



EXHIBITOR MANUAL

Dear Colleagues,

We are excited to welcome you to Odyssey Expo 2023!

This is your Exhibitor Manual—a valuable resource and tool containing the information you need to successfully plan, prepare and organize your exhibit.

We are pleased to again partner with Shepard for our exhibitor services. Note some services are provided by the Wisconsin Center, such as electrical, air/gas/water, hanging signs, exhibitor A/V and any food/refreshments, and need to be ordered directly from them starting February 5. Please review all the important deadlines and the points of contact for questions you may have.

The Odyssey Planning Committee volunteers and organizers have been hard at work securing the programming, technology and expertise that is the hallmark of our show. We look forward to partnering with you to attract engaged attendees and make it a rewarding event for all.

Sincerely,

Gino Gualtieri, Programming Chair

Jenny Holliday, IADD CEO

Sue Corcoran, Exhibit Coordinator



Shepard

EXHIBITOR SERVICE MANUAL



Odyssey Expo

Wisconsin Center | Milwaukee, WI USA
May 10 - 12, 2023

I190100523

Booth Package

Items provided in your booth, per exhibitor:

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

Floor covering is mandatory per the Show guidelines. Booth spaces without carpet on Tuesday, May 9th at 5:00PM will have it automatically installed at the exhibitor's expense.

See material handling rate sheet for all material handling related fees.

Show Colors

Show Drape Color(s): White, Plum

Aisle Carpet Color: Tuxedo

Exhibit Show Schedule

HEAVY MACHINERY MOVE-IN

Sunday, May 7, 2023 • 7:00AM to 5:00PM

Monday, May 8, 2023 • 7:00AM to 5:00PM

GENERAL EXHIBITOR MOVE-IN

Monday, May 8, 2023 • 2:00PM to 5:00PM

Tuesday, May 9, 2023 • 7:00AM to 5:00PM

EXHIBIT HOURS

Wednesday, May 10, 2023 • 10:00AM to 5:00PM

Thursday, May 11, 2023 • 10:00AM to 5:00PM

Friday, May 12, 2023 • 10:00AM to 2:30PM

EXHIBITOR MOVE OUT

Friday, May 12, 2023 • 2:30PM to 8:00PM

Saturday, May 13, 2023 • 8:00AM to 5:00PM

FREIGHT REROUTE BEGINS*

*All outbound carriers must be checked in by this time

Saturday, May 13, 2023 | 4:30PM

IMPORTANT DEADLINES

Discount Price Deadline for Custom Shepard Rentals

Monday, April 10, 2023

Exhibitor Appointed Contractor Notification Deadline

Monday, April 10, 2023

First Day for Warehouse Deliveries Without a Surcharge

Monday, April 10, 2023

Discount Price Deadline for Standard Shepard Orders

Wednesday, April 19, 2023

Last Day for Warehouse Deliveries Without a Surcharge

Monday, May 1, 2023

Last Day for Warehouse Deliveries*

Friday, May 5, 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, May 8, 2023 | 8:00AM

Shipping Addresses

ADVANCE WAREHOUSE SHIPMENT ADDRESS

Exhibiting Co. Name & Booth Number

Odyssey Expo

TForce - Shepard Exposition Services

4924 S 13th St

Milwaukee, WI 53221

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

DIRECT TO SHOW SITE SHIPMENT ADDRESS

c/o Shepard Exposition Services

Exhibiting Co. Name & Booth Number

Odyssey Expo

Wisconsin Center

400 West Wisconsin Avenue

Milwaukee, WI USA 53203

ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, APRIL 19, 2023

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

Shepard Mailing Address

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

Service Desk Hours *(subject to change)*

Sunday, May 7, 2023 • 7:00AM to 5:00PM
Monday, May 8, 2023 • 7:00AM to 5:00PM
Tuesday, May 9, 2023 • 7:00AM to 5:00PM
Wednesday, May 10, 2023 • 10:00AM to 5:00PM
Thursday, May 11, 2023 • 10:00AM to 5:00PM
Friday, May 12, 2023 • 10:00AM to 8:00PM
Saturday, May 13, 2023 • 8:00AM to 5:00PM

Exhibitor Move Out

Friday, May 12, 2023 • 2:30PM to 8:00PM
Saturday, May 13, 2023 • 8:00AM to 5:00PM

Dismantle & Move Out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed and/or plastic protection is installed on top of the floor. All exhibitor materials must be removed from the facility by **Saturday, May 13, 2023 | 4:30PM**.

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 **Saturday, May 13, 2023 | 4:30PM**.

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

Wisconsin Center
400 West Wisconsin Avenue
Milwaukee, WI 53203 USA

**Odyssey Expo**

Wisconsin Center | Milwaukee, WI USA

May 10 - 12, 2023

BUDGET BOOTH PACKAGE**I190100523****ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, APRIL 19, 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:

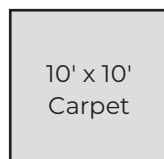
**1 - 6' (l) x 24" (w) x 30" (h)****Skirted Table**

(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		\$758.00	\$871.70	\$976.30

* 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)			

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	5.60%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

CONTACT EMAIL ADDRESS: _____

Email completed form to: clientservices@shepardes.com

ONLINE ORDERING

IT'S EASY.


Odyssey Expo


Wisconsin Center | Milwaukee, WI USA

I190100523

May 10 - 12, 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 = **Odyssey23**
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.
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 an 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

Odyssey Expo

Wisconsin Center | Milwaukee, WI USA

I190100523

May 10 - 12, 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, April 19, 2023 All paid orders placed online prior to the deadline date.

Discount Deadline: Wednesday, April 19, 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: **Odyssey Expo**

EVENT CODE: **I190100523**

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

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

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

TERMS & CONDITIONS

Odyssey Expo

Wisconsin Center | Milwaukee, WI USA

I190100523

May 10 - 12, 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)

Odyssey Expo

Wisconsin Center | Milwaukee, WI USA

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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, APRIL 10, 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/PROVINCE: _____

ZIP CODE/PC: _____ COUNTRY: _____

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/PROVINCE: _____

ZIP CODE/PC: _____ COUNTRY: _____

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.



Odyssey Expo

Wisconsin Center | Milwaukee, WI USA

May 10 - 12, 2023

EXHIBITOR APPOINTED CONTRACTOR (EAC)

I190100523

DEADLINE: MONDAY, APRIL 10, 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/PROVINCE: _____

ZIP CODE/PC: _____ COUNTRY: _____

DESCRIPTION OF PROPOSED SERVICE FOR EXHIBITOR: _____

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

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

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

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

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

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

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

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

EXHIBITOR SIGNATURE: _____



Email completed form to: clientservices@shepardes.com

With Shepard, You Can.

CONTACT NAME: _____ CONTACT EMAIL ADDRESS: _____

ABOVE BOOTH NUMBER: _____

[illegible]

BELOW BOOTH NUMBER: _____

SHIPPING VS. MATERIAL HANDLING

Make freight management easy.
With Shepard, You Can.



What is shipping?

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



What is material handling?

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

Material Handling Process:

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

One easy way to keep charges low?

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

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

SHEPARD LOGISTICS

EFFICIENT. ON-TIME. GUARANTEED.

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

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



Inbound & Outbound Services

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



Material Handling

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



Value-Added Services

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



SHEPARD LOGISTICS SERVICES (SLS)

Odyssey Expo

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Shepard Logistics is not a customs broker and cannot clear your shipment through customs. We will require a customs broker contact information to be provided for your shipment

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/PROVINCE: _____

ZIP CODE/PC: _____ COUNTRY: _____

EMAIL ADDRESS: _____

Step 2. Where are we picking up the shipment?

COMPANY NAME: _____

STREET ADDRESS: _____ PHONE NUMBER: _____

CITY: _____ STATE/PROVINCE: _____

ZIP CODE/PC: _____ COUNTRY: _____

Any thing else we should know about your building?

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

Step 3. When are we picking up the shipment?

DATE: _____ HOURS OF OPERATION: _____

Step 4. Where is the shipment going?

☐ Advanced Warehouse ☐ Direct to Facility/Show Site

Step 5. What are we shipping?

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

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

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

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

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

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

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

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

STREET ADDRESS: _____

CITY: _____ STATE/PROVINCE: _____

ZIP CODE/PC: _____ COUNTRY: _____

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

Email completed form to: logistics@shepardes.com

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

IMPORT ARRIVAL DEADLINE ESTIMATES:

LCL SEA FREIGHT – 5 weeks before the show opens

FCL SEA FREIGHT – 4 weeks before the show opens

AIR FREIGHT – 3 weeks before the show opens



OUR INTERNATIONAL SHIPPING SERVICES INCLUDE:

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



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

Please contact us today
for a free quotation.

