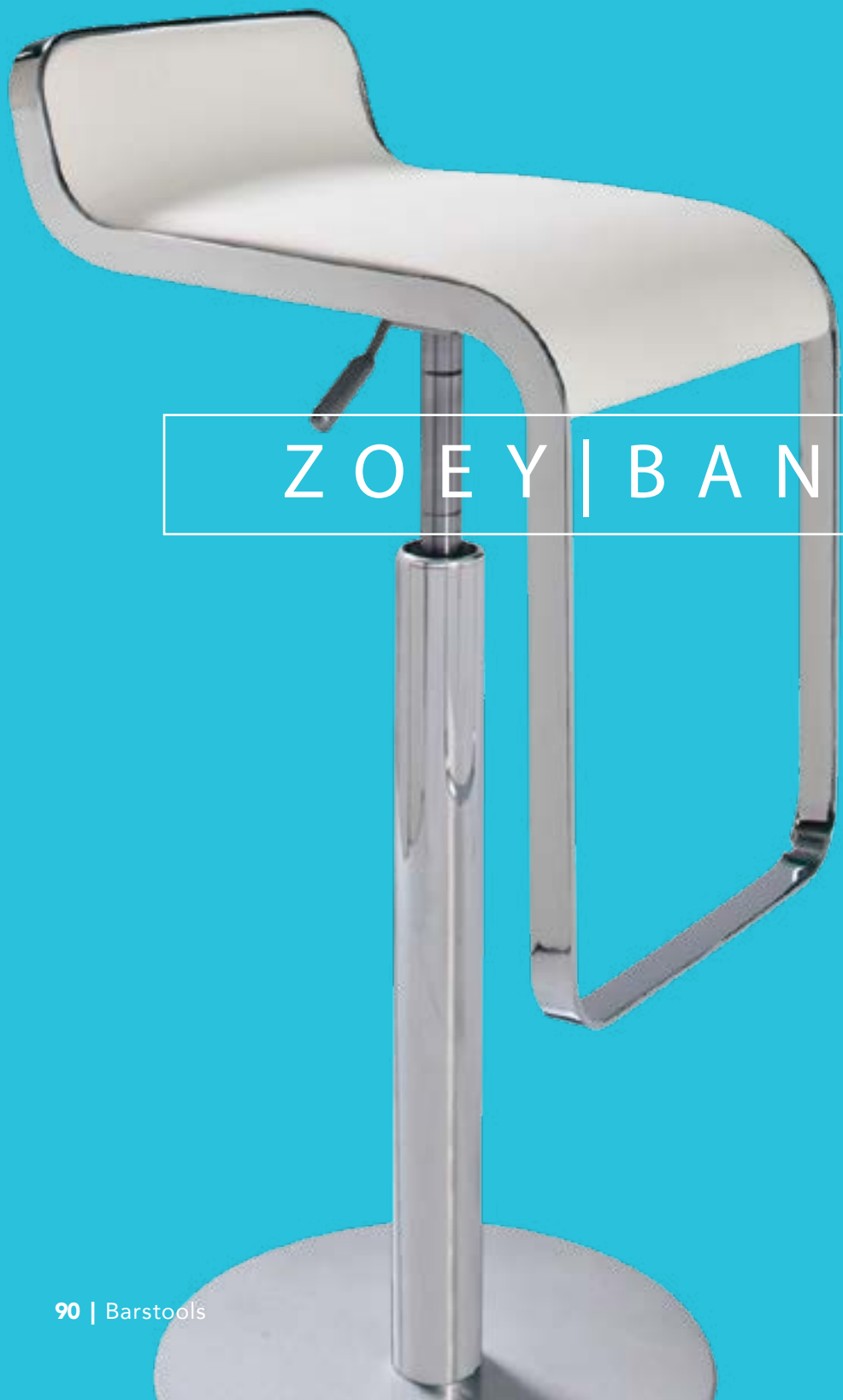
COLLECTION  
15 "RND23 - 33.5 "H



**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.



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

**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

## 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



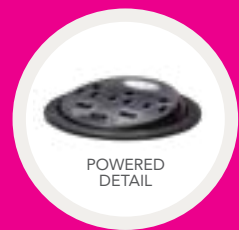
DESK BACK



- 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

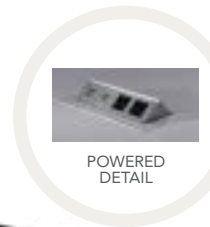
60" L 30" D 30" H

### C) TECH3 3 Drawer File Cabinet on Castors

16" L 20" D 28" H



D.



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 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

**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

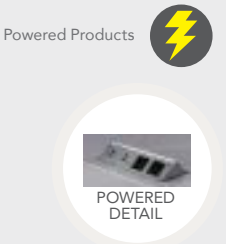
Colors not available in all table options.  
Please check options listed.



**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)

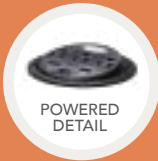


Divider, Freestanding  
Whiteboard  
**DIVFWB** (silver, white)  
 39"L 9"D 72"H





# Midtown Counter & Bar



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



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



20'x20' - Midtown  
Greenery Booth  
**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

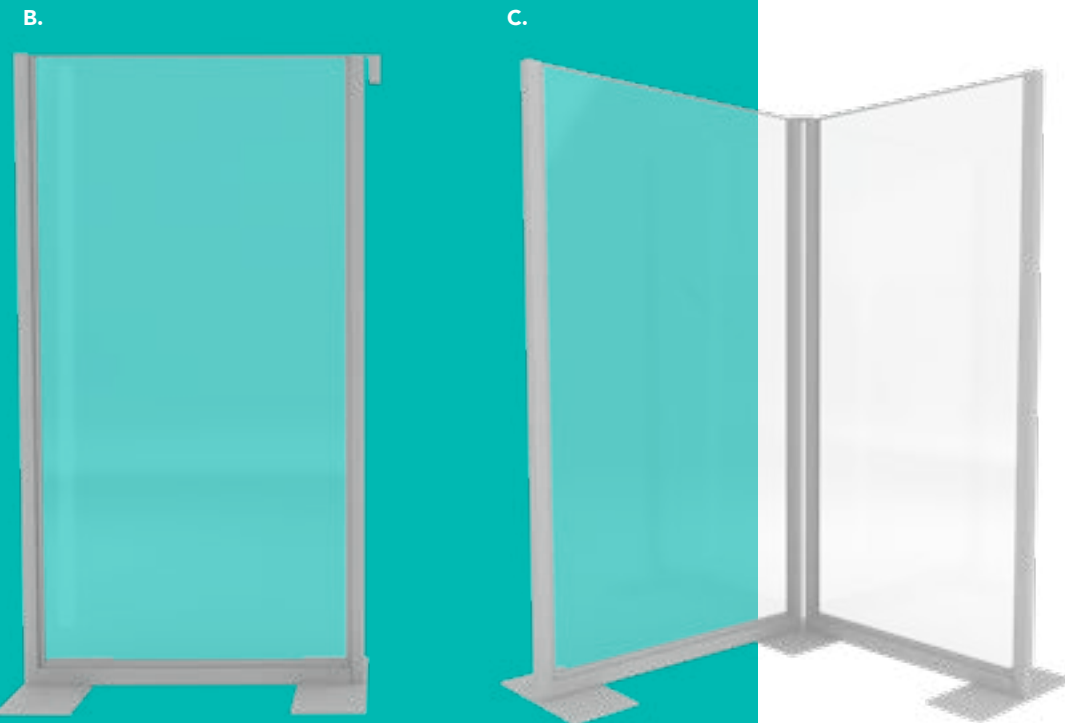


Bar & Cafe Tables | p 80  
Barstool Collections | p 84

## 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.

Connector  
Detail



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.



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

**Style & Service Delivered®**

Nationwide Service | 24 hours a day, 7 days a week, 365 days a year

PRIMETIME

## SOFT SEATING COLLECTIONS

Nationwide PrimeTime

T171240323


Gaylord Texan Resort and Convention Center | Grapevine, TX

March 27 - 28, 2023


**ONLINE & DISCOUNT DEADLINE:\* MONDAY, MARCH 6, 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		\$1,306.45	\$1,502.40	\$1,682.70	
KEYLOV	Key Largo Loveseat - Black Fabric, Wood		\$601.80	\$692.05	\$775.10	
NPLLOV	Naples Loveseat - Black Vinyl		\$1,153.55	\$1,326.60	\$1,485.80	
NPLLOP	 <b>POWERED</b> Naples Loveseat - Black Vinyl		\$1,437.50	\$1,653.10	\$1,851.45	
COLVTP	Cordoba Loveseat		\$923.45	\$1,061.95	\$1,189.40	

## Sofas

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
SFA002	Allegro Sofa - Blue Fabric, Brushed Metal		\$1,147.45	\$1,319.55	\$1,477.90	
BSFWHT	Baja Sofa - White Vinyl		\$1,388.90	\$1,597.25	\$1,788.90	
FAIRSW	Fairfax Sofa - White Vinyl, Brushed Metal		\$782.65	\$900.05	\$1,008.05	
KEYSOF	Key Largo Sofa - Black Fabric, Wood		\$776.35	\$892.80	\$999.95	
NPLSOF	Naples Sofa - Black Vinyl		\$1,371.95	\$1,577.75	\$1,767.10	
NPLLOP	 <b>POWERED</b> Naples Sofa - Black Vinyl		\$1,671.30	\$1,922.00	\$2,152.65	
PALSOF	Palm Beach Sofa - White Vinyl		\$1,089.80	\$1,253.25	\$1,403.65	
STESOF	Sterling Sofa - Grey Fabric		\$1,293.80	\$1,487.85	\$1,666.40	
VALSOF	Valencia Sofa - Coffee Brown Velvet		\$730.15	\$839.65	\$940.40	

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

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

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

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

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

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

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



PRIMETIME

Nationwide PrimeTime



Gaylord Texan Resort and Convention Center | Grapevine, TX  
March 27 - 28, 2023

ACCENT CHAIRS

T171240323

**ONLINE & DISCOUNT DEADLINE:\* MONDAY, MARCH 6, 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		\$805.00	\$925.75	\$1,036.85	
ATHCHA	Atherton Chair - Brown Leather, Black Metal		\$667.15	\$767.20	\$859.25	
BCHWHT	Baja Chair - White Vinyl		\$891.80	\$1,025.55	\$1,148.60	
BOWCHA	Bowery Chair - Ochre Fabric		\$626.65	\$720.65	\$807.15	
CNTCHR	Century Chair - Gray Velvet		\$638.60	\$734.40	\$822.55	
FAIRCW	Fairfax Chair - White Vinyl, Brushed Metal		\$564.35	\$649.00	\$726.90	
KEYCHR	Key Largo Chair - Black Fabric, Wood		\$514.50	\$591.65	\$662.65	
LABREA	La Brea Swivel Chair - Charcoal Gray Fabric, Chrome		\$673.45	\$774.45	\$867.40	
LENCHA	Lena Chair - Moss Green Leather, Bronze		\$562.35	\$646.70	\$724.30	
BCW	Madrid Chair - White Vinyl, Chrome		\$1,225.45	\$1,409.25	\$1,578.35	
MONCHA	Montreal Chair - Blue, Black Metal		\$688.60	\$791.90	\$886.95	
MNCHCH	Munich Armless Chair - Gray Fabric, Black		\$926.05	\$1,064.95	\$1,192.75	
NPLCHP	 <b>POWERED</b> Naples Chair - Black Vinyl		\$1,038.35	\$1,194.10	\$1,337.40	
NPLCHR	Naples Chair - Black Vinyl		\$957.25	\$1,100.85	\$1,232.95	
STECOA	Sterling Chair - Gray Fabric		\$888.70	\$1,022.00	\$1,144.65	
SWAN	Swanson Swivel Chair - White Vinyl, Chrome		\$586.15	\$674.05	\$754.95	
TCHP	Tech Chair, No Tablet - Gray Vinyl, Chrome Base		\$490.80	\$564.40	\$632.15	
TCHGRY	 <b>POWERED</b> Tech Tablet Chair - Gray Vinyl, White Metal Tablet, Chrome Base		\$478.90	\$550.75	\$616.85	
VALCHA	Valencia Chair - Spice Orange Velvet		\$491.20	\$564.90	\$632.70	
WENCHA	Wentworth Swivel Chair - Brown Vinyl		\$538.60	\$619.40	\$693.75	
BNMCOW	Brooklyn Meeting Chair		\$431.15	\$495.80	\$555.30	
BNMCSW	Brooklyn Meeting Chair, Swivel		\$431.15	\$495.80	\$555.30	
COCHTP	Cordoba Chair		\$646.65	\$743.65	\$832.90	

