

# SUSTAINABILITY GUIDELINES FOR ATTENDEES

Welcome to the Oregon Convention Center! Here at the OCC, we are proud to be a leader in sustainability and as a LEED Platinum building, have certain key practices in place. Please join us in being a part of keeping Oregon healthy and thriving for future generations (and events!) to come. Learn more at [oregoncc.org/en/about/sustainability](https://oregoncc.org/en/about/sustainability).



## WHAT YOU CAN DO

### 1 Reduce waste

- Utilize any of our 24 water bottle filling stations throughout the venue to stay hydrated throughout your event with a reusable water bottle.
- Choose to reuse and opt for a durable coffee mug at one of our coffee stations, or a reusable travel mug if you are on the go!
- If possible, purchase products with less packaging, and ensure any packaging you do have ends up in the right place. *(Any to-go boxes, plastic utensils, and coffee cups belong in the trash, but please do recycle any flyers, and empty bottles or cans! For more info on recycling in the Portland Metro region, visit [portlandoregon.gov/sustainabilityatwork/article/461315](https://portlandoregon.gov/sustainabilityatwork/article/461315))*
- Recycle any brochures or flyers you don't need at the end of your event in one of our recycling bins, and ensure lanyards get returned to collection boxes if your event has a lanyard reuse practice in place.
- Participate in front-of-house recycling opportunities by utilizing our recycling stations.

### 2 Enjoy local and sustainable transportation options

- Here at the OCC, we make it easy to get around car-free. Use our MAX line, the streetcar, or one of our many bike rental programs around town to see the sights! Going on foot works great too if the weather permits, and there are plenty of wonderful walking paths near the waterfront and downtown.
- Purchase carbon offsets to reduce impacts of travel. We are in the process of developing a formalized program for this, so don't hesitate to reach out with questions.
- If purchasing gifts to take home, please consider supporting local Portland vendors to reduce impacts of transporting goods long-distance. We are well known for our generous array of crafters and local artists in the Pacific Northwest, so you'll have plenty of options!

### 3 While here, check out some of the features of our venue

- Lounge in one of our nature-inspired lobby areas. The carpet is meant to inspire a lichen-covered forest floor, and is made of replaceable and nontoxic tiles that reduce waste and help keep our air clean.
- Walk along the south end of our building to check out our innovative rain garden, which harvests water from 5.5 acres of roof to clean out debris and contaminants. This keeps our beautiful waterways clean and healthy, and helps us achieve our Salmon-Safe certification.
- Find a high vantage point to look over and see our rooftop solar array. This collection of over 6,500 solar panels provides 25% of the building power needs, and the rest we purchase through Pacific Power's renewable Blue Sky program.



Oregon  
Convention  
Center

Contact us to discuss how we can help you be more sustainable during your visit at the Oregon Convention Center!



# Shepard

## EXHIBITOR SERVICE MANUAL

**TESOL 2023** INTERNATIONAL  
CONVENTION & ENGLISH  
PORTLAND, OR, USA | 21 - 24 MARCH LANGUAGE EXPO

**TESOL**

Oregon Convention Center | Portland, OR  
March 22 - 24, 2023

**C142980323**



## Booth Package

Items provided in your booth, per exhibitor:

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

## Show Colors

Show Drape Color(s): Grey, White

Aisle Carpet Color: Peacock

## Exhibit Show Schedule

### GENERAL EXHIBITOR MOVE-IN

Monday, March 20, 2023 • 8:00AM to 6:00PM

Tuesday, March 21, 2023 • 8:00AM to 6:00PM

### EXHIBIT HOURS

Wednesday, March 22, 2023 • 9:00AM to 5:30PM

Thursday, March 23, 2023 • 9:00AM to 5:30PM

Friday, March 24, 2023 • 8:30AM to 3:30PM

### EXHIBITOR MOVE OUT

Friday, March 24, 2023 • 3:30PM to 6:30PM

### FREIGHT REROUTE BEGINS\*

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

Friday, March 24, 2022 | 7:00PM

## IMPORTANT DEADLINES

### Discount Price Deadline for Custom Shepard Rentals

Monday, February 20, 2023

### Exhibitor Appointed Contractor Notification Deadline

Monday, February 20, 2023

### First Day for Warehouse Deliveries Without a Surcharge

Monday, February 20, 2023

### Discount Price Deadline for Standard Shepard Orders

Wednesday, March 1, 2023

### Last Day for Warehouse Deliveries Without a Surcharge

Monday, March 13, 2023

### Last Day for Warehouse Deliveries\*

Friday, March 17, 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

Monday, March 20, 2022 | 8:00AM

## Shipping Addresses

### ADVANCE WAREHOUSE SHIPMENT ADDRESS

Exhibiting Co. Name & Booth Number

TESOL

TForce - c/o Fern c/o Shepard Exposition Services

6700 NE 59th Pl,

Portland, OR 97218

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

### DIRECT TO SHOW SITE SHIPMENT ADDRESS

c/o Shepard Exposition Services

Exhibiting Co. Name & Booth Number

TESOL

Oregon Convention Center

777 NE MLK Jr. Blvd.

Portland, OR 97232-2742

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**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, MARCH 1, 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)*

Monday, March 20, 2023 • 8:00AM to 6:00PM  
Tuesday, March 21, 2023 • 8:00AM to 6:00PM  
Wednesday, March 22, 2023 • 9:00AM to 5:30PM  
Thursday, March 23, 2023 • 9:00AM to 5:30PM  
Friday, March 24, 2023 • 8:30AM to 6:30PM

### Exhibitor Move Out

Friday, March 24, 2023 • 3:30PM to 6:30PM

### Dismantle & Move Out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed and/or plastic protection is installed on top of the floor. All exhibitor materials must be removed from the facility by **Friday, March 24, 2023 | 7:00PM**.

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 **Friday, March 24, 2023 | 7:00PM**.

### 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

Oregon Convention Center  
777 NE MLK Jr. Blvd.  
Portland, OR 97232-2742

**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, MARCH 1, 2023**

# A Budget and Time Friendly Solution!

## Booth Package 10' x 10'

\*\* No substitutions will be accepted.

Each Economy 10' x 10' booth package includes:



**1 - 6' (l) x 24" (w) x 30" (h)  
Skirted Table**  
(50046)

See Step 3 to choose your specific drape color.



**2 - Upholstered Side Chairs**  
(50020)



**1 - Wastebasket** (50091)



**1 - 10' x 10' Carpet** (50255)

See Step 2 to choose your specific carpet color.

### Step 1. Tell us how many packages you want.

CODE	QTY	ONLINE	DISCOUNT	REGULAR
50260		\$730.70	\$840.30	\$941.15

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

### Step 2. Choose your carpet color.

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

### Step 3. Choose your table drape color.

<input type="checkbox"/>		Red (01)	<input type="checkbox"/>		White (03)
<input type="checkbox"/>		Grey (10)	<input type="checkbox"/>		Gold (04)
<input type="checkbox"/>		Teal (13)	<input type="checkbox"/>		Blue (05)
<input type="checkbox"/>		Green (02)	<input type="checkbox"/>		Black (06)
<input type="checkbox"/>		Burgundy (07)			

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	0.00%
<b>AMOUNT DUE</b>	\$ _____

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

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

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

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

# ONLINE ORDERING

## IT'S EASY.


**TESOL**


Oregon Convention Center | Portland, OR

**C142980323**

March 22 - 24, 2023

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 = **TESOL23**
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

**TESOL**

Oregon Convention Center | Portland, OR

**C142980323**

March 22 - 24, 2023

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: Wednesday, March 1, 2023** All paid orders placed online prior to the deadline date.

**Discount Deadline: Wednesday, March 1, 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: **TESOL**

EVENT CODE: **C142980323**

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

**TESOL**

Oregon Convention Center | Portland, OR

**C142980323**

March 22 - 24, 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)

**TESOL**

Oregon Convention Center | Portland, OR

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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: MONDAY, FEBRUARY 20, 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: MONDAY, FEBRUARY 20, 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: \_\_\_\_\_

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# 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

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

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

### Step 1. Complete exhibiting company information.

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

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

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

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

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

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

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

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

Is there a loading dock? ☐ Yes ☐ No

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

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

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

Any thing else we should know about your building?

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

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

### Step 4. Where is the shipment going?

☐ Advanced Warehouse ☐ Direct to Facility/Show Site

### Step 5. What are we shipping?

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

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

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

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

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

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

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

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

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

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

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

# OUTBOUND MATERIAL HANDLING AUTHORIZATION & LABEL REQUEST

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 Oregon Convention Center | Portland, OR  
March 22 - 24, 2023

C142980323

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

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

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

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

## Step 1. Complete exhibiting company information.

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

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

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

## Step 2. Where is the shipment going?

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

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

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

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

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

## Step 4. What are we shipping?

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

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

 Is there a loading dock? ☐ Yes ☐ No

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

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

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

Any thing else we should know about your building?

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

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

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

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

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

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

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

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

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


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

<b>ADVANCED WAREHOUSE</b>	 <b>Shepard</b>
	<b>ADVANCED WAREHOUSE</b>
	<b>TO:</b>
	_____ (Exhibiting Company Name)
	_____ (Exhibiting Company Booth Number)
<b>RUSH</b>	<b>TForce - c/o Fern c/o Shepard Exposition Services 6700 NE 59th Pl, Portland, OR 97218</b>
	<b>FOR: TESOL</b>
	<b>Delivery Hours: Monday - Friday, 8:00AM - 4:00PM</b>
	<b>First day freight can arrive without a surcharge:</b> Monday, February 20, 2023
	<b>Last day freight can arrive without a surcharge:</b> Monday, March 13, 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  
Oregon Convention Center  
777 NE MLK Jr. Blvd.  
Portland, OR 97232-2742**

**FOR:  
TESOL**

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**MUST NOT BE DELIVERED PRIOR TO:**  
Monday, March 20, 2022 | 8:00AM

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

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

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

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

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

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

### Advanced Warehouse Shipments\*\*

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

FIRST DAY FREIGHT CAN ARRIVE: Monday, February 20, 2023

LAST DAY FREIGHT CAN ARRIVE: Friday, March 17, 2023

CODE	ITEM	WEIGHT		PRICE/CWT	TOTAL
35010	Crated		X	\$189.35	
35036	Special Handling		X	\$246.25	

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

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

CODE	ITEM	WEIGHT		PRICE	TOTAL
35400	Light Weight		X	\$94.75	

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

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

FIRST DAY FREIGHT CAN ARRIVE: Monday, March 20, 2023

CODE	ITEM	WEIGHT		PRICE/CWT	TOTAL
35030	Crated		X	\$155.80	
35043	Uncrated		X	\$233.75	
35038	Special Handling		X	\$202.50	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	0.00%
AMOUNT DUE	\$ _____

### Other Material Handling Services

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

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

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

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

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



# MATERIAL HANDLING INFORMATION

**TESOL**

Oregon Convention Center | Portland, OR

**C142980323**

March 22 - 24, 2023

## Special Handling Definitions

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

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

### Constricted Space

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

### Stacked Shipments

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

### Mixed Shipments

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

### Shipment Integrity

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

### Carpet/Pad Only

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

### No Documentation

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

### Designated Piece Unloading

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

### Padded Van Deliveries

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

### Disposal Fee

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

### Overtime/Double-time

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

### Warehouse Overtime/Double-time

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

### Early/Late Shipments to the Warehouse

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

### Uncrated Shipments

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

### Off-Target Deliveries

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

### Marshaling Yard

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

### Reweigh of Shipments

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

### Empty Crate Storage

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

### Light Weight Shipments

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

### Envelope Deliveries

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

### Priority Empty Labels

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

### Mobile Spotting

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

# MATERIAL HANDLING 101

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

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

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

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

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

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

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

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

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

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

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

## **How do I calculate my Light Weight shipment?**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **What is and why would I need liability insurance?**

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

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

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

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

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

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

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



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

### Cartload Service includes:

Includes:

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

### Please remember:

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

### Labor Hours

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

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

**Double Time (DT):** Holidays

**Holidays:** NY Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve Day, Christmas Day, NY Eve Day.

CODE	ITEM	# OF TRIPS	RATE	TOTAL
35151	Dock to Booth ST		\$204.00	
35152	Booth to Dock ST		\$204.00	
35153	Dock to Booth OT		\$286.00	
35154	Booth to Dock OT		\$286.00	

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

**TAX** (All tax rates are subject to change) 0.00%

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

# 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





# FORKLIFTS & GROUND RIGGING

C142980323

## DISCOUNT DEADLINE:\* WEDNESDAY, MARCH 1, 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 | 5:00PM - 8:00AM. All hours Saturday and Sunday

#### Double Time (DT):

#### Holidays:

NY Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve Day, Christmas Day, NY Eve Day.

### Step 1: Describe the work.

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

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

### Step 2. When are we moving it?

(times are not guaranteed)

Install Date/Time: \_\_\_\_\_

Dismantle Date/Time: \_\_\_\_\_

### Step 3. Choose your lift size.

FORKLIFT RENTAL - UP TO 5,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35028	ST Hourly Rental		\$347.00	\$399.05	\$446.95	
35039	OT Hourly Rental		\$431.60	\$496.35	\$555.90	
35067	DT Hourly Rental		\$516.25	\$593.70	\$664.95	

FORKLIFT RENTAL - UP TO 10,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35029	ST Hourly Rental		\$693.95	\$798.05	\$893.80	
35049	OT Hourly Rental		\$863.15	\$992.60	\$1,111.70	
35069	DT Hourly Rental		\$1,032.50	\$1,187.40	\$1,329.90	

FORKLIFT RENTAL - UP TO 15,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35455	ST Hourly Rental		\$867.45	\$997.55	\$1,117.25	
35456	OT Hourly Rental		\$1,078.95	\$1,240.80	\$1,389.70	
35457	DT Hourly Rental		\$1,290.60	\$1,484.20	\$1,662.30	

FORKLIFT RENTAL - UP TO 20,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35035	ST Hourly Rental		\$1,040.95	\$1,197.10	\$1,340.75	
35066	OT Hourly Rental		\$1,294.75	\$1,488.95	\$1,667.60	
35070	DT Hourly Rental		\$1,548.70	\$1,781.00	\$1,994.70	

FORKLIFT RENTAL - UP TO 30,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35255	ST Hourly Rental		\$1,387.90	\$1,596.10	\$1,787.65	
35256	OT Hourly Rental		\$1,726.30	\$1,985.25	\$2,223.50	
35257	DT Hourly Rental		\$2,064.95	\$2,374.70	\$2,659.65	

FORKLIFT RENTAL - 4 STAGE						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35593	ST Hourly Rental		\$520.45	\$598.50	\$670.30	
35594	OT Hourly Rental		\$647.35	\$744.45	\$833.80	
35595	DT Hourly Rental		\$774.35	\$890.50	\$997.35	

IN BOOTH SCISSOR LIFTS						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
68120	Scissor Lift Install		\$747.00	\$859.05	\$962.15	
68121	Scissor Lift Removal		\$747.00	\$859.05	\$962.15	

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		\$205.00	\$235.75	\$264.05	
35086	OT Hourly Rental		\$307.50	\$353.65	\$396.10	
35099	DT Hourly Rental		\$410.00	\$471.50	\$528.10	

GROUND RIGGERS & MATERIAL HANDLERS (PER MAN HOUR)						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35087	ST Hourly Rental		\$164.00	\$188.60	\$211.25	
35100	OT Hourly Rental		\$246.00	\$282.90	\$316.85	
35101	DT Hourly Rental		\$328.00	\$377.20	\$422.45	

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)	0.00%
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)

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	\$164.00	X		=	
35100	Labor - Overtime	\$246.00	X		=	
35101	Labor - Double Time	\$328.00	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	\$164.00	X		=	
35100	Labor - Overtime	\$246.00	X		=	
35101	Labor - Double Time	\$328.00	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: \_\_\_\_\_



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)	0.00%
AMOUNT DUE	\$ _____

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

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

Fees will continue until storage is picked up.

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

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

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

\*Additional fees will apply

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

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

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

**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, MARCH 1, 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.		\$0.55	\$0.65	\$0.75	
47051	400-900 sq. ft.		\$0.50	\$0.60	\$0.65	
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.		\$1.65	\$1.90	\$2.15	
47056	400-900 sq. ft.		\$1.50	\$1.70	\$1.90	
47057	900+ sq. ft.		\$1.40	\$1.60	\$1.80	

**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		\$0.65	\$0.75	\$0.85	
47031	Daily Porter		\$2.00	\$2.30	\$2.60	

**Specialty Services**

MOPPING & CARPET SHAMPOOING						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47042	Mop One Time		\$0.70	\$0.80	\$0.90	
47022	Mop Daily		\$1.80	\$2.05	\$2.30	
47013	Shampoo One Time		\$0.70	\$0.80	\$0.90	

DISPLAY WIPE DOWN (CHARGED PER HOUR)						
CODE	SERVICE	QTY IS 1	ONLINE	DISCOUNT	REGULAR	TOTAL
47043	One Time		\$147.95	\$170.15	\$190.55	
47044	Daily		\$403.50	\$464.00	\$519.70	

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	0.00%
<b>AMOUNT DUE</b>	\$ _____

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: \_\_\_\_\_

# EXHIBIT DISINFECTING SERVICES

C142980323

## ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, MARCH 1, 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		\$153.63	\$176.65	\$197.85	

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		\$418.99	\$481.85	\$539.65	

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		\$139.66	\$160.60	\$179.85	

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.		\$1.10	\$1.25	\$1.40	

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.

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	0.00%
<b>AMOUNT DUE</b>	\$ _____

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)

**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, MARCH 1, 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		\$497.00	\$571.55	\$640.15	

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

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

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

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

# SHEPARD FURNISHINGS & DECOR CATALOG



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

# TABLES

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

## UNSKIRTED



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



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



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



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



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



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

## SKIRTED

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



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



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



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



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



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



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

## PEDESTAL & SIDE



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



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



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



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



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



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



# CHAIRS

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

## STOOLS & CHAIRS WITH ARMS

---



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



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



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



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



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

## CHAIRS WITHOUT ARMS

---



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



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

# DISPLAYS

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## FOR HANGING



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



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



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



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



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



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



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



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

## UPRIGHT, CROSSBARS & DRAPERY



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



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



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



**3' High Drape**  
#50074



**8' High Drape**  
#50073

## SHELVING



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



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



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

## BARRIER

# DISPLAYS & SHOWCASES

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

## FOR SIGNS & LITERATURE



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



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



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



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



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

## OTHER



**Wastebasket**  
#50091



**Mini Refrigerator**  
#50098



**Drawing Bowl**  
#50185



**Sand Bag**  
#51087

## SHOW CASES



**4' Full View Showcase**  
#50067

**6' Full View Showcase**  
#50068



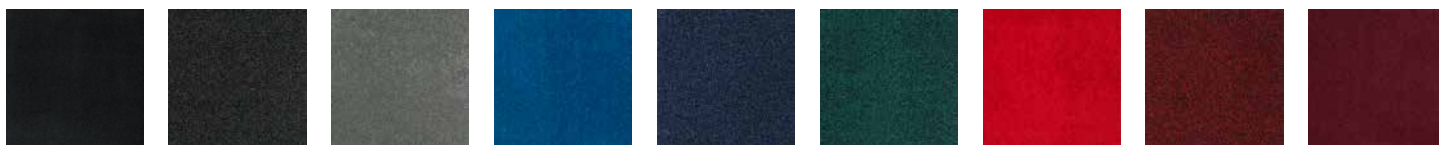
**4' Quarterview Showcase**  
#50069

**6' Quarterview Showcase**  
#50070

# FLOORING

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

## EXPO - 13 OZ



Black

Tuxedo

Grey

Blue

Eclipse

Peacock

Red

Cayenne

Burgundy

## PREMIUM - 28 OZ



Black

Deep Navy

Silver Cloud

Charcoal

Red

Beige

## PLUSH - 50 OZ



Black

Dark Grey

Silver Dollar

Sand

White

Electric Blue

Navy

Crimson

## VINYL - CUSTOM ORDER ONLY



Rosemary  
Stone

Snow

Maple

Silverwood

Walnut

Barnwood

# SKIRT & DRAPE

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

## SKIRT

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Red



Burgundy



Gold



Green



Blue



Teal



White



Grey



Black

## SKIRT - SPANDEX

---



Red



Blue



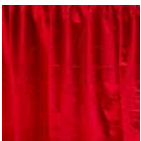
White



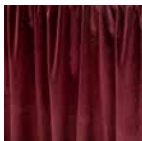
Black

## DRAPE

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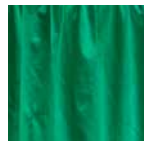
Red



Burgundy



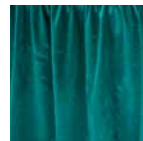
Gold



Green



Blue



Teal



White



Grey



Black

**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, MARCH 1, 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			\$188.20	\$216.45	\$242.40	
50046	6' (l) x 24" (w) x 30" (h) Skirted Table			\$231.30	\$266.00	\$297.90	
50050	8' (l) x 24" (w) x 30" (h) Skirted Table			\$293.30	\$337.30	\$377.80	
50043	4' (l) x 24" (w) x 42" (h) Skirted Table			\$228.80	\$263.10	\$294.65	
50047	6' (l) x 24" (w) x 42" (h) Skirted Table			\$293.00	\$336.95	\$377.40	
50051	8' (l) x 24" (w) x 42" (h) Skirted Table			\$344.70	\$396.40	\$443.95	
50052	4th Side Skirt for 30" High Table			\$114.40	\$131.55	\$147.35	
50171	4th Side Skirt for 42" High Table			\$114.40	\$131.55	\$147.35	
50040	4' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$127.80	\$146.95	\$164.60	
50044	6' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$152.40	\$175.25	\$196.30	
50048	8' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$179.70	\$206.65	\$231.45	
50041	4' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$143.80	\$165.35	\$185.20	
50045	6' (l) 24" x (w) x 42" (h) UnSkirted Table		n/a	\$179.70	\$206.65	\$231.45	
50049	8' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$200.50	\$230.55	\$258.20	
51089	42" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$321.90	\$370.20	\$414.60	
50032	30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$300.95	\$346.10	\$387.65	
50030	Round Side Table - 24" (w) x 18" (h)		n/a	\$151.50	\$174.20	\$195.10	
50031	Square Side Table - 24" (w) x 18" (h)		n/a	\$151.50	\$174.20	\$195.10	
50706	30" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$393.80	\$452.85	\$507.20	
50707	42" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$410.50	\$472.10	\$528.75	
50700	White Fabric Table Cover w/ 6'x30" Table		03	\$326.80	\$375.80	\$420.90	
50700	Red Fabric Table Cover w/ 6'x30" Table		01	\$326.80	\$375.80	\$420.90	
50700	Blue Fabric Table Cover w/ 6'x30" Table		05	\$326.80	\$375.80	\$420.90	
50700	Black Fabric Table Cover w/ 6'x30" Table		06	\$326.80	\$375.80	\$420.90	