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

Canada

EAS Exhibition Services
1400 Bayly Street
Office Mall 2, Ste 4
Pickering, Ontario
L1W 3R2
Canada
Contact: Paula Collaco
Tel: + 1 647 203 8520
Email: paulacollaco@rogers.com

China

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

Denmark

DSV Solutions A/S
Fairs & Events
Center Boulevard 5
2300 Copenhagen S
Denmark
Contact: Lars Skovhoej
Tel: +45 43203859
Email: expo@dk.dsv.com

Germany

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

Hong Kong

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

Italy

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

Japan

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

Korea

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

Portugal

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

Singapore

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

Spain

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

Taiwan

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

Turkey

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

United Arab Emirates

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

United Kingdom

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

DSV Fairs & Exhibitions, Solutions USA
Contact: Kelly O'Neill-Exley
Product Specialist
Email: kelly.oneill@dsv.com
Mobile: +1 404 432 8835

www.dsv.com



OUTBOUND MATERIAL HANDLING AUTHORIZATION & LABEL REQUEST

Odyssey Expo

Wisconsin Center | Milwaukee, WI USA

May 10 - 12, 2023

I190100523

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/PROVINCE: _____

ZIP CODE/PC: _____ COUNTRY: _____

Step 3. How many pieces are in your shipment?

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

Step 4. What are we shipping?

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

Is there a loading dock? ☐ Yes ☐ No

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

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

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

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

ATOTALing else we should know about your building?

Step 5. How many labels do you need? _____

Step 6. Who is picking up your shipment?

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

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

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

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

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

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

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



Email completed form to: logistics@shepardes.com

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

ADVANCED WAREHOUSE	 Shepard
	ADVANCED WAREHOUSE
	TO:
	_____ (Exhibiting Company Name)
	_____ (Exhibiting Company Booth Number)
RUSH	TForce - Shepard Exposition Services
	4924 S 13th St
	Milwaukee, WI 53221 USA
	FOR:
	Odyssey Expo
	Delivery Hours: Monday - Friday 8:00AM - 8:00PM
	First day freight can arrive without a surcharge: Monday, April 10, 2023
	Last day freight can arrive without a surcharge: Monday, May 1, 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
Wisconsin Center
400 West Wisconsin Avenue
Milwaukee, WI 53203 USA**

**FOR:
Odyssey Expo**

MUST NOT BE DELIVERED PRIOR TO:
Monday, May 8, 2023 | 8:00AM



Odyssey Expo

Wisconsin Center | Milwaukee, WI USA

May 10 - 12, 2023

MATERIAL HANDLING RATES

I190100523

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, April 10, 2023

LAST DAY FREIGHT CAN ARRIVE: Friday, May 5, 2023

CODE	ITEM	WEIGHT		PRICE/CWT	TOTAL
35010	Crated		X	\$128.25	
35036	Special Handling		X	\$166.75	

Light Weight Shipments****

**** Shipments 40 pounds or less.

CODE	ITEM	WEIGHT		PRICE	TOTAL
35400	Light Weight		X	\$64.25	

Direct to Facility/Show Site Shipments***

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

FIRST DAY FREIGHT CAN ARRIVE: Sunday, May 7, 2023

CODE	ITEM	WEIGHT		PRICE/CWT	TOTAL
35030	Crated		X	\$116.75	
35043	Uncrated		X	\$175.25	
35038	Special Handling		X	\$151.75	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	5.60%
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: _____



Email completed form to: orders@shepardes.com

MATERIAL HANDLING INFORMATION

Odyssey Expo

Wisconsin Center | Milwaukee, WI USA

I190100523

May 10 - 12, 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.



Odyssey Expo

Wisconsin Center | Milwaukee, WI USA

May 10 - 12, 2023

MACHINE RATES

1190100523

This is for MACHINERY only. For all other shipments, please refer to the Material Handling Rates page. Uncrated machinery and machines over 5,000 pounds cannot be accepted at the warehouse. All uncrated machinery and 5,000 pound machine shipments should be delivered directly to the facility during move-in or on your designated target day and time. Machines do not qualify for per pound pricing.

Important Things to Know!

- Use of these specially discounted rates are for your **machinery shipments only**.
* All other freight will be billed at standard Material Handling Rates.
- Certified weight tickets** are required for all shipments.
- Mixed load shipments** without separate weight tickets do not qualify for the machinery rates and will be invoiced at the regular material handling rate. Adjustments will not be made.
- When shipping a mixed load, **separate weight tickets** are required to distinguish between machinery and exhibit materials.
- All shipments must have proper inbound Bill of Lading or carrier bill with **weight breakdowns**.

For all machine shipments, Shepard will do the following:

- Receive shipments consigned directly to the facility on installation days.
- Deliver your machine to your booth.
- Remove and store your empty containers.
- Return your empty containers to your booth.
- Load your outbound shipment on your carrier of choice.

Labor Hours

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

Overtime (OT): Monday - Friday 6AM - 8AM and 5PM - Midnight. Saturday 6AM - Midnight.

Double Time (DT): Monday - Saturday Midnight and 6AM. All hours on Sunday. Holidays.

Holidays: NY Day, ML King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve Day, Christmas, NY Eve Day

Overtime: 30% fee for each overtime application based on ST rate

Double Time: 50% fee for each double time application based on ST rate

CODE	ITEM DESCRIPTION	WEIGHT	PER CWT RATE
35992	2,501 - 5,000 lbs.		\$30.80
35993	5,001 - 10,000 lbs.		\$24.50
35994	10,001 - 20,000 lbs.		\$21.75
35995	20,001 - 30,000 lbs.		\$18.75
35996	30,001 + lbs.		\$18.75

35586	Special Handling** 2,501 - 5,000 lbs.		\$40.05
35587	Special Handling** 5,001 - 10,000 lbs.		\$31.85
35588	Special Handling** 10,001 - 20,000 lbs.		\$28.30
35589	Special Handling** 20,001 - 30,000 lbs.		\$24.40
35590	Special Handling** 30,001 + lbs.		\$24.40

OT will be 25% extra if handled after 4:30PM Monday - Friday and anytime Saturday. DT will incur 50% increase on Sunday.

**A special handling rate is charged for extra labor or equipment required to unload or load machinery when it cannot be unloaded or loaded with a forklift in a normal manner. Examples of material handling requirements warranting special handling charges are: Rigging equipment on or off of a truck using jacks, chains, rollers, skates, straps, or cables; the use of multiple forklifts due to the length of the machinery or the lack of lifting points on the machinery, or due to the type of vehicle transporting the machinery.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	5.60%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

FORM & MACHINE DIAGRAMS DEADLINE: MONDAY, APRIL 10, 2023

In order to ensure your machinery is properly handled and to avoid delays during set up, please provide the following information on your machines.

Step 1. How many machines are you shipping?

QUANTITY OF MACHINES: _____

Step 8. Where are the pick points located on your machine?

☐ Top ☐ Bottom

Step 2. What is the weight of each machine?

1: _____ 2: _____ 3: _____ 4: _____

5: _____ 6: _____ 7: _____ 8: _____

Step 9. What is the weight per square foot* of each machine?

1: _____ 2: _____ 3: _____ 4: _____

5: _____ 6: _____ 7: _____ 8: _____

* 350 pounds per sq. ft. is the maximum allowed for this convention center. If you exceed this weight rating you must provide steel plating in order to disperse the weight.

Step 3. What are the dimensions of each machine?

1: _____ 2: _____ 3: _____ 4: _____

5: _____ 6: _____ 7: _____ 8: _____

Step 10. Please attach any photos or diagrams you have of your machines.

☐ Photos Attached ☐ No Photos

Step 5. How is your machine being shipped?

☐ Flatbed ☐ Close Trailer ☐ Container

Step 6. Do you need special equipment to unload?

☐ Extended Forklift Blades ☐ Rollers ☐ Slings

☐ Other _____

Step 7. Do you require a forklift in your booth space to unskid, assemble, or spot machinery?

☐ Yes ☐ No

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: _____

**Odyssey Expo**

Wisconsin Center | Milwaukee, WI USA

May 10 - 12, 2023

CARTLOAD SERVICE**I190100523**

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 6AM - 8AM and 5PM - Midnight. Saturday 6AM - Midnight.**Double Time (DT):** Monday - Saturday Midnight and 6AM. All hours on Sunday. Holidays.**Holidays:** NY Day, ML King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve Day, Christmas, NY Eve Day

CODE	ITEM	# OF TRIPS	RATE	TOTAL
35151	Dock to Booth ST		\$181.00	
35152	Booth to Dock ST		\$181.00	
35153	Dock to Booth OT		\$251.50	
35154	Booth to Dock OT		\$251.50	

TOTAL ESTIMATE \$ _____**TAX** (All tax rates are subject to change) 5.60%**AMOUNT DUE** \$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.com

**Odyssey Expo**

Wisconsin Center | Milwaukee, WI USA

May 10 - 12, 2023

MOBILE SPOTTING FEE**I190100523**

Displaying a Vehicle at the Event?

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

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

Step 1.

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

Step 2.

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

Important Rules and Regulations

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

All vehicles must be removed no later than:

Saturday, May 13, 2023 | 4:30PM

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

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

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 5.60%

AMOUNT DUE \$ _____

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

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

Odyssey Expo

Wisconsin Center | Milwaukee, WI USA

May 10 - 12, 2023

I190100523

DISCOUNT DEADLINE:* WEDNESDAY, APRIL 19, 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 6AM - 8AM and 5PM - Midnight. Saturday 6AM - Midnight.

Double Time (DT):

Monday - Saturday Midnight and 6AM. All hours on Sunday. Holidays.