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

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

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

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

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

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

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

PRIMETIME

Nationwide PrimeTime

Gaylord Texan Resort and Convention Center | Grapevine, TX  
March 27 - 28, 2023

INDIVIDUAL SEATING

T171240323

ONLINE & DISCOUNT DEADLINE:\* MONDAY, MARCH 6, 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		\$110.50	\$127.05	\$142.30	
BLDCSB	Blade Chair - Sky Blue		\$110.50	\$127.05	\$142.30	
SC3	Brewer Chair - Onyx, Chrome		\$286.75	\$329.75	\$369.30	
XCHR	Christopher Chair - White Vinyl, Chrome		\$171.50	\$197.20	\$220.85	
DUET	Duet Stack Chair - Black, Chrome		\$106.05	\$121.95	\$136.60	
LMCHR	Laguna Chair - Maple, Chrome		\$243.25	\$279.75	\$313.30	
LUCHCL	Lucent Chair - Frosted Acrylic, Chrome		\$297.60	\$342.25	\$383.30	
MALGRN	Malba Chair - Green, Chrome		\$187.10	\$215.15	\$240.95	
MALGRY	Malba Chair - Gray, Chrome		\$187.10	\$215.15	\$240.95	
MARCBE	Marina Chair - Ocean Blue Fabric, Brushed Metal		\$240.90	\$277.05	\$310.30	
MARCBK	Marina Chair - Black Vinyl, Brushed Metal		\$240.90	\$277.05	\$310.30	
MARCBR	Marina Chair - Brown Fabric, Brushed Metal		\$240.90	\$277.05	\$310.30	
MARCRD	Marina Chair - Red Fabric, Brushed Metal		\$240.90	\$277.05	\$310.30	
MARCWH	Marina Chair - White Vinyl, Brushed Metal		\$240.90	\$277.05	\$310.30	
OCMWHT	Meeting Chair - White		\$411.60	\$473.35	\$530.15	
PASCHR	Pasadena Chair - White Molded Plastic w/Chrome Tower Base		\$388.35	\$446.60	\$500.20	
SC10	Razor Armless Chair - White		\$127.90	\$147.10	\$164.75	
RSTDIN	Rustique Chair w/ Arms - Gunmetal		\$215.10	\$247.35	\$277.05	
CS4	Syntax Chair - Black, Chrome		\$339.90	\$390.90	\$437.80	
ZENCHR	Zenith Chair - White, Chrome		\$274.35	\$315.50	\$353.35	

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

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

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

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



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PRIMETIME

Nationwide PrimeTime

Gaylord Texan Resort and Convention Center | Grapevine, TX

March 27 - 28, 2023

BENCHES &amp; OTTOMANS

T171240323

**ONLINE & DISCOUNT DEADLINE:\* MONDAY, MARCH 6, 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		\$345.50	\$397.30	\$445.00	
BVSMBL	Beverly Small Bench Ottoman - Ocean Blue Fabric		\$345.50	\$397.30	\$445.00	
BVSMBN	Beverly Small Bench Ottoman - Brown Fabric		\$345.50	\$397.30	\$445.00	
BVSMGN	Beverly Small Bench Ottoman - Olive Green Fabric		\$345.50	\$397.30	\$445.00	
BVSMGY	Beverly Small Bench Ottoman - Grey Fabric		\$345.50	\$397.30	\$445.00	
BVSM LN	Beverly Small Bench Ottoman - Linen Fabric		\$345.50	\$397.30	\$445.00	
BVSM LV	Beverly Small Bench Ottoman - Lavender Fabric		\$345.50	\$397.30	\$445.00	
BVSMOR	Beverly Small Bench Ottoman - Orange Fabric		\$345.50	\$397.30	\$445.00	
BVSMRD	Beverly Small Bench Ottoman - Red Fabric		\$345.50	\$397.30	\$445.00	
BVSMWH	Beverly Small Bench Ottoman - White Vinyl		\$345.50	\$397.30	\$445.00	
BVSMYL	Beverly Small Bench Ottoman - Yellow Fabric		\$345.50	\$397.30	\$445.00	
BVLYBK	Beverly Bench - Black Vinyl		\$661.00	\$760.15	\$851.35	
BVLYBN	Beverly Bench - Brown Fabric		\$661.00	\$760.15	\$851.35	
BVLYGR	Beverly Bench - Grey Fabric		\$661.00	\$760.15	\$851.35	
BVLYLN	Beverly Bench - Linen Fabric		\$661.00	\$760.15	\$851.35	
BVLYOB	Beverly Bench - Ocean Fabric		\$661.00	\$760.15	\$851.35	
BVLYRD	Beverly Bench - Red Fabric		\$661.00	\$760.15	\$851.35	
BVLYWH	Beverly Bench - White Vinyl		\$661.00	\$760.15	\$851.35	

**Metal Bench**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
REG BEN	Regis Bench/Table - Brushed Metal		\$470.80	\$541.40	\$606.35	

**Ottomans**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
END01B	Endless Curved Ottoman - Black Vinyl, Chrome		\$685.95	\$788.85	\$883.50	
END01W	Endless Curved Ottoman - White Vinyl, Chrome		\$685.95	\$788.85	\$883.50	
END02B	Endless Square Ottoman - Black Vinyl, Chrome		\$430.35	\$494.90	\$554.30	
END02W	Endless Square Ottoman - White Vinyl, Chrome		\$430.35	\$494.90	\$554.30	

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

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

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ONLINE & DISCOUNT DEADLINE:\* MONDAY, MARCH 6, 2023

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Vibe Cubes

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VIB01	Vibe Cube - Green		\$230.80	\$265.40	\$297.25	
VIB02	Vibe Cube - Blue		\$230.80	\$265.40	\$297.25	
VIB04	Vibe Cube - Red		\$230.80	\$265.40	\$297.25	
VIB05	Vibe Cube - Yellow		\$230.80	\$265.40	\$297.25	
VIB08	Vibe Cube - Orange		\$230.80	\$265.40	\$297.25	
VIB09	Vibe Cube - White Waterproof		\$230.80	\$265.40	\$297.25	
VIB10	Vibe Cube - Black Waterproof		\$230.80	\$265.40	\$297.25	
VIB11	Vibe Cube - Steel Blue Vinyl		\$230.80	\$265.40	\$297.25	
VIB12	Vibe Cube - Silver Vinyl		\$230.80	\$265.40	\$297.25	
VIB13	Vibe Cube - Purple Vinyl		\$230.80	\$265.40	\$297.25	
VIB14	Vibe Cube - Cirtus Green		\$230.80	\$265.40	\$297.25	
VIB15	Vibe Cube - Taupe Vinyl		\$230.80	\$265.40	\$297.25	
VIB16	Vibe Cube - Spice Orange		\$230.80	\$265.40	\$297.25	
VIB17	Vibe Cube - Desert Rose		\$230.80	\$265.40	\$297.25	

Marche Swivel

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MAR001	Marche Swivel - White		\$305.50	\$351.30	\$393.45	
MAR002	Marche Swivel - Grey		\$305.50	\$351.30	\$393.45	
MAR003	Marche Swivel - Linen		\$305.50	\$351.30	\$393.45	
MAR004	Marche Swivel - Raspberry		\$305.50	\$351.30	\$393.45	
MAR005	Marche Swivel - Red		\$305.50	\$351.30	\$393.45	
MAR006	Marche Swivel - Rose Qtz		\$305.50	\$351.30	\$393.45	
MAR007	Marche Swivel - Plum		\$305.50	\$351.30	\$393.45	
MAR008	Marche Swivel - Meadow Green		\$305.50	\$351.30	\$393.45	
MAR009	Marche Swivel - Pear		\$305.50	\$351.30	\$393.45	
MAR010	Marche Swivel - Blue		\$305.50	\$351.30	\$393.45	
MAR011	Marche Swivel - Orange		\$305.50	\$351.30	\$393.45	
MAR012	Marche Swivel - Forest Green		\$305.50	\$351.30	\$393.45	
MAR013	Marche Swivel - Teal Velvet		\$305.50	\$351.30	\$393.45	
MAR014	Marche Swivel - Distressed Brown		\$305.50	\$351.30	\$393.45	
MAR015	Marche Swivel - Black Vinyl		\$305.50	\$351.30	\$393.45	
MAR016	Marche Swivel - Ivory Faux Sheep Fur		\$305.50	\$351.30	\$393.45	

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

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



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

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


## ONLINE &amp; DISCOUNT DEADLINE:\* MONDAY, MARCH 6, 2023


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## Cocktail Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ALC100	Alondra Cocktail Table - Glass Top, Chrome		\$548.70	\$631.00	\$706.70	
ALC200	Alondra Cocktail Table - Brandy Maple Top, Chrome		\$548.70	\$631.00	\$706.70	
CIC	Geo Cocktail Table - Glass Top, Chrome		\$411.60	\$473.35	\$530.15	
CIFWB	Geo Cocktail Table - Brandy Maple Top, Black		\$480.20	\$552.25	\$618.50	
MESCTB	Mesa Cocktail Table - Black Top, Bronze		\$317.85	\$365.55	\$409.40	
MESCTG	Mesa Cocktail Table - Glass Top, Bronze		\$317.85	\$365.55	\$409.40	
MESCTW	Mesa Cocktail Table - Barnwood Top, Bronze		\$317.85	\$365.55	\$409.40	
CIE	Silverado Cocktail Table - Glass Top, Chrome		\$455.25	\$523.55	\$586.40	
CIW	Sydney Cocktail Table - White Top, Brushed Steel		\$461.45	\$530.65	\$594.35	
CIY	Sydney Cocktail Table - Black Top, Brushed Steel		\$461.45	\$530.65	\$594.35	
CIWP	 POWERED Sydney Cocktail Table - White Top, Brushed Steel		\$586.15	\$674.05	\$754.95	
CIYP	 POWERED Sydney Cocktail Table - Black Top, Brushed Steel		\$586.15	\$674.05	\$754.95	
SYDBEC	Sydney Cocktail Table - Blue Top, Brushed Steel		\$467.70	\$537.85	\$602.40	
SYDWDC	Sydney Cocktail Table - Barnwood Top, Brushed Steel		\$425.15	\$488.90	\$547.55	

## End Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ALE100	Alondra End Table - Glass Top, Chrome		\$396.00	\$455.40	\$510.05	
ALE200	Alondra End Table - Brandy Maple Top, Chrome		\$396.00	\$455.40	\$510.05	
CUBPOW	 POWERED Wireless Charging Table - White, AC Plug In		\$705.80	\$811.65	\$909.05	
EIC	Geo End Table - Glass Top, Chrome		\$405.35	\$466.15	\$522.10	
EIFWB	Geo End Table - Brandy Maple Top, Black		\$417.80	\$480.45	\$538.10	
MESETB	Mesa End Table - Black Top, Bronze		\$210.00	\$241.50	\$270.50	
MESETG	Mesa End Table - Glass Top, Bronze		\$210.00	\$241.50	\$270.50	
MESETW	Mesa End Table - Barnwood Top, Bronze		\$210.00	\$241.50	\$270.50	
REGOTT	Regis End Table - Brushed Metal		\$346.15	\$398.05	\$445.80	
EIE	Silverado End Table - Glass, Chrome		\$433.40	\$498.40	\$558.20	
EIW	Sydney End Table - White Top, Brushed Steel		\$417.80	\$480.45	\$538.10	
EIY	Sydney End Table - Black Top, Brushed Steel		\$417.80	\$480.45	\$538.10	
SYDBEE	Sydney End Table - Blue Top, Brushed Steel		\$411.00	\$472.65	\$529.35	
SYDWDE	Sydney End Table - Barnwood Top, Brushed Steel		\$411.00	\$472.65	\$529.35	

 = **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)	8.25%
AMOUNT DUE	\$ _____