**Seating**

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50020	Side Chair Grey Fabric		n/a	\$116.45	\$133.90	\$149.95	
50021	Arm Chair Grey Fabric		n/a	\$158.90	\$182.75	\$204.70	
50024	Stool with Back Grey Fabric		n/a	\$193.50	\$222.50	\$249.20	
51086	Director's Chair Black Fabric		n/a	\$120.20	\$138.25	\$154.85	
51090	Director's Stool Black Fabric		n/a	\$215.10	\$247.35	\$277.05	
50705	Natural Feel Stool Maple Back, Black Fabric Seat		n/a	\$234.60	\$269.80	\$302.20	
50704	Natural Feel Chair, Maple Back, Black Fabric Seat		n/a	\$192.65	\$221.55	\$248.15	

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

TAX (All tax rates are subject to change) 0.00%

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

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

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

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

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



**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, MARCH 1, 2023**

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

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50091	Wastebasket		n/a	\$19.00	\$19.00	\$19.00	
50094	Floor Easel, Chrome		n/a	\$64.50	\$74.15	\$83.05	
50245	Literature Rack Silver, Glass		n/a	\$237.95	\$273.65	\$306.50	
50175	Bag Rack, Chrome		n/a	\$315.10	\$362.35	\$405.85	
50092	Coat Rack, Chrome		n/a	\$111.90	\$128.70	\$144.15	
50093	Garment Rack, Chrome		n/a	\$315.10	\$362.35	\$405.85	
50427	Tensabarrier, Per Stem, Black		n/a	\$132.90	\$152.85	\$171.20	
50095	Sign Holder, 22" x 28" Chrome		n/a	\$146.75	\$168.75	\$189.00	
50185	Drawing Bowl, Clear		n/a	\$59.15	\$68.00	\$76.15	
50296	4' x 12" Display Riser White and Black		n/a	\$133.10	\$153.05	\$171.40	
50297	6' x 12" Display Riser White and Black		n/a	\$165.60	\$190.45	\$213.30	
50098	Mini Refrigerator, Approx. 3 cubic feet		n/a	\$502.55	\$577.95	\$647.30	
50067	4' Full View Showcase, White		n/a	\$1,187.45	\$1,365.55	\$1,529.40	
50068	6' Full View Showcase, White		n/a	\$1,309.60	\$1,506.05	\$1,686.80	
50069	4' Quarter View Showcase, White		n/a	\$1,187.45	\$1,365.55	\$1,529.40	
50070	6' Quarter View Showcase, White		n/a	\$1,309.60	\$1,506.05	\$1,686.80	
50060	4' x 8' Horizontal Posterboard Grey Fabric		n/a	\$384.55	\$442.25	\$495.30	
50061	4' x 8' Vertical Posterboard Grey Fabric		n/a	\$384.55	\$442.25	\$495.30	
50236	Grids 2' x 8' with Legs, Each		n/a	\$284.05	\$326.65	\$365.85	
50237	Grid 2' x 8' without Legs, Each		n/a	\$212.70	\$244.60	\$273.95	
50242	7-Ball Waterfall for Grids		n/a	\$19.55	\$22.50	\$25.20	
50104	6" Hooks (12) for Peg Boards		n/a	\$57.80	\$66.45	\$74.40	

50073	8' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$30.20	\$34.75	\$38.90	
50074	3' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$22.40	\$25.75	\$28.85	
50088	8' Upright with Base		n/a	\$41.65	\$47.90	\$53.65	
52065	3' Upright with Base		n/a	\$41.65	\$47.90	\$53.65	
50349	6'-10' Crossbar		n/a	\$27.65	\$31.80	\$35.60	
50348	7'-12' Crossbar		n/a	\$27.65	\$31.80	\$35.60	
50058	Sateen, per linear foot (minimum 5' linear feet rental)			\$25.80	\$29.65	\$33.20	

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

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	0.00%
<b>AMOUNT DUE</b>	\$ _____

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

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

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

**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, MARCH 1, 2023**  
**PREMIUM PLUSH & PREMIUM VINYL DEADLINE:\*\* MONDAY, FEBRUARY 20, 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.			\$12.70	\$14.60	\$16.35	

**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.			\$16.45	\$18.90	\$21.15	
46007	<b>1/2" Padding for Vinyl (per sq. ft.)***</b>		n/a	\$6.00	\$6.90	\$7.75	

**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.			\$9.10	\$10.45	\$11.70	
46003	<b>Premium Carpet - 28 oz. Rental 1000+ Sq. Ft.***</b> Rental includes installation and removal of carpet and visqueen.			\$8.00	\$9.20	\$10.30	
46002	<b>Premium Carpet - 28 oz. Purchase Sq. Ft.***</b> Rental includes installation and removal of carpet and visqueen.			\$22.55	\$25.95	\$29.05	

**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>			\$321.55	\$369.80	\$414.20	
50256	<b>Expo Carpet - 13 oz. (Regular &amp; Special Cut) 10' x 20'</b>			\$600.00	\$690.00	\$772.80	
50257	<b>Expo Carpet - 13 oz. (Regular &amp; Special Cut) 10' x 30'</b>			\$894.90	\$1,029.15	\$1,152.65	
50258	<b>Expo Carpet - 13 oz. (Regular &amp; Special Cut) 10' x 40'</b>			\$1,189.85	\$1,368.35	\$1,532.55	
50400	<b>Expo Carpet - 13 oz. (Regular &amp; Special Cut) 10' x 15'</b>		Tuxedo ONLY	\$562.70	\$647.10	\$724.75	

**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.			\$6.20	\$7.15	\$8.00	
50581	<b>Special Cut 400-900 Sq. Ft.</b> Rental includes installation and removal of carpet and visqueen.			\$5.70	\$6.55	\$7.35	
50582	<b>Special Cut 900+ Sq. Ft.</b> Rental includes installation and removal of carpet and visqueen.			\$5.15	\$5.90	\$6.60	

**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	\$1.70	\$1.95	\$2.20	
50008	<b>1" Padding</b>		n/a	\$3.20	\$3.70	\$4.15	
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](mailto:exhibits@shepardes.com).

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<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	0.00%
<b>AMOUNT DUE</b>	\$ _____

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

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

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

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

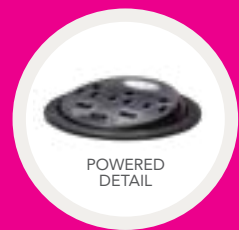
**CUBPOW Wireless  
Charging Table, Powered**  
(white, AC plug-in) 20"L 20"D 18"H  
Mobile devices must have Qi  
wireless charging capability.



**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.



E.



F.



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

*Also available without power.*

**Non-Powered Conference  
Tables 5', 8', 10'**

(black top, silver)

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

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

**BKC10N 10'** 120" L 48" D 29" H

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

# Powered Products



## Village Charging Hub



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

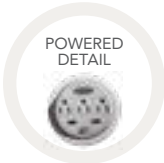


**Styling Tip:**  
Standalone hubs let guests plug in with a minimal footprint, while powered pedestals serve a dual purpose: keeping items secure while charging devices.



# Powered Pedestals

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



## Powered Locking Pedestals

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

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



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

# Soft Seating Collections

## Valencia

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

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



### Level The Field!:

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

## Sterling

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

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





# Soft Seating Collections

## Cordoba

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

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



## Fairfax

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

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



# Soft Seating Collections

## Allegro

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

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



## Palm Beach

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



## Key Largo

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

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

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



# Soft Seating Collections


## Baja

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

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

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



Powered Products 



## Naples

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

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

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

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



# Accent Chairs



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



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



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

Make it •  
**SWIVel**



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



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



10'x20' - Meeting Booth

# Accent Chairs

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



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



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

## Create Space

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

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

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

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

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

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

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

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



A.



B.



C.



D.



E.



F.



BROOKLYN

# CHAIRS

24.5"L 25.5"D 31.75"H



A.

B.

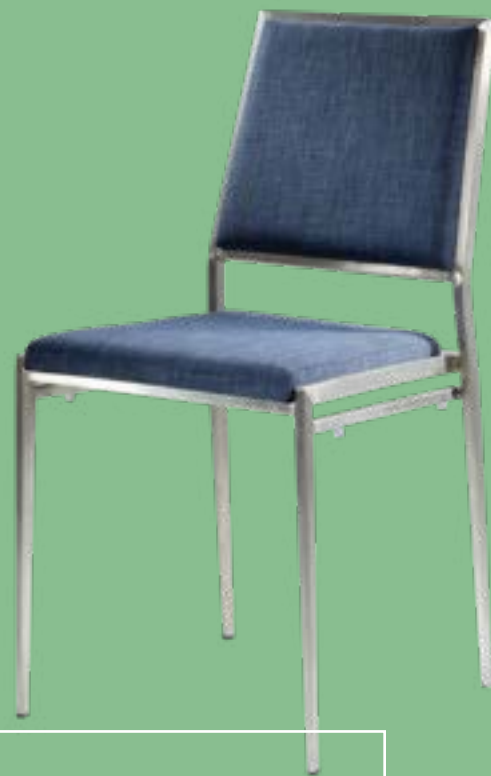
- A) BNMCOB Brooklyn Meeting Chair (white vinyl, oak-look)
- B) BNMCSW Brooklyn Meeting Chair, Swivel (white vinyl, black)

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

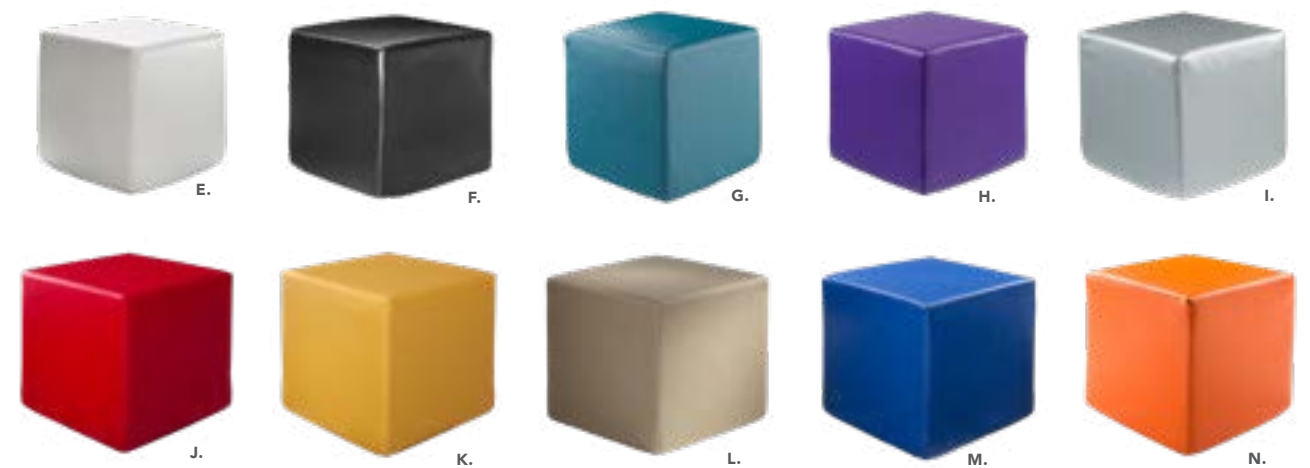
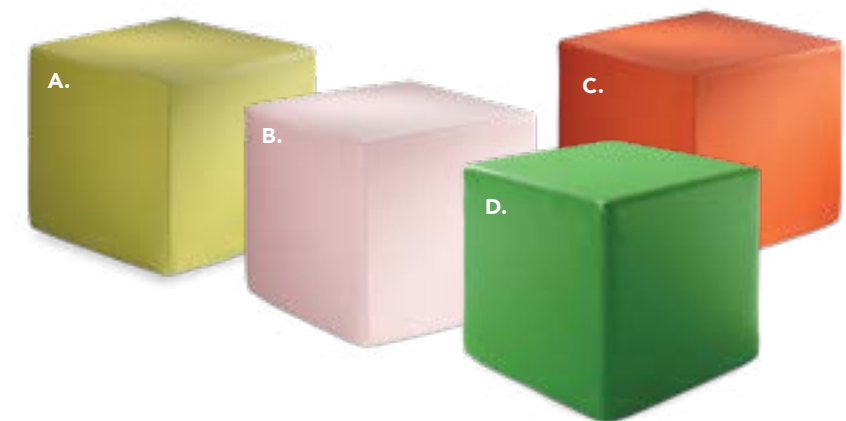


**Provide a Pop!**  
Colorful furnishings attract more attention while reinforcing brand themes. Amplify your organization's color palette, or simply go bold to catch passing eyes.

# 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) BVSMILV** (lavender fabric)  
**J) BVSMRD** (red fabric) **K) BVSMYL** (yellow fabric)



# BENCH

OTTOMANS  
60"L20"D18"H



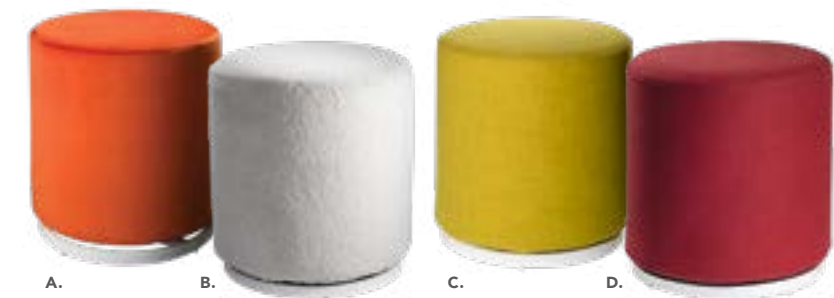
**A) BVLYWH** (white vinyl) **B) BVLYRD** (red fabric) **C) BVLYGR** (gray fabric) **D) BVLYOB** (ocean blue fabric)  
**E) BVLYBK** (black vinyl) **F) BVLYLN** (linen fabric) **G) BVLYBN** (brown fabric)



# 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

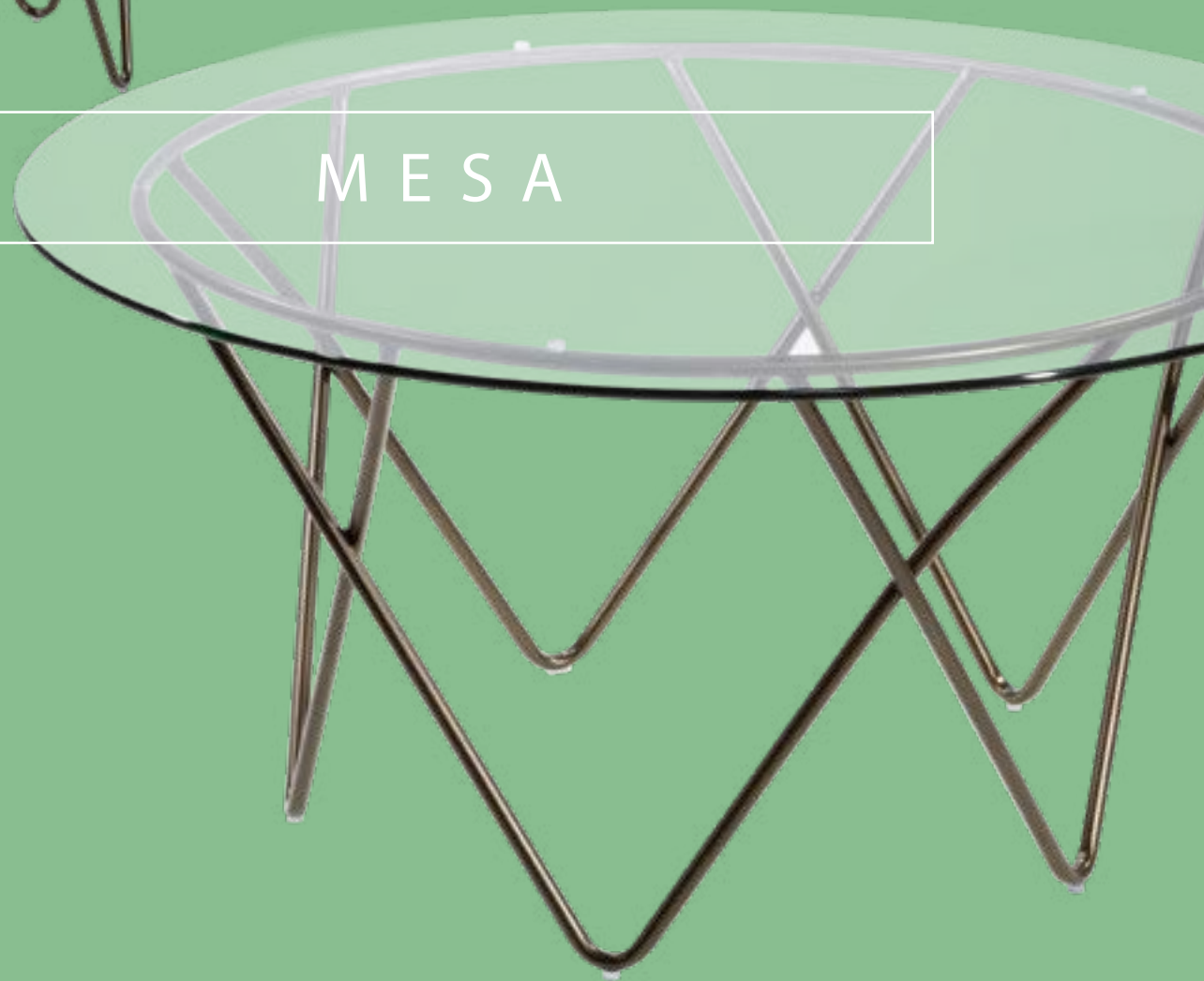
Square, circular, or curved - ottomans are a great way to design theater-style seating for demonstrations.

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





M E S A



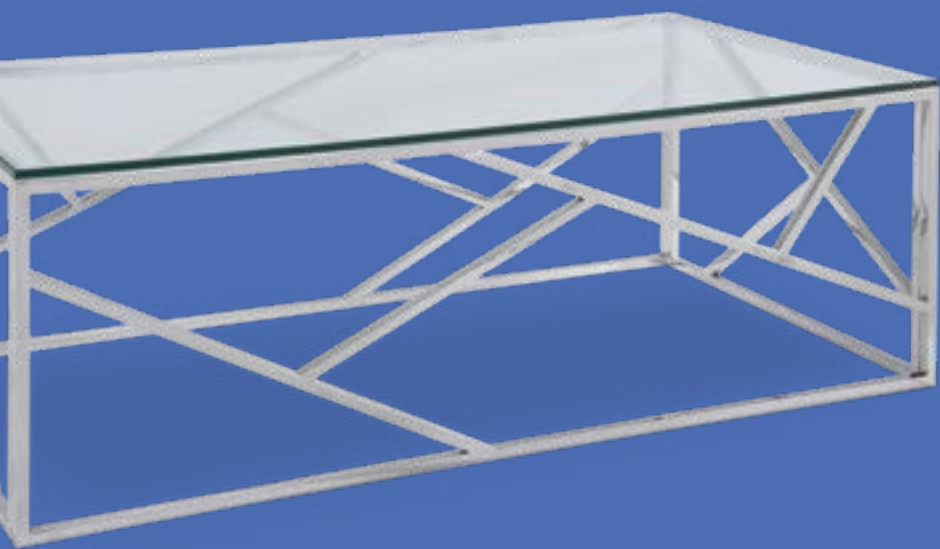
# ACCENT

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.

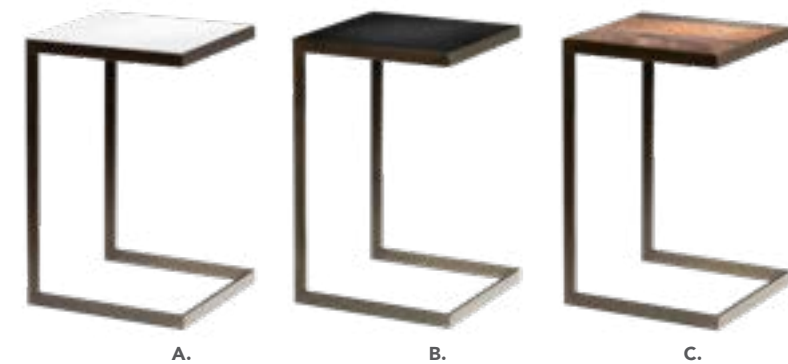


TAOS | SEDONA

# SIDE

## TABLES

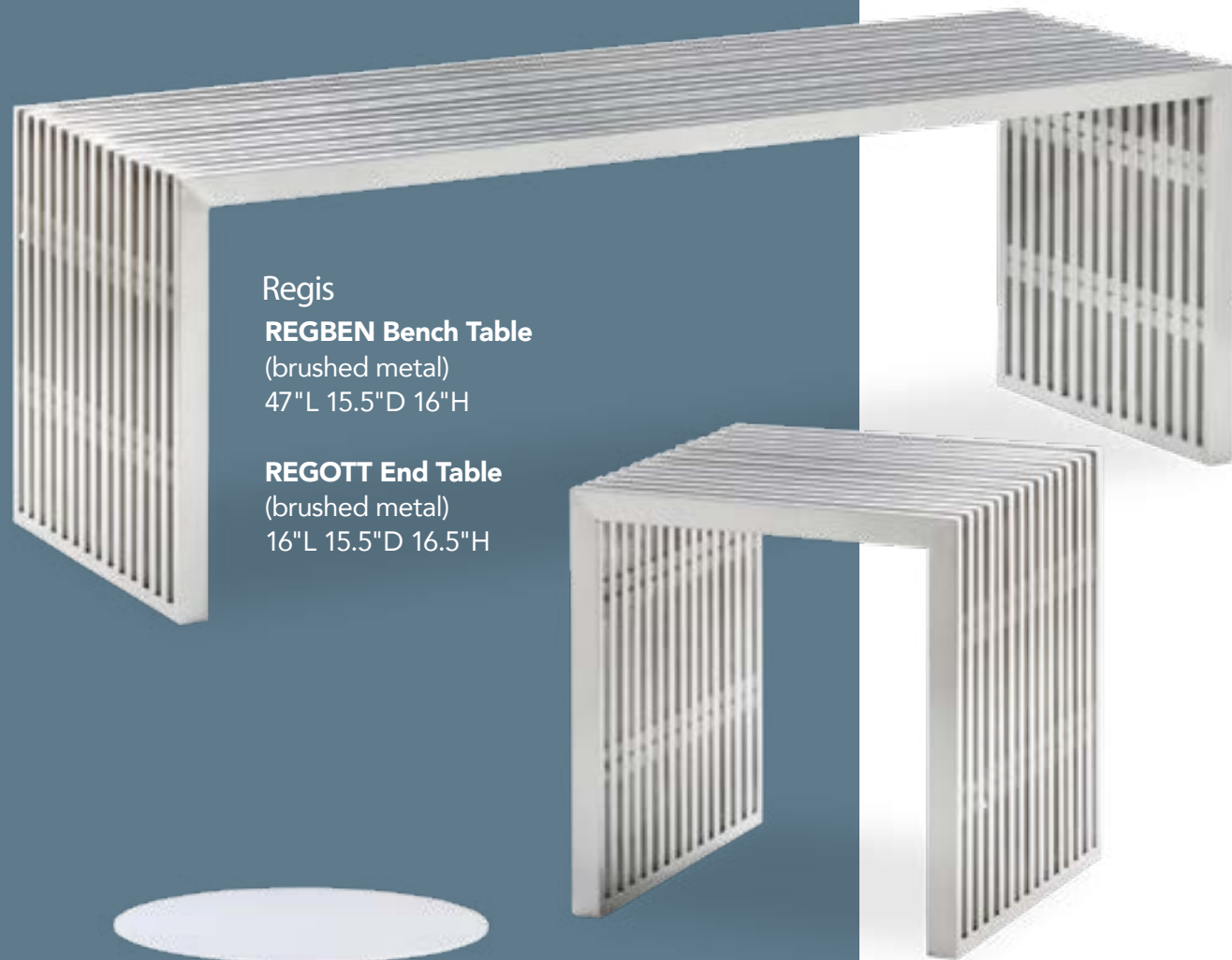
15.75 "L 15.75 "D 24 "H



**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

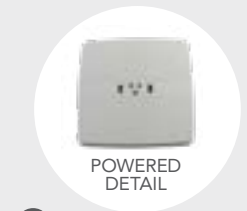
**REGOTT End Table**  
(brushed metal)  
16"L 15.5"D 16.5"H