Holidays:

NY Day, ML King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve Day, Christmas, 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		\$96.80	\$111.30	\$124.65	
35039	OT Hourly Rental		\$145.20	\$167.00	\$187.05	
35067	DT Hourly Rental		\$193.60	\$222.65	\$249.35	

FORKLIFT RENTAL - UP TO 10,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35029	ST Hourly Rental		\$142.20	\$163.55	\$183.20	
35049	OT Hourly Rental		\$213.30	\$245.30	\$274.75	
35069	DT Hourly Rental		\$284.40	\$327.05	\$366.30	

FORKLIFT RENTAL - UP TO 15,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35455	ST Hourly Rental		\$903.60	\$1,039.15	\$1,163.85	
35456	OT Hourly Rental		\$1,123.90	\$1,292.50	\$1,447.60	
35457	DT Hourly Rental		\$1,344.40	\$1,546.05	\$1,731.60	

FORKLIFT RENTAL - UP TO 20,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35035	ST Hourly Rental		\$1,084.30	\$1,246.95	\$1,396.60	
35066	OT Hourly Rental		\$1,348.70	\$1,551.00	\$1,737.10	
35070	DT Hourly Rental		\$1,613.25	\$1,855.25	\$2,077.90	

FORKLIFT RENTAL - UP TO 30,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35255	ST Hourly Rental		\$1,445.75	\$1,662.60	\$1,862.10	
35256	OT Hourly Rental		\$1,798.25	\$2,068.00	\$2,316.15	
35257	DT Hourly Rental		\$2,151.00	\$2,473.65	\$2,770.50	

FORKLIFT RENTAL - 4 STAGE						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35593	ST Hourly Rental		\$542.15	\$623.45	\$698.25	
35594	OT Hourly Rental		\$674.35	\$775.50	\$868.55	
35595	DT Hourly Rental		\$806.65	\$927.65	\$1,038.95	

IN BOOTH SCISSOR LIFTS						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
68120	Scissor Lift Install		\$985.89	\$1,133.75	\$1,269.80	
68121	Scissor Lift Removal		\$985.89	\$1,133.75	\$1,269.80	

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		\$176.25	\$202.70	\$227.00	
35086	OT Hourly Rental		\$264.38	\$304.05	\$340.55	
35099	DT Hourly Rental		\$352.50	\$405.35	\$454.00	

GROUND RIGGERS & MATERIAL HANDLERS (PER MAN HOUR)						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35087	ST Hourly Rental		\$141.00	\$162.15	\$181.60	
35100	OT Hourly Rental		\$211.50	\$243.25	\$272.45	
35101	DT Hourly Rental		\$282.00	\$324.30	\$363.20	

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)	5.60%
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

**Odyssey Expo**

Wisconsin Center | Milwaukee, WI USA

May 10 - 12, 2023

ON-SITE STORAGE**I190100523**

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	\$141.00	X		=	
35100	Labor - Overtime	\$211.50	X		=	
35101	Labor - Double Time	\$282.00	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	\$141.00	X		=	
35100	Labor - Overtime	\$211.50	X		=	
35101	Labor - Double Time	\$282.00	X		=	

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

EST TOTAL 1	+	EST TOTAL 2	=	EST STORAGE TOTAL

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.com

**Odyssey Expo**

Wisconsin Center | Milwaukee, WI USA

May 10 - 12, 2023

WAREHOUSE STORAGE**I190100523**

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)	5.60%
AMOUNT DUE	\$ _____

Step 3. How long are we storing your items?

FROM DATE: _____ TO DATE: _____

Fees will continue until storage is picked up.

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

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

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

*Additional fees will apply

☐ Pick-up is arranged with another carrier: _____

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

PRINTED NAME: _____

Email completed form to: orders@shepardes.com

**Odyssey Expo**

Wisconsin Center | Milwaukee, WI USA

May 10 - 12, 2023

BOOTH & CARPET CLEANING**I190100523****ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, APRIL 19, 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.		\$0.57	\$0.65	\$0.75	
47051	400-900 sq. ft.		\$0.50	\$0.60	\$0.65	
47052	900+ sq. ft.		\$0.50	\$0.60	\$0.65	

VACUUM DAILY						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47055	0-399 sq. ft.		\$1.71	\$1.95	\$2.20	
47056	400-900 sq. ft.		\$1.55	\$1.80	\$2.00	
47057	900+ sq. ft.		\$1.45	\$1.65	\$1.85	

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		\$0.70	\$0.80	\$0.90	
47031	Daily Porter		\$2.15	\$2.45	\$2.75	

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		\$1.85	\$2.15	\$2.40	
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		\$125.85	\$144.75	\$162.10	
47044	Daily		\$343.23	\$394.70	\$442.05	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	5.60%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



EXHIBIT DISINFECTING SERVICES

Odyssey Expo

Wisconsin Center | Milwaukee, WI USA

May 10 - 12, 2023

I190100523

ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, APRIL 19, 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		\$130.68	\$150.30	\$168.35	

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		\$356.40	\$409.85	\$459.05	

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		\$118.80	\$136.60	\$153.00	

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.		\$1.14	\$1.30	\$1.45	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	5.60%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

**Odyssey Expo**

Wisconsin Center | Milwaukee, WI USA

May 10 - 12, 2023

BULK WASTE REMOVAL**I190100523****ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, APRIL 19, 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		\$517.70	\$595.35	\$666.80	

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

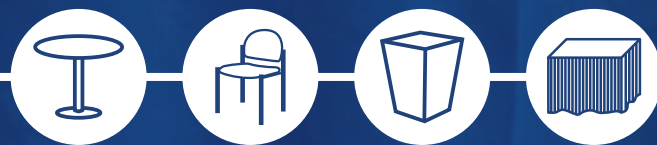
COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.com

SHEPARD FURNISHINGS & DECOR CATALOG



Dress up your space.
With Shepard, You Can.

TABLES

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

UNSKIRTED



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



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



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



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



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



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

SKIRTED

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



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



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



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



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



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



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

PEDESTAL & SIDE



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



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



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



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



Round Side Table
#50030
18" x 24"