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

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

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

PRIMETIME

Nationwide PrimeTime

Gaylord Texan Resort and Convention Center | Grapevine, TX

March 27 - 28, 2023

## ACCENT TABLES: SIDE

T171240323

**ONLINE & DISCOUNT DEADLINE:\* MONDAY, MARCH 6, 2023**

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## Side Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
AURA	Aura Round Table - White Metal		\$236.90	\$272.45	\$305.15	
SEDBBK	Sedona Side Table - Black Top, Bronze		\$211.90	\$243.70	\$272.95	
SEDBWD	Sedona Side Table - Wood Top, Bronze		\$211.90	\$243.70	\$272.95	
SEDBWH	Sedona Side Table - White Top, Bronze		\$211.90	\$243.70	\$272.95	
TAOBBK	Taos Side Table - Black Top, Bronze		\$211.90	\$243.70	\$272.95	
TAOBWD	Taos Side Table - Wood Top, Bronze		\$211.90	\$243.70	\$272.95	
TAOBWH	Taos Side Table - White Top, Bronze		\$211.90	\$243.70	\$272.95	
TMBTBL	Timber Table - Wood		\$280.65	\$322.75	\$361.50	

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

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

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PRIMETIME

## BAR TABLES, BARS &amp; COUNTERS

Nationwide PrimeTime

T171240323


Gaylord Texan Resort and Convention Center | Grapevine, TX

March 27 - 28, 2023

**ONLINE & DISCOUNT DEADLINE:\* MONDAY, MARCH 6, 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		\$411.00	\$472.65	\$529.35	
30BEBB	30" Round Bar Table w/ Standard Black Base - Blue Top		\$411.00	\$472.65	\$529.35	
30BKSB	30" Round Bar Table w/ Standard Black Base - Black Top		\$411.00	\$472.65	\$529.35	
30GSBB	30" Round Bar Table w/ Standard Black Base - Green Top		\$411.00	\$472.65	\$529.35	
30OSBB	30" Round Bar Table w/ Standard Black Base - Orange Top		\$411.00	\$472.65	\$529.35	
30WDBB	30" Round Bar Table w/ Standard Black Base - Barnwood Top		\$411.00	\$472.65	\$529.35	
30WH42	30" Round Bar Table w/ Standard Black Base - White Top		\$427.10	\$491.15	\$550.10	
30YBBB	30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top		\$411.00	\$472.65	\$529.35	
VTB	30" Round Bar Table w/ Standard Black Base - Red Top		\$405.35	\$466.15	\$522.10	
VTJ	30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$405.35	\$466.15	\$522.10	
VTK	30" Round Bar Table w/ Standard Black Base - Maple Top		\$405.35	\$466.15	\$522.10	
VTA	30" Round Madison Bar Table w/ Standard Black Base - Gray Acajou Top		\$405.35	\$466.15	\$522.10	
P30BWH	 POWERED 30" Round Cafe Table w/ Standard Black Base - White Top		\$830.35	\$954.90	\$1,069.50	

**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		\$405.35	\$466.15	\$522.10	
VTN	36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$433.40	\$498.40	\$558.20	
VTW	36" Round Bar Table w/ Standard Black Base - White Top		\$433.40	\$498.40	\$558.20	
VTP	36" Round Bar Table w/ Standard Black Base - Maple Top		\$433.40	\$498.40	\$558.20	

**30" Round Bar Table with Hydraulic Base**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGHB	30" Round Bar Table w/ Hydraulic Base - Brushed Gunmetal Top		\$496.10	\$570.50	\$638.95	
30BEHB	30" Round Bar Table w/ Hydraulic Base - Blue Top		\$496.10	\$570.50	\$638.95	
30BKHB	30" Round Bar Table w/ Hydraulic Base - Black Top		\$496.10	\$570.50	\$638.95	
30BRHB	30" Round Bar Table w/ Hydraulic Base - Red Top		\$492.65	\$566.55	\$634.55	
30GRHB	30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$492.65	\$566.55	\$634.55	
30GSHB	30" Round Bar Table w/ Hydraulic Base - Green Top		\$496.10	\$570.50	\$638.95	
30MTHB	30" Round Bar Table w/ Hydraulic Base - Maple Top		\$536.30	\$616.75	\$690.75	
30OSHB	30" Round Bar Table w/ Hydraulic Base - Orange Top		\$496.10	\$570.50	\$638.95	
30WDHB	30" Round Bar Table w/ Hydraulic Base - Barnwood Top		\$496.10	\$570.50	\$638.95	
30WHHB	30" Round Bar Table w/ Hydraulic Base - White Top		\$533.25	\$613.25	\$686.85	
30YSHB	30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top		\$496.10	\$570.50	\$638.95	
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top		\$492.65	\$566.55	\$634.55	

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

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHB	36" Round Bar Table w/ Hydraulic Base - Black Top		\$496.10	\$570.50	\$638.95	
36GRHB	36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$536.30	\$616.75	\$690.75	
36MTHB	36" Round Bar Table w/ Hydraulic Base - Maple Top		\$536.30	\$616.75	\$690.75	
36WTHB	36" Round Bar Table w/ Hydraulic Base - White Top		\$536.30	\$616.75	\$690.75	

PRIMETIME

BAR TABLES, BARS & COUNTERS  
CONTINUED

Nationwide PrimeTime

T171240323

Gaylord Texan Resort and Convention Center | Grapevine, TX

March 27 - 28, 2023

**ONLINE & DISCOUNT DEADLINE:\* MONDAY, MARCH 6, 2023**

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## Metal Bar Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
RSTSQT	Rustique Square Metal Bar Table - Gunmetal		\$449.00	\$516.35	\$578.30	

## Ventura Communal Bar Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTBNP	Ventura Communal Bar Table - Black Top, Silver		\$1,088.25	\$1,251.50	\$1,401.70	
VNTMNP	Ventura Communal Bar Table - Maple Top, Silver		\$1,088.25	\$1,251.50	\$1,401.70	
VNTWNP	Ventura Communal Bar Table - White Top, Silver		\$1,088.25	\$1,251.50	\$1,401.70	
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes - Maple Top, Silver		\$1,088.25	\$1,251.50	\$1,401.70	
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes - White Top, Silver		\$1,088.25	\$1,251.50	\$1,401.70	
VNTBLK	 <b>POWERED</b> Ventura Communal Bar Table, Powered - Black Top, Silver		\$1,284.65	\$1,477.35	\$1,654.65	
VNTWHT	 <b>POWERED</b> Ventura Communal Bar Table, Powered - White Top, Silver		\$1,284.65	\$1,477.35	\$1,654.65	

 = **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		\$2,423.50	\$2,787.00	\$3,121.45	
MTBUUL	Midtown Bar, Unlighted - Taupe Glass Top, Pewter		\$2,267.70	\$2,607.85	\$2,920.80	

## Counters

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In - Taupe Glass Top, Pewter		\$2,423.50	\$2,787.00	\$3,121.45	
MTCPUL	Midtown Powered Counter, Unlighted - Taupe Glass Top, Pewter		\$2,281.85	\$2,624.15	\$2,939.05	

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

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

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PRIMETIME

Nationwide PrimeTime

Gaylord Texan Resort and Convention Center | Grapevine, TX

March 27 - 28, 2023


CAFÉ TABLES

T171240323

**ONLINE & DISCOUNT DEADLINE:\* MONDAY, MARCH 6, 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		\$368.50	\$423.75	\$474.60	
30BEBC	30" Round Cafe Table w/ Standard Black Base - Blue Top		\$368.50	\$423.75	\$474.60	
30BKSC	30" Round Cafe Table w/ Standard Black Base - Black Top		\$368.50	\$423.75	\$474.60	
30GSBC	30" Round Cafe Table w/ Standard Black Base - Green Top		\$368.50	\$423.75	\$474.60	
30OSBC	30" Round Cafe Table w/ Standard Black Base - Orange Top		\$368.50	\$423.75	\$474.60	
30WDBC	30" Round Cafe Table w/ Standard Black Base - Barnwood Top		\$368.50	\$423.75	\$474.60	
30WH29	30" Round Cafe Table w/ Standard Black Base - White Top		\$389.75	\$448.20	\$502.00	
30YSBC	30" Round Cafe Table w/ Standard Black Base - Brushed Yellow Top		\$368.50	\$423.75	\$474.60	
ZTA	30" Round Madison Cafe Table w/ Standard Black Base - Gray Acajou Top		\$380.35	\$437.40	\$489.90	
ZTB	30" Round Cafe Table w/ Standard Black Base - Red Top		\$367.95	\$423.15	\$473.95	
ZTJ	30" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$367.95	\$423.15	\$473.95	
ZTK	30" Round Cafe Table w/ Standard Black Base - Maple Top		\$367.95	\$423.15	\$473.95	
P30CWH	 POWERED 30" Round Cafe Table w/ Standard Black Base - White Top		\$830.35	\$954.90	\$1,069.50	

**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		\$402.20	\$462.55	\$518.05	
ZTN	36" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$402.20	\$462.55	\$518.05	
ZTP	36" Round Cafe Table w/ Standard Black Base - Maple Top		\$402.20	\$462.55	\$518.05	
ZTQ	36" Round Cafe Table w/ Standard Black Base - White Top		\$402.20	\$462.55	\$518.05	

**30" Round Café Table with Chrome Hydraulic Base**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Gunmetal Top		\$495.35	\$569.65	\$638.00	
30BEHC	30" Round Cafe Table w/ Hydraulic Base - Blue Top		\$496.10	\$570.50	\$638.95	
30BKHC	30" Round Cafe Table w/ Hydraulic Base - Black Top		\$495.35	\$569.65	\$638.00	
30BRHC	30" Round Cafe Table w/ Hydraulic Base - Red Top		\$492.65	\$566.55	\$634.55	
30GRHC	30" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$536.30	\$616.75	\$690.75	
30GSHC	30" Round Cafe Table w/ Hydraulic Base - Green Top		\$495.35	\$569.65	\$638.00	
30MTHC	30" Round Cafe Table w/ Hydraulic Base - Maple Top		\$492.65	\$566.55	\$634.55	
30OSHC	30" Round Cafe Table w/ Hydraulic Base - Orange Top		\$495.35	\$569.65	\$638.00	
30WDHC	30" Round Cafe Table w/ Hydraulic Base - Barnwood Top		\$496.10	\$570.50	\$638.95	
30WHHC	30" Round Cafe Table w/ Hydraulic Base - White Top		\$533.25	\$613.25	\$686.85	
30YSHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Yellow Top		\$495.35	\$569.65	\$638.00	
30MAHC	30" Round Madison Cafe Table w/ Hydraulic Base - Gray Acajou Top		\$492.65	\$566.55	\$634.55	



## ONLINE &amp; DISCOUNT DEADLINE:\* MONDAY, MARCH 6, 2023

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## 36" Round Café Table with Chrome Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHC	36" Round Cafe Table w/ Hydraulic Base - Black Top		\$536.30	\$616.75	\$690.75	
36GRHC	36" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$536.30	\$616.75	\$690.75	
36MTHC	36" Round Cafe Table w/ Hydraulic Base - Maple Top		\$536.30	\$616.75	\$690.75	
36WTHC	36" Round Cafe Table w/ Hydraulic Base - White Top		\$536.30	\$616.75	\$690.75	

## Ventura Communal Café Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTCBN	Ventura Communal Cafe Table - Black Top, Silver		\$836.20	\$961.65	\$1,077.05	
VNTCMN	Ventura Communal Cafe Table - Maple Top, Silver		\$836.20	\$961.65	\$1,077.05	
VNTCWN	Ventura Communal Cafe Table - White Top, Silver		\$836.20	\$961.65	\$1,077.05	
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes - Maple Top, Silver		\$836.20	\$961.65	\$1,077.05	
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes - White Top, Silver		\$836.20	\$961.65	\$1,077.05	
VNTCBK	 POWERED Communal Ventura Cafe Table - Black Top, Silver		\$949.55	\$1,092.00	\$1,223.05	
VNTCWH	 POWERED Communal Ventura Cafe Table - White Top, Silver		\$949.55	\$1,092.00	\$1,223.05	

 = **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)	8.25%
AMOUNT DUE	\$ _____