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

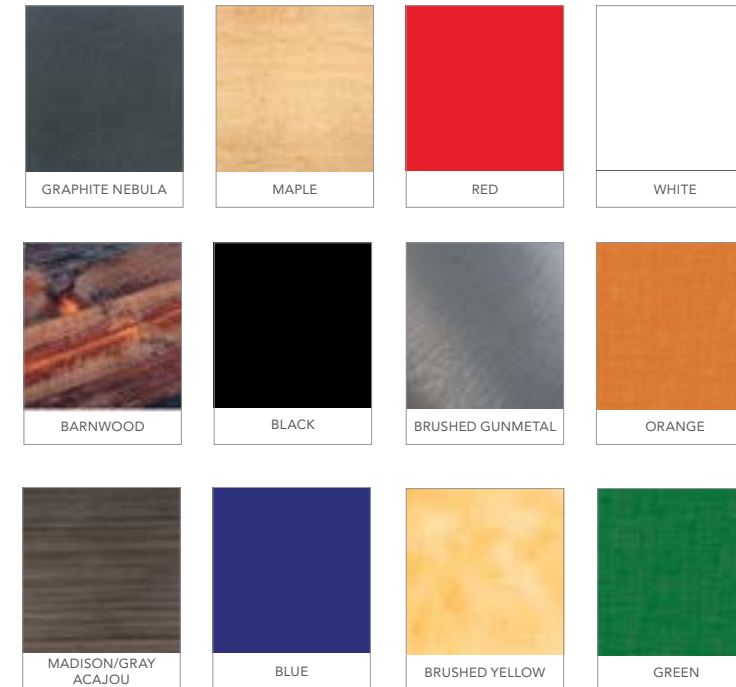
**36GRHB** (graphite nebula)

**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

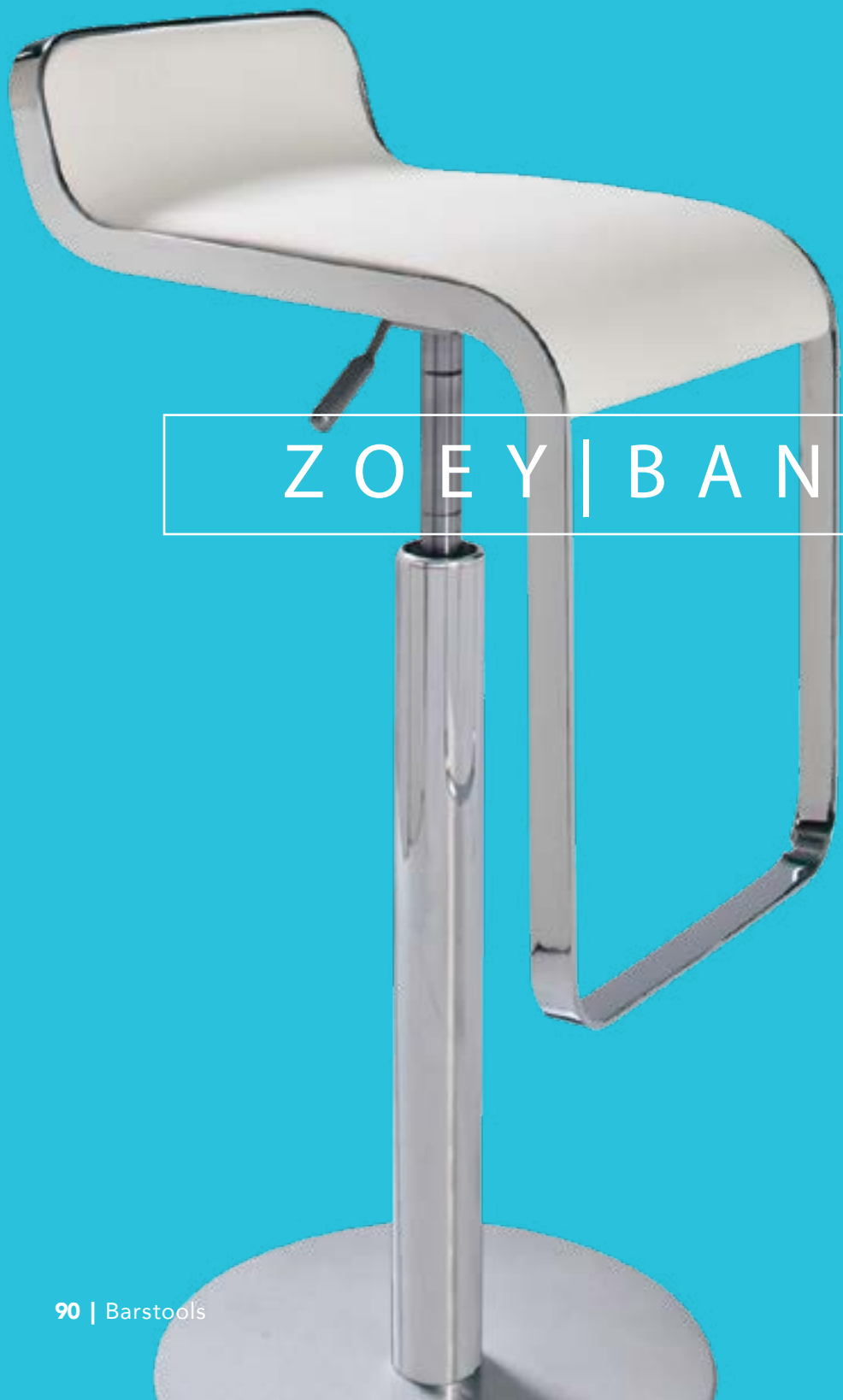
# BARSTOOL

COLLECTION  
15" RND 23 - 33.5" H



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

All bases chrome finish. 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



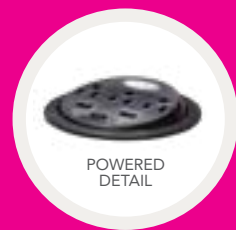
10'x20' - Madison Presentation Booth

## EXECUTIVE DESK & STORAGE



- 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

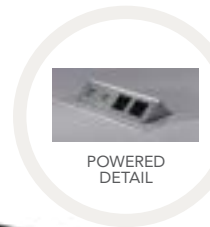
### C) TECH3 3 Drawer File Cabinet on Castors

16" L 20" D 28" H



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 60" D 29" H

F) BKCT10P 10' 120" L 48" D 29" H

Also available without power.

## Non-Powered Conference

### Tables 5', 8', 10'

(black top, silver)

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

BKCT8N 8' 96" L 60" D 29" H

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

E.



F.



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



# Ventura

## Powered & Communal Tables



**Powered Bar Table**  
(silver frame)  
72.25"L 26.25"D 42"  
**A) VNTBLK** (black top)  
**B) VNTWHT** (white top)

**Communal Bar Table**  
(silver frame)  
72.25"L 26.25"D 42"H  
Maple Top  
**C) VNTMNP** (solid)  
**VNTBMW** (grommets)  
White Top  
**D) VNTBWW** (grommets)  
**VNTWNP** (solid)  
Black Top  
**E) VNTBNP** (solid)



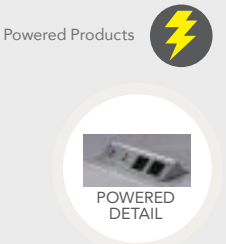
### TABLE TOP OPTIONS

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



**Powered Cafe Table**  
(silver frame)  
72.25"L 26.25"D 30"H  
**F) VNTCBK** (black top)  
**G) VNTCWH** (white top)

**Communal Cafe Table**  
(silver frame)  
72.25"L 26.25"D 30"H  
Maple Top  
**H) VNTCMN** (solid)  
**VNTCMW** (grommets)  
White Top  
**I) VNTCWW** (grommets)  
**VNTCWN** (solid)  
Black Top  
**J) VNTCBN** (solid)



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



# Office Accessories & Decor

## Embrace The Organic

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



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



20'x20' -  
Executive Meeting Booth

**Accent Chairs** | p 36  
**Executive Seating** | p 98  
**Conference Tables** | p 104  
**Boxwood Hedges** | p 116  
**Dividers** | p 122



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



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

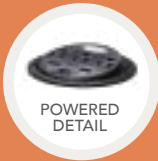


Divider, Freestanding  
Whiteboard  
**DIVFWB** (silver, white)  
 39"L 9"D 72"H





# Midtown Counter & Bar



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



**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



Bars | p 114



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

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

## Attract, Connect and Inspire.

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



B.



C.



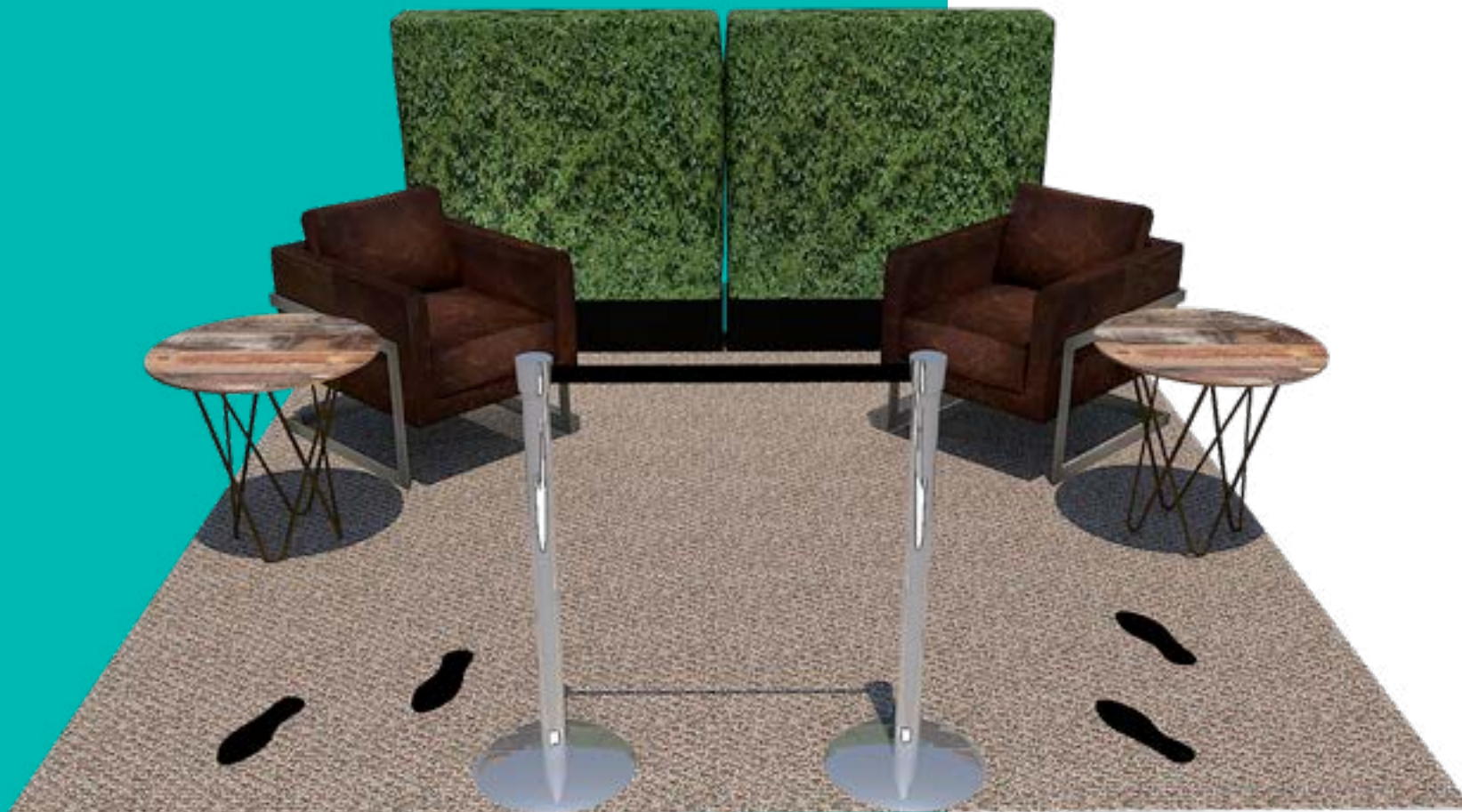
E.



Sofas | p 26



# Dividers



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



A.

Stanchion w/ Retractable Belt

**A) STNCH1**

(black, chrome) 96"L 37"H

Rented individually; two needed to complete a section.

**B) STNSGN Stanchion Sign Holder**

(black, chrome) 10"L 13"H



Conference Tables | p 100  
Executive Seating | p 98

C.

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



D.

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



Accent Chairs | p 36  
Accent Tables | p 64



# Making You Look Good, By Design.™

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

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



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

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## SOFT SEATING COLLECTIONS

C142980323


**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, MARCH 1, 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		\$1,363.25	\$1,567.75	\$1,755.90	
KEYLOV	Key Largo Loveseat - Black Fabric, Wood		\$627.95	\$722.15	\$808.80	
NPLLOV	Naples Loveseat - Black Vinyl		\$1,203.70	\$1,384.25	\$1,550.35	
NPLLOP	 <b>POWERED</b> Naples Loveseat - Black Vinyl		\$1,500.00	\$1,725.00	\$1,932.00	
COLVTP	Cordoba Loveseat		\$963.60	\$1,108.15	\$1,241.15	

## Sofas

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
SFA002	Allegro Sofa - Blue Fabric, Brushed Metal		\$1,197.35	\$1,376.95	\$1,542.20	
BSFWHT	Baja Sofa - White Vinyl		\$1,449.30	\$1,666.70	\$1,866.70	
FAIRSW	Fairfax Sofa - White Vinyl, Brushed Metal		\$816.65	\$939.15	\$1,051.85	
KEYSOF	Key Largo Sofa - Black Fabric, Wood		\$810.10	\$931.60	\$1,043.40	
NPLSOF	Naples Sofa - Black Vinyl		\$1,431.60	\$1,646.35	\$1,843.90	
NPLLOP	 <b>POWERED</b> Naples Sofa - Black Vinyl		\$1,743.95	\$2,005.55	\$2,246.20	
PALSOF	Palm Beach Sofa - White Vinyl		\$1,137.20	\$1,307.80	\$1,464.75	
STESOF	Sterling Sofa - Grey Fabric		\$1,350.05	\$1,552.55	\$1,738.85	
VALSOF	Valencia Sofa - Coffee Brown Velvet		\$761.90	\$876.20	\$981.35	

 = **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)	0.00%
AMOUNT DUE	\$ _____

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CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CHR002	Allegro Chair - Blue Fabric, Brushed Metal		\$840.00	\$966.00	\$1,081.90	
ATHCHA	Atherton Chair - Brown Leather, Black Metal		\$696.20	\$800.65	\$896.75	
BCHWHT	Baja Chair - White Vinyl		\$930.60	\$1,070.20	\$1,198.60	
BOWCHA	Bowery Chair - Ochre Fabric		\$653.90	\$752.00	\$842.25	
CNTCHR	Century Chair - Gray Velvet		\$666.35	\$766.30	\$858.25	
FAIRCW	Fairfax Chair - White Vinyl, Brushed Metal		\$588.90	\$677.25	\$758.50	
KEYCHR	Key Largo Chair - Black Fabric, Wood		\$536.90	\$617.45	\$691.55	
LABREA	La Brea Swivel Chair - Charcoal Gray Fabric, Chrome		\$702.70	\$808.10	\$905.05	
LENCHA	Lena Chair - Moss Green Leather, Bronze		\$586.80	\$674.80	\$755.80	
BCW	Madrid Chair - White Vinyl, Chrome		\$1,278.70	\$1,470.50	\$1,646.95	
MONCHA	Montreal Chair - Blue, Black Metal		\$718.55	\$826.35	\$925.50	
MNCHCH	Munich Armless Chair - Gray Fabric, Black		\$966.30	\$1,111.25	\$1,244.60	
NPLCHP	 <b>POWERED</b> Naples Chair - Black Vinyl		\$1,083.50	\$1,246.00	\$1,395.50	
NPLCHR	Naples Chair - Black Vinyl		\$998.90	\$1,148.75	\$1,286.60	
STECHE	Sterling Chair - Gray Fabric		\$927.35	\$1,066.45	\$1,194.40	
SWAN	Swanson Swivel Chair - White Vinyl, Chrome		\$611.65	\$703.40	\$787.80	
TCHP	Tech Chair, No Tablet - Gray Vinyl, Chrome Base		\$512.15	\$588.95	\$659.60	
TCHGRY	 <b>POWERED</b> Tech Tablet Chair - Gray Vinyl, White Metal Tablet, Chrome Base		\$499.75	\$574.70	\$643.65	
VALCHA	Valencia Chair - Spice Orange Velvet		\$512.60	\$589.50	\$660.25	
WENCH	Wentworth Swivel Chair - Brown Vinyl		\$562.00	\$646.30	\$723.85	
BNMCOW	Brooklyn Meeting Chair		\$449.90	\$517.40	\$579.50	
BNMCSW	Brooklyn Meeting Chair, Swivel		\$449.90	\$517.40	\$579.50	
COCHTP	Cordoba Chair		\$674.75	\$775.95	\$869.05	

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CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLDCRD	Blade Chair - Red		\$115.30	\$132.60	\$148.50	
BLDCSB	Blade Chair - Sky Blue		\$115.30	\$132.60	\$148.50	
SC3	Brewer Chair - Onyx, Chrome		\$299.20	\$344.10	\$385.40	
XCHR	Christopher Chair - White Vinyl, Chrome		\$179.00	\$205.85	\$230.55	
DUET	Duet Stack Chair - Black, Chrome		\$110.65	\$127.25	\$142.50	
LMCHR	Laguna Chair - Maple, Chrome		\$253.80	\$291.85	\$326.85	
LUCCL	Lucent Chair - Frosted Acrylic, Chrome		\$310.55	\$357.15	\$400.00	
MALGRN	Malba Chair - Green, Chrome		\$195.25	\$224.55	\$251.50	
MALGRY	Malba Chair - Gray, Chrome		\$195.25	\$224.55	\$251.50	
MARCBF	Marina Chair - Ocean Blue Fabric, Brushed Metal		\$251.40	\$289.10	\$323.80	
MARCBK	Marina Chair - Black Vinyl, Brushed Metal		\$251.40	\$289.10	\$323.80	
MARCBR	Marina Chair - Brown Fabric, Brushed Metal		\$251.40	\$289.10	\$323.80	
MARCRD	Marina Chair - Red Fabric, Brushed Metal		\$251.40	\$289.10	\$323.80	
MARCVH	Marina Chair - White Vinyl, Brushed Metal		\$251.40	\$289.10	\$323.80	
OCMWHT	Meeting Chair - White		\$429.50	\$493.90	\$553.15	
PASCHR	Pasadena Chair - White Molded Plastic w/Chrome Tower Base		\$405.25	\$466.05	\$522.00	
SC10	Razor Armless Chair - White		\$133.45	\$153.45	\$171.85	
RSTDIN	Rustique Chair w/ Arms - Gunmetal		\$224.45	\$258.10	\$289.05	
CS4	Syntax Chair - Black, Chrome		\$354.65	\$407.85	\$456.80	
ZENCHR	Zenith Chair - White, Chrome		\$286.25	\$329.20	\$368.70	

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

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## ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, MARCH 1, 2023

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### Beverly Benches

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BVSMBK	Beverly Small Bench Ottoman - Black Vinyl		\$360.55	\$414.65	\$464.40	
BVSMBL	Beverly Small Bench Ottoman - Ocean Blue Fabric		\$360.55	\$414.65	\$464.40	
BVSMBN	Beverly Small Bench Ottoman - Brown Fabric		\$360.55	\$414.65	\$464.40	
BVSMGN	Beverly Small Bench Ottoman - Olive Green Fabric		\$360.55	\$414.65	\$464.40	
BVSMGY	Beverly Small Bench Ottoman - Grey Fabric		\$360.55	\$414.65	\$464.40	
BVSM LN	Beverly Small Bench Ottoman - Linen Fabric		\$360.55	\$414.65	\$464.40	
BVSM LV	Beverly Small Bench Ottoman - Lavender Fabric		\$360.55	\$414.65	\$464.40	
BVSMOR	Beverly Small Bench Ottoman - Orange Fabric		\$360.55	\$414.65	\$464.40	
BVSMRD	Beverly Small Bench Ottoman - Red Fabric		\$360.55	\$414.65	\$464.40	
BVSMWH	Beverly Small Bench Ottoman - White Vinyl		\$360.55	\$414.65	\$464.40	
BVSMYL	Beverly Small Bench Ottoman - Yellow Fabric		\$360.55	\$414.65	\$464.40	
BVLYBK	Beverly Bench - Black Vinyl		\$689.75	\$793.20	\$888.40	
BVLYBN	Beverly Bench - Brown Fabric		\$689.75	\$793.20	\$888.40	
BVLYGR	Beverly Bench - Grey Fabric		\$689.75	\$793.20	\$888.40	
BVLYLN	Beverly Bench - Linen Fabric		\$689.75	\$793.20	\$888.40	
BVLYOB	Beverly Bench - Ocean Fabric		\$689.75	\$793.20	\$888.40	
BVLYRD	Beverly Bench - Red Fabric		\$689.75	\$793.20	\$888.40	
BVLYWH	Beverly Bench - White Vinyl		\$689.75	\$793.20	\$888.40	

### Metal Bench

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
REG BEN	Regis Bench/Table - Brushed Metal		\$491.30	\$565.00	\$632.80	