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

CHAIRS

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

STOOLS & CHAIRS WITH ARMS



Director's Stool
#51090
Black Fabric,
Maple Wood



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



Padded Stool
#50024
Padded Stool with
Back, Grey Fabric



Director's Chair
#51086
Black Fabric,
Maple Wood



Upholstered Arm Chair
#50021
Upholstered Arm Chair,
Grey Fabric

CHAIRS WITHOUT ARMS



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



Upholstered Side Chair
#50020
Upholstered Side Chair,
Grey Fabric

DISPLAYS

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

FOR HANGING



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



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



Spiral Garment Rack
#50093
30" x 70"
Silver



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



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



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

#66149 (vert)
4' x 8'
White



6" Hooks for Peg Board
#50104
Silver



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

UPRIGHT, CROSSBARS & DRAPERY



8' High Upright with Base
#50088
Crossbar rented
separately



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



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



3' High Drape
#50074



8' High Drape
#50073

SHELVING



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



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



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

BARRIER

DISPLAYS & SHOWCASES

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FOR SIGNS & LITERATURE



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



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



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



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



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

OTHER



Wastebasket
#50091



Mini Refrigerator
#50098



Drawing Bowl
#50185



Sand Bag
#51087

SHOW CASES



4' Full View Showcase
#50067

6' Full View Showcase
#50068



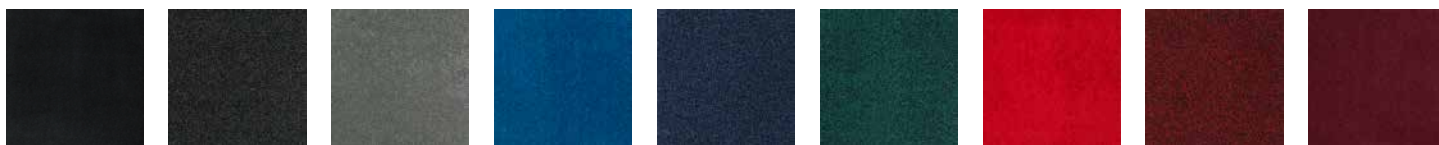
4' Quarterview Showcase
#50069

6' Quarterview Showcase
#50070

FLOORING

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

EXPO - 13 OZ



Black

Tuxedo

Grey

Blue

Eclipse

Peacock

Red

Cayenne

Burgundy

PREMIUM - 28 OZ



Black

Deep Navy

Silver Cloud

Charcoal

Red

Beige

PLUSH - 50 OZ



Black

Dark Grey

Silver Dollar

Sand

White

Electric Blue

Navy

Crimson

VINYL - CUSTOM ORDER ONLY



Rosemary
Stone

Snow

Maple

Silverwood

Walnut

Barnwood

SKIRT & DRAPE

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

SKIRT



Red



Burgundy



Gold



Green



Blue



Teal



White



Grey



Black

SKIRT - SPANDEX



Red



Blue

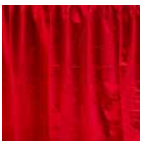


White



Black

DRAPE



Red



Burgundy



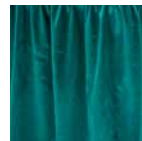
Gold



Green



Blue



Teal



White



Grey



Black



Odyssey Expo

Wisconsin Center | Milwaukee, WI USA

May 10 - 12, 2023

STANDARD FURNISHINGS

I190100523

ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, APRIL 19, 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			\$196.05	\$225.45	\$252.50	
50046	6' (l) x 24" (w) x 30" (h) Skirted Table			\$240.95	\$277.10	\$310.35	
50050	8' (l) x 24" (w) x 30" (h) Skirted Table			\$305.50	\$351.30	\$393.45	
50043	4' (l) x 24" (w) x 42" (h) Skirted Table			\$238.30	\$274.05	\$306.95	
50047	6' (l) x 24" (w) x 42" (h) Skirted Table			\$305.20	\$351.00	\$393.10	
50051	8' (l) x 24" (w) x 42" (h) Skirted Table			\$359.05	\$412.90	\$462.45	
50052	4th Side Skirt for 30" High Table			\$119.20	\$137.10	\$153.55	
50171	4th Side Skirt for 42" High Table			\$119.20	\$137.10	\$153.55	
50040	4' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$133.15	\$153.10	\$171.45	
50044	6' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$158.75	\$182.55	\$204.45	
50048	8' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$187.20	\$215.30	\$241.15	
50041	4' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$149.80	\$172.25	\$192.90	
50045	6' (l) 24" x (w) x 42" (h) UnSkirted Table		n/a	\$187.20	\$215.30	\$241.15	
50049	8' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$208.90	\$240.25	\$269.10	
51089	42" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$335.30	\$385.60	\$431.85	
50032	30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$313.50	\$360.50	\$403.75	
50030	Round Side Table - 24" (w) x 18" (h)		n/a	\$157.80	\$181.45	\$203.20	
50031	Square Side Table - 24" (w) x 18" (h)		n/a	\$157.80	\$181.45	\$203.20	
50706	30" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$410.20	\$471.75	\$528.35	
50707	42" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$427.65	\$491.80	\$550.80	
50700	White Fabric Table Cover w/ 6'x30" Table		03	\$340.45	\$391.50	\$438.50	
50700	Red Fabric Table Cover w/ 6'x30" Table		01	\$340.45	\$391.50	\$438.50	
50700	Blue Fabric Table Cover w/ 6'x30" Table		05	\$340.45	\$391.50	\$438.50	
50700	Black Fabric Table Cover w/ 6'x30" Table		06	\$340.45	\$391.50	\$438.50	

Seating

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50020	Side Chair Grey Fabric		n/a	\$121.30	\$139.50	\$156.25	
50021	Arm Chair Grey Fabric		n/a	\$165.50	\$190.30	\$213.15	
50024	Stool with Back Grey Fabric		n/a	\$201.55	\$231.80	\$259.60	
51086	Director's Chair Black Fabric		n/a	\$125.20	\$144.00	\$161.30	
51090	Director's Stool Black Fabric		n/a	\$224.05	\$257.65	\$288.55	
50705	Natural Feel Stool Maple Back, Black Fabric Seat		n/a	\$244.40	\$281.05	\$314.80	
50704	Natural Feel Chair, Maple Back, Black Fabric Seat		n/a	\$200.70	\$230.80	\$258.50	

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TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 5.60%

AMOUNT DUE \$ _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.com



SPECIALTY, DISPLAYS & DRAPERY

Odyssey Expo

Wisconsin Center | Milwaukee, WI USA

May 10 - 12, 2023

I190100523

ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, APRIL 19, 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	\$67.20	\$77.30	\$86.60	
50245	Literature Rack Silver, Glass		n/a	\$247.90	\$285.10	\$319.30	
50175	Bag Rack, Chrome		n/a	\$328.25	\$377.50	\$422.80	
50092	Coat Rack, Chrome		n/a	\$116.55	\$134.05	\$150.15	
50093	Garment Rack, Chrome		n/a	\$328.25	\$377.50	\$422.80	
50427	Tensabarrier, Per Stem, Black		n/a	\$138.45	\$159.20	\$178.30	
50095	Sign Holder, 22" x 28" Chrome		n/a	\$152.90	\$175.85	\$196.95	
50185	Drawing Bowl, Clear		n/a	\$61.65	\$70.90	\$79.40	
50296	4' x 12" Display Riser White and Black		n/a	\$138.65	\$159.45	\$178.60	
50297	6' x 12" Display Riser White and Black		n/a	\$172.50	\$198.35	\$222.15	
50098	Mini Refrigerator, Approx. 3 cubic feet		n/a	\$523.50	\$602.00	\$674.25	
50067	4' Full View Showcase, White		n/a	\$1,236.95	\$1,422.50	\$1,593.20	
50068	6' Full View Showcase, White		n/a	\$1,364.20	\$1,568.85	\$1,757.10	
50069	4' Quarter View Showcase, White		n/a	\$1,236.95	\$1,422.50	\$1,593.20	
50070	6' Quarter View Showcase, White		n/a	\$1,364.20	\$1,568.85	\$1,757.10	
50060	4' x 8' Horizontal Posterboard Grey Fabric		n/a	\$400.55	\$460.65	\$515.95	
50061	4' x 8' Vertical Posterboard Grey Fabric		n/a	\$400.55	\$460.65	\$515.95	
50236	Grids 2' x 8' with Legs, Each		n/a	\$295.90	\$340.30	\$381.15	
50237	Grid 2' x 8' without Legs, Each		n/a	\$221.55	\$254.80	\$285.40	
50242	7-Ball Waterfall for Grids		n/a	\$20.40	\$23.45	\$26.25	
50104	6" Hooks (12) for Peg Boards		n/a	\$60.20	\$69.25	\$77.55	

50073	8' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$31.45	\$36.15	\$40.50	
50074	3' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$23.30	\$26.80	\$30.00	
50088	8' Upright with Base		n/a	\$43.40	\$49.90	\$55.90	
52065	3' Upright with Base		n/a	\$43.40	\$49.90	\$55.90	
50349	6'-10' Crossbar		n/a	\$28.80	\$33.10	\$37.05	
50348	7'-12' Crossbar		n/a	\$28.80	\$33.10	\$37.05	
50058	Sateen, per linear foot (minimum 5' linear feet rental)			\$26.90	\$30.95	\$34.65	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	5.60%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



Odyssey Expo

Wisconsin Center | Milwaukee, WI USA

May 10 - 12, 2023

FLOORING

I190100523

ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, APRIL 19, 2023
PREMIUM PLUSH & PREMIUM VINYL DEADLINE: MONDAY, APRIL 10, 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	Premium Plush Carpet** - 50 oz. (per sq. ft.)*** Rental includes installation and removal of carpet and visqueen.			\$13.25	\$15.25	\$17.10	

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46005	Premium Vinyl** (per sq. ft.)*** Rental includes installation and removal of carpet and visqueen.			\$17.15	\$19.70	\$22.05	
46007	1/2" Padding for Vinyl (per sq. ft.)***		n/a	\$6.25	\$7.20	\$8.05	

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	Premium Carpet - 28 oz. Rental/Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$9.50	\$10.90	\$12.20	
46003	Premium Carpet - 28 oz. Rental 1000+ Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$8.30	\$9.55	\$10.70	
46002	Premium Carpet - 28 oz. Purchase Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$23.50	\$27.00	\$30.25	

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50255	Expo Carpet - 13 oz. (Regular & Speical Cut) 10' x 10'			\$334.95	\$385.20	\$431.40	
50256	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 20'			\$625.00	\$718.75	\$805.00	
50257	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 30'			\$932.20	\$1,072.05	\$1,200.70	
50258	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 40'			\$1,239.45	\$1,425.35	\$1,596.40	
50400	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 15'		Tuxedo ONLY	\$586.15	\$674.05	\$754.95	

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50580	Special Cut 0-399 Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$6.45	\$7.40	\$8.30	
50581	Special Cut 400-900 Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$5.95	\$6.85	\$7.65	
50582	Special Cut 900+ Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$5.40	\$6.20	\$6.95	

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50009	1/2" Padding		n/a	\$1.75	\$2.00	\$2.25	
50008	1" Padding		n/a	\$3.30	\$3.80	\$4.25	
50010	Visqueen		n/a	\$0.45	\$0.50	\$0.55	

ENTICE ATTENDEES TO LINGER IN YOUR SPACE WITH SOFT, COMFORTABLE PADDING.Interested in Elevated Hardwood? Contact us for a quote at: exhibits@shepardes.com.

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TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 5.60%

AMOUNT DUE \$ _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.com



CORT[®]

EVENTS

TRADESHOW

FURNISHINGS | 2022

Powered Seating



Naples Collection



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

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

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



Charge It!

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



Tech Tablet Chair

TCHGRY Tech Tablet Chair

(gray vinyl, white metal tablet, chrome base)

30.5" L 29" D 33.5" H

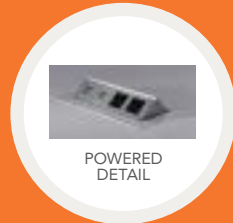
Also available without tablet (TCHP).



POWERED
DETAIL

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

Powered Communal Tables



Ventura Bar Tables, Powered

A) VNTWHT (white top)
B) VNTBLK (black top)
(silver frame) 72.25"L 26.25"D 42"H



Styling Tip:

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

Ventura Cafe Tables, Powered

C) VNTCWH (white top)
D) VNTCBK (black top)
(silver frame) 72.25"L 26.25"D 30"H



Use Ventura 6' Bar or Cafe Tables

in your design to facilitate conversations while physical distancing.



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

Powered Tables

Sydney Powered Cocktail Tables



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

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



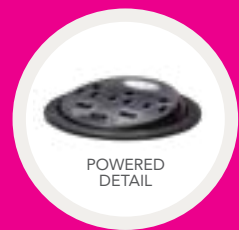
Wireless Charging Table

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



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

Powered ⚡ Desks & Conference Tables



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

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

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

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



C.