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

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



PRIMETIME

Nationwide PrimeTime

Gaylord Texan Resort and Convention Center | Grapevine, TX

March 27 - 28, 2023

BAR STOOLS

T171240323

**ONLINE & DISCOUNT DEADLINE:\* MONDAY, MARCH 6, 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		\$408.50	\$469.75	\$526.10	
BST	Banana Barstool - White, Chrome		\$408.50	\$469.75	\$526.10	
BLDBRD	Blade Barstool - Red		\$212.60	\$244.50	\$273.85	
BLDBSB	Blade Barstool - Sky Blue		\$212.60	\$244.50	\$273.85	
XBAR	Christopher Barstool - White Vinyl, Chrome		\$296.15	\$340.55	\$381.40	
LMBAR	Laguna Barstool - Maple, Chrome		\$305.50	\$351.30	\$393.45	
ROLLBL	Lift Barstool - Black Vinyl, Chrome		\$346.15	\$398.05	\$445.80	
ROLLGY	Lift Barstool - Gray Vinyl, Chrome		\$346.15	\$398.05	\$445.80	
ROLLRD	Lift Barstool - Red Vinyl, Chrome		\$346.15	\$398.05	\$445.80	
ROLLWH	Lift Barstool - White Vinyl, Chrome		\$346.15	\$398.05	\$445.80	
LUBSCL	Lucent Barstool - Frosted Acrylic, Chrome		\$425.15	\$488.90	\$547.55	
MARBBE	Marina Barstool - Ocean Blue Fabric, Brushed Metal		\$345.50	\$397.30	\$445.00	
MARBBK	Marina Barstool - Black Vinyl, Brushed Metal		\$345.50	\$397.30	\$445.00	
MARBBR	Marina Barstool - Brown Fabric, Brushed Metal		\$345.50	\$397.30	\$445.00	
MARBRD	Marina Barstool - Red Fabric, Brushed Metal		\$345.50	\$397.30	\$445.00	
MARBWH	Marina Barstool - White Vinyl, Brushed Metal		\$345.50	\$397.30	\$445.00	
RSTSTL	Rustique Barstool - Gunmetal		\$236.90	\$272.45	\$305.15	
BS001	Shark Barstool - White, Chrome		\$520.65	\$598.75	\$670.60	
BSR	Syntax Barstool - Black, Chrome		\$371.05	\$426.70	\$477.90	
ZENBAR	Zenith Barstool - White, Chrome		\$274.35	\$315.50	\$353.35	
BS002	Zoey Barstool - White, Chrome		\$477.10	\$548.65	\$614.50	

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

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

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

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

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

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

PRIMETIME

## CONFERENCE &amp; WORK TABLES

Nationwide PrimeTime

T171240323




Gaylord Texan Resort and Convention Center | Grapevine, TX

March 27 - 28, 2023

**ONLINE & DISCOUNT DEADLINE:\* MONDAY, MARCH 6, 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		\$1,062.65	\$1,222.05	\$1,368.70	
BKCT10P	 <b>POWERED</b> 10' Table - Black Top, Silver		\$1,327.15	\$1,526.20	\$1,709.35	
CB8	42" Round Madison Table - Gray Acajou, Black		\$556.75	\$640.25	\$717.10	
42BKCT	42" Round Table - Black Top, Black		\$572.45	\$658.30	\$737.30	
CONF42	42" Round Table - White Top		\$629.90	\$724.40	\$811.35	
BKCT5N	5' Table - Black Top, Silver		\$533.75	\$613.80	\$687.45	
BKCT5P	 <b>POWERED</b> 5' Table - Black Top, Silver		\$691.00	\$794.65	\$890.00	
BKCT8N	8' Table - Black Top, Silver		\$1,062.65	\$1,222.05	\$1,368.70	
BKCT8P	 <b>POWERED</b> 8' Table - Black Top, Silver		\$1,327.15	\$1,526.20	\$1,709.35	
36ATO	Atomic 36" Round Table - Glass Top, Chrome		\$520.65	\$598.75	\$670.60	
42ATO	Atomic 42" Round Table - Glass Top, Chrome		\$520.65	\$598.75	\$670.60	
CE2	Geo Table, Rectangle - Glass Top, Chrome		\$738.95	\$849.80	\$951.80	
CF2	Geo Table, Rectangle - Glass Top, Black		\$738.95	\$849.80	\$951.80	
CE1	Geo Table, Rounded Square - Glass Top, Chrome		\$520.65	\$598.75	\$670.60	
CF1	Geo Table, Rounded Square - Glass Top, Black		\$520.65	\$598.75	\$670.60	
MADC05	Madison 5' Table - Gray Acajou, Chrome		\$788.85	\$907.20	\$1,016.05	
MADC08	Madison 8' Table - Gray Acajou, Chrome		\$1,574.60	\$1,810.80	\$2,028.10	
MADC10	Madison 10' Table - Gray Acajou, Chrome		\$1,574.60	\$1,810.80	\$2,028.10	

## Work Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
WD3	Work Table - White Top, White		\$542.55	\$623.95	\$698.80	

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

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

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

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

PRIMETIME

Nationwide PrimeTime

Gaylord Texan Resort and Convention Center | Grapevine, TX

March 27 - 28, 2023

EXECUTIVE SEATING,  
DESKS & STORAGE

T171240323



**ONLINE & DISCOUNT DEADLINE:\* MONDAY, MARCH 6, 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		\$454.10	\$522.20	\$584.85	
GENCHA	Genesis Chair - Black		\$396.30	\$455.75	\$510.45	
PROGB	Pro Executive Guest Chair - Black Vinyl, Chrome		\$427.10	\$491.15	\$550.10	
PROEXB	Pro Executive High Back Chair - Black Vinyl, Chrome		\$608.00	\$699.20	\$783.10	
PROEXE	Pro Executive High Back Chair - White Vinyl, Chrome		\$608.00	\$699.20	\$783.10	
PROMDB	Pro Executive Mid Back Chair - Black Vinyl, Chrome		\$399.10	\$458.95	\$514.00	
PROMID	Pro Executive Mid Back Chair - White Vinyl, Chrome		\$386.65	\$444.65	\$498.00	
TASKST	Task Stool - Black Fabric, Black		\$240.90	\$277.05	\$310.30	

## Desks

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
TECH	 <b>POWERED</b> Tech Desk - Black Metal, Black Laminate w/ Electrical Unit		\$738.95	\$849.80	\$951.80	
TECH3B	 <b>POWERED</b> Tech Desk w/ 3 Drawer File Cabinet - Black Metal, Black Laminate w/ Electrical Unit		\$913.60	\$1,050.65	\$1,176.75	
JD8	Madison Executive Desk - Gray Acajou, Chrome		\$994.70	\$1,143.90	\$1,281.15	

## Storage

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BC8	Madison Bookcase - Gray Acajou, Chrome		\$720.20	\$828.25	\$927.65	
TECH3	Cabinet on Castors - Black Top, Black Metal		\$243.25	\$279.75	\$313.30	

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PRIMETIME

Nationwide PrimeTime

Gaylord Texan Resort and Convention Center | Grapevine, TX

March 27 - 28, 2023

DIVIDERS

T171240323

ONLINE &amp; DISCOUNT DEADLINE:\* MONDAY, MARCH 6, 2023

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### Boxwood Hedges

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
HDC4FT	4' Boxwood Hedge		\$722.75	\$831.15	\$930.90	
HDC7FT	7' Boxwood Hedge		\$1,176.40	\$1,352.85	\$1,515.20	

### Stanchions

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
STNSGN	Stanchion Sign Holder - Chrome		\$64.35	\$74.00	\$82.90	
STNCHI	Stanchion w/ Retractable Belt - Black, Chrome		\$73.85	\$84.95	\$95.15	

### Dividers

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
DIVBAR	Bar/Counter Divider - Clear, Black		\$207.30	\$238.40	\$267.00	
DIVFRE	Freestanding Divider - Clear, Silver		\$417.00	\$479.55	\$537.10	
DIVFCR	Freestanding Corner Divider - Clear, Silver		\$833.90	\$959.00	\$1,074.10	
DIVFWL	Freestanding Wall Divider - Clear, Silver		\$417.00	\$479.55	\$537.10	
DIVFST	Sofa/Table Divider - Clear, Silver		\$374.10	\$430.20	\$481.80	
DIVFWB	Freestanding Whiteboard Divider - White, Silver		\$519.40	\$597.30	\$669.00	
MIRWHT	Miramar Divider - White Molded Plastic		\$533.75	\$613.80	\$687.45	

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

TOTAL ESTIMATE	\$ _____
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AMOUNT DUE	\$ _____

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PRIMETIME

Nationwide PrimeTime

Gaylord Texan Resort and Convention Center | Grapevine, TX

March 27 - 28, 2023


ACCESSORIES

T171240323

**ONLINE & DISCOUNT DEADLINE:\* MONDAY, MARCH 6, 2023**

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## Charging Hub

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VILHUB	 <b>POWERED</b> Village Charging Hub - Cream		\$312.10	\$358.90	\$401.95	

## Lamps


CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
LA14	Mason Silver Table Lamp - Brushed Silver		\$236.90	\$272.45	\$305.15	
LA15	Mason Silver Floor Lamp - Brushed Silver		\$361.65	\$415.90	\$465.80	

## Pedestals

PDL36B	 <b>POWERED</b> 36" Locking Pedestal - Black		\$826.30	\$950.25	\$1,064.30	
PDL36W	 <b>POWERED</b> 36" Locking Pedestal - White		\$826.30	\$950.25	\$1,064.30	
PDL42B	 <b>POWERED</b> 42" Locking Pedestal - Black		\$979.05	\$1,125.90	\$1,261.00	
PDL42W	 <b>POWERED</b> 42" Locking Pedestal - White		\$979.05	\$1,125.90	\$1,261.00	

## Shelving

PSHCCS	Posh Shelving - Chrome, Acrylic		\$845.00	\$971.75	\$1,088.35	
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 = **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.  
 NOTE: Items may be discontinued without notice at any time.

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

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PRIMETIME

Nationwide PrimeTime

Gaylord Texan Resort and Convention Center | Grapevine, TX

March 27 - 28, 2023

GRAPHICS &amp; SIGNS

T171240323

**DISCOUNT DEADLINE:\* FRIDAY, FEBRUARY 24, 2023**

\* 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		\$230.50	\$265.05	\$296.85	
70010	22" x 28" Horizontal		\$230.50	\$265.05	\$296.85	
70011	28" x 44" Vertical		\$351.10	\$403.75	\$452.20	
70012	28" x 44" Horizontal		\$351.10	\$403.75	\$452.20	
70027	38.25" x 90.75" Meter Board, Trovicel Panel		\$710.55	\$817.15	\$915.20	
70138	39" x 84" Meter Board, Ultraboard		\$412.80	\$474.70	\$531.65	

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

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70065	Vertical with Grommets		\$29.20	\$33.60	\$37.65	
70071	Horizontal with Grommets		\$29.20	\$33.60	\$37.65	
70066	Vertical with Pockets		\$31.45	\$36.15	\$40.50	
70072	Horizontal with Pockets		\$31.45	\$36.15	\$40.50	

**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>		\$245.20	\$282.00	\$315.85	

**Accessories**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70017	4' x 8' Blank Foamcore		\$62.55	\$71.95	\$80.60	
70021	Velcro/per ft. (Minimum of 5')		\$4.00	\$4.60	\$5.15	
70004	7" x 44" ID Sign		\$68.95	\$79.30	\$88.80	
50094	Floor Easel		\$61.80	\$71.05	\$79.60	
50095	22" x 28" Chrome Sign Holder		\$140.65	\$161.75	\$181.15	
50508	Cardboard Meter Board Base, Black		\$27.50	\$31.60	\$35.40	

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

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

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

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

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

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

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

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

# UPLOADING GRAPHICS 101 ADDING FILES TO THE FTP.

## Nationwide PrimeTime

Gaylord Texan Resort and Convention Center | Grapevine, TX

**T171240323**

March 27 - 28, 2023

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

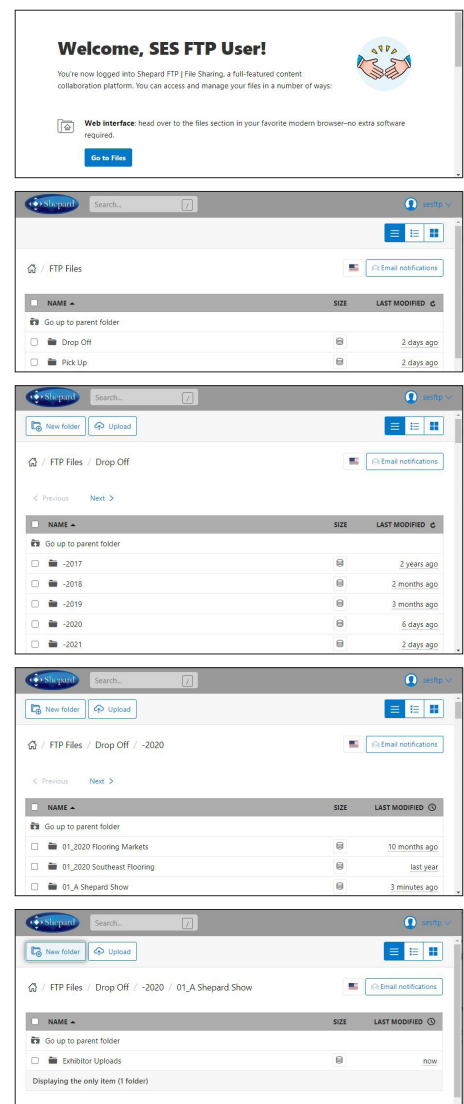
## Before Sending Files

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

Failure to follow these steps could result in delayed graphics.