### Ottomans

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
END01B	Endless Curved Ottoman - Black Vinyl, Chrome		\$715.80	\$823.15	\$921.95	
END01W	Endless Curved Ottoman - White Vinyl, Chrome		\$715.80	\$823.15	\$921.95	
END02B	Endless Square Ottoman - Black Vinyl, Chrome		\$449.05	\$516.40	\$578.35	
END02W	Endless Square Ottoman - White Vinyl, Chrome		\$449.05	\$516.40	\$578.35	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	0.00%
AMOUNT DUE	\$ _____

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**Vibe Cubes**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VIB01	Vibe Cube - Green		\$240.85	\$277.00	\$310.25	
VIB02	Vibe Cube - Blue		\$240.85	\$277.00	\$310.25	
VIB04	Vibe Cube - Red		\$240.85	\$277.00	\$310.25	
VIB05	Vibe Cube - Yellow		\$240.85	\$277.00	\$310.25	
VIB08	Vibe Cube - Orange		\$240.85	\$277.00	\$310.25	
VIB09	Vibe Cube - White Waterproof		\$240.85	\$277.00	\$310.25	
VIB10	Vibe Cube - Black Waterproof		\$240.85	\$277.00	\$310.25	
VIB11	Vibe Cube - Steel Blue Vinyl		\$240.85	\$277.00	\$310.25	
VIB12	Vibe Cube - Silver Vinyl		\$240.85	\$277.00	\$310.25	
VIB13	Vibe Cube - Purple Vinyl		\$240.85	\$277.00	\$310.25	
VIB14	Vibe Cube - Cirtus Green		\$240.85	\$277.00	\$310.25	
VIB15	Vibe Cube - Taupe Vinyl		\$240.85	\$277.00	\$310.25	
VIB16	Vibe Cube - Spice Orange		\$240.85	\$277.00	\$310.25	
VIB17	Vibe Cube - Desert Rose		\$240.85	\$277.00	\$310.25	

**Marche Swivel**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MAR001	Marche Swivel - White		\$318.80	\$366.60	\$410.60	
MAR002	Marche Swivel - Grey		\$318.80	\$366.60	\$410.60	
MAR003	Marche Swivel - Linen		\$318.80	\$366.60	\$410.60	
MAR004	Marche Swivel - Raspberry		\$318.80	\$366.60	\$410.60	
MAR005	Marche Swivel - Red		\$318.80	\$366.60	\$410.60	
MAR006	Marche Swivel - Rose Qtz		\$318.80	\$366.60	\$410.60	
MAR007	Marche Swivel - Plum		\$318.80	\$366.60	\$410.60	
MAR008	Marche Swivel - Meadow Green		\$318.80	\$366.60	\$410.60	
MAR009	Marche Swivel - Pear		\$318.80	\$366.60	\$410.60	
MAR010	Marche Swivel - Blue		\$318.80	\$366.60	\$410.60	
MAR011	Marche Swivel - Orange		\$318.80	\$366.60	\$410.60	
MAR012	Marche Swivel - Forest Green		\$318.80	\$366.60	\$410.60	
MAR013	Marche Swivel - Teal Velvet		\$318.80	\$366.60	\$410.60	
MAR014	Marche Swivel - Distressed Brown		\$318.80	\$366.60	\$410.60	
MAR015	Marche Swivel - Black Vinyl		\$318.80	\$366.60	\$410.60	
MAR016	Marche Swivel - Ivory Faux Sheep Fur		\$318.80	\$366.60	\$410.60	

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

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


**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, MARCH 1, 2023**


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**Cocktail Tables**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ALC100	Alondra Cocktail Table - Glass Top, Chrome		\$572.60	\$658.50	\$737.50	
ALC200	Alondra Cocktail Table - Brandy Maple Top, Chrome		\$572.60	\$658.50	\$737.50	
CIC	Geo Cocktail Table - Glass Top, Chrome		\$429.50	\$493.90	\$553.15	
CIFWB	Geo Cocktail Table - Brandy Maple Top, Black		\$501.05	\$576.20	\$645.35	
MESCTB	Mesa Cocktail Table - Black Top, Bronze		\$331.70	\$381.45	\$427.20	
MESCTG	Mesa Cocktail Table - Glass Top, Bronze		\$331.70	\$381.45	\$427.20	
MESCTW	Mesa Cocktail Table - Barnwood Top, Bronze		\$331.70	\$381.45	\$427.20	
CIE	Silverado Cocktail Table - Glass Top, Chrome		\$475.00	\$546.25	\$611.80	
CIW	Sydney Cocktail Table - White Top, Brushed Steel		\$481.50	\$553.70	\$620.15	
CIY	Sydney Cocktail Table - Black Top, Brushed Steel		\$481.50	\$553.70	\$620.15	
CIWP	 <b>POWERED</b> Sydney Cocktail Table - White Top, Brushed Steel		\$611.65	\$703.40	\$787.80	
CIYP	 <b>POWERED</b> Sydney Cocktail Table - Black Top, Brushed Steel		\$611.65	\$703.40	\$787.80	
SYDBEC	Sydney Cocktail Table - Blue Top, Brushed Steel		\$488.05	\$561.25	\$628.60	
SYDWDC	Sydney Cocktail Table - Barnwood Top, Brushed Steel		\$443.65	\$510.20	\$571.40	

**End Tables**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ALE100	Alondra End Table - Glass Top, Chrome		\$413.20	\$475.20	\$532.20	
ALE200	Alondra End Table - Brandy Maple Top, Chrome		\$413.20	\$475.20	\$532.20	
CUBPOW	 <b>POWERED</b> Wireless Charging Table - White, AC Plug In		\$736.50	\$846.95	\$948.60	
EIC	Geo End Table - Glass Top, Chrome		\$423.00	\$486.45	\$544.80	
EIFWB	Geo End Table - Brandy Maple Top, Black		\$435.95	\$501.35	\$561.50	
MESETB	Mesa End Table - Black Top, Bronze		\$219.10	\$251.95	\$282.20	
MESETG	Mesa End Table - Glass Top, Bronze		\$219.10	\$251.95	\$282.20	
MESETW	Mesa End Table - Barnwood Top, Bronze		\$219.10	\$251.95	\$282.20	
REGOTT	Regis End Table - Brushed Metal		\$361.20	\$415.40	\$465.25	
EIE	Silverado End Table - Glass, Chrome		\$452.20	\$520.05	\$582.45	
EIW	Sydney End Table - White Top, Brushed Steel		\$435.95	\$501.35	\$561.50	
EIY	Sydney End Table - Black Top, Brushed Steel		\$435.95	\$501.35	\$561.50	
SYDBEE	Sydney End Table - Blue Top, Brushed Steel		\$428.90	\$493.25	\$552.45	
SYDWDE	Sydney End Table - Barnwood Top, Brushed Steel		\$428.90	\$493.25	\$552.45	

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Side Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
AURA	Aura Round Table - White Metal		\$247.20	\$284.30	\$318.40	
SEDBBK	Sedona Side Table - Black Top, Bronze		\$221.10	\$254.25	\$284.75	
SEDBWD	Sedona Side Table - Wood Top, Bronze		\$221.10	\$254.25	\$284.75	
SEDBWH	Sedona Side Table - White Top, Bronze		\$221.10	\$254.25	\$284.75	
TAOBBK	Taos Side Table - Black Top, Bronze		\$221.10	\$254.25	\$284.75	
TAOBWD	Taos Side Table - Wood Top, Bronze		\$221.10	\$254.25	\$284.75	
TAOBWH	Taos Side Table - White Top, Bronze		\$221.10	\$254.25	\$284.75	
TMBTBL	Timber Table - Wood		\$292.85	\$336.80	\$377.20	

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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		\$428.90	\$493.25	\$552.45	
30BEBB	30" Round Bar Table w/ Standard Black Base - Blue Top		\$428.90	\$493.25	\$552.45	
30BKSB	30" Round Bar Table w/ Standard Black Base - Black Top		\$428.90	\$493.25	\$552.45	
30GSBB	30" Round Bar Table w/ Standard Black Base - Green Top		\$428.90	\$493.25	\$552.45	
30OSBB	30" Round Bar Table w/ Standard Black Base - Orange Top		\$428.90	\$493.25	\$552.45	
30WDBB	30" Round Bar Table w/ Standard Black Base - Barnwood Top		\$428.90	\$493.25	\$552.45	
30WH42	30" Round Bar Table w/ Standard Black Base - White Top		\$445.70	\$512.55	\$574.05	
30YBBB	30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top		\$428.90	\$493.25	\$552.45	
VTB	30" Round Bar Table w/ Standard Black Base - Red Top		\$423.00	\$486.45	\$544.80	
VTJ	30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$423.00	\$486.45	\$544.80	
VTK	30" Round Bar Table w/ Standard Black Base - Maple Top		\$423.00	\$486.45	\$544.80	
VTA	30" Round Madison Bar Table w/ Standard Black Base - Gray Acajou Top		\$423.00	\$486.45	\$544.80	
P30BWH	 <b>POWERED</b> 30" Round Cafe Table w/ Standard Black Base - White Top		\$866.45	\$996.40	\$1,115.95	

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

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKSB	36" Round Bar Table w/ Standard Black Base - Black Top		\$423.00	\$486.45	\$544.80	
VTN	36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$452.20	\$520.05	\$582.45	
VTW	36" Round Bar Table w/ Standard Black Base - White Top		\$452.20	\$520.05	\$582.45	
VTP	36" Round Bar Table w/ Standard Black Base - Maple Top		\$452.20	\$520.05	\$582.45	

**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		\$517.70	\$595.35	\$666.80	
30BEHB	30" Round Bar Table w/ Hydraulic Base - Blue Top		\$517.70	\$595.35	\$666.80	
30BKHB	30" Round Bar Table w/ Hydraulic Base - Black Top		\$517.70	\$595.35	\$666.80	
30BRHB	30" Round Bar Table w/ Hydraulic Base - Red Top		\$514.10	\$591.20	\$662.15	
30GRHB	30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$514.10	\$591.20	\$662.15	
30GSHB	30" Round Bar Table w/ Hydraulic Base - Green Top		\$517.70	\$595.35	\$666.80	
30MTHB	30" Round Bar Table w/ Hydraulic Base - Maple Top		\$559.60	\$643.55	\$720.80	
30OSHB	30" Round Bar Table w/ Hydraulic Base - Orange Top		\$517.70	\$595.35	\$666.80	
30WDHB	30" Round Bar Table w/ Hydraulic Base - Barnwood Top		\$517.70	\$595.35	\$666.80	
30WHHB	30" Round Bar Table w/ Hydraulic Base - White Top		\$556.45	\$639.90	\$716.70	
30YSHB	30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top		\$517.70	\$595.35	\$666.80	
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top		\$514.10	\$591.20	\$662.15	

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

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHB	36" Round Bar Table w/ Hydraulic Base - Black Top		\$517.70	\$595.35	\$666.80	
36GRHB	36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$559.60	\$643.55	\$720.80	
36MTHB	36" Round Bar Table w/ Hydraulic Base - Maple Top		\$559.60	\$643.55	\$720.80	
36WTHB	36" Round Bar Table w/ Hydraulic Base - White Top		\$559.60	\$643.55	\$720.80	



# BAR TABLES, BARS & COUNTERS CONTINUED

**TESOL 2023** INTERNATIONAL  
CONVENTION & ENGLISH  
LANGUAGE EXPO  
PORTLAND, OR, USA | 21 - 24 MARCH

**TESOL**

Oregon Convention Center | Portland, OR  
March 22 - 24, 2023

**C142980323**

## ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, MARCH 1, 2023

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

### Metal Bar Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
RSTSQT	Rustique Square Metal Bar Table - Gunmetal		\$468.55	\$538.85	\$603.50	

### Ventura Communal Bar Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTBNP	Ventura Communal Bar Table - Black Top, Silver		\$1,135.55	\$1,305.90	\$1,462.60	
VNTMNP	Ventura Communal Bar Table - Maple Top, Silver		\$1,135.55	\$1,305.90	\$1,462.60	
VNTWNP	Ventura Communal Bar Table - White Top, Silver		\$1,135.55	\$1,305.90	\$1,462.60	
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes - Maple Top, Silver		\$1,135.55	\$1,305.90	\$1,462.60	
VNTBWV	Ventura Communal Bar Table w/ Grommet Holes - White Top, Silver		\$1,135.55	\$1,305.90	\$1,462.60	
VNTBLK	 <b>POWERED</b> Ventura Communal Bar Table, Powered - Black Top, Silver		\$1,340.50	\$1,541.55	\$1,726.55	
VNTWHT	 <b>POWERED</b> Ventura Communal Bar Table, Powered - White Top, Silver		\$1,340.50	\$1,541.55	\$1,726.55	

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

### Bars

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTBLPI	Midtown Bar, Lighted w/ Plug In - Taupe Glass Top, Pewter		\$2,528.90	\$2,908.25	\$3,257.25	
MTBUUL	Midtown Bar, Unlighted - Taupe Glass Top, Pewter		\$2,366.30	\$2,721.25	\$3,047.80	

### Counters

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In - Taupe Glass Top, Pewter		\$2,528.90	\$2,908.25	\$3,257.25	
MTCPUL	Midtown Powered Counter, Unlighted - Taupe Glass Top, Pewter		\$2,381.05	\$2,738.20	\$3,066.80	

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

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	0.00%
<b>AMOUNT DUE</b>	\$ _____

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

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

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




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

### ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, MARCH 1, 2023

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

#### 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		\$384.55	\$442.25	\$495.30	
30BEBC	30" Round Cafe Table w/ Standard Black Base - Blue Top		\$384.55	\$442.25	\$495.30	
30BKSC	30" Round Cafe Table w/ Standard Black Base - Black Top		\$384.55	\$442.25	\$495.30	
30GSBC	30" Round Cafe Table w/ Standard Black Base - Green Top		\$384.55	\$442.25	\$495.30	
30OSBC	30" Round Cafe Table w/ Standard Black Base - Orange Top		\$384.55	\$442.25	\$495.30	
30WDBC	30" Round Cafe Table w/ Standard Black Base - Barnwood Top		\$384.55	\$442.25	\$495.30	
30WH29	30" Round Cafe Table w/ Standard Black Base - White Top		\$406.70	\$467.70	\$523.80	
30YSBC	30" Round Cafe Table w/ Standard Black Base - Brushed Yellow Top		\$384.55	\$442.25	\$495.30	
ZTA	30" Round Madison Cafe Table w/ Standard Black Base - Gray Acajou Top		\$396.90	\$456.45	\$511.20	
ZTB	30" Round Cafe Table w/ Standard Black Base - Red Top		\$383.95	\$441.55	\$494.55	
ZTJ	30" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$383.95	\$441.55	\$494.55	
ZTK	30" Round Cafe Table w/ Standard Black Base - Maple Top		\$383.95	\$441.55	\$494.55	
P30CWH	 POWERED 30" Round Cafe Table w/ Standard Black Base - White Top		\$866.45	\$996.40	\$1,115.95	

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

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKSC	36" Round Cafe Table w/ Standard Black Base - Black Top		\$419.70	\$482.65	\$540.55	
ZTN	36" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$419.70	\$482.65	\$540.55	
ZTP	36" Round Cafe Table w/ Standard Black Base - Maple Top		\$419.70	\$482.65	\$540.55	
ZTQ	36" Round Cafe Table w/ Standard Black Base - White Top		\$419.70	\$482.65	\$540.55	

#### 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		\$516.90	\$594.45	\$665.80	
30BEHC	30" Round Cafe Table w/ Hydraulic Base - Blue Top		\$517.70	\$595.35	\$666.80	
30BKHC	30" Round Cafe Table w/ Hydraulic Base - Black Top		\$516.90	\$594.45	\$665.80	
30BRHC	30" Round Cafe Table w/ Hydraulic Base - Red Top		\$514.10	\$591.20	\$662.15	
30GRHC	30" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$559.60	\$643.55	\$720.80	
30GSHC	30" Round Cafe Table w/ Hydraulic Base - Green Top		\$516.90	\$594.45	\$665.80	
30MTHC	30" Round Cafe Table w/ Hydraulic Base - Maple Top		\$514.10	\$591.20	\$662.15	
30OSHC	30" Round Cafe Table w/ Hydraulic Base - Orange Top		\$516.90	\$594.45	\$665.80	
30WDHC	30" Round Cafe Table w/ Hydraulic Base - Barnwood Top		\$517.70	\$595.35	\$666.80	
30WHHC	30" Round Cafe Table w/ Hydraulic Base - White Top		\$556.45	\$639.90	\$716.70	
30YSHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Yellow Top		\$516.90	\$594.45	\$665.80	
30MAHC	30" Round Madison Cafe Table w/ Hydraulic Base - Gray Acajou Top		\$514.10	\$591.20	\$662.15	



**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, MARCH 1, 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		\$559.60	\$643.55	\$720.80	
36GRHC	36" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$559.60	\$643.55	\$720.80	
36MTHC	36" Round Cafe Table w/ Hydraulic Base - Maple Top		\$559.60	\$643.55	\$720.80	
36WTHC	36" Round Cafe Table w/ Hydraulic Base - White Top		\$559.60	\$643.55	\$720.80	

**Ventura Communal Café Tables**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTCBN	Ventura Communal Cafe Table - Black Top, Silver		\$872.60	\$1,003.50	\$1,123.90	
VNTCMN	Ventura Communal Cafe Table - Maple Top, Silver		\$872.60	\$1,003.50	\$1,123.90	
VNTCWN	Ventura Communal Cafe Table - White Top, Silver		\$872.60	\$1,003.50	\$1,123.90	
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes - Maple Top, Silver		\$872.60	\$1,003.50	\$1,123.90	
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes - White Top, Silver		\$872.60	\$1,003.50	\$1,123.90	
VNTCBK	 <b>POWERED</b> Communal Ventura Cafe Table - Black Top, Silver		\$990.85	\$1,139.50	\$1,276.25	
VNTCWH	 <b>POWERED</b> Communal Ventura Cafe Table - White Top, Silver		\$990.85	\$1,139.50	\$1,276.25	

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

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	0.00%
<b>AMOUNT DUE</b>	\$ _____

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

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

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

## ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, MARCH 1, 2023

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### Bar Stools

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BSS	Banana Barstool - Black, Chrome		\$426.25	\$490.20	\$549.00	
BST	Banana Barstool - White, Chrome		\$426.25	\$490.20	\$549.00	
BLDBRD	Blade Barstool - Red		\$221.80	\$255.05	\$285.65	
BLDBSB	Blade Barstool - Sky Blue		\$221.80	\$255.05	\$285.65	
XBAR	Christopher Barstool - White Vinyl, Chrome		\$309.00	\$355.35	\$398.00	
LMBAR	Laguna Barstool - Maple, Chrome		\$318.80	\$366.60	\$410.60	
ROLLBL	Lift Barstool - Black Vinyl, Chrome		\$361.20	\$415.40	\$465.25	
ROLLGY	Lift Barstool - Gray Vinyl, Chrome		\$361.20	\$415.40	\$465.25	
ROLLRD	Lift Barstool - Red Vinyl, Chrome		\$361.20	\$415.40	\$465.25	
ROLLWH	Lift Barstool - White Vinyl, Chrome		\$361.20	\$415.40	\$465.25	
LUBSCL	Lucent Barstool - Frosted Acrylic, Chrome		\$443.65	\$510.20	\$571.40	
MARBBE	Marina Barstool - Ocean Blue Fabric, Brushed Metal		\$360.55	\$414.65	\$464.40	
MARBBK	Marina Barstool - Black Vinyl, Brushed Metal		\$360.55	\$414.65	\$464.40	
MARBBR	Marina Barstool - Brown Fabric, Brushed Metal		\$360.55	\$414.65	\$464.40	
MARBRD	Marina Barstool - Red Fabric, Brushed Metal		\$360.55	\$414.65	\$464.40	
MARBWH	Marina Barstool - White Vinyl, Brushed Metal		\$360.55	\$414.65	\$464.40	
RSTSTL	Rustique Barstool - Gunmetal		\$247.20	\$284.30	\$318.40	
BS001	Shark Barstool - White, Chrome		\$543.30	\$624.80	\$699.80	
BSR	Syntax Barstool - Black, Chrome		\$387.20	\$445.30	\$498.75	
ZENBAR	Zenith Barstool - White, Chrome		\$286.25	\$329.20	\$368.70	
BS002	Zoey Barstool - White, Chrome		\$497.80	\$572.45	\$641.15	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	0.00%
AMOUNT DUE	\$ _____

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



## ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, MARCH 1, 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		\$1,108.85	\$1,275.20	\$1,428.20	
BKCT10P	 <b>POWERED</b> 10' Table - Black Top, Silver		\$1,384.85	\$1,592.60	\$1,783.70	
CB8	42" Round Madison Table - Gray Acajou, Black		\$581.00	\$668.15	\$748.35	
42BKCT	42" Round Table - Black Top, Black		\$597.35	\$686.95	\$769.40	
CONF42	42" Round Table - White Top		\$657.30	\$755.90	\$846.60	
BKCT5N	5' Table - Black Top, Silver		\$557.00	\$640.55	\$717.40	
BKCT5P	 <b>POWERED</b> 5' Table - Black Top, Silver		\$721.00	\$829.15	\$928.65	
BKCT8N	8' Table - Black Top, Silver		\$1,108.85	\$1,275.20	\$1,428.20	
BKCT8P	 <b>POWERED</b> 8' Table - Black Top, Silver		\$1,384.85	\$1,592.60	\$1,783.70	
36ATO	Atomic 36" Round Table - Glass Top, Chrome		\$543.30	\$624.80	\$699.80	
42ATO	Atomic 42" Round Table - Glass Top, Chrome		\$543.30	\$624.80	\$699.80	
CE2	Geo Table, Rectangle - Glass Top, Chrome		\$771.05	\$886.70	\$993.10	
CF2	Geo Table, Rectangle - Glass Top, Black		\$771.05	\$886.70	\$993.10	
CE1	Geo Table, Rounded Square - Glass Top, Chrome		\$543.30	\$624.80	\$699.80	
CF1	Geo Table, Rounded Square - Glass Top, Black		\$543.30	\$624.80	\$699.80	
MADC05	Madison 5' Table - Gray Acajou, Chrome		\$823.15	\$946.60	\$1,060.20	
MADC08	Madison 8' Table - Gray Acajou, Chrome		\$1,643.05	\$1,889.50	\$2,116.25	
MADC10	Madison 10' Table - Gray Acajou, Chrome		\$1,643.05	\$1,889.50	\$2,116.25	

### Work Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
WD3	Work Table - White Top, White		\$566.15	\$651.05	\$729.20	

 = **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)	0.00%
AMOUNT DUE	\$ _____

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**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, MARCH 1, 2023**