D.



E.



F.



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

Also available without power.

Non-Powered Conference

Tables 5', 8', 10'

(black top, silver)

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

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

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

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

Powered Products



Village Charging Hub



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



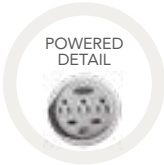
POWERED
DETAIL



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

Powered Pedestals

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



Powered Locking Pedestals

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

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



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

Soft Seating Collections

Valencia

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

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



Level The Field!:

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

Sterling

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

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



Soft Seating Collections

Cordoba

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

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



Fairfax

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

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



Soft Seating Collections

Allegro

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

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



Palm Beach

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



Key Largo

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

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

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



Soft Seating Collections


Baja

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

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

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



Powered Products 



Naples

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

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

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

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

Accent Chairs



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



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



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

Make it •
SWivel



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



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



10'x20' - Meeting Booth

Accent Chairs

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



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



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

Create Space

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

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



A.



B.



C.



D.



E.



F.

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



CHAIRS

24.5"L 25.5"D 31.75"H



A) BNM^{COW} Brooklyn Meeting Chair (white vinyl, oak-look)
B) BNM^{CSW} Brooklyn Meeting Chair, Swivel (white vinyl, black)

Frame finish black metal or oak-look.



M A R I N A



CHAIRS

17.5"L 19.5"D 35"H



A) MARCBR (brown fabric) **B) MARCBE** (ocean blue fabric)
C) MARCRD (red fabric) **D) MARCWH** (white vinyl) **E) MARCBK** (black vinyl)

All frames brushed metal.

Individual Seating

Laguna
LMCHR Chair
(maple, chrome)
18"L 19"D 34"H



Lucent
LUCHCL Chair
(frosted acrylic, chrome)
19.5"L 19.75"D 32.5"H



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.

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

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

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

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

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

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

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

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

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

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



V I B E

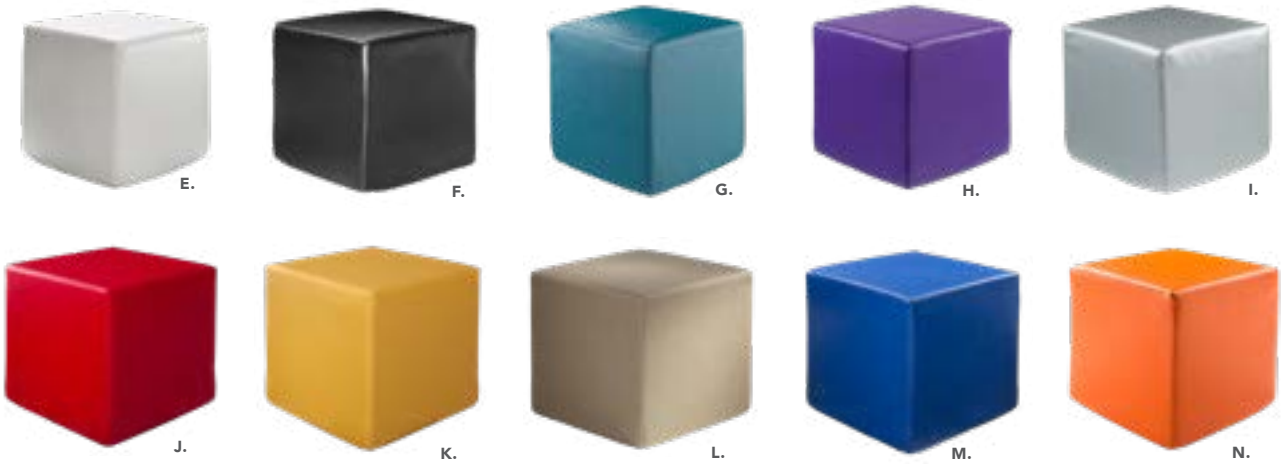
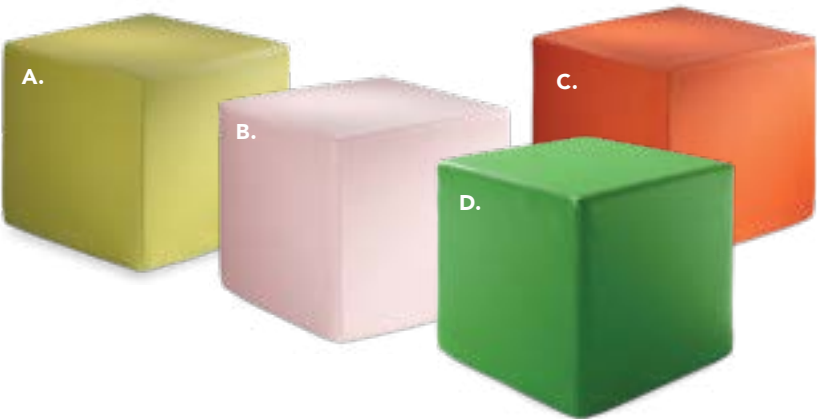
Provide a Pop!

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

CUBE

OTTOMANS

18"L18"D18"H



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



BEVERLY

SMALL BENCH

OTTOMANS
30"L20"D18"H



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



BENCH

OTTOMANS
60"L20"D18"H



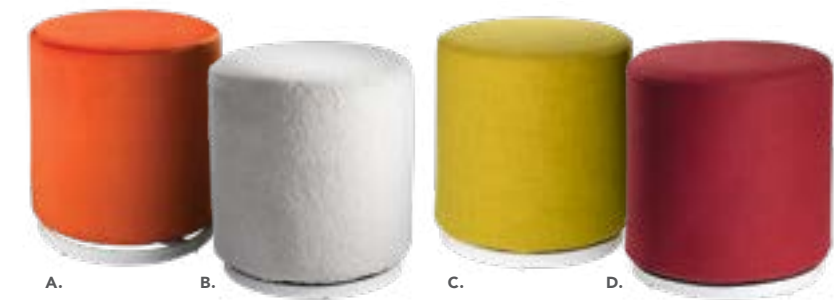
A) BVLYWH (white vinyl) **B) BVLYRD** (red fabric) **C) BVLYGR** (gray fabric) **D) BVLYOB** (ocean blue fabric)
E) BVLYBK (black vinyl) **F) BVLYLN** (linen fabric) **G) BVLYBN** (brown fabric)



SWIVEL

OTTOMANS

17" RND 18"H



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

Ottomans



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



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



Demo Down

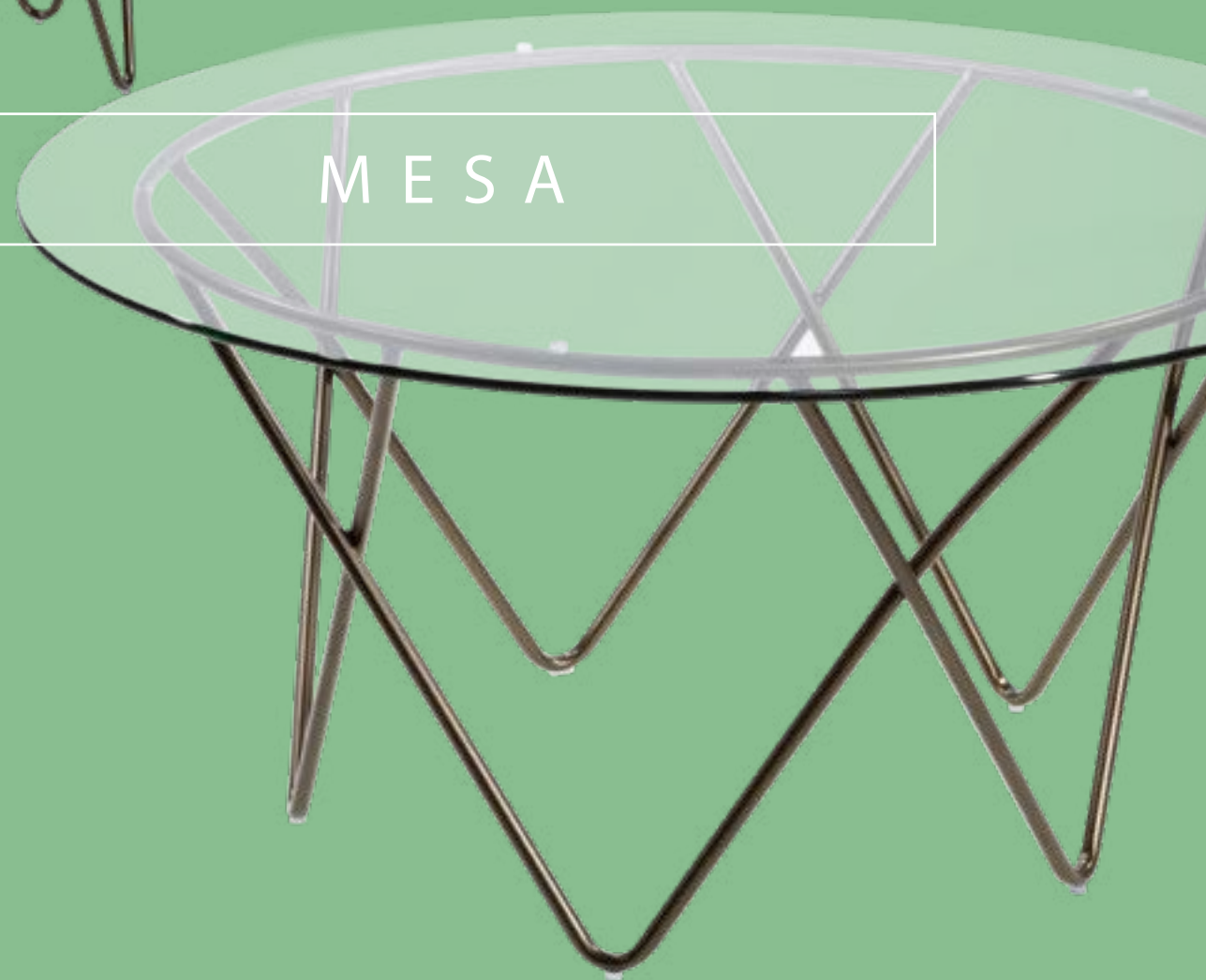
Square, circular, or curved - ottomans are a great way to design theater-style seating for demonstrations.