# SHEPARD GRAPHIC GUIDELINES

## DIRECT TO SUBSTRATE PRINTING.

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





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

### Document Size & Specs

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

### Acceptable File Formats

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

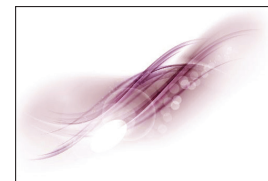
PROGRAM	FILE EXTENSION	SPECIAL CONSIDERATIONS
 Acrobat	.pdf	Must be high resolution with fonts embedded.
 InDesign	.indd or .idml	Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
 Illustrator	.ai or .eps	Vector artwork. Images embedded and fonts changed to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

### Color

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



RGB Color Space.



CMYK Color Space.

### Fonts & Links

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

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



# SHEPARD GRAPHIC GUIDELINES

## CONTINUED

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

### Vector

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

### Raster

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



Vector Logo at 100% scale.



Vector Logo at 200% scale.



Raster Logo at 100% scale.



Raster Logo at 200% scale.

### Resolution

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

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

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

### Before Sending Files

- Please name your files appropriately for easy identification.

*examples: Poster\_22x28.pdf  
Panel A\_1920x898\_Qty3.pdf  
Shepard\_Booth1905\_Panel A.pdf*

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

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

### Submitting Your Files

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

**Website:** [files.shepardes.com](https://files.shepardes.com)

**Login:** [sesftp](#)

**Password:** [ftpftp](#)

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

# ELEVATE YOUR EXHIBIT

## With Shepard, You Can.

### What are *your* exhibit goals?

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

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



### High-impact Exhibits

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

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



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

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



### Why Shepard?

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

PRIMETIME

Nationwide PrimeTime

Gaylord Texan Resort and Convention Center | Grapevine, TX

March 27 - 28, 2023

## SHIELDS &amp; BARRIERS

T171240323

## ONLINE &amp; DISCOUNT DEADLINE:\* FRIDAY, FEBRUARY 24, 2023

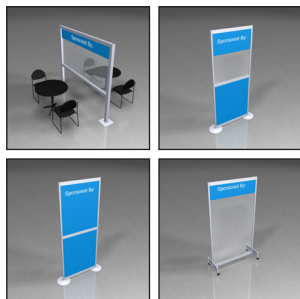
\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Counters and Furnishings not included.



Counters not included.

## Plexi Shields

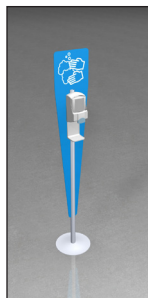
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66651	<b>Standard Plexi Shield</b> (CVPS1) 40" (l) x 36" (h)		\$425.90	\$489.80	\$548.60	
66652	<b>Tall Plexi Shield</b> (CVPS2) 40" (l) x 44" (h)		\$524.15	\$602.75	\$675.10	
66653	<b>Curved Plexi Shield</b> (CVPS3) 4' 8.75" (l) x 4' (h) x 2' 2.25" (d)		\$655.20	\$753.50	\$843.90	



## Walls &amp; Dividers

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66654	<b>Large Wall Divider</b> (CVDW1) 9' 1.25" (l) x 7' (h) x 11.85" (d) base 30" from floor		\$655.20	\$753.50	\$843.90	
66655	<b>Plexi/Trovice Panel Wall Divider</b> (CVDW2) 3' 4.5" (l) x 8' high x Approx. 6" (d) base		\$458.70	\$527.50	\$590.80	
66656	<b>Trovice/Trovice Wall Divider</b> (CVDW3) 3' 4.5" (l) x 8' (h) x 1' 9" (d) base		\$393.15	\$452.10	\$506.35	
66657	<b>Plexi Rolling Baffle</b> (CVDW4) 4' 2.5" (l) x 7' (h) x 1' 9" (d) base		\$819.05	\$941.90	\$1,054.95	

## Sanitizer Kiosk



CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66650	<b>Sanitizer Kiosk A</b> (CVSK1) 40" (l) x 36" (h)		\$491.45	\$565.15	\$632.95	

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	8.25%
<b>AMOUNT DUE</b>	\$ _____

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

## PRIMETIME

Nationwide PrimeTime

Gaylord Texan Resort and Convention Center | Grapevine, TX

March 27 - 28, 2023

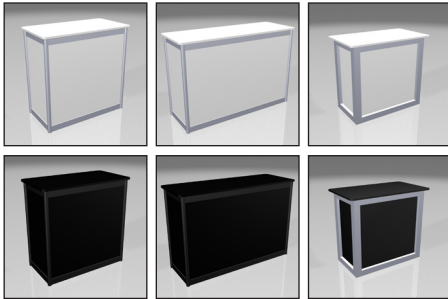
## EXHIBIT COUNTER RENTALS

T171240323

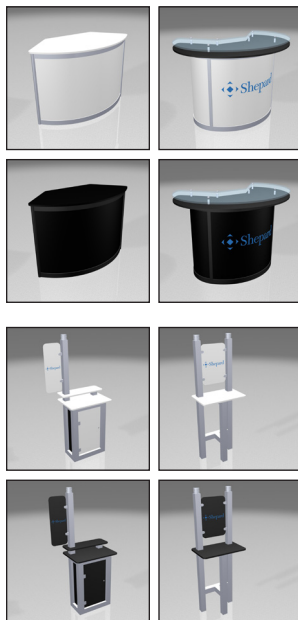
**ONLINE & DISCOUNT DEADLINE:\* FRIDAY, FEBRUARY 24, 2023**

\* 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.

Choose Your Counter &amp; 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)	<b>1 Meter Locking Cabinet (LC1)</b> 3' 6" (l) x 3' 6" (h) x 1' 9" (d) Graphic Size: 968mm x 898mm		\$1,077.65	\$1,239.30	\$1,388.00	
6628303 (w) 6628306 (b)	<b>1.5 Meter Locking Cabinet (LC2)</b> 5' (l) x 3' 6" (h) x 1' 9" (d) Graphic Size: 1463mm x 898mm		\$1,307.70	\$1,503.85	\$1,684.30	
6628403 (w) 6628406 (b)	<b>Locking Cabinet (LC3)</b> 3' 9" (l) x 3' 6" (h) x 2' 3" (d) Graphic Size: 922mm x 872mm		\$794.95	\$914.20	\$1,023.90	

**Reception Counters**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627503 (w) 6627506 (b)	<b>Reception Counter (RC2)</b> 4'10.75" (l) x 40" (h) x 2' 4.75" (d) Graphic Size: 1530mm x 898mm		\$1,108.20	\$1,274.45	\$1,427.40	
6627603 (w) 6627606 (b)	<b>Reception Counter (RC3)</b> 5' 2.75" (l) x 42" (h) x 3' 5.5" (d) Graphic Size: 1080mm x 898mm		\$2,404.00	\$2,764.60	\$3,096.35	

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

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6628503 (w) 6628506 (b)	<b>Computer Stand 1 (CS1)</b> 3' (l) x 6' 3" (h) x 1' 9" (d) Graphic Size: 250mm x 700mm		\$1,398.05	\$1,607.75	\$1,800.70	
6628603 (w) 6628606 (b)	<b>Computer Stand 2 (CS2)</b> 2' 3" (l) x 6' 3" (h) x 1' 6" (d) Graphic Size: 380mm x 580mm		\$814.90	\$937.15	\$1,049.60	

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	8.25%
<b>AMOUNT DUE</b>	\$ _____

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 and/or Shepard set-up costs or expenses.

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

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

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

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

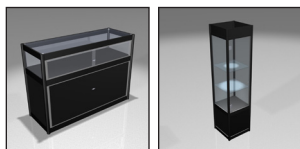
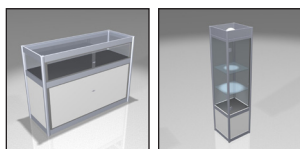
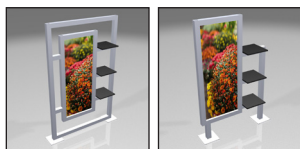
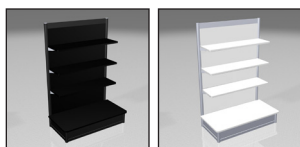


## ONLINE &amp; DISCOUNT DEADLINE:\* FRIDAY, FEBRUARY 24, 2023

\* 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.

Choose Your Unit &amp; 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)	<b>Gondola</b> 3' 6" (l) x 4' 6" (h) x 1' 3" (d)		\$755.20	\$868.50	\$972.70	
6627803 (w) 6627806 (b)	<b>GL1</b> 5' 4" (l) x 8" (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$746.50	\$858.45	\$961.45	
6627903 (w) 6627906 (b)	<b>GL2</b> 4' 3" (l) x 7" (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$1,286.80	\$1,479.80	\$1,657.40	

## Showcases

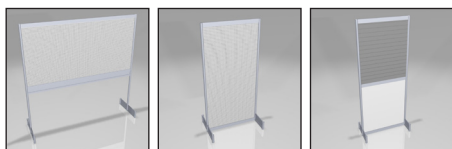
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627003 (w) 6627006 (b)	<b>Quarterview Showcase (Qtrview)</b> 4' 6" (l) x 3' 3" (h) x 1' 9" (d)		\$1,453.95	\$1,672.05	\$1,872.70	
6627203 (w) 6627206 (b)	<b>Square Showcase (Square)</b> 1' 9" (l) x 7" (h) x 1' 9" (d)		\$1,569.25	\$1,804.65	\$2,021.20	

## Charging Unit

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
66430	<b>Phone Charging Station (PCS)</b> 3' (l) x 6' 3" (h) x 1' 9" (d) Graphic Size: 380mm x 710mm		\$2,470.20	\$2,840.75	\$3,181.65	Black ONLY

## Perforated/Peg Boards

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR
66148	<b>8' x 4' Pegboard Panel (PerfH)</b>		\$367.15	\$422.20	\$472.85
66149	<b>4' x 8' Pegboard Panel (PerfV)</b>		\$367.15	\$422.20	\$472.85
50104	<b>6" Pegs - 1 dozen (6"Pegs)</b>		\$59.95	\$68.95	\$77.20
66147	<b>3.5' x 8' Slat Wall, Grey (Slatwall)</b>		\$367.15	\$422.20	\$472.85



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

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

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

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

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

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

## PRIMETIME

Nationwide PrimeTime

Gaylord Texan Resort and Convention Center | Grapevine, TX

March 27 - 28, 2023

## INLINE BOOTH RENTALS

T171240323

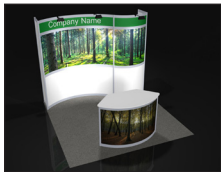
## ONLINE &amp; DISCOUNT DEADLINE:\* FRIDAY, FEBRUARY 24, 2023

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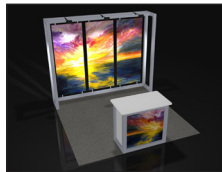
## Turnkey Rental Designs Make Exhibiting Easier!