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**Seating**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CUPCHA	Cupertino Mid Back Chair - Black Vinyl		\$473.80	\$544.85	\$610.25	
GENCHA	Genesis Chair - Black		\$413.50	\$475.50	\$532.55	
PROGB	Pro Executive Guest Chair - Black Vinyl, Chrome		\$445.70	\$512.55	\$574.05	
PROEXB	Pro Executive High Back Chair - Black Vinyl, Chrome		\$634.45	\$729.60	\$817.15	
PROEXE	Pro Executive High Back Chair - White Vinyl, Chrome		\$634.45	\$729.60	\$817.15	
PROMDB	Pro Executive Mid Back Chair - Black Vinyl, Chrome		\$416.45	\$478.90	\$536.35	
PROMID	Pro Executive Mid Back Chair - White Vinyl, Chrome		\$403.45	\$463.95	\$519.60	
TASKST	Task Stool - Black Fabric, Black		\$251.40	\$289.10	\$323.80	

**Desks**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
TECH	 <b>POWERED</b> Tech Desk - Black Metal, Black Laminate w/ Electrical Unit		\$771.05	\$886.70	\$993.10	
TECH3B	 <b>POWERED</b> Tech Desk w/ 3 Drawer File Cabinet - Black Metal, Black Laminate w/ Electrical Unit		\$953.35	\$1,096.35	\$1,227.90	
JD8	Madison Executive Desk - Gray Acajou, Chrome		\$1,037.95	\$1,193.65	\$1,336.90	

**Storage**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BC8	Madison Bookcase - Gray Acajou, Chrome		\$751.50	\$864.20	\$967.90	
TECH3	Cabinet on Castors - Black Top, Black Metal		\$253.80	\$291.85	\$326.85	

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

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

<b>TOTAL ESTIMATE</b>	\$ _____
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<b>AMOUNT DUE</b>	\$ _____

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**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, MARCH 1, 2023**

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**Boxwood Hedges**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
HDC4FT	4' Boxwood Hedge		\$754.20	\$867.35	\$971.45	
HDC7FT	7' Boxwood Hedge		\$1,227.55	\$1,411.70	\$1,581.10	

**Stanchions**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
STNSGN	Stanchion Sign Holder - Chrome		\$67.15	\$77.20	\$86.45	
STNCHI	Stanchion w/ Retractable Belt - Black, Chrome		\$77.05	\$88.60	\$99.25	

**Dividers**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
DIVBAR	Bar/Counter Divider - Clear, Black		\$216.30	\$248.75	\$278.60	
DIVFRE	Freestanding Divider - Clear, Silver		\$435.10	\$500.35	\$560.40	
DIVFCR	Freestanding Corner Divider - Clear, Silver		\$870.20	\$1,000.75	\$1,120.85	
DIVFWL	Freestanding Wall Divider - Clear, Silver		\$435.10	\$500.35	\$560.40	
DIVFST	Sofa/Table Divider - Clear, Silver		\$390.35	\$448.90	\$502.75	
DIVFWB	Freestanding Whiteboard Divider - White, Silver		\$542.00	\$623.30	\$698.10	
MIRWHT	Miramar Divider - White Molded Plastic		\$557.00	\$640.55	\$717.40	

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

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	0.00%
<b>AMOUNT DUE</b>	\$ _____

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

**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, MARCH 1, 2023**

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**Charging Hub**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VILHUB	 <b>POWERED</b> Village Charging Hub - Cream		\$325.70	\$374.55	\$419.50	

**Lamps**


CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
LA14	Mason Silver Table Lamp - Brushed Silver		\$247.20	\$284.30	\$318.40	
LA15	Mason Silver Floor Lamp - Brushed Silver		\$377.40	\$434.00	\$486.10	

**Pedestals**

PDL36B	 <b>POWERED</b> 36" Locking Pedestal - Black		\$862.20	\$991.55	\$1,110.55	
PDL36W	 <b>POWERED</b> 36" Locking Pedestal - White		\$862.20	\$991.55	\$1,110.55	
PDL42B	 <b>POWERED</b> 42" Locking Pedestal - Black		\$1,021.60	\$1,174.85	\$1,315.85	
PDL42W	 <b>POWERED</b> 42" Locking Pedestal - White		\$1,021.60	\$1,174.85	\$1,315.85	

**Shelving**

PSHCCS	Posh Shelving - Chrome, Acrylic		\$881.75	\$1,014.00	\$1,135.70	
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 = **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.  
NOTE: Items may be discontinued without notice at any time.

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	0.00%
<b>AMOUNT DUE</b>	\$ _____

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



## DISCOUNT DEADLINE:\* MONDAY, FEBRUARY 20, 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		\$240.55	\$276.65	\$309.85	
70010	22" x 28" Horizontal		\$240.55	\$276.65	\$309.85	
70011	28" x 44" Vertical		\$366.35	\$421.30	\$471.85	
70012	28" x 44" Horizontal		\$366.35	\$421.30	\$471.85	
70027	38.25" x 90.75" Meter Board, Trovicel Panel		\$741.40	\$852.60	\$954.90	
70138	39" x 84" Meter Board, Ultraboard		\$430.75	\$495.35	\$554.80	

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

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70065	Vertical with Grommets		\$30.50	\$35.05	\$39.25	
70071	Horizontal with Grommets		\$30.50	\$35.05	\$39.25	
70066	Vertical with Pockets		\$32.80	\$37.70	\$42.20	
70072	Horizontal with Pockets		\$32.80	\$37.70	\$42.20	

### 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>		\$255.85	\$294.25	\$329.55	

### Accessories

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70017	4' x 8' Blank Foamcore		\$65.30	\$75.10	\$84.10	
70021	Velcro/per ft. (Minimum of 5')		\$4.20	\$4.85	\$5.45	
70004	7" x 44" ID Sign		\$71.95	\$82.75	\$92.70	
50094	Floor Easel		\$64.50	\$74.15	\$83.05	
50095	22" x 28" Chrome Sign Holder		\$146.75	\$168.75	\$189.00	
50508	Cardboard Meter Board Base, Black		\$28.70	\$33.00	\$36.95	

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

**TAX** (All tax rates are subject to change) 0.00%

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

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

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

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

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

# UPLOADING GRAPHICS 101

## ADDING FILES TO THE FTP.

TESOL

Oregon Convention Center | Portland, OR

C142980323

March 22 - 24, 2023

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

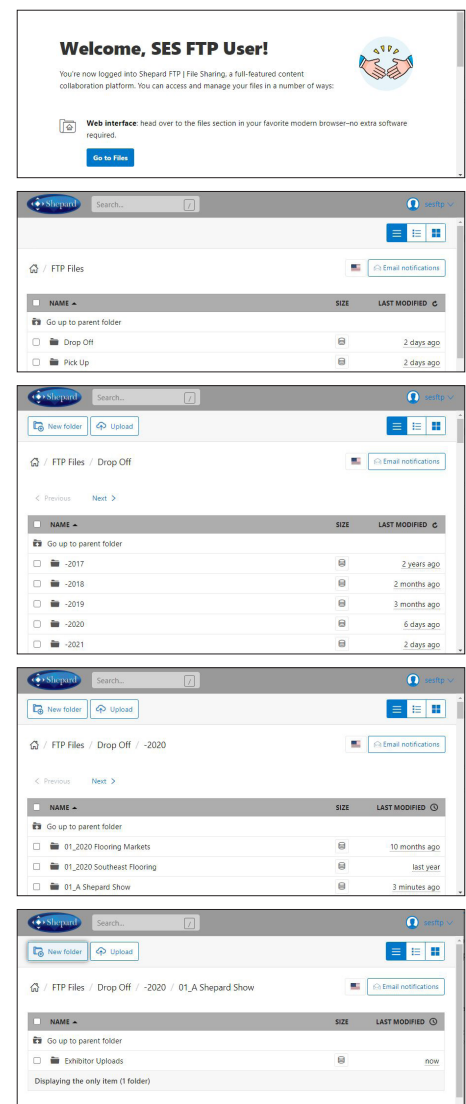
### Before Sending Files

1. Please name your files for easy identification using the following format:  
**Company Name\_Booth#\_Panel Letter**  
*example: Shepard\_Booth1905\_Panel A.pdf*
2. Packaged files should be compressed (.zip) and include document, fonts and images needed.

### Submitting Your Files

1. Go to: [files.shepardes.com](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.

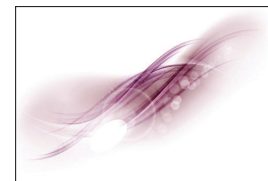
PROGRAM	FILE EXTENSION	SPECIAL CONSIDERATIONS
 Acrobat	.pdf	Must be high resolution with fonts embedded.
 InDesign	.indd or .idml	Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
 Illustrator	.ai or .eps	Vector artwork. Images embedded and fonts changed to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

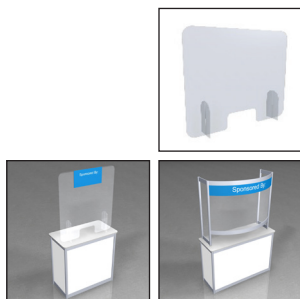


### Why Shepard?

- **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

**ONLINE & DISCOUNT DEADLINE:\* MONDAY, FEBRUARY 20, 2023**

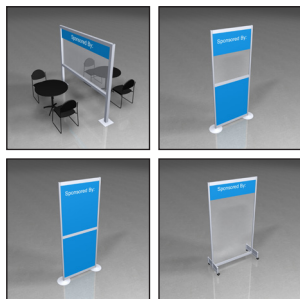
\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Counters and Furnishings not included.



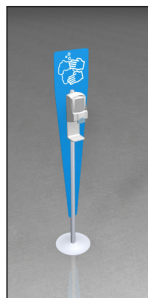
Counters not included.

**Plexi Shields**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66651	<b>Standard Plexi Shield</b> (CVPS1) 40" (l) x 36" (h)		\$444.40	\$511.05	\$572.40	
66652	<b>Tall Plexi Shield</b> (CVPS2) 40" (l) x 44" (h)		\$546.95	\$629.00	\$704.50	
66653	<b>Curved Plexi Shield</b> (CVPS3) 4' 8.75" (l) x 4' (h) x 2' 2.25" (d)		\$683.70	\$786.25	\$880.60	


**Walls & Dividers**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66654	<b>Large Wall Divider</b> (CVDW1) 9' 1.25" (l) x 7' (h) x 11.85" (d) base 30" from floor		\$683.70	\$786.25	\$880.60	
66655	<b>Plexi/Trovice Panel Wall Divider</b> (CVDW2) 3' 4.5" (l) x 8' high x Approx. 6" (d) base		\$478.60	\$550.40	\$616.45	
66656	<b>Trovice/Trovice Wall Divider</b> (CVDW3) 3' 4.5" (l) x 8' (h) x 1' 9" (d) base		\$410.20	\$471.75	\$528.35	
66657	<b>Plexi Rolling Baffle</b> (CVDW4) 4' 2.5" (l) x 7' (h) x 1' 9" (d) base		\$854.65	\$982.85	\$1,100.80	

**Sanitizer Kiosk**


CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66650	<b>Sanitizer Kiosk A</b> (CVSK1) 40" (l) x 36" (h)		\$512.80	\$589.70	\$660.45	

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	0.00%
<b>AMOUNT DUE</b>	\$ _____

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

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

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

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

# EXHIBIT COUNTER RENTALS

C142980323

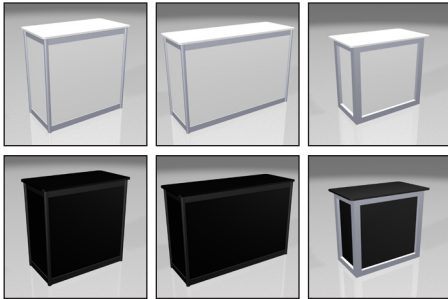
## ONLINE & DISCOUNT DEADLINE:\* MONDAY, FEBRUARY 20, 2023

\* 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 & Customize to Fit Your Exhibit!

### AVAILABLE COLORS FOR ALL PRODUCTS:

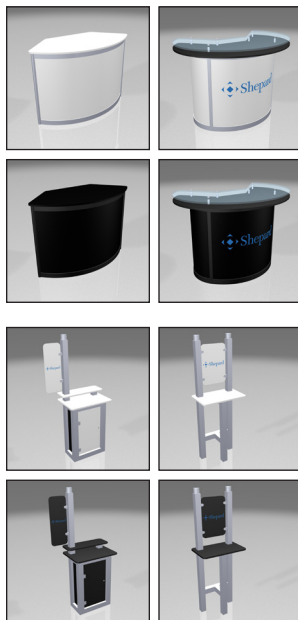
**Metal Colors:** Silver (15) and **Panel Colors:** White (03) or Black (06)



### 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		\$1,124.50	\$1,293.15	\$1,448.35	
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		\$1,364.60	\$1,569.30	\$1,757.60	
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		\$829.50	\$953.90	\$1,068.35	

### 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		\$1,156.40	\$1,329.85	\$1,489.45	
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		\$2,508.55	\$2,884.85	\$3,231.05	

### 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		\$1,458.85	\$1,677.70	\$1,879.00	
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		\$850.30	\$977.85	\$1,095.20	

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	0.00%
<b>AMOUNT DUE</b>	\$ _____

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

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

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

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

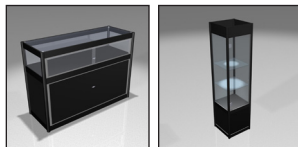
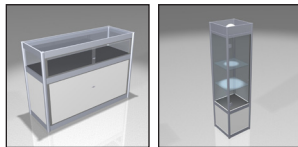
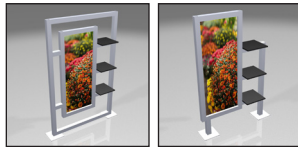
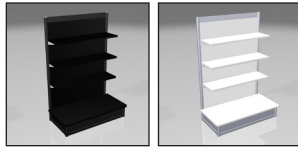
## ONLINE & DISCOUNT DEADLINE:\* MONDAY, FEBRUARY 20, 2023

\* 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 & 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)		\$788.05	\$906.25	\$1,015.00	
6627803 (w) 6627806 (b)	<b>GL1</b> 5' 4" (l) x 8' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$779.00	\$895.85	\$1,003.35	
6627903 (w) 6627906 (b)	<b>GL2</b> 4' 3" (l) x 7' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$1,342.75	\$1,544.15	\$1,729.45	

### Showcases

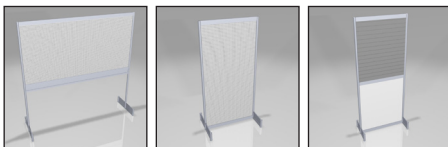
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627003 (w) 6627006 (b)	<b>Quarterview Showcase (Qtrview)</b> 4' 6" (l) x 3' 3" (h) x 1' 9" (d)		\$1,517.15	\$1,744.70	\$1,954.05	
6627203 (w) 6627206 (b)	<b>Square Showcase (Square)</b> 1' 9" (l) x 7' (h) x 1' 9" (d)		\$1,637.45	\$1,883.05	\$2,109.00	

### 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		\$2,577.60	\$2,964.25	\$3,319.95	Black ONLY

### Perforated/Peg Boards

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR
66148	<b>8' x 4' Pegboard Panel (PerfH)</b>		\$383.10	\$440.55	\$493.40
66149	<b>4' x 8' Pegboard Panel (PerfV)</b>		\$383.10	\$440.55	\$493.40
50104	<b>6" Pegs - 1 dozen (6"Pegs)</b>		\$62.60	\$72.00	\$80.65
66147	<b>3.5' x 8' Slat Wall, Grey (Slatwall)</b>		\$383.10	\$440.55	\$493.40



<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	0.00%
<b>AMOUNT DUE</b>	\$ _____

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

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

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

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



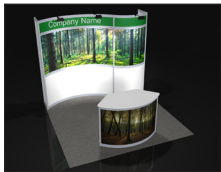
## ONLINE & DISCOUNT DEADLINE:\* MONDAY, FEBRUARY 20, 2023

\* 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.

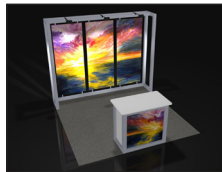
### Turnkey Rental Designs Make Exhibiting Easier!

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

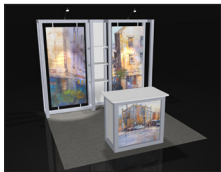
Don't see what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Please contact an Exhibit Team member with any questions or customization requests.



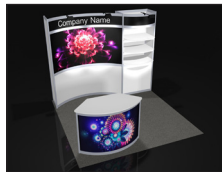
The Eddie



The Jonathon



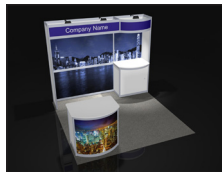
The Pierce



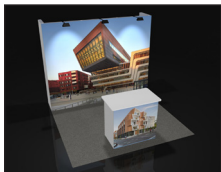
The Madison



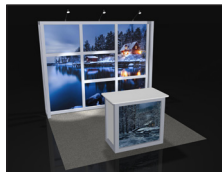
The Grant



The Harrison



The Hamilton



The Lucy

### Inline Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66470	The Eddie - 10' x 10'		\$4,574.00	\$5,260.10	\$5,891.30	
66471	The Eddie - 10' x 20'		\$7,448.35	\$8,565.60	\$9,593.45	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66474	The Jonathon - 10' x 10'		\$3,190.90	\$3,669.55	\$4,109.90	
66475	The Jonathon - 10' x 20'		\$5,585.40	\$6,423.20	\$7,194.00	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66477	The Pierce - 10' x 10'		\$3,957.95	\$4,551.65	\$5,097.85	
66478	The Pierce - 10' x 20'		\$7,515.05	\$8,642.30	\$9,679.40	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66484	The Madison - 10' x 10'		\$4,799.70	\$5,519.65	\$6,182.00	
66485	The Madison - 10' x 20'		\$5,688.50	\$6,541.75	\$7,326.75	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66486	The Grant - 10' x 10'		\$5,066.20	\$5,826.15	\$6,525.30	
66487	The Grant - 10' x 20'		\$7,021.75	\$8,075.00	\$9,044.00	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66492	The Harrison - 10' x 10'		\$4,657.50	\$5,356.15	\$5,998.90	
66493	The Harrison - 10' x 20'		\$6,843.90	\$7,870.50	\$8,814.95	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66467	The Hamilton - 10' x 10'		\$3,245.45	\$3,732.25	\$4,180.10	
66468	The Hamilton - 10' x 20'		\$5,685.70	\$6,538.55	\$7,323.20	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66473	The Lucy - 10' x 10'		\$2,933.15	\$3,373.10	\$3,777.85	

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	0.00%
<b>AMOUNT DUE</b>	\$ _____

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

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

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

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

### ONLINE & DISCOUNT DEADLINE:\* MONDAY, FEBRUARY 20, 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.

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

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

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



FX21



FX2H1



FX22



FX2H2

#### 10' x 10' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66557	10' x 10' Booth (FX21)		\$3,016.10	\$3,468.50	\$3,884.70	
66561	10' x 10' Booth with Header (FX2H1)		\$3,690.50	\$4,244.05	\$4,753.35	

##### GRAPHIC SIZE SPECIFICATIONS

Backwall Graphic Size	3042mm x 2432mm	Side Panel Colors	<input type="checkbox"/> White <input type="checkbox"/> Black
Counter Graphic Size	1079mm x 1020mm		
Header Graphic Size	2440mm x 380mm		

#### 10' x 20' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66559	10' x 20' Booth (FX22)		\$5,227.85	\$6,012.05	\$6,733.50	
66567	10' x 20' Booth with Header (FX2H2)		\$5,831.15	\$6,705.80	\$7,510.50	

##### 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)	0.00%
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: \_\_\_\_\_

# FABEX BACKLIT BOOTH RENTALS

C142980323

## ONLINE & DISCOUNT DEADLINE:\* MONDAY, FEBRUARY 20, 2023

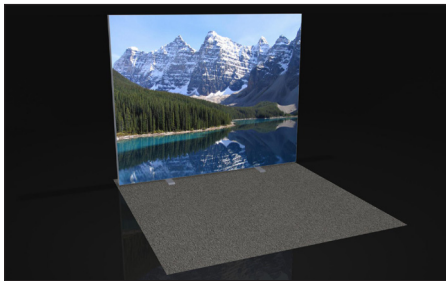
\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

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

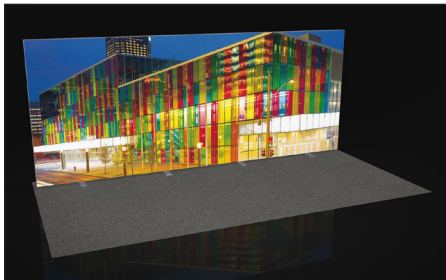
**Carpet/flooring, furnishings, electrical and accessories not included.** Please use the appropriate order forms to order these items.

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

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



FX11



FX12



FX13

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

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66564	8' x 10' Backlit Backwall with Graphics (FX11) Graphic Size: 2992mm x 2436mm		\$3,041.30	\$3,497.50	\$3,917.20	
66565	8' x 20' Backlit Backwall with Graphics (FX12) Graphic Size: 5992mm x 2436mm		\$4,700.05	\$5,405.05	\$6,053.65	
66566	8' x 30' Backlit Backwall with Graphics (FX13) Graphic Size: 8992mm x 2436mm		\$6,358.85	\$7,312.70	\$8,190.20	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	0.00%
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: \_\_\_\_\_

**ONLINE & DISCOUNT DEADLINE:\* MONDAY, FEBRUARY 20, 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.

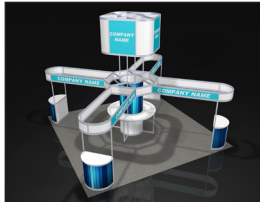
## Turnkey Rental Designs Make Exhibiting Easier!

**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.

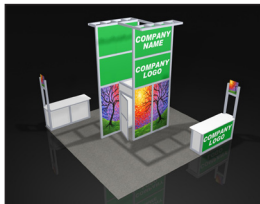
**Please contact an Exhibit Team member with any questions.**



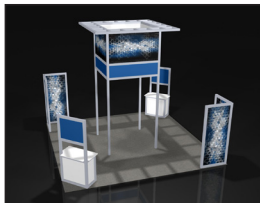
The Monroe



The Washington



The Tyler



The Garfield

**Island Booths**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66494	The Monroe		\$11,643.55	\$13,390.10	\$14,996.90	
66368	The Washington		\$16,709.95	\$19,216.45	\$21,522.40	
66495	The Tyler		\$12,434.70	\$14,299.90	\$16,015.90	
66496	The Garfield		\$12,176.80	\$14,003.30	\$15,683.70	

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	0.00%
<b>AMOUNT DUE</b>	\$ _____

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

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

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

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



### ONLINE & DISCOUNT DEADLINE:\* MONDAY, FEBRUARY 20, 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)		\$7,332.85	\$8,432.80	\$9,444.75	
69142	16' x 48" Circle Hanging Sign (HSC16)		\$11,654.35	\$13,402.50	\$15,010.80	

### Square Hanging Sign

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69143	10' x 48" Square Hanging Sign (HSS10)		\$8,916.70	\$10,254.20	\$11,484.70	

### Triangle Hanging Sign

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69144	10' x 48" Triangle Hanging Sign (HST10)		\$7,215.40	\$8,297.70	\$9,293.40	

### Wave Hanging Signs

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69145	10' x 48" Single Sided Wave Hanging Sign (HSWS)		\$3,177.60	\$3,654.25	\$4,092.75	
69146	10' x 48" Double Sided Wave Hanging Sign (HSWD)		\$4,228.40	\$4,862.65	\$5,446.15	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	0.00%
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: \_\_\_\_\_



**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, MARCH 1, 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:

**Oregon Convention Center  
777 NE MLK Jr. Blvd.  
Portland, OR 97232-2742  
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: **Monday, March 13, 2023**

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



# HANG SIGN ASSEMBLY/DISASSEMBLY

**TESOL**

**C142980323**

Oregon Convention Center | Portland, OR

March 22 - 24, 2023

## ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, MARCH 1, 2023

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

Only Shepard Exposition Services may operate machinery. Exhibitors and their EACs may not utilize, operate, or be inside equipment.