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





M E S A



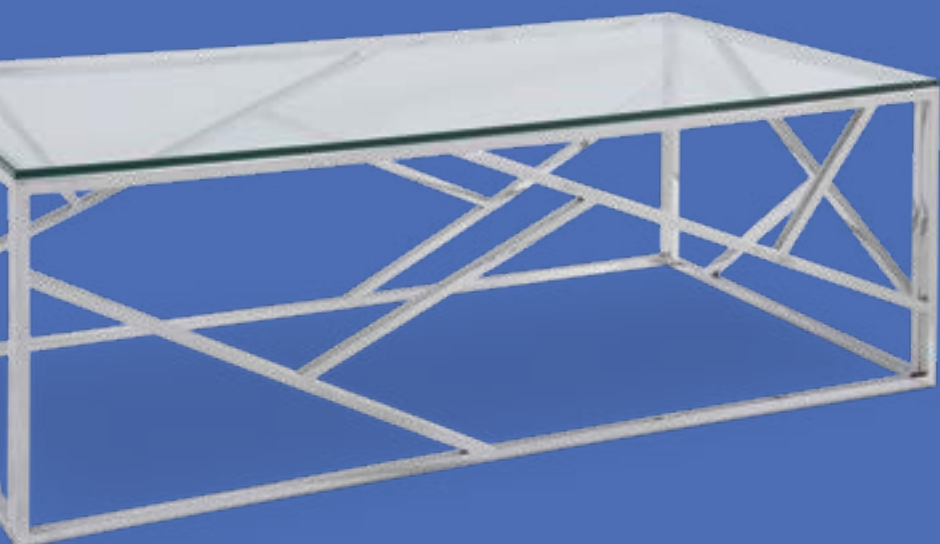
ACCENT

COCKTAIL & END TABLES
32.25" RND 17.25" H | 20.5" RND 21.25" H



A) MESCTW Cocktail Table / B) MESETW End Table (barnwood top)
C) MESCTB Cocktail Table / D) MESETB End Table (black top)
E) MESCTG Cocktail Table 36" RND / F) MESETG End Table 24" RND (glass top)

All frames bronze finish.



A L O N D R A



ACCENT

COCKTAIL & END TABLES

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



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

All frames chrome finish.



G E O



ACCENT

COCKTAIL & END TABLES



A.



B.



C.



D.

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



SYDNEY



ACCENT

COCKTAIL & END TABLES

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



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

All frames brushed steel.

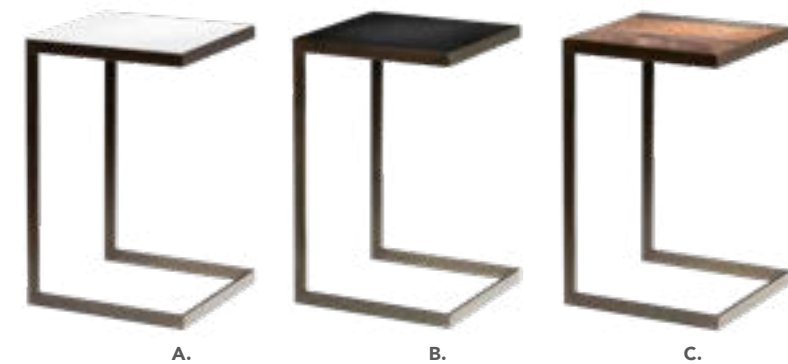


TAOS | SEDONA

SIDE

TABLES

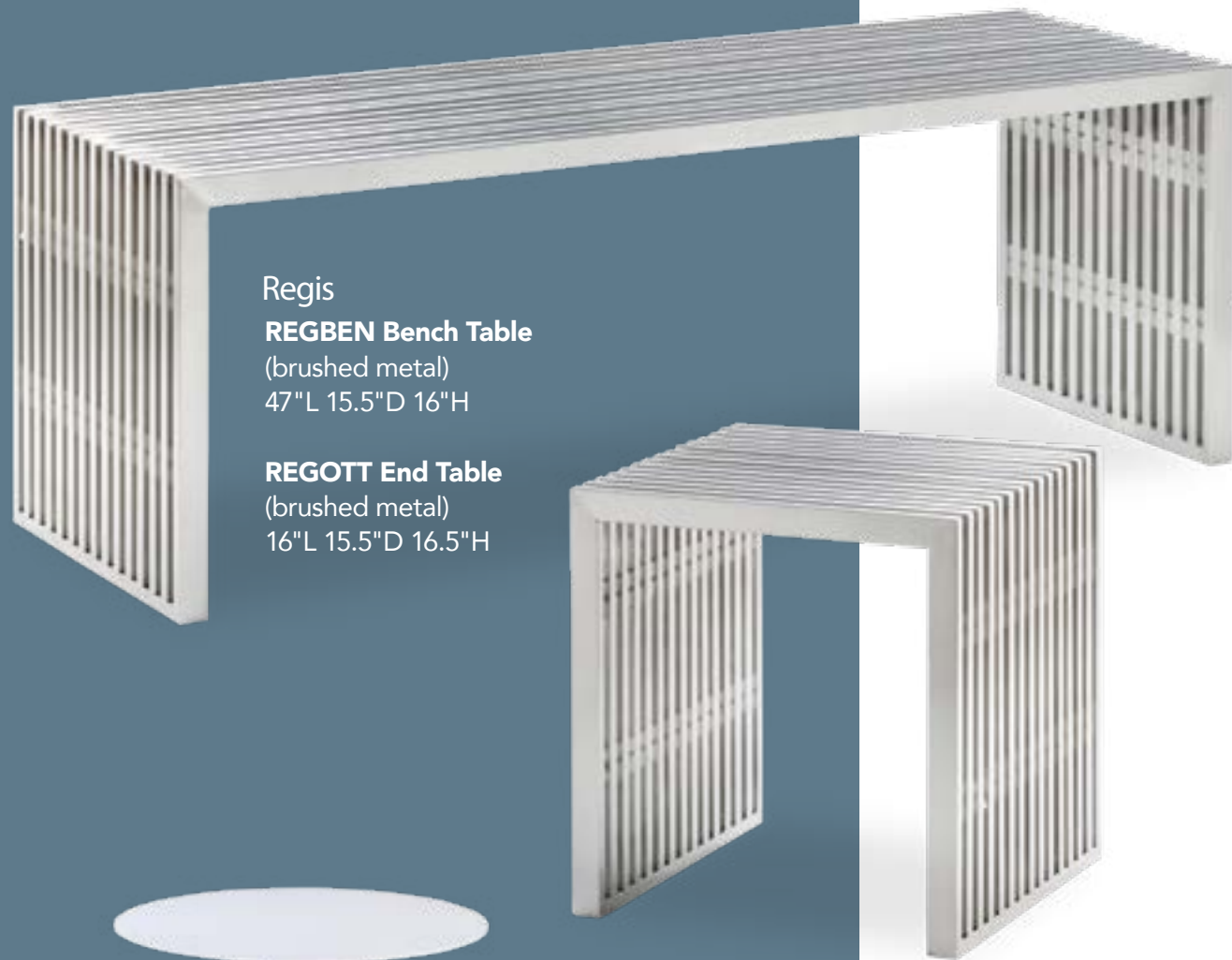
15.75 "L 15.75 "D 24 "H



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

All frames bronze finish.