**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.

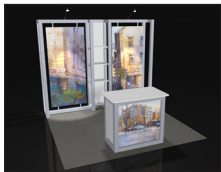
Don't see what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Please contact an Exhibit Team member with any questions or customization requests.



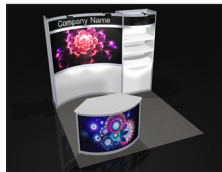
The Eddie



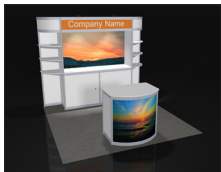
The Jonathon



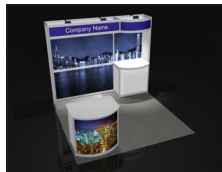
The Pierce



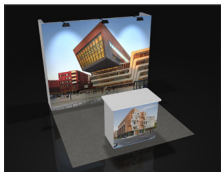
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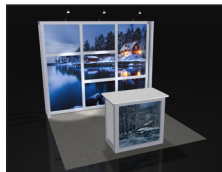
The Grant



The Harrison



The Hamilton



The Lucy

## Inline Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66470	The Eddie - 10' x 10'		\$4,383.40	\$5,040.90	\$5,645.80	
66471	The Eddie - 10' x 20'		\$7,138.00	\$8,208.70	\$9,193.75	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66474	The Jonathon - 10' x 10'		\$3,057.95	\$3,516.65	\$3,938.65	
66475	The Jonathon - 10' x 20'		\$5,352.65	\$6,155.55	\$6,894.20	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66477	The Pierce - 10' x 10'		\$3,793.05	\$4,362.00	\$4,885.45	
66478	The Pierce - 10' x 20'		\$7,201.95	\$8,282.25	\$9,276.10	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66484	The Madison - 10' x 10'		\$4,599.70	\$5,289.65	\$5,924.40	
66485	The Madison - 10' x 20'		\$5,451.45	\$6,269.15	\$7,021.45	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66486	The Grant - 10' x 10'		\$4,855.15	\$5,583.40	\$6,253.40	
66487	The Grant - 10' x 20'		\$6,729.15	\$7,738.50	\$8,667.10	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66492	The Harrison - 10' x 10'		\$4,463.45	\$5,132.95	\$5,748.90	
66493	The Harrison - 10' x 20'		\$6,558.75	\$7,542.55	\$8,447.65	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66467	The Hamilton - 10' x 10'		\$3,110.25	\$3,576.80	\$4,006.00	
66468	The Hamilton - 10' x 20'		\$5,448.80	\$6,266.10	\$7,018.05	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66473	The Lucy - 10' x 10'		\$2,810.95	\$3,232.60	\$3,620.50	

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

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

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

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

PRIMETIME

Nationwide PrimeTime

Gaylord Texan Resort and Convention Center | Grapevine, TX  
March 27 - 28, 2023

FABEX BOOTH RENTALS

T171240323

## ONLINE &amp; DISCOUNT DEADLINE:\* FRIDAY, FEBRUARY 24, 2023

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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)		\$2,890.40	\$3,323.95	\$3,722.80	
66561	10' x 10' Booth with Header (FX2H1)		\$3,536.70	\$4,067.20	\$4,555.25	

## 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)		\$5,010.05	\$5,761.55	\$6,452.95	
66567	10' x 20' Booth with Header (FX2H2)		\$5,588.20	\$6,426.45	\$7,197.60	

## 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)	8.25%
AMOUNT DUE	\$ _____

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

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

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

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

PRIMETIME

## FABEX BACKLIT BOOTH RENTALS

Nationwide PrimeTime

T171240323

Gaylord Texan Resort and Convention Center | Grapevine, TX

March 27 - 28, 2023

## ONLINE &amp; DISCOUNT DEADLINE:\* FRIDAY, FEBRUARY 24, 2023

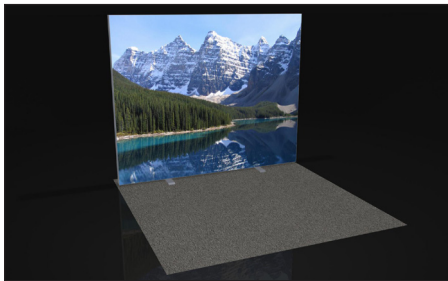
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## Freestanding 8' High Backlit Backwalls with Full Color Graphics

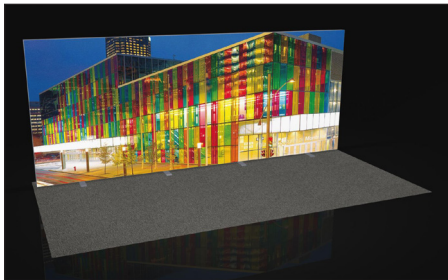
**Carpet/flooring, furnishings, electrical and accessories not included.** Please use the appropriate order forms to order these items.

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>		\$2,914.55	\$3,351.75	\$3,753.95	
66565	8' x 20' Backlit Backwall with Graphics (FX12) <i>Graphic Size: 5992mm x 2436mm</i>		\$4,504.20	\$5,179.85	\$5,801.45	
66566	8' x 30' Backlit Backwall with Graphics (FX13) <i>Graphic Size: 8992mm x 2436mm</i>		\$6,093.90	\$7,008.00	\$7,848.95	

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

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PRIMETIME

Nationwide PrimeTime

Gaylord Texan Resort and Convention Center | Grapevine, TX

March 27 - 28, 2023

## ISLAND BOOTH RENTALS

T171240323

**ONLINE & DISCOUNT DEADLINE:\* FRIDAY, FEBRUARY 24, 2023**

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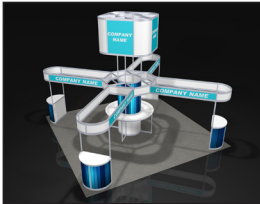
## Turnkey Rental Designs Make Exhibiting Easier!

**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.

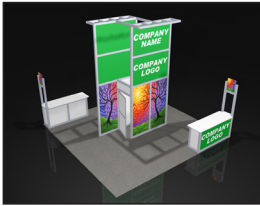
**Please contact an Exhibit Team member with any questions.**



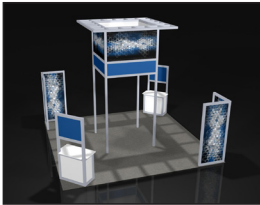
The Monroe



The Washington



The Tyler



The Garfield

## Island Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66494	The Monroe		\$11,158.40	\$12,832.15	\$14,372.00	
66368	The Washington		\$16,013.70	\$18,415.75	\$20,625.65	
66495	The Tyler		\$11,916.60	\$13,704.10	\$15,348.60	
66496	The Garfield		\$11,669.45	\$13,419.85	\$15,030.25	

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

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

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

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

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

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

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



PRIMETIME

Nationwide PrimeTime

Gaylord Texan Resort and Convention Center | Grapevine, TX

March 27 - 28, 2023

## FABRIC HANGING SIGNS

T171240323

**ONLINE & DISCOUNT DEADLINE:\* FRIDAY, FEBRUARY 24, 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.

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

All rentals include:\*\*

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

\*\* Rigging not included

**DON'T FORGET!**

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



Circle



Square



Triangle



Wave

## Circle Hanging Signs

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69140	10' x 48" Circle Hanging Sign (HSC10)		\$7,027.30	\$8,081.40	\$9,051.15	
69142	16' x 48" Circle Hanging Sign (HSC16)		\$11,168.75	\$12,844.05	\$14,385.35	

## Square Hanging Sign

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69143	10' x 48" Square Hanging Sign (HSS10)		\$8,545.20	\$9,827.00	\$11,006.25	

## Triangle Hanging Sign

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69144	10' x 48" Triangle Hanging Sign (HST10)		\$6,914.80	\$7,952.00	\$8,906.25	

## Wave Hanging Signs

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69145	10' x 48" Single Sided Wave Hanging Sign (HSWS)		\$3,045.20	\$3,502.00	\$3,922.25	
69146	10' x 48" Double Sided Wave Hanging Sign (HSWD)		\$4,052.20	\$4,660.05	\$5,219.25	

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

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

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

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

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

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

YRC c/o Shepard Exposition Services  
12340 East Northwest Highway  
Dallas, TX 75228

FOR:  
Nationwide PrimeTime

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

First day freight can arrive without a surcharge:  
Friday, February 24, 2023

Last day freight can arrive without a surcharge:  
Friday, March 17, 2023

**ONLINE & DISCOUNT DEADLINE:\* MONDAY, MARCH 6, 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 Texan Resort and Convention Center**

**1501 Gaylord Trail**

**Grapevine, TX 76051**

**SHEPARD EXPOSITION SERVICES**

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

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

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

AUTHORIZED NAME (printed): \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DISPLAY HOUSE/BUILDER (if applicable): \_\_\_\_\_

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

AUTHORIZED NAME (printed): \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



# HANGING SIGNS 101

## THINGS TO KNOW.

All signs must be designed to comply with Show Organizer rules and regulations and facility limitations. Shepard is responsible for assembly, installation, and removal of all hanging signs, overhead truss, attachment and removal of light fixtures for truss and lights, as well as any additional installation required for chain motors, span sets or other packages.

Only Shepard personnel are allowed in aerial lifts or operate mechanical equipment.

Only Shepard certified riggers can install and remove any and all hanging materials that will be flown overhead.

All signs, with the exception of banners, must have structural rigging points and signs exceeding 200 pounds must include detailed construction plans with a current structural engineer's stamp. Send these plans to Customer Service in advance of the first day of move in.

Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/orientation/height from floor) with the order. Shepard accepts no liability for any work completed without such instructions, when required.

If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code.

Overhead Signs should be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign Shipping Label.

Additional charges may be applied by Shepard due to regulations at the facility, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

### Hanging Sign Checklist

- ☐ Submit Method of Payment Online
- ☐ Order Assembly labor to have your sign built by Shepard Certified Riggers
- ☐ Order Rigging Install and Removal labor for all Hanging Signs, Truss and Motors
- ☐ Order necessary Chain Motors, Rotating Motors and Truss
- ☐ Place electrical orders (if necessary)
- ☐ Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead
- ☐ Package Hanging Sign(s) in a separate container from exhibit materials
- ☐ Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual
- ☐ Ship Hanging Sign(s) to the Advance Warehouse by: **Friday, March 17, 2023**

ORDERS PLACED AND DIAGRAMS SUBMITTED WITHIN 30 DAYS OF MOVE IN ARE SUBJECT TO ADDITIONAL LATE FEES.

# LABOR RULES & REGULATIONS

## Grapevine, Texas

### LABOR

Texas is a “right-to-work” state. Exhibitor personnel may set up their own exhibits if so desired using their own non powered tools and full time company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

### EXHIBIT LABOR JURISDICTION

Exhibitors may erect or dismantle their own exhibits provided they utilize their own fulltime company personnel. All hired labor must come from the union supplied labor. 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 unload their own privately owned vehicles provided they do not use any material handling equipment (forklifts, dollies, flat beds, pallet jacks, etc)

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.



PRIMETIME

Nationwide PrimeTime

Gaylord Texan Resort and Convention Center | Grapevine, TX

March 27 - 28, 2023

SHEPARD BLUE LABOR

T171240323

ONLINE &amp; DISCOUNT DEADLINE:\* MONDAY, MARCH 6, 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 5PM - Midnight. Saturday and Sunday 8AM - Midnight.