Additional charges may be applied by Shepard due to regulations at the facility, ensuring structural integrity of sign, 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. 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.

### Step 1. Tell us about your hanging sign.

**TYPE:** ☐ Cloth ☐ Wood ☐ Truss ☐ Metal

☐ Other: \_\_\_\_\_

**SHAPE:** ☐ Circle ☐ Square ☐ Triangle ☐ Rectangle

☐ Other: \_\_\_\_\_

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

### Step 2. Order assembly/disassembly labor.

Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity.

#### Exhibitor Supervised

SIGN ASSEMBLY LABOR - EXHIBITOR SUPERVISED						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69150	ST		\$142.25	\$163.60	\$183.25	
69151	OT		\$213.38	\$245.40	\$274.85	
69152	DT		\$347.00	\$399.05	\$446.95	

SIGN DISASSEMBLY LABOR - EXHIBITOR SUPERVISED						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69153	ST		\$142.25	\$163.60	\$183.25	
69154	OT		\$213.38	\$245.40	\$274.85	
69155	DT		\$347.00	\$399.05	\$446.95	

REQUESTED DATE OF ASSEMBLY: \_\_\_\_\_

REQUESTED START TIME: \_\_\_\_\_

HOW MANY LABORERS WILL YOU REQUIRE?: \_\_\_\_\_

Should hanging sign or supervision not be present at time the crew arrives a 1 Hour Crew Minimum charge will be applied.

#### Labor Hours

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

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

**Double Time (DT):** Holidays

**Holidays:** NY Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve Day, Christmas Day, NY Eve Day.

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in. Equipment cancellations must be made in writing within 14 days of exhibitor move in.

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

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

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



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

#### Important Information

This order form is for sign assembly/disassembly only. You will need to order rigging via the appropriate party. If Shepard is responsible for the rigging of signs, please complete the following form. If another party is handling the rigging, please order services via their forms or website.

**Requested labor times are subject to availability and are not confirmed.** Shepard reserves the right to change requested times in order to manage the overall installation and dismantle of the event.

Services will be charged to the exhibitor based on date and time performed. Straight time is not guaranteed. Please contact us at [overheadrigging@shepardes.com](mailto:overheadrigging@shepardes.com) with all questions.

Orders placed and diagrams submitted within 30 days of move in are subject to additional late fees.

#### Shepard Supervised

SIGN ASSEMBLY LABOR - SHEPARD SUPERVISED						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69190	ST		\$184.93	\$212.65	\$238.15	
69191	OT		\$277.39	\$319.00	\$357.30	
69192	DT		\$451.10	\$518.75	\$581.00	

SIGN DISASSEMBLY LABOR - SHEPARD SUPERVISED						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69193	ST		\$184.93	\$212.65	\$238.15	
69194	OT		\$277.39	\$319.00	\$357.30	
69195	DT		\$451.10	\$518.75	\$581.00	

REQUESTED DATE OF ASSEMBLY: \_\_\_\_\_

REQUESTED START TIME: \_\_\_\_\_

HOW MANY LABORERS WILL YOU REQUIRE?: \_\_\_\_\_

Should hanging sign or supervision not be present at time the crew arrives a 1 Hour Crew Minimum charge will be applied.

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	0.00%
<b>AMOUNT DUE</b>	\$ _____

**ONLINE & DISCOUNT DEADLINE: \*WEDNESDAY, MARCH 1, 2023**

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

Only Shepard Exposition Services may operate machinery. Exhibitors and their EACs may not utilize, operate, or be inside equipment.

Additional charges may be applied by Shepard due to regulations at the facility, ensuring structural integrity of sign, 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. 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.

**Labor Hours****Straight Time (ST):**

Monday - Friday | 8:00AM - 5:00PM

**Overtime (OT):**

Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday

**Double Time (DT):**

Holidays

**Holidays:**

NY Day, Presidents Day, Memorial Day, Independence Day,  
Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve

**Important Information**

**This order form is for overhead rigging only.** You will need to order sign assembly/disassembly via the previous form.

**Requested labor times are subject to availability and are not confirmed.** Shepard reserves the right to change requested times in order to manage the overall installation and dismantle of the event.

Services will be charged to the exhibitor based on date and time performed. Straight time is not guaranteed. Please contact us at overheadrigging@shepardes.com with all questions.

Orders placed and diagrams submitted within 30 days of move in are subject to additional late fees.

**Step 1. Tell us about your hanging sign.**

**TYPE:** ☐ Cloth ☐ Wood ☐ Truss ☐ Metal

☐ Other: \_\_\_\_\_

**SHAPE:** ☐ Circle ☐ Square ☐ Triangle ☐ Rectangle

☐ Other: \_\_\_\_\_

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

**Step 2. Order overhead rigging crew.**

Rates are per lift and crew (up to 3 riggers) per hour. One hour minimum per lift/crew - lift/crew thereafter is charged in 1/2 increments.

Should hanging sign or supervision not be present at time the crew arrives a 1 Hour Crew Minimum charge will be applied.

OVERHEAD RIGGING INSTALLATION & REMOVAL						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	EST. TOTAL
69156	Rigging Install		\$747.00	\$859.05	\$962.15	
69157	Rigging Removal		\$747.00	\$859.05	\$962.15	

REQUESTED DATE OF INSTALL: \_\_\_\_\_ REQUESTED START TIME: \_\_\_\_\_

REQUESTED DATE OF REMOVAL: \_\_\_\_\_ REQUESTED START TIME: \_\_\_\_\_

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	0.00%
AMOUNT DUE	\$ _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in. Equipment cancellations must be made in writing within 14 days of exhibitor move in.

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

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

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

**ONLINE & DISCOUNT DEADLINE:\* MONDAY, FEBRUARY 20, 2023**

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

Charges will apply for additional supplies required to ensure structural integrity of overhead sign.

**Truss\*\***

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
6909415	12" Silver Box Truss (Per Ft.)		\$25.60	\$29.45	\$33.00	
6909406	12" Black Box Truss (Per Ft.)		\$25.60	\$29.45	\$33.00	
69038	12" Silver Corner Block		\$96.00	\$110.40	\$123.65	
6903806	12" Black Corner Block		\$96.00	\$110.40	\$123.65	
70067	Design Fee (Hourly)		\$192.00	\$220.80	\$247.30	

\*\* If you are ordering truss, you also need to order motors!

**Truss Details**

QTY: \_\_\_\_\_ SIZE: \_\_\_\_\_

**Motors**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69017	One Ton Hoist/Chain Motor		\$544.10	\$625.70	\$700.80	
69016	Half Ton Hoist/Chain Motor		\$480.10	\$552.10	\$618.35	
69019	Rotating Motor 500 LB Limit		\$512.05	\$588.85	\$659.50	
69020	Rotating Motor 200 LB Limit		\$288.05	\$331.25	\$371.00	

☐ Rotate Clockwise (right)    ☐ Rotate Counterclockwise (left)

**Include the following items with your Truss and Motor Order:**

- ☐ Hanging Sign Instructions  
☐ Sign/Hanging Diagram  
☐ Placement Grid  
☐ Overhead Rigging Labor Order

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	0.00%
<b>AMOUNT DUE</b>	\$ _____

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

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. No refunds or exchanges once item has been delivered to your booth. Labor Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in. Equipment cancellations must be made in writing within 14 days of exhibitor move in.

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

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

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

# LABOR RULES & REGULATIONS

## Portland, Oregon

### LABOR

We currently have an agreement with the local Union to provide labor for display installation and dismantling. Full-time employees of the exhibiting companies, however, may install and dismantle their own exhibits without assistance from the Union as long as the exhibit can be installed and dismantled utilizing no more than one (1) full-time company employee in a half-hour or less without the use of tools or ladders. Labor required in excess of this must be ordered through Shepard Exposition Services. It is recommended that all display labor required be ordered in advance from the Shepard Exposition Services Labor Order Form included in this exhibitor service manual.

### EXHIBIT LABOR JURISDICTION

We currently have an agreement with the local Union to provide labor for display installation and dismantling. Full-time employees of the exhibiting companies, however, may install and dismantle their own exhibits without assistance from the Union as long as the exhibit can be installed and dismantled utilizing no more than one (1) full-time company employee in a half-hour or less without the use of tools or ladders. Labor required in excess of this must be ordered through Shepard Exposition Services. It is recommended that all display labor required be ordered in advance from the Shepard Exposition Services Labor Order Form included in this exhibitor service manual.

### MATERIAL/FREIGHT HANDLING JURISDICTION

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates. 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. Shepard will have complete control of the loading docks at all times. Exhibitors may not operate or utilize any type of powered or mechanical equipment

Only full-time employees of the exhibiting companies will be permitted to hand-carry items in and out of the exhibit facility. Exclusively, Shepard Exposition Services will handle unloading and loading of all contracted carriers.

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

### GRATUITIES /BREAKS

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

### IN GENERAL

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of the exhibitor. All questions originated by labor are to be expressed only to Shepard Exposition Services and/or Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints to craft personnel. Any questions regarding contract labor should be directed to Shepard Exposition Services and/or Exhibit Manager.

### 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.



**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, MARCH 1, 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 | 5:00PM - 8:00AM. All hours Saturday and Sunday

**Double Time (DT):** Holidays

**Holidays:** NY Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve Day, Christmas Day, NY Eve Day.

**Shepard Blue Supervised Labor**

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68066	ST	\$147.95	\$170.15	\$190.55	
68067	OT	\$221.90	\$255.20	\$285.80	
68068	DT	\$360.90	\$415.05	\$464.85	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68070	ST	\$147.95	\$170.15	\$190.55	
68071	OT	\$221.90	\$255.20	\$285.80	
68072	DT	\$360.90	\$415.05	\$464.85	

\*\*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		\$747.00	\$859.05	\$962.15	
68121	Scissor Lift Removal		\$747.00	\$859.05	\$962.15	

TOTAL ESTIMATE	\$	
TAX (All tax rates are subject to change)		0.00%
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 & DISMANTLING NUMBER OF PEOPLE: \_\_\_\_\_

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

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

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

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

**Step 4. When should the build be complete?**

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

INSTALLATION DATE: \_\_\_\_\_ INSTALLATION TIME: \_\_\_\_\_

DISMANTLING DATE: \_\_\_\_\_ DISMANTLING TIME: \_\_\_\_\_

**Step 5. Tell us about your exhibit.**

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

BOOTH SIZE: \_\_\_\_\_ x \_\_\_\_\_

INBOUND FREIGHT: ☐ Advanced Warehouse ☐ Direct to Show Site

CARRIER NAME: \_\_\_\_\_

TRACKING OR PRO NUMBER: \_\_\_\_\_

ESTIMATED ARRIVAL DATE: \_\_\_\_\_

NUMBER OF PIECES: \_\_\_\_\_ ESTIMATED WEIGHT: \_\_\_\_\_

**SET UP INFORMATION**

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

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

CELL PHONE NUMBER: \_\_\_\_\_

**DRAWINGS/PHOTOS/INSTRUCTIONS**

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

**GRAPHICS**

☐ With Exhibit ☐ Shipped Separately

**ELECTRICAL PLACEMENT (exhibitor is responsible to order)**

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

**CARPET**

☐ Ordered from Shepard ☐ Exhibitor Owned ☐ Carpet Padding

**OTHER SERVICES ORDERED**

☐ Overhead Rigging ☐ Cleaning ☐ Audio Visual (AV)

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

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

NUMBER OF CRATES: \_\_\_\_\_ NUMBER OF CARTONS: \_\_\_\_\_

NUMBER OF FIBER CASES: \_\_\_\_\_ NUMBER OF PALLETS: \_\_\_\_\_

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

NAME OF CARRIER: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DATE SCHEDULE TO PICKUP FREIGHT: \_\_\_\_\_

MUST ARRIVE AT DESTINATION BY: \_\_\_\_\_

**IF YOUR CARRIER DOESN'T SHOW UP?**

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

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

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

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



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

**ONLINE & DISCOUNT DEADLINE:\* WEDNESDAY, MARCH 1, 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 | 5:00PM - 8:00AM. All hours Saturday and Sunday

**Double Time (DT):** Holidays

**Holidays:** NY Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve Day, Christmas Day, NY Eve Day.

**Exhibitor Supervised Labor**

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68060	ST	\$113.80	\$130.85	\$146.55	
68061	OT	\$170.70	\$196.30	\$219.85	
68062	DT	\$277.60	\$319.25	\$357.55	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68063	ST	\$113.80	\$130.85	\$146.55	
68064	OT	\$170.70	\$196.30	\$219.85	
68065	DT	\$277.60	\$319.25	\$357.55	

\*\* 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)	0.00%
AMOUNT DUE	\$ _____

**Step 1. Choose your service.**

☐ Installation ☐ Dismantling ☐ Both Installation & Dismantling

**Step 2. How many people are needed?**

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

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

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

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

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

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

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

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

☐ Ordered from Shepard ☐ Exhibitor Owned ☐ Carpet Padding

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

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

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

**Step 6. Tell us about the schedule?**

Requested times are not guaranteed and are based on availability.

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

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

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

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

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

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

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

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

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

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

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

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

**OREGON**

Oregon  
Convention  
Center

**TERMS OF SERVICE**

# OREGON CONVENTION CENTER

## TERMS OF SERVICE

### Audio Visual

The Oregon Convention Center (OCC) has an extensive list of service offerings to meet every audio visual need for your show. Our professional, in-house Audio Visual Production Department offers full audio visual equipment rental, staging, technical support and event production services.

All exhibitor related audio visual rental equipment includes set and strike. All audio visual equipment needing power requires a minimum of one (1) 120V-5 Amps of electricity. The electrical service will be automatically added when you order this item online.

#### Terms and Conditions: Audio Visual

1. All material and equipment furnished by the Convention Center for this service order shall remain the property of the OCC and shall be removed only by the convention center staff at the close of the show.
2. Equipment not returned to OCC staff at the close of the event becomes the financial responsibility of the customer and replacement costs will be billed to the customer.
3. Payment must be rendered in full before service is provided.
4. Advance orders shall receive priority service.
5. Equipment prices and service rates are subject to change without notice.
6. The OCC will not provide credit for equipment installed and not used unless notified 72 hours prior to the first move-in day.
7. A minimum of one hour labor up to the full equipment rental cost may be charged for all orders cancelled within 72 hours of the first event day.
8. Claims will not be considered unless filed by the exhibitor prior to close of show.

### Rigging Rules and Regulations

#### Rigging Defined

The term "rigging," as used in this document, refers to the overhead suspension of objects **over 20 lbs.** from any portion of the physical building. All rigging over this definition requires a rigging plot. Floor Plans of all spaces are available through your Event Manager. For rigging of banners and signs please see the "Signage, Banners and Decorations" section.

#### Contractor Guidelines

- All rigging plots must be submitted through the Event Manager for review and approval no less than **(30) days prior to the event move-in date.**
- Rigging plots must include weight loads.
- The first review will be at no cost. Each additional review will incur a \$50.00 fee.
- No rigging will be allowed without approval. A rigging inspection fee of \$100.00 may be applied.
- Contractors are expected to abide by all rules and regulations of the OCC. All rigging must be completed with rated, stamped, and approved hardware only.

#### Allowed Rigging Points and Load Limits:

##### EXHIBIT HALLS A/A1/B/C

T1 Steel Beams: 4000 lbs. per panel point.

Open Web Joist: 500 lbs. at a panel point, between T1 steel. Rigging is allowed from the top or bottom of the open web joist at the panel point **ONLY**. When wrapping around beams, a protective wrap must be used.

#### NOT Allowed

- No rigging from any structure other than open web joist and T1 beams.
- No bridling allowed from open web joist.
- No live loads on open web joist.

##### EXHIBIT HALLS D/E

T1 Steel Beams: 2000 lbs. per panel point.



Open Web Joist: 1500 lbs. at a panel point, per span between T1 steel. Rigging is allowed from the top or bottom of the open web joist at the panel point ONLY. When wrapping around beams, a protective wrap must be used.

#### **NOT Allowed**

- No rigging from any structure other than open web joist and T1 beams.
- No bridling allowed from open web joist.
- No live loads on open web joist.

#### **OREGON BALLROOMS**

Installed points: To be used for conventional lighting fixtures on T-bars or as cable picks ONLY.

High Steel: 3000 lbs. per beam

Access to the high steel requires penetrating the ceiling tile and is limited by the soffits and obstructions above the ceiling. Out of basket rigging may be required. See Oregon Ballroom CAD for “no rigging” zones. When wrapping around beams a protective wrap must be used. Repair of damage to insulation, conduit, ceiling tiles and any other structure will be billed back.

#### **NOT Allowed**

- No rigging from any structure other than installed points and high steel.
- No bridling.
- No live loads.

#### **PORTLAND BALLROOMS**

Installed points: 1000 LBS per points.

#### **NOT Allowed**

- No rigging from any structure other than installed points.
- No bridling.
- No live loads.

#### **MEETING ROOMS AND LOBBIES**

There are no weight-bearing points in these areas.

#### **TRIM HEIGHTS**

Exhibit Halls:

T1 - between 32'-34'

Open Web Joist - between 43'-45'

Light Squares - 30'

Oregon Ballroom:

Ceiling - 25'

Soffit - 23'

Portland Ballroom:

Ceiling - 29'

Soffit - 28'

#### **Signage, Banners and Decorations**

- Non-motorized banners, aisle signs, aluminum framed hanging signs and other expo elements do not require a review, provided the point load is under 20 lbs.
- Elements over 20 lbs. require a plot submitted (30) days prior to the event move-in date for approval.
- Any element requiring the use of a chain hoist requires a plot to be submitted.
- Exceptions to the 20 lb. rule may be made for banners hanging directly on a wall with approval of the OCC.
- All expo elements are required to meet the hardware standards set forth in this document. The use of trick-line and other non-rated hardware or non-rated synthetic cordage is prohibited.

#### **NOT allowed**

- No hanging from hot rails in the Exhibit Halls (see Event Manager for locations).
- No hanging from light squares in Exhibit Halls.
- No hanging from lighting fixtures in Ballrooms.

## Electrical Services

The Oregon Convention Center is the exclusive electrical provider in the venue. Our electricians are licensed and located onsite for technical support and customer service during your event.

### Standard Electrical Services

- 120V
- 208V Single Phase
- 208V Three Phase
- 480V Single Phase
- 480V Three Phase
- Electrical service consists of one (1) outlet per order and is installed at the back of the booth.
- Electrical services required to be set in a specific location require a detailed floor plan. There is a minimum labor charge of one (1) hour for installation and half (1/2) hour for removal if you require 120V electrical outlets set in specific locations. This labor charge covers up to (10) ten specific 120V outlet locations. Please submit a detailed floor plan of your booth space with dimensions indicating outlet type and location by email to: [servicedesk@oregoncc.org](mailto:servicedesk@oregoncc.org)
- There is a minimum labor charge of one (1) hour for installation and half (1/2) hour for removal of each 208V/480V electrical service connection.
- All exhibitor related audio visual equipment rentals that are powered require a minimum of one (1) 120V-5 Amps of electricity. The electrical service will be automatically added to your order when ordered online.
- 24 hour service is double the standard rate.
- Contact the OCC Operations Department at 503-235-7578 for questions or for services not listed on the exhibitor order form.

### Electrical Labor

- Labor is charged in one hour increments with a minimum charge of one (1) hour.
- Labor is charged for installation of tails, hard wiring of equipment or installing power in a specific location.

### Terms and Conditions: Electrical

1. All equipment, regardless of source of power, must comply with the National Electrical Code, all federal, state and local safety codes.
2. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.
3. Claims will not be considered unless filed by the exhibitor prior to close of show.
4. Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
5. Under **NO** circumstances shall anyone other than Oregon Convention Center electricians make electrical connections.
6. Special equipment requiring company engineers or technicians for assembly, service, preparatory work and operation may be executed without an OCC electrician, however all service connections and overload protection to such equipment must be made by OCC electricians only.
7. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc., required.
8. All material and equipment furnished the Convention Center for this service order shall remain the property of the OCC and shall be removed **ONLY** by the Convention Center at the close of the show.
9. Unless otherwise directed, Convention Center electricians are authorized to cut floor coverings to permit installation of service.
10. All exhibitors' 120 Volt cords must be a minimum 14 gauge 3-wire, grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
11. Electrical power for lights and displays will be turned on one (1) hour prior to show opening time and off one (1) hour after show closing on show days. Exceptions must be arranged.
12. The OCC reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Convention Center.
13. Rates quoted for all 120V electrical connections cover one outlet delivered to the booth in the most convenient manner but do not include connecting equipment or wiring.
14. All 208V / 480V electrical services require a minimum labor charge of one (1) hour for installation and half (1/2) hour for removal.
15. Credit will not be given for services installed and not used unless notified 72 hours prior to the first event day.
16. Payment in full must be rendered prior to service connection.

17. Prices are based upon current wage rates and are subject to change without notice.
18. Advance orders shall receive priority service.
19. Obstructions blocking utility floor boxes are subject to relocation as necessary.
20. Internet ordering is available up to three (3) days prior to the event move in date. Advance rates are in effect fourteen (14) days prior to the first move in day. Payment must accompany order for advance rate to apply.

## Air/Water/Gas Services

The Oregon Convention Center provides exclusive engineering needs throughout the facility. Our facility engineers are licensed and located onsite for technical support and customer service support during your event.

**Air:** 90-100 PSI, 24 CFM

**Water:** 55-65 PSI

**Natural Gas:** 2.0 PSI Non-Regulated / .75 PSI Regulated

There is a minimum labor charge of one (1) hour for installation and half (1/2) hour for removal of all air, water and natural gas orders.