Accent Tables



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

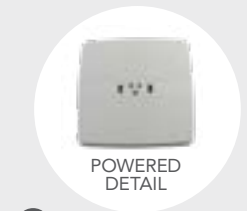
REGOTT End Table
(brushed metal)
16"L 15.5"D 16.5"H



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



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



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

Gather Round

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



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

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

Bar & Cafe Tables



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

Bar Tables

Standard Black Base

30" RND 42"H

VTJ (graphite nebula top)

VTK (maple top)

VTB (red top)

30WH42 (white top)

30WDBB (barnwood top)

30BKSB (black top)

30AGBB

(brushed gunmetal top)

30OSBB (orange top)

VTA

(Madison/gray acajou top)

30BEBB (blue top)

30YBBB (brushed yellow top)

30GSBB (green top)

36" RND 42"H

VTN (graphite nebula top)

VTP (maple top)

VTW (white top)

36BKSB (black top)

Bar Tables

Hydraulic Chrome Base

30" RND 45"H

30GRHB

(graphite nebula top)

30MTHB (maple top)

30BRHB (red top)

30WHHB (white top)

30WDHB (barnwood top)

30BKHB (black top)

30AGHB

(brushed gunmetal top)

30OSHB (orange top)

30MAHB

(Madison/gray acajou top)

30BEHB (blue top)

30YSHB (brushed yellow top)

30GSHB (green top)

36" RND 45"H

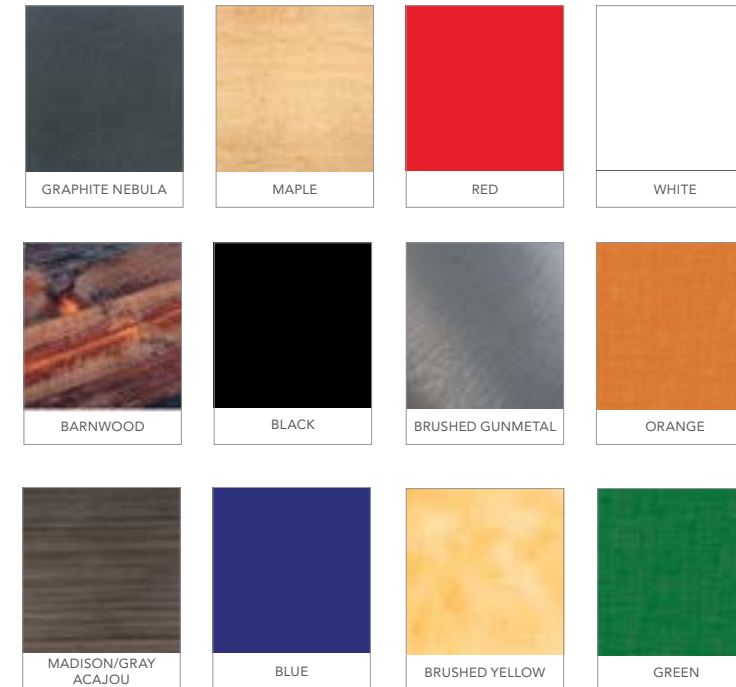
36GRHB (graphite nebula)

36MTHB (maple top)

36WTHB (white)

36BKHB (black top)

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



Create Space

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

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



Cafe Tables

Hydraulic Chrome Base

30" RND 29"H

30GRHC (graphite nebula top)

30MTHC (maple top)

30BRHC (red top)

30WHHC (white top)

30WDHC (barnwood top)

30BKHC (black top)

30AGHC (brushed gunmetal top)

30OSHC (orange top)

30MAHC (Madison/gray acajou top)

30BEHC (blue top)

30YSHC (brushed yellow top)

30GSHC (green top)

36" RND 29"H

36GRHC (graphite nebula top)

36MTHC (maple top)

36WTHC (white top)

36BKHC (black top)

Cafe Tables

Standard Black Base

30" RND 29"H

ZTJ (graphite nebula top)

ZTK (maple top)

ZTB (red top)

30WH29 (white top)

30WDBC (barnwood top)

30BKSC (black top)

30AGBC (brushed gunmetal top)

30OSBC (orange top)

ZTA (Madison/gray acajou top)

30BEBC (blue top)

30YSBC (brushed yellow top)

30GSBC (green top)

36" RND 29"H

ZTN (graphite nebula top)

ZTP (maple top)

ZTQ (white top)

36BKSC (black top)



M A R I N A



BARSTOOL

COLLECTION
21" L 17.5" D 41.5" H



A.



B.



C.



D.



E.

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

All frames brushed metal.



LIFT

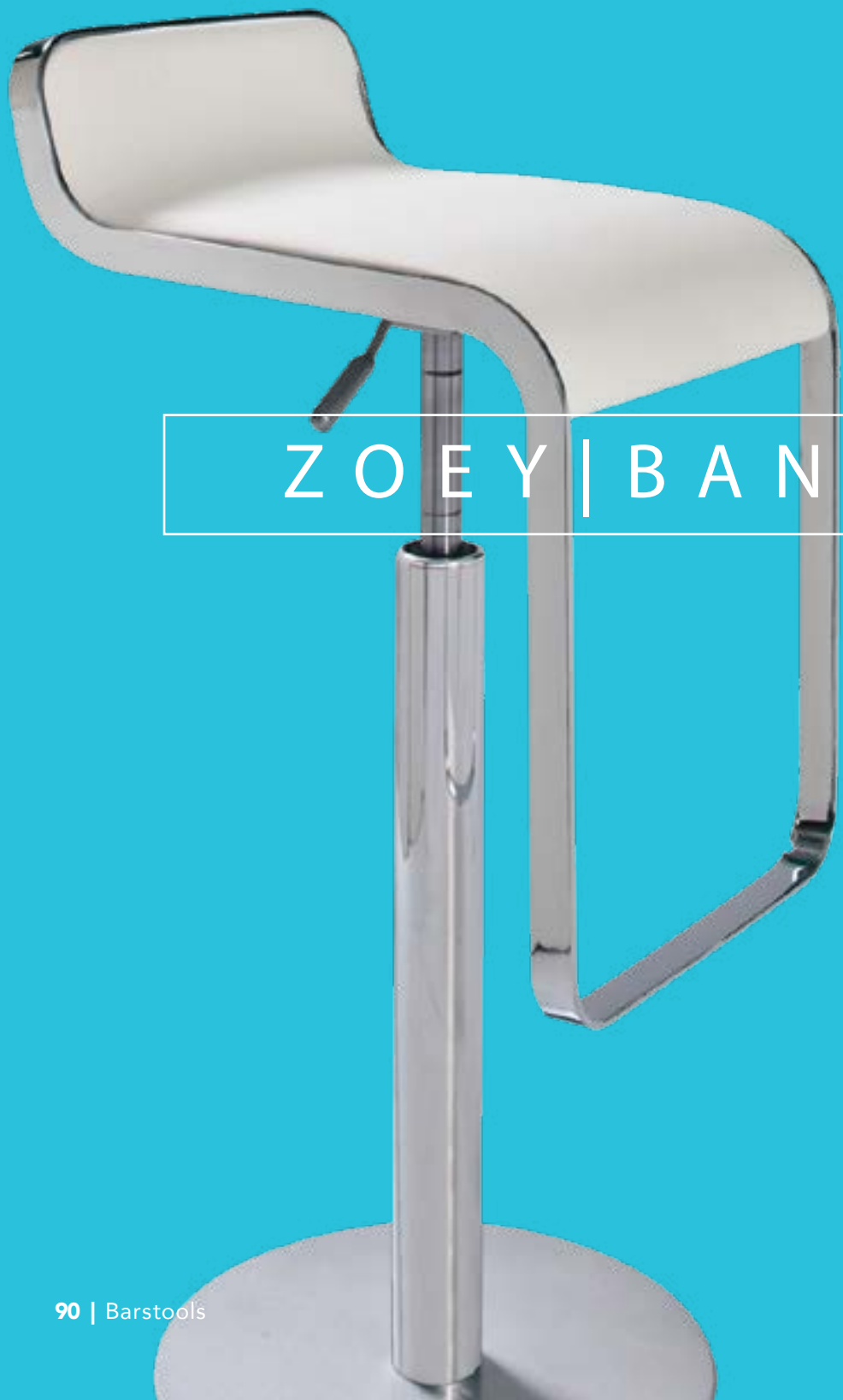
BARSTOOL

COLLECTION
15 "RND23 - 33.5 "H



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

All bases chrome finish. Adjustable height.



ZOEY | BANANA

BARSTOOL

COLLECTIONS



A.



B.



C.



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

All bases chrome finish.

Barstools Styles



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



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



A.



B.



C.



D.



E.

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

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

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

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

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



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

Styling Tip:

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

Executive Seating

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

B) PROEXB
(black vinyl, chrome)

25"L 24"D 45-48"H
Adjustable height



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

D) PROMDB
(black vinyl, chrome)

24"L 22"D 36.75-39.75"H
Adjustable height



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



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



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



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





42" ROUND



CONFERENCE

TABLES
42" RND 29" H



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

All bases black finish.



G E O



CONFERENCE TABLES



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

Conference Tables

Styling Tip:

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

Dividers | pg 122



A.



B.



C.



Madison Conference Tables

(gray acajou top)

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

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

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

Atomic Round Table

(glass, chrome)

42ATO 42" RND 30"H

36ATO 36" RND 30"H



Work Table

WD3

(white top, white)

48"L 24"D 30"H



A.



B.



C.



Black Conference Tables 5', 8', 10'

(black top, silver)

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

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

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

Also available with power.





MADISON



10'x20' - Madison Presentation Booth

EXECUTIVE DESK & STORAGE



DESK FRONT

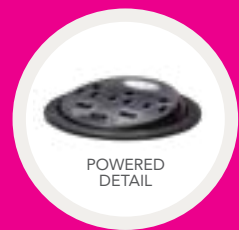


DESK BACK



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

Powered ⚡ Desks & Conference Tables



Tech Powered Desk & File Cabinet

(black metal, laminate)

A) TECH Tech Desk, Powered

60" L 30" D 30" H

B) TECH3B Tech Desk, Powered w/ 3 Drawer File Cabinet

60" L 30" D 30" H

C) TECH3 3 Drawer File Cabinet on Castors

16" L 20" D 28" H



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

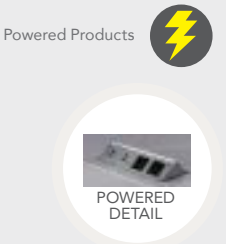
Colors not available in all table options.
Please check options listed.