Double Time (DT): All hours between Midnight and 8AM. 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	\$157.55	\$181.20	\$202.95	
68067	OT	\$236.35	\$271.80	\$304.40	
68068	DT	\$315.10	\$362.35	\$405.85	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68070	ST	\$157.55	\$181.20	\$202.95	
68071	OT	\$236.35	\$271.80	\$304.40	
68072	DT	\$315.10	\$362.35	\$405.85	

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

IN BOOTH SCISSOR LIFTS						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
68120	Scissor Lift Install		\$947.38	\$1,089.50	\$1,220.25	
68121	Scissor Lift Removal		\$947.38	\$1,089.50	\$1,220.25	

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

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

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

## Step 1. Choose your service.

- ☐ Installation ☐ Dismantling ☐ Both Installation & Dismantling
- ☐ Scissor Lift Install ☐ Scissor Lift Removal ☐ Scissor Lift Install & Removal

## Step 2. How many people are needed?

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

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

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

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

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

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

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

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

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

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

Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)[shepardes.com](http://shepardes.com) | 126

## 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)

PRIMETIME

## EXHIBITOR SUPERVISED LABOR

Nationwide PrimeTime

T171240323

Gaylord Texan Resort and Convention Center | Grapevine, TX

March 27 - 28, 2023

ONLINE &amp; DISCOUNT DEADLINE:\* MONDAY, MARCH 6, 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 5PM - Midnight. Saturday and Sunday 8AM - Midnight.**Double Time (DT):** All hours between Midnight and 8AM. 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	\$121.20	\$139.40	\$156.15	
68061	OT	\$181.80	\$209.05	\$234.15	
68062	DT	\$242.40	\$278.75	\$312.20	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68063	ST	\$121.20	\$139.40	\$156.15	
68064	OT	\$181.80	\$209.05	\$234.15	
68065	DT	\$242.40	\$278.75	\$312.20	

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

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

## Step 1. Choose your service.

☐ Installation   ☐ Dismantling   ☐ Both Installation & Dismantling

## Step 2. How many people are needed?

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

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

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

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

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

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

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

## Step 4. Where is the carpet coming from?

☐ Ordered from Shepard   ☐ Exhibitor Owned   ☐ Carpet Padding

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

☐ Ladders   ☐ Lifts   ☐ Special Tools: \_\_\_\_\_

 ADDITIONAL DETAILS: \_\_\_\_\_  
 \_\_\_\_\_

## Step 6. Tell us about the schedule?

Requested times are not guaranteed and are based on availability.

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

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

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

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

## Step 7. Provide on-site contact information.

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

ON-SITE CONTACT PHONE NUMBER: \_\_\_\_\_

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

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

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

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

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

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



## Exhibitor Kit

Gaylord Texan Resort & Convention Center  
Exhibitor Services  
1501 Gaylord Trail, Grapevine, Texas 76051

**ADVANCE PRICE DEADLINE**  
**Monday, March 13, 2023**

### Nationwide March 27–28, 2022

Dear Exhibitor,

**All utilities and Information Technology services are available only through online ordering using the following link:**

<https://gaylordtexan.boomerecommerce.com>

For questions about these services, call or email the following:

Utilities	<a href="mailto:texanexhibithall@gaylordhotels.com">texanexhibithall@gaylordhotels.com</a>	817-778-3680
I.T. Solutions	<a href="mailto:texanitsales@gaylordhotels.com">texanitsales@gaylordhotels.com</a>	817-778-3600

Here are the other forms in this kit, along with their contact numbers:

Encore A/V	<a href="https://eventnow.encoreglobal.com">https://eventnow.encoreglobal.com</a>	817-778-3298
Encore Rigging	<a href="https://encoreglobal.com/rigging-request">https://encoreglobal.com/rigging-request</a>	
Creative Greenery of Dallas		972-442-5592
Vehicle Display		817-778-3680

Please send it to the corresponding department. The ordering information **and the contact phone number** are listed on each order form.

For shipping instructions, call FedEx Office 817-778-1470

Our staff will be happy to answer any general questions about the show or direct you accordingly.

Thank you!



## Convention Center Rules & Regulations

Gaylord Texan Resort & Convention Center  
Exhibitor Services  
1501 Gaylord Trail, Grapevine, Texas 76051  
p 817-778-3680

### Rules and Regulations for Exhibits and Displays

#### Utilities Orders

- A discounted rate is available for orders received by the Advance Price Deadline of fourteen (14) days prior to show start. Any change made to an advance order or standard priced order will be charged at a rate according to the date.
- Payment is accepted in the form of VISA, MASTERCARD, DISCOVER, and AMERICAN EXPRESS. The local sales tax (currently at 8.25%) will be applied to all equipment, services, and labor orders.
- **Checks and cash will not be accepted.** Any check received will be promptly returned via U.S. Mail with a request for a credit card payment. Full payment must be received at least fourteen (14) days prior to the first day of show to qualify for the Advance Price.
- **Cancellation for services must be received in writing at least 48 hours prior to move-in date to avoid charges.** Each service is handled by individual departments and must be cancelled through each department separately (e.g., Utilities, Information Technology, Rigging, Audio-Visual, etc.). **Credit for services not used will not be given if cancelled less than 48 hours prior to move-in date.**

#### Labor/Special Instructions

- Requests for early utilities installation and/or utilities labor must be submitted in writing to Exhibitor Services along with utilities order and booth diagram. Early utilities installation cannot be guaranteed if the request is received after the Advance Price Deadline of fourteen (14) days prior to show start.
- Utilities labor and material charges are based on booth diagram specifications and show floor requests from exhibitors or third-party setup persons, including decorators and exhibit houses.
- Island booths without a diagram will not be set until booth representative arrives at show site and speaks with Exhibitor Services.
- **Utility rates do NOT include connecting utilities (power, water, air, drainage) to equipment inside the booth.** Labor charges may apply for relocation of electricity source or exhibitor-installed cords requiring troubleshooting and/or redistribution in booth.  
**Labor rates: 7:00AM–6:00PM, \$90 per hour 6:01PM–6:59AM, \$140 per hour (1 hour minimum)**
- The exhibitor will be required to make all final connections to their equipment. Gaylord Texan staff does not make connections to equipment. Furthermore, Gaylord Texan will provide any special receptacles requested in advance.

#### Carts/Supplies

- Gaylord Texan does NOT supply any equipment (e.g., carts, dollies, hand-trucks, pallet-jacks, forklifts, etc.). All material moving must be arranged through the general contractor.
- Gaylord Texan does NOT provide cleaning supplies, vacuums, large waste receptacles, or janitorial services for the exhibit space. All cleaning must be arranged through the general contractor.

#### Loading Dock

- Exhibits, displays, and equipment **must** be brought into and taken from the building via the loading dock only.
- Parking is NOT allowed at the loading dock. **You must unload your vehicle and immediately move it to the parking garage. You may not set up in the building while your vehicle is at the dock. During move-out you must have your things ready to load before you move your vehicle to the dock.**
- Vehicles are NOT allowed on the loading dock or the loading dock ramps.

#### Marshalling

- Vehicles (e.g., association trucks, production trucks, trailers, etc.) with **PRIOR PERMISSION from Exhibit Hall management** may park overnight in the Marshalling Yard for \$75 per vehicle per night. You must have prior permission from Exhibit Hall management. **NO EXCEPTIONS.** Vehicles with prior permission may park at the Exhibit Hall dock for \$200 per vehicle per night.

### Rules and Regulations for Exhibits and Displays (continued)

#### Food & Beverage

- The hotel reserves the right to purchase, prepare, and provide all food and beverage items. In-booth food and beverage requests should be directed to your group Catering Manager. Contact Exhibitor Services to be put into contact with the Catering Manager.
- Cooking permit must be obtained before any cooking activity is permitted within the building (contact Exhibitor Services). A 3A40 B.C. fire extinguisher must be in the booth within thirty (30) feet of each cooking device. Compliance with all local Health Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is NOT permitted in restrooms. Clean-up arrangements must be coordinated in advance through show management.

#### Convention Center

- Stick-on decals (except name tags) may NOT be distributed or used in the building.
- Painting of any kind (exhibits, displays, equipment, etc.) is NOT allowed inside the building.
- "Day tanks" of bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and **MUST** be removed from the building at the close of daily activities.
- Drones are NOT allowed to be flown inside any building.

#### Exhibits

- Decorations, banners, signs, etc., may NOT be affixed to any wall, door, window, column, ceiling, or painted surface in the building.
- Static helium balloon displays are permitted in the building. Helium balloons may NOT be used as giveaways. **A labor charge will be assessed to retrieve a balloon from the Exhibit Hall or ballroom ceiling.** Helium tanks must be secured to a cart or column while inside the building and must be removed daily. Storage of tanks is NOT allowed inside the building.
- In accordance with the Grapevine Fire Marshal, no exhibit, display, or drape may obstruct, impede, or otherwise hinder access to fire exit doors, fire strobes, fire speakers, fire department access cabinets, fire alarm pulls, or electrical boxes (on left side of columns).
- All vehicles entering the building for display **MUST** have a permit issued by the Grapevine Fire Marshal. Refer to the Vehicle Permit Display Application for display vehicle requirements. The application lists all requirements for a vehicle to be displayed inside.
- Covered or multi-leveled booths over 300 square feet must have an automatic extinguishing system or required fire watch personnel. Scaled, stamped plans of the booth must be submitted. Cost of fire watch personnel is determined by the Grapevine Fire Marshal.
- Haze and smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Convention Services in conjunction with Grapevine Fire Rescue and Gaylord Texan Director of Security.
- Maximum floor weight                      Exhibit Hall: 350 PSF      Ballrooms: 150 PSF  
Maximum height                              Exhibit Hall: 22 feet      Ballroom Level: 22 feet                      Tate Ballroom: 20 feet
- No forklifts or boom lifts are allowed on the ballroom level.

#### Liability

- The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitors, agents, employees, property or any other person or property prior to, during or subsequent to the period covered by the exhibit contract.

#### Lighting

- Customized lighting is available in the Exhibit Hall for \$250. Subsequent changes to custom lighting are \$125 per incident.



### GENERAL TERMS AND CONDITIONS:

- **Orders placed more than 14 days prior to event will be eligible to use Advanced Pricing.**
- Installation of telephone, telecommunications, network and cabling services within Gaylord Texan Resort & Convention Center is exclusive. Telecommunication services (voice and data) must be ordered by each exhibitor separately and are not to be shared with other exhibitors. Routine audits are performed to ensure adherence.
- All prices are for rental of services only. Material and equipment furnished by Gaylord Texan Resort & Convention Center for telecommunication services shall remain the property of Gaylord Texan Resort & Convention Center's Exhibitor Service desk at the close of show. There will be a \$250.00 charge for lost or damaged telephone sets and a \$250.00 charge for lost or damaged network equipment. Gaylord Texan Resort & Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.
- Under no circumstances shall anyone other than Gaylord Texan Resort & Convention Center's Information Technology technicians make any special wiring within the resort property. Only Gaylord Texan Resort & Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) will be billed to the exhibiting firm name.
- Delivery of all voice and data transmission lines ordered from an outside vendor will only be allowed to the second floor Data Center. All circuit installs must be coordinated with Gaylord Texan Resort & Convention Center's Information Technology group at least 9 weeks in advance of show date.
- All exhibitor telephone and network services will be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time.
- Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special placement of communication services, computer equipment or intranet working cabling. All island booths will require a scaled diagram with orientation. Additional labor and materials may be charged for precise placement of communication services. Additional labor charges may be required for relocating service after installation. Gaylord Texan Resort & Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring voice or data services to a booth.
- Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in ½ hour increments (minimum charge is ½ hour). Labor rate is \$75.00/hour.
- **Notification of cancellation must be received in writing a minimum 48 hours prior to scheduled opening date. Credit will not be given for connections installed and not used. No credit will be given for service canceled less than forty-eight (48) business hours prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Exhibitor Services Department prior to the close of show. Gaylord Texan Resort & Convention Center will resolve disputes in a timely manner.**



## NETWORK | INTERNET | WIRELESS:

- The network connections provided by Gaylord Texan Resort & Convention Center may be used only by the directors, officers and employees of the company; exhibitors, agents and consultants while performing service for the exhibiting company and cannot be resold or distributed to other companies unless by specific contractual agreement. The services being provided by Gaylord Texan Resort & Convention Center will facilitate communications between the Gaylord Texan Resort & Convention Center's authorized users and the entities reachable through the Internet. Users of Gaylord Texan Resort & Convention Center services shall use reasonable efforts to promote efficient use of the network to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
- Users of Gaylord Texan Resort & Convention Center services shall not disrupt any of Gaylord Texan Resort & Convention Center network or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of Gaylord Texan Resort & Convention Center or other associated networks. Gaylord Texan Resort & Convention Center services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
- Gaylord Texan Resort & Convention Center reserves the right to troubleshoot with tools such as Sniffer Pro, FLUKE network analyzers, etc. Gaylord Texan Resort & Convention Center reserves the right to immediately disconnect network connections when activity such as denial of service attacks, port scans, or any other form of network performance degradation activities are detected. After disconnection, isolation and quarantine assistance will be given.
- All devices for which Gaylord Texan Resort & Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord Texan Resort & Convention Center assigned IP address. At no time, while connected to Gaylord Texan Resort & Convention Center network, will the customer use their own DHCP server unless by specific agreement. Physical layer network audits are performed to ensure adherence.
- For wired connections The Customer must provide the node equipment (personal computer, etc.) properly configured, as well as a standard Ethernet adapter card, rated for 10/100Mbps with an RJ-45 jack. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.