Please submit a detailed floor plan of your booth space with dimensions indicating outlet type and location by email to: [servicedesk@oregoncc.org](mailto:servicedesk@oregoncc.org)

### Connection Information:

- Exhibitors must furnish necessary fittings to connect equipment.
- Compressed air connection is a ½" female quick disconnect.
- Water connection is a male GHT thread.
- Natural gas connection is a male ¾" NPTM thread.

### Terms and Conditions: Air / Water / Gas Services

1. Services will be installed at the rear of the booth unless a detailed floor plan is submitted with order.
2. All equipment must comply with the City of Portland building code, all federal, state and local safety codes.
3. All air, water and gas orders require a minimum labor charge of one (1) hour for installation and half (1/2) hour for removal.
4. Claims will not be considered unless filed by the exhibitor prior to close of show.
5. All material and equipment furnished by the Oregon Convention Center for this service order shall remain the property of the OCC and shall be removed ONLY by the OCC staff at the close of the show.
6. The OCC reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Convention Center.
7. Air and water service pressure may vary and no guarantees can be made of minimum or maximum pressures. If the pressure is critical, exhibitors should arrange to have a pressure regulator valve installed.
8. Unless otherwise directed, OCC engineers are authorized to cut floor coverings to permit installation of service.
9. Credit will not be given for services installed and not used unless notified 72 hours prior to the first event day.
10. Payment in full must be rendered prior to service connection.
11. Advance orders shall receive priority service.
12. Obstructions blocking utility floor boxes are subject to relocation as necessary.
13. Internet ordering is available up to three (3) days prior to event move in date. Advance rates are in effect fourteen (14) days prior to the first move in day. Payment must accompany order for advance rate to apply.

## Telecommunications / Internet / Networking

As the exclusive provider of Telecom and Internet services at the Oregon Convention Center, OCC Telecom provides a complete array of telecommunications services to the OCC's customers ("Customer"). From basic individual services to complex networking and bandwidth requirements, the OCC will provide for all your communication needs! All services are provided in-house with dedicated onsite technical support and customer service to provide you peace of mind during your event.

### Telephone Services

The OCC provides single-line analog or multi-line digital phone services. Speaker and conference phones, long

distance access, voice mail and other services may be provided upon request.

### **Internet Services**

With a versatile and robust network, the OCC can provide several Internet connection options to meet your needs and budget. These include shared or dedicated bandwidth, multiple WiFi and wired service levels, LAN infrastructure and complimentary WiFi zones.

Please email [shownet@oregoncc.org](mailto:shownet@oregoncc.org) for more information or custom quotes.

### **Terms of Service: Telecommunications / Internet / Networking**

#### **1. General:**

- a. By using these Telephone/Internet/Networking services, or information available through these services, Customer agrees to be bound by all of the terms and conditions of use as set forth below.
- b. These terms and conditions may be updated from time to time without notice. Continued use of this service will indicate agreement to any such change.
- c. All floor boxes must remain accessible to the OCC technical staff at all times. If any items impede access, the OCC reserves the right to remove those items to gain access.
- d. All Customer equipment must comply with FCC regulations where applicable. The OCC reserves the right to limit use of outside communication devices, including wireless devices.
- e. Only the OCC personnel are authorized to modify system wiring or cabling.
- f. The OCC and/or its subcontractors shall not be liable for delays, failures, destruction, or malfunction of equipment and services, or any consequences of the above, caused by, or due to fire, flood, water, the elements, power failure, explosions, civic disturbances, government regulatory requirements, acts of God, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of any third parties, or any other cause except for the sole negligence or willful misconduct of the OCC.
- g. In no event shall the OCC be liable to the Customer or to any other party for special, collateral, exemplary, indirect, incidental or consequential damages. Such damages include, but are not limited to loss of profits, loss or interruption of business, or other consequential or indirect economic loss.
- h. In the event of any violation of the terms contained herein, the OCC reserves the right to suspend or terminate, either temporarily or permanently, any or all services provided. Customers who violate terms contained herein may additionally incur criminal and/or civil liability. The OCC may refer violators to civil or criminal authorities for prosecution.
- i. Customer agrees to indemnify and hold the OCC, Metro, the Metropolitan Exposition Recreation Commission and their affiliates, agents, telecommunications providers, service providers, officers, elected officials, employees and agents harmless from any claim, liability, loss, expense or demand, including attorneys' fees, related to a Customer's violation of the terms and conditions or the use of the services and information provided by the OCC.
- j. The services provided are provided by the OCC on an "as is" basis. Neither the OCC nor its partners, providers, or affiliates make any representations or warranties of any kind, express or implied, as to the operation of the service, its contents, or any information made available by or through the services provided.

#### **2. Service Orders, Payments & Refunds:**

- a. Payment in full is required before service can be connected.
- b. All information on paper or online order forms must be complete, including acknowledgement of Terms of Service, or processing may be delayed.
- c. By providing an authorized signature on the front of the order form or by clicking on the "Place Order" button on the online order form, customer authorizes the OCC to charge the amount due as pre-payment for services ordered, as well as any charges incurred for additional services ordered during the event, to the authorized credit card.
- d. Default placement of services will be applied, rear of booth, center of island booth, front of meeting rooms, unless placement is indicated on service order form or separately sent document.
- e. Full refunds will be granted if requested prior to the event start date. A \$100 charge per telephone line and a \$250 charge per Ethernet/data line cancelled will apply when request for cancellation is made on or after the event start date. Exception: Custom/Specially ordered services are non-refundable.
- f. Services installed but not used will not be refunded. Customer service issues must be reported to the OCC during the event. In order for the OCC to consider a refund, all claims must be filed with the OCC prior to the close of the event.

### **3. Equipment & Service Procedures:**

- a. The OCC is the exclusive telecommunications provider at the OCC. Resale of services and 3rd party providers are prohibited without the OCC's approval.
- b. All material and equipment furnished by the OCC shall remain the property of the OCC. Equipment may not be removed or relocated without the OCC approval or staff assistance.
- c. Lost, stolen or damaged equipment will be charged to the Customer's authorized credit card at prevailing rates.
- d. Wired services will be delivered with one dropped cable and appropriate 4-wire (telephony) or 8-wire (data) modular jack per connection, unless otherwise specified. WiFi internet access requires a login/username and password, through a web-based portal.
- e. Services are to be ordered by each Customer separately and not shared with other Customers. Customers sharing services purchased by another Customer will be disconnected from service and/or required to place a separate order.

### **4. Telephone/Fax/CC Machines:**

- a. Services will be delivered over a standard RJ-11 jack. Standard analog phone set is available upon request.
- b. All "976," "900," and "10-10" dialing is restricted.
- c. Long distance dialing is available upon request. Additional charges may apply.
- d. All devices must dial "9" for an outside line.

### **5. Internet/Data Services:**

- a. Due to the nature of the internet, the OCC cannot guarantee performance or accessibility beyond our gateway. Traffic is monitored and every effort is made to maintain an acceptable level of performance for all users.
- b. The choice of Internet Service Provider (ISP) is at the sole discretion of the OCC. If the Customer requires a specific 3rd party vendor, arrangements must be made 90 days prior to the move in date.
- c. The OCC disclaims all warranties, expressed or implied, including but not limited to the implied warranties of merchantability, fitness for a particular purpose, or any infringement. Furthermore, the OCC does not warrant that use of the service will not be interrupted, available at any time or from any location, secured and error-free. Corrected defects are not warrantable and the service is not guaranteed free of viruses or other harmful components.
- d. Customer is responsible for the proper configuration of their own equipment and software.
- e. Customer is responsible for all services outside of basic Internet connectivity, including e-mail services, ftp services, web services, etc.
- f. At no time shall a client power up any wireless device not provided by the OCC without prior written authorization from the OCC (see 7 and 8 below).
- g. At no time while connected to the OCC network shall the client use/run their own switch, router, DHCP server or any other network equipment without prior written authorization from the OCC.
- h. Any Customer device that is determined to be causing interference with the normal operation of the OCC network must, at the OCC's request, be immediately disabled or disconnected from the network.

### **6. Security:**

- a. The OCC does not guarantee the safety or security of equipment, software or proprietary information connected to or carried over services installed by OCC and/or its sub-contractors.
- b. The OCC provides no firewall security or anti-virus protection. Customers are responsible for providing their own firewall security and anti-virus software.
- c. As is consistent with other service providers, the OCC is not responsible in any way for damage to equipment or software, loss of proprietary information or network delays or interruptions. Customers whose equipment is known to be the origin of a security breach/intrusion shall be held liable for any damages to equipment, software, or proprietary information, and/or any damages due to network delays, interruption, troubleshooting, and/or repair. Each Customer must take proper security measures to protect their own equipment and software and avoid any such damages.
- d. Internet access is provided without restrictions/blocked ports. Customer agrees to use Internet service only for its lawful, intended purposes. Use of this service for transmission, distribution, retrieval, or storage of any information, data, or other material in violation of any applicable law or regulation is prohibited.



- e. Customer agrees not to use the service to provide false information or to impersonate someone else, or to distribute computer viruses, worms, or any software intended to damage or alter a computer system.
- f. System or network security violations are prohibited, and may subject Customer to criminal and/or civil liability. The OCC will investigate potential security violations, and may notify applicable law enforcement agencies if violations are suspected.
- g. Customer may not attempt to circumvent the authentication procedures or security of any host, network, network component, or account to access data, accounts or systems which Customer is not expressly permitted to access. Customer shall not interfere or attempt to interfere with service to any other user.

## **7. WiFi Services:**

- a. The OCC provides various tiered WiFi internet access services and WLAN services.
- b. Complimentary WiFi zones are available in select lobby locations (see lobby signage). Performance levels are not guaranteed and customer service is not provided.
- c. Individual WiFi service plans available facility-wide are shared Internet services and speeds may vary based on overall network/internet activity. Service must be purchased per individual device through an online sign up page available after connecting to the network. Customer service for individual accounts is available at 1 (888) 243-5685.
- d. The OCC Telecom department is the exclusive Internet Service Provider for the OCC. Unlicensed radio frequency (RF) transmissions are inherently vulnerable to interference from other devices that transmit similar RF signals or that operate within the same frequency spectrum. The OCC cannot guarantee that interference will not occur. A concerted effort will be made to provide “clean air” and identify unauthorized devices that may interfere with the performance of OCC’s infrastructure and services provided to its Customers. The removal will be requested of any such identified device that is known to be on the premises and causing such interference.

## **8. The OCC Wireless Device Policy:**

- a. Where Internet access is required.
  - I. Wired shared Internet connections will be charged per device with Internet access. Basic OCC material & labor is included in price. Upon authorization, Customer may use own cables, switch or non-wireless router to connect other devices, however access for those devices will still require payment.
  - II. Wireless services provided by a common carrier, for example 3G/4G, are allowed, as they pertain to a one-to-one connection between a wireless device and the carrier point of access.
  - III. The use of MiFi devices, EVDO routers or other devices, for the purpose of providing Internet access to multiple end users violates the OCC policy and is prohibited.
  - IV. The use of MiFi devices or WiFi access points (AP) to produce a WiFi signal which originates from within the OCC may interfere with the operation of existing OCC networks, and is prohibited without prior authorization from the OCC Telecom department.
  - V. When WiFi enabled devices are unable to use a direct Internet connection and must communicate with a local server, the use of a WiFi AP may be authorized under the following conditions:
  - VI. WiFi AP must be manageable as such, that power levels may be adjusted and network/SSID broadcasts may be disabled.
  - VII. When local server/router is connected to Internet, denial of Internet access to connected WiFi enabled devices must be demonstrated to avoid charges for additional devices.
- b. Where Internet access is not required:
  - I. A wired local area network (LAN) may be created within a single booth without authorization from the OCC.
  - II. A LAN extending beyond a single booth, or between multiple booths, must be authorized by the OCC, and may require the use of OCC infrastructure. Charges may apply.
  - III. LAN creation using a WiFi AP, for example for use by tablets, phones, etc., must be authorized by the OCC. Authorization will require that hardware is manageable as such, that power levels may be adjusted and network/SSID broadcasts may be disabled.

## **Booth Cleaning & Porter Service**

The Oregon Convention Center facility operations department provides exclusive booth cleaning services. All booth cleaning services should be ordered through the OCC operations department or online. Third-party decorators/contractors are not permitted to provide cleaning services.

For booth orders over 400 square feet, please call the operations department at (503) 235 7578 for a quote.

#### **Terms and Conditions: Booth Cleaning / Porter Service**

1. Service is based on either a daily or hourly rate.
2. Advance orders receive priority service.
3. Claims will not be considered unless filed by the exhibitor prior to close of show.
4. All material and equipment furnished by the Convention Center for this service order shall remain the property of the OCC and shall be removed ONLY by the Convention Center at the close of the show.
5. The Convention Center will not issue credit for services already completed.
6. Payment in full must be rendered prior to service.
7. Internet ordering is available up to three (3) days prior to the event move-in date. Advance rates are in effect fourteen (14) days prior to the move-in day. Payment must accompany order for advance rate to apply.

#### **Animals**

The Convention Center does not allow animals or pets in the facility OCC except as an approved exhibit, activity or performance legitimately requiring the use of animals. The request for approval for such animals to be on the premises must be received in writing in advance and be approved by the OCC Executive Director or designee.

The Convention Center complies with all ADA standards, and uses the ADA definition of a service animal: Any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability.

#### **Balloons**

No helium or lighter-than-air filled balloons are permitted in the facility.

#### **Exhibitor Storage**

The OCC has limited storage space; therefore the facility cannot receive goods prior to move-in or store them past the contracted move-out time. Any goods arriving prior to the authorized move-in times will be refused and required to return at the scheduled move-in time.

Show Management is responsible for the arrangements and related costs for offsite storage before, during and following the license period as outlined in the License Agreement.

#### **Food & Beverage Sampling**

1. Food sampling will be permitted by those exhibitors whose products/business they represent are being sampled.
2. Exhibitors wishing to give away food and beverages from their booth, who do not qualify for sampling must purchase such give-away food and beverage items from the OCC's exclusive food and beverage contractor.
3. Food sampling will be bite sized portions (the size used in grocery store samples). Anything larger must be pre-approved by the OCC Executive Director. Any exhibitor distributing samples that do not meet OCC sampling policy may be asked to discontinue sampling from their booth.
4. All non-alcoholic beverage samples must be in 2 to 3.5 oz. containers (see - Alcohol Authorization Form for sampling of alcoholic beverages).
5. The selling of products is only allowed for off-premise consumption. Products must be factory sealed to discourage on premise consumption.
6. It is the responsibility of the Licensee, distributor or exhibitor to acquire all necessary permits and licenses if required for such sampling. Multnomah County Health Department, Environmental Health, 3653 SE 34th Avenue Portland, Oregon, 97202. All exhibitors are expected to carry such permits if required while on-site and may be subject to inspection of such permits by the Multnomah County Health Department.
7. If required by the Multnomah County Health Department sanitizing/hand washing stations will be the responsibility of the licensee to provide for exhibitors sampling food products.

#### **Fire Marshall's Rules**

1. All decorative materials must be flame proofed or of a type acceptable to the Fire Marshal's Office. Use of bark dust, mulch, chips or hay, etc., is not allowed unless preapproved by the Fire Marshal's office.
2. No flammable gasses, liquids or solids, are allowed in any building, enclosed tent or structure. Two (2) 16.4 oz. bottles of propane are permitted in a booth at any one time. All other bottles must be stored outside the building and secured.
3. Booths with canopies larger than 10' x 10' are not allowed unless approved by the Fire Marshall's Office. All canopied booths must have a working smoke detector properly mounted in the canopy. If cooking in a canopied booth, you must also have a fire extinguisher.
4. Any enclosed structure larger than 100 sq. ft. in floor area must have a working smoke detector properly mounted in the structure. All doors or windows to the structure are to be left open.
5. All natural gas lines used to run a fireplace etc. must have a shut-off valve by the appliance(s) and be accessible. All persons working in the booth shall be instructed in the location and operation of the shut off valves to the appliances and to the building as well.
6. Portable space heaters are not allowed unless approved by the Fire Marshal's Office.
7. Displaying of vehicles requires vehicles to have 1/4 tank or less of fuel in the tank; gas cap must be either locked or taped in place; and battery cables taped or batteries removed.
8. Displaying of any vehicle containing LPG gas propane shall have such containers reduced to atmospheric pressure before bringing them into the building.
9. All exhibitors are to keep all their exhibit items, tables, chairs, etc., within their assigned booth space. Nothing is to be placed in any aisle.
10. Empty cardboard boxes are not to be stored within booths overnight.
11. The exhibitor must relocated obstructions that block utility floor boxes upon request.

# OREGON

Oregon  
Convention  
Center

Living  
Our

GO

# EXHIBITOR SERVICES ORDERING GUIDE

July 2022-June 2023

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## WE ARE A CENTER IN MOTION.

Defined by you and what you can  
accomplish inside our walls.  
We don't decide the future.  
We provide a place where you can.  
Where you can Join. Change. Dismantle. Engage.  
Cherish, Love, Uphold, Refute, Challenge, Galvanize  
and  
Improvise – until you figure out what will come  
next.

## THIS IS A PLACE OF ACTION.

There are no nos, no if onlys, no  
maybes. There is only right now.  
Ready? Go.



# WELCOME!

## YOU'RE WELCOME HERE!

As an exhibitor, we want to provide you with comprehensive information about all of the services you'll need for a successful experience at the OCC. Our Exhibitor Services Team is here to help make planning and ordering easy for all exhibitors.

The Oregon Convention Center is the exclusive provider of:

- Electrical
- Water Connection and Fill & Drain
- Natural Gas
- Compressed Air
- Cable TV
- Telecom and Internet
- Booth Cleaning and Porter Service

For your audio visual needs, OCC's GO Productions has a full range exhibitor rentals available.

## GENERAL INFORMATION

### DIRECTIONS AND PARKING

Street address: [777 NE Martin Luther King, Jr. Boulevard, Portland, OR 97232](#)

For more information, please visit <https://www.oregoncc.org/en/attend/parking-directions>.

### LOAD-IN AND LOAD-OUT

For information about Load-in and Load-out, please visit <https://www.oregoncc.org/en/exhibit/load-load-out>.

### SUSTAINABILITY

We want to make it as easy as possible for you to organize and execute a sustainable event. Our [sustainability communication kit](#) for exhibitors can help!

### TERMS AND CONDITIONS

To read our full terms of service for exhibitors at OCC, please visit [https://www.oregoncc.org/sites/default/files/OCC\\_Terms\\_of\\_Service.pdf](https://www.oregoncc.org/sites/default/files/OCC_Terms_of_Service.pdf)

## ORDERING POLICIES & PROCEDURES

### PRICING

#### Save money by ordering early!

Advance, Standard and Floor rates are available for most services.

**Advance** rates apply to orders received 14 days prior to the event start date.

**Standard** rates apply to orders received after the advance rate deadline.

**Floor** rates apply to orders received on or after the first event move-in day.

Pricing is subject to change without notice.

### ORDERING

Exhibitor ordering is easy through our online Exhibitor Service Center. To order, visit <https://www.oregoncc.org/en/Exhibit> and click "Order Now".

If you have a special request, please email our exhibitor service desk at [occexhibitorservices@edlen.com](mailto:occexhibitorservices@edlen.com) or call 503-731-7918.

### PAYMENTS

Payment for services must be received in advance. Service will be delivered only after payment is received. Any additional costs incurred for orders or services placed at show site, including labor and material handling, are due and payable upon installment of equipment.

### REFUNDS

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

## CONTACT US!

If you have any unanswered questions, please contact our Exhibitor Service desk at 503-731-7918 or [occexhibitorservices@edlen.com](mailto:occexhibitorservices@edlen.com) and we will be happy to assist you!

# ELECTRICAL

Prices listed are run of show unless otherwise marked.

120 VOLT	ADVANCE	STANDARD	FLOOR
5 Amps (500 Watts)	\$114	\$142	\$170
10 Amps (1,000 Watts)	\$136	\$169	\$203
15 Amps (1,500 Watts)	\$157	\$196	\$236
20 Amps (2,000 Watts)	\$179	\$223	\$268
208 VOLT SINGLE PHASE	ADVANCE	STANDARD	FLOOR
20 Amps	\$277	\$346	\$415
30 Amps	\$331	\$414	\$497
60 Amps	\$575	\$718	\$862
100 Amps	\$956	\$1,194	\$1,433
208 VOLT THREE PHASE	ADVANCE	STANDARD	FLOOR
20 Amps	\$342	\$427	\$513
30 Amps	\$424	\$530	\$636
60 Amps	\$737	\$921	\$1,106
100 Amps	\$1,155	\$1,443	\$1,732
200 Amps	\$2,174	\$2,718	\$3,261
480 VOLT SINGLE PHASE	ADVANCE	STANDARD	FLOOR
20 Amps	\$569	\$711	\$853
30 Amps	\$746	\$932	\$1,119
60 Amps	\$1,252	\$1,565	\$1,878
100 Amps	\$1,957	\$2,446	\$2,935
200 Amps	\$3,918	\$4,897	\$5,877
480 VOLT THREE PHASE	ADVANCE	STANDARD	FLOOR
20 Amps	\$679	\$849	\$1,018
30 Amps	\$858	\$1,072	\$1,287
60 Amps	\$1,474	\$1,842	\$2,210
100 Amps	\$2,203	\$2,754	\$3,305
200 Amps	\$4,400	\$5,500	\$6,600
RENTAL EQUIPMENT	ADVANCE	STANDARD	FLOOR
6-Outlet Power Strip	\$25	\$28	\$31
25' Extension Cord	\$28	\$31	\$34
ELECTRICAL LABOR	PER HOUR		
Standard 7am-7pm	\$112		
Holiday	\$224		

## Batteries

Use of portable or car batteries for powered booth displays is not allowed. Temporary power must be provided by Exhibitor Services by ordering in advance.

There is a minimum labor charge of one (1) hour for installation and (1/2) hour for removal for all 208V/480V electrical services or if you require the outlets to be distributed to a specific location. Electricity will be turned on one (1) hour prior to show opening and off one (1) hour after show closing on show days. If you require power at any other time, please request 24-hour power for an additional charge.

# TELECOM & INTERNET

Prices listed are per day unless otherwise marked.

SHARED INTERNET ACCESS	ADVANCE	STANDARD	FLOOR
<b>Basic Internet - Wired</b> Up to 3Mbps for 1 device	\$200	\$250	\$300
<b>Business Class Internet - Wired</b> Up to 10 Mbps for 10 devices; includes 1 wired drop ( <i>use of layer 2 Ethernet switch permitted</i> )	\$600	\$750	\$900
<b>Business Class Wiring</b> ( <i>additional device wiring for Business Class Internet</i> )	\$100/each	\$125/each	\$150/each
<b>Business Class - Wi-Fi</b> Up to 10 Mbps per connection	\$50	\$50	\$50
<b>Business Class Group - Wi-Fi</b> Up to 10Mbps for 10 devices	\$300	\$375	\$450
<b>Business Class Group - Wi-Fi</b> Up to 10Mbps for 30 devices	\$400	\$500	\$600

\*The use of routers (wired, wireless, or other network equipment) is prohibited without prior authorization.

TELEPHONE SERVICES	ADVANCE	STANDARD	FLOOR
<b>Standard Voice Line</b> Includes line with telephone	\$260/each	\$325/each	\$390/each
<b>Credit Card/Fax Line</b> Includes line with jack	\$260/each	\$325/each	\$390/each

# COMPRESSED AIR, WATER & NATURAL GAS

Prices listed are run of show unless otherwise marked.

COMPRESSED AIR	ADVANCE	STANDARD	FLOOR
First Connection - 90-100 PSI (Service Outlet - ½" C10-26 Disconnect)	\$270	\$337	\$404
Each Additional Connection	\$120	\$150	\$180
WATER	ADVANCE	STANDARD	FLOOR
First Connection - 55-65 PSI (Service Outlet - Garden Hose Thread)	\$256	\$320	\$348
Each Additional Connection	\$120	\$150	\$180
One Time Fill & Drain - 1-99 Gallons	\$140	\$175	\$210
One Time Fill & Drain - 100-250 Gallons	\$280	\$350	\$420
One Time Fill & Drain - 251-500 Gallons	\$340	\$425	\$510
One Time Fill & Drain - Each Additional 100 Gallons	\$45	\$56	\$67
NATURAL GAS	ADVANCE	STANDARD	FLOOR
First Connection - ¾" NPTM Thread	\$280	\$350	\$420
Each Additional Connection	\$140	\$175	\$175
SUPPLIES & MATERIALS	EACH		
All Air Fittings	\$15		
All Pipe Fittings - up to ¾"	\$10		
ENGINEERING LABOR	PER HOUR		
Standard 7am-7pm	\$107		
Holiday	\$213.50		

**Connection information:** Service will be brought to the rear of the booth in the most convenient manner. Exhibitors must furnish necessary fittings to connect ½" female quick-disconnect for air and ¾" male GHT thread for water connection. Natural gas is ¾" male NPTM thread.

Exhibitor is responsible for required equipment regulators.

There is a minimum one (1) hour labor charge for installation & (1/2) hour for removal of each air, water and natural gas connection.

## Exhibitor Liability Insurance Program

As a standard requirement for all our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Insurance Coverage is not optional.

This insurance must be in force during the lease dates of the event, March 19-24, 2023, naming TESOL International Association (1925 Ballenger Ave. Suite 550 Alexandria, VA 22315) as the certificate holder and additional insured.

## Rainprotection Insurance Program

If you do not have insurance, or you would rather not use your own insurance, (similar to when you rent a car – so that claims would not be filed against your policy), we have set up a program with Rainprotection Insurance through which, you can purchase compliant insurance instantly online for only \$84.

### Benefits of using this program:

- No Deductible – unlike your corporate policy, Rainprotection's policy has no deductible. Should there be a claim, you will have no out of pocket costs and your future rates will not go up since you would not need to submit a claim on your policy.
- No Hassles – you will not need to go back and forth with your broker adding additional insureds and making your insurance compliant with show requirements
- Coverage for exhibitors who do not have an existing policy
- Coverage for international exhibitors whose insurance will not cover them in the U.S.A.
- Easy and Inexpensive to purchase instantly online
- Already pre-filled with all the proper show information.
- Submitted to show management for you - Once purchased, they automatically receive a copy

## Make This Process Simple - Purchase Your Insurance Now and Forget About It

Click the link below to purchase your Liability Insurance for just \$84

<https://securevendorinsurance.com/RainprotectionGroupVendor/ApplicantInformation?GroupEventKey=efcb1deb3a2e>

### **NON USA EXHIBITORS**

When filling in your company information it will ask for a phone number and address.  
Please use the following: Address - 777 NE Martin Luther King Jr. Blvd. Portland, OR 97232  
Phone Number - (800) 528-7975

**After reading the above information**, if you still decide to use your own insurance, please make it compliant and then submit a copy to: [rbatulan@tesol.org](mailto:rbatulan@tesol.org)

### **Are you worried about lost, stolen, or damaged merchandise?**

#### **We also offer Equipment/Merchandise/Display Insurance**

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

Please complete and return the Enrollment Form below:

[Click Here for the Instant Equipment Insurance Enrollment Form](#)



## Save 10% by Ordering Online!

For online ordering TESOL 2023 exhibitors will receive an email from Projection including your username and temporary password. You may then follow the link below to order.

[projection.boomerecommerce.com](http://projection.boomerecommerce.com)

**Advance Rate Deadline: 2/20/2023**

# TESOL 2023

INTERNATIONAL  
CONVENTION & ENGLISH  
LANGUAGE EXPO

PORTLAND, OR, USA | 21 - 24 MARCH







Fax: 301-459-0026 | Phone: 301-459-9011  
E-Mail: [exhibits@projection.com](mailto:exhibits@projection.com)


As the official A/V, computer, and data display supplier, Projection will be on-site from set-up through dismantle. When on-site, please visit our service desk with questions.

Company Name: _____	On-Site Contact: _____
Booth #: _____	On-Site Contact Cell Phone #: _____
Ordered By: _____	On-Site Contact E-mail: _____
E-Mail Address: _____	Delivery Date: _____         Delivery Time: <input type="checkbox"/> 8-10am <input type="checkbox"/> 10am-12pm <input type="checkbox"/> 1-3pm <input type="checkbox"/> 3-5pm

**A representative of your company MUST BE PRESENT at the time of delivery for set-up instructions and delivery verification.**  
**Please note that equipment will not be left in an unattended booth.**

Computer/Video Flat Panel Displays		Qty.	*Advance Rate through 2/20/23	Standard Rate	Total	
<b>32" HD LED</b> Resolution: 1920 X 1080 Internal Speakers *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand			\$550.00	\$660.00		
<b>40" HD LED</b> Resolution: 1920 X 1080 Internal Speakers *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand			\$825.00	\$990.00		
<b>46" HD LED</b> Resolution: 1920 X 1080 Internal Speakers *Please Indicate: <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand			\$1,056.00	\$1,320.00		
<b>55" HD LED</b> Resolution: 1920 X 1080 Internal Speakers *Please Indicate: <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand			\$1,188.00	\$1,485.00		
<b>65" HD LED</b> Resolution: 1920 X 1080 Internal Speakers *Please Indicate: <input type="checkbox"/> Wall Mount <input type="checkbox"/> Floor Stand			\$1,584.00	\$1,980.00		
<b>Shelf to be Attached to Floor Stand</b>			\$51.00	\$67.00		
Computer Only Flat Panel Displays		Qty.	Total			
<b>23" LCD</b> Resolution: 1280 X 1024 (Computer Only - No Internal Sound) *Please Indicate: <input type="checkbox"/> Table Top Stand <input type="checkbox"/> Wall Mount			\$460.00	\$575.00		
Computers & Accessories		Qty.	Total			
<b>Laptop:</b> Windows 10/Office 2019, USB-C, HDMI 2.0, Anti-Virus, Wifi, Mouse & Cable Lock			\$495.00	\$575.00		
<b>CALL for small format Desktop or Mac pricing.</b>						
<b>Wireless PC Remote Control</b>			\$45.00	\$55.00		
<b>Wireless PC Keyboard</b>			\$45.00	\$55.00		
<b>Wireless PC Mouse</b>			\$45.00	\$55.00		

**\*Rates published are for the entire length of the event.**

Audio Equipment		Qty.	*Advance Rate through 2/20/23	Standard Rate	Total	
<b>Wireless UHF Mic Kit</b> <b>*Please Select Type Needed:</b> <input type="checkbox"/> Lavalier <input type="checkbox"/> Handheld			\$395.00	\$495.00		
<b>Small Exhibit Booth Sound System</b> Includes: 1 Speaker / Mixer / 1 Wired Handheld Microphone <b>*Please Select Speaker Position:</b> <input type="checkbox"/> Ground <input type="checkbox"/> Floor Stand <input type="checkbox"/> Wall Mount			\$440.00	\$550.00		
<b>Large Exhibit Booth Sound System</b> Includes: 2 Speakers / Mixer / 1 Wired Handheld Microphone <b>*Please Select Speaker Position:</b> <input type="checkbox"/> Ground <input type="checkbox"/> Floor Stand <input type="checkbox"/> Wall Mount			\$570.00	\$715.00		

**\*Rates published are for the entire length of the event.**

## Value Add Specialty Items

Please call 301-459-9011 for Equipment and Labor quotes.

### LED Video Walls



*Stand out from the other booths on the show floor by presenting your message on a video wall.*

#### Key Features:

- \* Configure to fit your budget and booth
- \* Higher resolutions and superior brightness

### Additional Screen Options



*Projection can offer various screen sizes and resolutions for your booth.*

Screen Options:    LCD & LED: 70" - 90"  
                               Touch Screens: 24" - 80"  
                               4K UHD Monitors: 49" - 98"

## Totals:

1) EQUIPMENT TOTAL:	1)	
2) SHIPPING & HANDLING - 15% of line 1:	2)	
3) EQUIPMENT SET-UP & DISMANTLE - 20% of line 1, or \$200.00, whichever is greater:	3)	
4) OPTIONAL DAMAGE WAIVER - 3% of line 1: <small>(Covers damage to equipment while on show site. Lost or stolen equipment is not covered)</small>	4)	
5) ORDER SUB TOTAL:	5)	
6) SALES TAX - N/A:	6)	N/A
7) TOTAL DUE:	7)	

## Payment Information

Company Name:

Billing Address:

Purchaser Name:

Method of Payment:

☐ Visa

☐ MasterCard

☐ American Express

☐ Check (US Only)

☐ Wire Transfer

City, State, Zip:

Card Number:

Expiration Date

Security Code:

Please include any special notes or instructions  
pertaining to your exhibit order here:

## Remit to:



Projection  
5803 Rolling Road, Suite 200  
Springfield, VA 22152  
Fax All Orders To: 301-459-0026  
E-mail To: exhibits@projection.com

## Projection

*For additional equipment needs and pricing please call (301) 459-9011*

**\*\*Please read and sign the Rental Agreement  
terms on the bottom of page 4.\*\***

### Save 10% by Ordering Online!

For online ordering TESOL 2023 exhibitors will receive an email from Projection including your username and temporary password. You may then follow the link below to order.

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E-Mail: [exhibits@projection.com](mailto:exhibits@projection.com)

As the official A/V, computer, and data display supplier, Projection will be on-site from set-up through dismantle. When on-site, please visit our service desk with questions.

## RENTAL AGREEMENT

All equipment rentals are based on Event Rates and apply to event days only. Rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that EXHIBITOR is renting PROJECTION PRESENTATION TECHNOLOGY equipment for a specified period of time and is responsible for its safe return. EXHIBITOR hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PROJECTION PRESENTATION TECHNOLOGY in the same condition as it was in at the time of delivery to EXHIBITOR, reasonable wear and tear excluded. EXHIBITOR will immediately notify PROJECTION PRESENTATION TECHNOLOGY of any damage to the rental equipment, and EXHIBITOR hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in EXHIBITOR'S care, custody and/or control. In no event shall EXHIBITOR permit any equipment to be used and/or possessed by other exhibiting parties other than the named EXHIBITOR without prior consent of PROJECTION PRESENTATION TECHNOLOGY in each instance.

## Cancellation

**Cancellation** of equipment rental and services must be received **72 hours prior** to delivery date to avoid a 33% charge on equipment. If equipment and services have already been set up and delivered at the time of cancellation, labor and equipment will be charged in full.

**PLEASE NOTE: ALL PAYMENT, INCLUDING APPLICABLE TAX, IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.**

## Payment Terms

Full payment, including any applicable tax, is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date **2/20/2023** will incur additional charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of PROJECTION PRESENTATION TECHNOLOGY except where specifically identified as a sale. It is the EXHIBITOR'S responsibility to advise our Exhibit Service Personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If you are exempt from payment of sales tax, PROJECTION PRESENTATION TECHNOLOGY requires you to forward an exemption certificate for the state in which the services are to be used. Resale certificate are not valid unless EXHIBITOR is re-billing these charges to its customers. For International exhibitors, PROJECTION PRESENTATION TECHNOLOGY requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show.

These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF VA. In the event of any dispute between the EXHIBITOR and PROJECTION PRESENTATION TECHNOLOGY relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to PROJECTION PRESENTATION TECHNOLOGY for its services, as an offset against the amount of any alleged loss or damage. Any claims against PROJECTION PRESENTATION TECHNOLOGY shall be considered a separate transaction, and shall be resolved on its own merits. PROJECTION PRESENTATION TECHNOLOGY reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that PROJECTION PRESENTATION TECHNOLOGY may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

## Unpaid Balances

Should there be any pre-approved unpaid balance after the close of the event, terms will be net, due and payable in Springfield, VA upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by PROJECTION PRESENTATION TECHNOLOGY shall be either applied to reduce the principal unpaid balance or refunded to the payer.

## Agreement

☐ Yes, I have read the terms and conditions specified above and I agree to authorize this transaction.

Company Name:

Booth Number:

Purchaser Name:

Date:



**TESOL 2023  
Oregon Convention Center  
Portland, Oregon**

**International Air, Ocean Shipping & Customs Clearance Services**

Airways Freight Corporation is the appointed international cargo official for **TESOL 2023**. We will be coordinating freight forwarding, customs clearance, delivery, and outbound re-exportation of international shipments. Two of the keys to successful exhibition are early logistical planning and attention to detail. We therefore encourage you to take note of the key information contained in these instructions and start your successful planning now!

KEY DATES	Advance Warehouse Receiving:	February 20	March 13
	Move In:	March 20 March 21 March 22	6am – 9pm 6am – 9pm 8am – 11am
	Exhibition:	March 22 March 23 March 24	9am – 530pm 830am – 530pm 830am – 330pm
	Move Out:	March 24	330pm – 10pm

ARRIVAL DEADLINES	SEA FREIGHT shipments to advance receiving must arrive ramp / cfs station SEATTLE:	FCL February 20 LCL February 20
	AIRFREIGHT to PDX Airport no later than:	March 3 (Adv Warehouse) March 13 (Direct to show)

- FCL ocean shipments should NOT be booked to the door, as we cannot maintain proper delivery control for door moves, which could result in off-target penalties or missed delivery dates.
- Shipments must be prepaid to the port/airport of arrival, including US Terminal Handling.

Airways Freight Corp. , 3849 W. Wedington Dr. , Fayetteville, AR 72704 USA T:800.643.3525 T: 479.442.6301 F: 479.442.6522



**CONSIGNMENT INSTRUCTIONS**

(For Ocean Bill of Lading, air waybills, commercial invoices, packing lists, Carnet ATA):

<b>Exhibitor Name</b>	<b>Notify:</b>	<b>Airways Freight Corp.</b>
<b>TESOL 2023</b>		<b>PH 1-479-442-6301</b>
<b>BOOTH # _____</b>		<b>FX 479-442-6080</b>
<b>Oregon Convention Center</b>		<b><u>intshows@airwaysfreight.com</u></b>
<b>777 NE Martin Luther King Blvd</b>		
<b>Portland, OR 77232 USA</b>		

**MARKING INSTRUCTIONS:**

All pieces or shipping crates must be clearly marked as shown below: Pieces on pallets, even if they are banded and shrink wrapped, should be individually labeled. All wood packing material entering the USA is now subject to ISPM standards, so all non-manufactured wood packing and dunnage material must be heat-treated or fumigated and marked with the IPPC stamp.

<b>TESOL 2023</b>	<b>CASE ____ OF ____</b>
<b>Oregon Convention Center</b>	<b>GROSS WT: ____ KGS</b>
<b>Portland OR</b>	<b>NET WEIGHT ____ KGS</b>
<b>EXHIBITOR: _____</b>	<b>LIFTING POINTS:</b>
<b>BOOTH NO: _____</b>	<b>MADE IN: (COUNTRY OF ORIGIN)</b>

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## CUSTOMS CLEARANCE

Airways Freight Corporation will arrange for all customs clearance for both the import and export of your exhibition materials. All articles for give-away, sales, or consumption, will be cleared as dutiable entries. For goods that will be re-exported, we recommend use of an ATA Carnet. If a Carnet cannot be obtained, temporary entries can be made. *Please, however, insure that your invoices clearly distinguish between items that will be consumed and items that will be re-exported.* All commercial invoices should be sent to us prior to shipment for our review at: [intshows@airwaysfreight.com](mailto:intshows@airwaysfreight.com)

### DOCUMENTATION REQUIREMENTS

- **1 ORIGINAL AND 5 COPIES OF COMMERCIAL INVOICE & PACKING LIST**
- **1 ORIGINAL AIRWAY BILL OR 1 SEAWAY BILL OF LADING** (EXPRESS RELEASE OCEAN BILL OF LADING)
- **ISF FILING INFORMATION 4 DAYS BEFORE SAILING FROM FOREIGN PORT**
- **FOREIGN POWER OF ATTORNEY ISSUED TO AIRWAYS FREIGHT CORP.**

**Separate commercial invoices should be provided for temporary and consumable entries** (consumables include give-away items). Invoices should detail the contents of each carton in English and should state per unit as well as total value and should contain full descriptive detail of each commodity shipped along with any corresponding model and serial numbers for equipment or hardware.

- **Pre-sold goods** must be clearly identified as such, so that appropriate importer information, and customs data, can be gathered, prior to entry. Please notify us prior to shipment if your equipment has already been sold.
- **Electronic Products capable of emitting radiation, and those devices capable of causing harmful interference** will be subject to further FDA and FCC controls, and have additional documentary requirements. (customs form no. 2877 and 740 respectively). If you are shipping these products, please either include these forms or contact our office for assistance.
- **All shipments must be pre-alerted to Airways Freight Corporation**, 2 days prior to arrival for air freight, and 7 days prior to arrival for sea freight shipments. Pre-alerts should include carrier name and bill nos., arrival flight/vessel details, as well as copies of all shipping documents.
- **LITHIUM BATTERY NOTICE:** Lithium batteries of all types, even those packed in small devices, such as laptops, ipads, power drills, etc.. are now considered Dangerous Goods by IATA and the FAA, and are regulated as such. If you are sending these items by air freight, they must be identified, properly marked and declared, as per IATA regulation. Companies not familiar with the transport of these items should consult their forwarder or seek the services of a professional DG packer prior to shipment. You can also get more information from Airways at [intshows@airwaysfreight.com](mailto:intshows@airwaysfreight.com)
- **IMPORTANT REGULATION FOR SEA FREIGHT SHIPMENTS:**
- 10+2 Importer Security Filings are now mandatory for any ocean shipments entering the United States through any US Seaport. This rule is now in effect and being strictly enforced by US Customs and Border Protection (CBP). Failure to comply 10+2 ISF rules could result in your shipment being delayed and subject you to heavy penalties for late and/or inaccurate data filing. For guidance with proper compliance and/or assistance with your ISF filing, please contact Airways at: [intshows@airwaysfreight.com](mailto:intshows@airwaysfreight.com)

Further information is also available at CBP web link:

<http://www.cbp.gov/border-security/ports-entry/cargo-security/importer-security-filing-102>

### INSURANCE:

It is up to the exhibitor to confirm that they have insurance in place with their own provider, and that their policy will extend coverage of their stand and equipment during transit to and from the show, as well as while it is on the stand. If your policy provider cannot extend adequate coverage, please contact Airways about obtaining proper coverage of your goods. NOTE- Standard carrier's liability will end at the dock of the convention center, so shipments will be subject to the limits of liability stated in the Shepard Expo Services instructions once they arrive at the dock of show site or advance receiving warehouse.

### DRAYAGE / ON SITE MATERIAL HANDLING:

FORWARDER SERVICES ARE NOT THE SAME AS DRAYAGE SERVICES! Unlike shows in other parts of the world, on-site material handling (delivery from advance receiving, unloading from truck, positioning in stand, removal, storage, return of empties, and loading on truck), is managed by the General Contractor. In this case, that is Shepard Expo Services. This means, liability and responsibility for the cargo passes to the General contractor from us at the dock of the convention center, or advance receiving location. This also means a work order and payment arrangement must be made with both the forwarder (Airways) and the contractor (Shepard Expo Services) for all on site material handling. Airways will not assume responsibility for payment of these services without prior arrangement and approval from our office.

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## **PAYMENT REQUIREMENTS**

**A valid credit card account number prior to delivery of your goods to the show must secure charges for all transportation, clearance, and delivery. Airways accepts VISA, MASTERCARD, and AMERICAN EXPRESS.**

## **GETTING TO THE SHOW**

Airways Freight Corporation is pleased to offer complete forwarding services for international exhibitors. If you are in need of total transportation services from your door, you may contact us at the contact information below and we will introduce you to a selected partner in your country.

***If you choose to use your own forwarder, it is imperative that they follow our instructions closely, and email a pre-advise to the address/number listed below.*** If you have any questions regarding any of this information, please feel free to call or fax the International Tradeshow staff at Airways Freight Corporation at:



GENERAL EMAIL:	intshows@airwaysfreight.com
USA & CANADA:	800-643-3525 (Toll Free)
INTERNATIONAL PHONE:	479/442-6301

# COMMERCIAL INVOICE/PACKING LIST



SHIPPER				CONSIGNEE		SHOW / BOOTH # / EXHIBITOR		IMPORT STATUS	
				Exhibitor name / booth # TESOL 2023 Oregon Convention Center 777 NE Martin Luther King BLVD Poirtland, OR 97232		TESOL 2023 Hall: Booth #:		<input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY	
CASE #	WEIGHT (LBS)	DIMENSIONS L x W x H	QTY	HARMONIZED TARIFF NO	DESCRIPTION IN ENGLISH OF CONTENTS OF EACH CASE#	COUNTRY OF ORIGIN	VALUE (US\$)		
<div style="display: flex; justify-content: space-between;"> <span>X _____ AUTHORIZED SIGNATURE OF SHIPPER/AGENT</span> <span>PAGE ____ OF ____</span> <div style="border: 1px solid black; padding: 2px;">                         TOTAL USD <span style="float: right;">\$0.00</span> </div> </div>									

## DEBIT/CREDIT CARD AUTHORIZATION



**FOR DEBIT/CREDIT CARD PAYMENT ONLY: Please complete the form below and mail, fax or email to:**

Airways Freight Corporation  
P.O. Box 1888  
Fayetteville, AR 72702

**FAX: 479.442.6522**

**EMAIL:**  
**ARinvoices@airwaysfreight.com**  
Attention: Accounts Receivable

**PAYMENT TYPE**



Card number:

4



Card number:

5



Card number:

3

**Expiration Date:**  
mm/yy

/

**CVV Code:**

**Authorized Amount: (USD)**

\$

Shipment  
Reference  
Number

Credit cards incur 3% surcharge

**CARDHOLDER INFORMATION**

**Print Name** (exactly as shown on card)

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**CC Billing Address:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

I hereby promise to pay the authorized amount shown above to Airways Freight Corporation

**Cardholder Signature:** \_\_\_\_\_