Internet Performance Disclaimer: Gaylord Texan Resort & Convention Center does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. Gaylord Texan Resort & Convention Center is the exclusive supplier of Internet connectivity for all events within the facility. We are equipped with a Gigabit dedicated Internet connection to a tier 1 Internet Service Provider, and can provide Internet and networking connectivity to any location on property.

**Internet Security Disclaimer: Gaylord Texan Resort & Convention Center does not provide security such as, but not limited to firewalls, NATing devices, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the exhibitor or customer to provide all necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Gaylord Texan Resort & Convention Center and its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.**

## Easy Ordering

As the preferred Technology Provider of Gaylord Texan, 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](https://eventnow/encoreglobal.com/) (<https://eventnow/encoreglobal.com/>) 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.
- Power and Internet can be ordered through Gaylord exhibit kit.

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.

## EventNow<sup>SM</sup>

**offers a range of solutions for any exhibitor:**

As the preferred Technology Provider of Gaylord Texan, 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

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:**

Felix Dozier  
Director of Sales  
[Felix.Dozier@encoreglobal.com](mailto:Felix.Dozier@encoreglobal.com)  
O +817-778-3298

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# CREATIVE GREENERY



## OF DALLAS

101C North Greenville Ave  
Ste. 440, Allen, TX 75002  
Tel: 972-442-5592 Fax: 866-931-2437  
Email: [Todd@dallasgreenery.com](mailto:Todd@dallasgreenery.com)

Show Name: \_\_\_\_\_

Show Date: \_\_\_\_\_

Location: \_\_\_\_\_



Mums



Kalanchoes



Bromeliads

### FLOWERING PLANTS

DESCRIBE	COLOR	PRE-PAID PRICE	CONVENTION PRICES	AMOUNT
MUMS	Yellow___ White___ Lavender___	\$25.00	\$28.00	
KALANCHOES	Yellow___ Pink___ Red___	\$25.00	\$28.00	
BROMELIAD	Red___ Pink___ Orange___	\$35.00	\$40.00	



Small Fern



Large Fern



Dracaena



Arborcolla



2-4' Ficus



6' Ficus



Palm

### GREEN PLANTS

HEIGHT	TYPE	SPECIFY	PRE-PAID PRICE	CONVENTION PRICE	AMOUNT
SMALL	Ferns		\$28.00	\$32.00	
LARGE	Ferns		\$38.00	\$42.00	
2-3'	Palm, Arborcolla, Spath, Ficus	Circle Preference	\$42.00	\$46.00	
4'	Palm, Ficus, Dracaena	Circle Preference	\$52.00	\$56.00	
5'	Palm, Ficus	Circle Preference	\$62.00	\$66.00	
6'	Palm, Ficus	Circle Preference	\$72.00	\$76.00	
8'	Palm, Ficus	Circle Preference	\$82.00	\$86.00	

### CONTAINER SELECTION

DESCRIPTION	SPECIFY	PRICE
White_____ Black_____ Wicker Baskets_____	Circle Preference	Free
Glass Bubble Bowl		\$24.00



Spring



Tropical

**FRESH FLORAL ARRANGEMENTS**

DESCRIPTION	SPECIFY	PRE-PAID PRICE	CONVENTION PRICE	AMOUNT
Spring Floral Arrangements	Circle One: Round or One-Sided	\$70.00	\$80.00	
Exotic Tropical Floral Arrangements		\$80.00	\$90.00	

**PAYMENT INFORMATION**

Sub Total: \_\_\_\_\_ Sales Tax (8.25%): \_\_\_\_\_ Event Total: \_\_\_\_\_

Payment Enclosed: Check: \_\_\_\_\_ Visa \_\_\_\_\_ M/C \_\_\_\_\_ AMX \_\_\_\_\_

Credit Card No: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**COMPANY INFORMATION**

Booth # \_\_\_\_\_

Company: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

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

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Booth Representative: \_\_\_\_\_





# VEHICLE DISPLAY PERMIT APPLICATION

**All vehicles are required to have permit prior to entry in assembly.**

Rev. 4/19/2022

# VEHICLE PERMIT APPLICATION INSTRUCTIONS

This application is to be filled out in its entirety and provided to the Gaylord Texan Exhibit Hall **no later than 12pm—three business days before show start.** Deadline strictly enforced. Grapevine Fire Department will not accept or approve late permit applications.

## Requirements

### Liquid-fueled vehicles

- Fuel in tank does not exceed ¼ tank or 5 gallons (whichever is least)
- The fuel tank filler cap shall be secured by the use of duct tape or other means to such an extent that it has been made difficult to remove. A locking gas lid on the vehicle is an acceptable means of securing the filler cap.
- All batteries must be disconnected by disconnecting the positive terminal. (A master battery disconnect switch may be used to disconnect all electrical circuits).
- The electrical circuit of the vehicle must be completely disabled. Vehicles with multiple batteries may require that all batteries in the vehicle be disconnected.
- A vehicle may have an alternate power supply connected if it meets the following criteria:
  - Building must be sprinkler protected.
  - Constant attendance at the vehicle during open show hours.
  - Electrical circuits disconnected after show hours & signed off by the Property Owner's representative.
  - During public display times, fuel systems and the starting circuits shall not be operable. *I.e., fuses pulled or circuit breakers disconnected.*
- Vehicle must be placed in permanent location prior to inspection by Fire Marshal. Vehicles shall not be moved after inspection is complete.

### Electric Vehicles

- State of Charge (SOC) is no greater than 30% capacity
- Vehicles shall not be charged inside the structure.
- Demonstration or test driving is **not** permitted.
- Safety measures to lockout vehicles—PIN to Drive or Showroom mode shall be used to secure vehicles from being placed into gear.

## Move-In Procedures

- All vehicle inspections shall be conducted between 8:00AM and 5:00PM Monday through Friday, excluding holidays. All other times require an after hours inspection fee of \$46.00 per hour with a two-hour minimum to be paid at the time of inspection, or in advance via check made to the City of Grapevine, or via credit card at:

<https://www.grapevinetexas.gov/1563/Pay-Online-Fire-Inspection-Fees>

Please reference the show name and the hotel contact you are working with under the “purpose of payment” tab.

- The fire inspector will circle the fuel tank level at the time of move in, but prior to entering the building.

**Submit completed application to:**

**Gaylord Texan Exhibit Hall**

**[TexanExhibitHall@GaylordHotels.com](mailto:TexanExhibitHall@GaylordHotels.com)**

**NO VEHICLES WILL BE ALLOWED IN THE BUILDING WITHOUT AN APPROVED  
PERMIT ON FILE WITH THE GRAPEVINE FIRE MARSHAL AND EXHIBIT HALL OFFICE.**



504.830.4565 Voice  
504.830.4581 Fax  
sales@aysproductions.com

## Audio Visual & Computer Equipment Exhibitor Order Form



nationwide  
marketing  
group

# PRIMETIME

Gaylord Texan  
Dallas, TX.  
March 27-28, 2023

Client Name: \_\_\_\_\_

Booth Name/ #: \_\_\_\_\_

\*\*\* Prices reflected here are for the entire Show \*\*\*

QTY	Equipment Description	Early Bird (on/before March 1st )	Just in time (After March 1st)	Extended
LED Displays for Data and/or Video (includes wallmount or table stand)				
	24"LCD Display (16:9 aspect ratio)	\$175	\$250	
	32" LED Display (16:9 aspect ratio)	\$250	\$325	
	42" LED Display (16:9 aspect ratio)	\$450	\$525	
	42" LED TOUCHSCREEN Display (16:9 aspect ratio)	\$600	\$800	
	50" LED Display (16:9 aspect ratio)	\$600	\$675	
	60" LED Display (16:9 aspect ratio)	\$900	\$1,000	
	80" LED Display (16:9 aspect ratio)	\$1,900	\$2,500	
	90" LED Display (16:9 aspect ratio)	\$3,500	\$4,000	
Accessories for LCD/Plasma Displays				
	Dual Pole Plasma/LCD Stand	\$125	\$175	
	Shelf for Dual Pole Stand	\$50	\$50	
PC Desktop & Laptop Computers				
	Dell Laptop w/ 8GB Mem, DVD/RW	\$250	\$325	
	Dell Desktop Computer	\$150	\$200	
	(All systems include 17" Monitor, Enhanced Microsoft Keyboard, optical Microsoft Mouse with Windows 10 & Office Software)			
Apple Desktop & Laptop Computers				
	MacBook Pro Laptop	\$325	\$375	
	Mac Mini Desktop - Apple Software Included	\$200	\$275	
iPads and Accessories				
	iPad (Standard iPad 4 with WiFi and power supply)	\$150	\$200	



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## Audio Visual & Computer Equipment Exhibitor Order Form



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March 27-28, 2023

Client Name: \_\_\_\_\_

Booth Name/ #: \_\_\_\_\_

### Computer Accessories

	8 Port Fast Ethernet Switch	\$30	\$55	
	Fax Machine	\$150	\$200	
	Two Piece PC Speaker System	\$5	\$10	

### HP Printers

	HP Laserjet Printer 45 Pages Per Min (80MB, Mac and Network Capability - Standard)	\$175	\$200	
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### Audio - Microphones & Accessories

	UHF Wireless Microphone Kit	\$300	\$350	
	Headset Microphone for Wireless Microphone Kit	\$50	\$75	

### Audio - Sound Systems

	Exhibit Sound System I - (2) Jolly Speakers w/ mounts, (1) mixer	\$150	\$200	
	Exhibit Sound System II - (2) Meyer MM4xp Speakers w/ mounts, (1) mixer	\$250	\$300	
	Exhibit Sound System III - (2) 12" Powered Speakers w/ stands, (1) mixer	\$350	\$400	

\*\*\*Prices reflected here are for the entire show\*\*\*

\*\*\*Additional Equipment Available Upon Request\*\*\*

Standard Equipment Delivery/Set Up/Pick Up during Show load in days. (8:30am to 5:30pm)  
More complex installs will require add'l labor. Call for quote.

**Subtotal**

**Delivery**

**\$125**

**Grand Total**





819 Country Club Blvd  
Thibodaux, LA 70301  
504.830.4565 Voice  
504.830.4581 Fax  
sales@aysproductions.com

## Audio Visual & Computer Equipment Exhibitor Order Form



nationwide  
marketing  
group

# PRIMETIME

Gaylord Texan  
Dallas, TX.  
March 27-28, 2023

### TERMS & PAYMENT

#### EXHIBITOR/SHOW INFORMATION:

Ordered by: \_\_\_\_\_

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Show Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Delivery Date: \_\_\_\_\_ Delivery Time: 9-11AM 11-1PM 1-3PM 3-5PM

#### PAYMENT INFORMATION (Circle preferred payment method)

**Check Payments:** Payments must be written out to @ Your Service Productions and mailed to the following address:

@ Your Service  
819 Country Club Blvd  
Thibodaux, LA 70301

**Credit Card Payment:** @YS please send an electronic online Credit Card processing link to the provided email

**We also accept PayPal or Venmo.**

**Exhibitor must be present in booth to accept delivery.**

Upon delivery, the customer assumes all risk of loss or damage of the equipment. The customer shall be solely responsible for any loss or damage to the equipment until the return or pick up of the equipment. Any loss or damage to the equipment will be charged to the customers account and/or credit card.

Additional Delivery/Setup/Pickup charges may apply to Specialty Install/Dismantle.

No credits will be issued after delivery or attempted delivery of equipment.

25% cancellation fees will apply to orders cancelled within 14 days of delivery. 50% within 7 Days. 100% Day of Delivery.