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

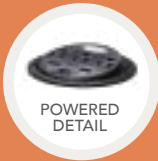
Posh Shelving
PSHCCS 36"L 18"D 72"H
(chrome, acrylic)



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

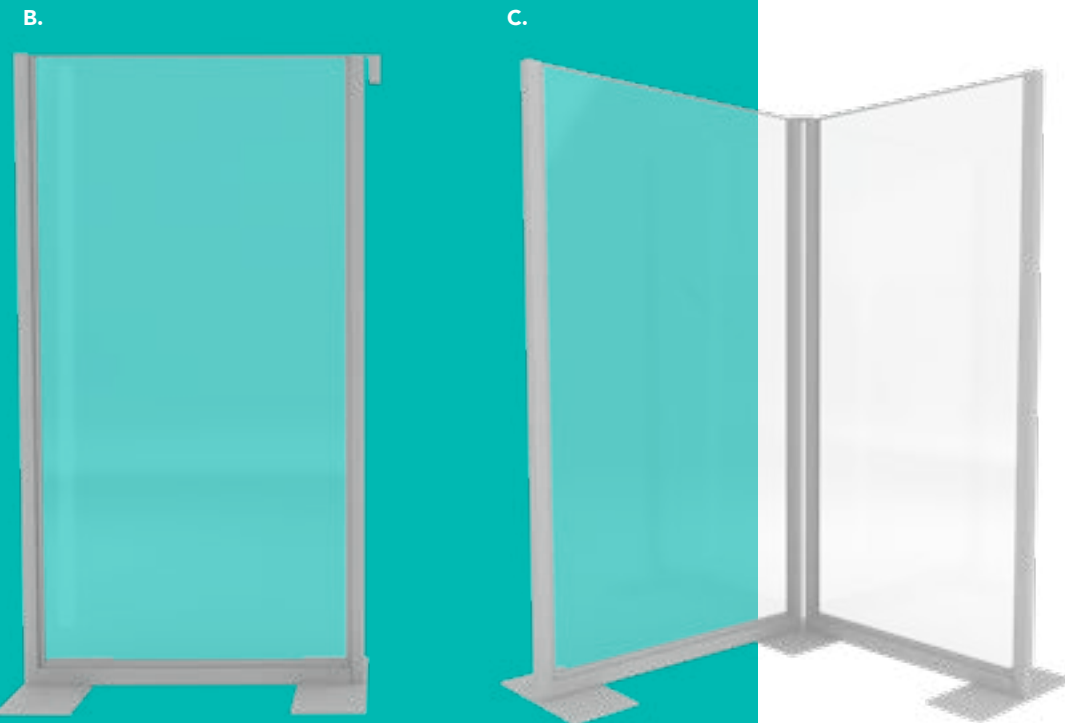


Bar & Cafe Tables | p 80
Barstool Collections | p 84

Attract, Connect and Inspire.

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

Connector
Detail



Bars | p 114

Clear Dividers

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

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



Sofas | p 26



Dividers



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



A.

Stanchion w/ Retractable Belt

A) STNCH1

(black, chrome) 96"L 37"H

Rented individually; two needed to complete a section.

B) STNSGN Stanchion Sign Holder

(black, chrome) 10"L 13"H



Conference Tables | p 100
Executive Seating | p 98

C.

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



D.

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



Accent Chairs | p 36
Accent Tables | p 64

Making You Look Good, By Design.™

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

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



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

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Odyssey Expo

Wisconsin Center | Milwaukee, WI USA

May 10 - 12, 2023


SOFT SEATING COLLECTIONS

I190100523


ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, APRIL 19, 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		\$1,420.05	\$1,633.05	\$1,829.00	
KEYLOV	Key Largo Loveseat - Black Fabric, Wood		\$654.15	\$752.25	\$842.50	
NPLLOV	Naples Loveseat - Black Vinyl		\$1,253.90	\$1,442.00	\$1,615.05	
NPLLOP	 POWERED Naples Loveseat - Black Vinyl		\$1,562.50	\$1,796.85	\$2,012.45	
COLVTP	Cordoba Loveseat		\$1,003.75	\$1,154.30	\$1,292.80	

Sofas

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
SFA002	Allegro Sofa - Blue Fabric, Brushed Metal		\$1,247.25	\$1,434.35	\$1,606.45	
BSFWHT	Baja Sofa - White Vinyl		\$1,509.70	\$1,736.15	\$1,944.50	
FAIRSW	Fairfax Sofa - White Vinyl, Brushed Metal		\$850.70	\$978.30	\$1,095.70	
KEYSOF	Key Largo Sofa - Black Fabric, Wood		\$843.90	\$970.50	\$1,086.95	
NPLSOF	Naples Sofa - Black Vinyl		\$1,491.25	\$1,714.95	\$1,920.75	
NPLLOP	 POWERED Naples Sofa - Black Vinyl		\$1,816.65	\$2,089.15	\$2,339.85	
PALSOF	Palm Beach Sofa - White Vinyl		\$1,184.55	\$1,362.25	\$1,525.70	
STESOF	Sterling Sofa - Grey Fabric		\$1,406.30	\$1,617.25	\$1,811.30	
VALSOF	Valencia Sofa - Coffee Brown Velvet		\$793.65	\$912.70	\$1,022.20	

 = **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)	5.60%
AMOUNT DUE	\$ _____

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ACCENT CHAIRS

I190100523

ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, APRIL 19, 2023

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CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CHR002	Allegro Chair - Blue Fabric, Brushed Metal		\$875.00	\$1,006.25	\$1,127.00	
ATHCHA	Atherton Chair - Brown Leather, Black Metal		\$725.20	\$834.00	\$934.10	
BCHWHT	Baja Chair - White Vinyl		\$969.40	\$1,114.80	\$1,248.60	
BOWCHA	Bowery Chair - Ochre Fabric		\$681.15	\$783.30	\$877.30	
CNTCHR	Century Chair - Gray Velvet		\$694.15	\$798.25	\$894.05	
FAIRCW	Fairfax Chair - White Vinyl, Brushed Metal		\$613.45	\$705.45	\$790.10	
KEYCHR	Key Largo Chair - Black Fabric, Wood		\$559.25	\$643.15	\$720.35	
LABREA	La Brea Swivel Chair - Charcoal Gray Fabric, Chrome		\$732.00	\$841.80	\$942.80	
LENCHA	Lena Chair - Moss Green Leather, Bronze		\$611.25	\$702.95	\$787.30	
BCW	Madrid Chair - White Vinyl, Chrome		\$1,332.00	\$1,531.80	\$1,715.60	
MONCHA	Montreal Chair - Blue, Black Metal		\$748.50	\$860.80	\$964.10	
MNCHCH	Munich Armless Chair - Gray Fabric, Black		\$1,006.55	\$1,157.55	\$1,296.45	
NPLCHP	 POWERED Naples Chair - Black Vinyl		\$1,128.65	\$1,297.95	\$1,453.70	
NPLCHR	Naples Chair - Black Vinyl		\$1,040.50	\$1,196.55	\$1,340.15	
STECHEA	Sterling Chair - Gray Fabric		\$966.00	\$1,110.90	\$1,244.20	
SWAN	Swanson Swivel Chair - White Vinyl, Chrome		\$637.15	\$732.70	\$820.60	
TCHP	Tech Chair, No Tablet - Gray Vinyl, Chrome Base		\$533.50	\$613.50	\$687.10	
TCHGRY	 POWERED Tech Tablet Chair - Gray Vinyl, White Metal Tablet, Chrome Base		\$520.55	\$598.65	\$670.50	
VALCHA	Valencia Chair - Spice Orange Velvet		\$533.95	\$614.05	\$687.75	
WENCHA	Wentworth Swivel Chair - Brown Vinyl		\$585.45	\$673.25	\$754.05	
BNMCOW	Brooklyn Meeting Chair		\$468.65	\$538.95	\$603.60	
BNMCSW	Brooklyn Meeting Chair, Swivel		\$468.65	\$538.95	\$603.60	
COCHTP	Cordoba Chair		\$702.90	\$808.35	\$905.35	

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

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**Odyssey Expo**

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May 10 - 12, 2023

INDIVIDUAL SEATING**I190100523****ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, APRIL 19, 2023**

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

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLDCRD	Blade Chair - Red		\$120.15	\$138.15	\$154.75	
BLDCSB	Blade Chair - Sky Blue		\$120.15	\$138.15	\$154.75	
SC3	Brewer Chair - Onyx, Chrome		\$311.70	\$358.45	\$401.45	
XCHR	Christopher Chair - White Vinyl, Chrome		\$186.45	\$214.40	\$240.15	
DUET	Duet Stack Chair - Black, Chrome		\$115.25	\$132.55	\$148.45	
LMCHR	Laguna Chair - Maple, Chrome		\$264.40	\$304.05	\$340.55	
LUCHCL	Lucent Chair - Frosted Acrylic, Chrome		\$323.50	\$372.00	\$416.65	
MALGRN	Malba Chair - Green, Chrome		\$203.40	\$233.90	\$261.95	
MALGRY	Malba Chair - Gray, Chrome		\$203.40	\$233.90	\$261.95	
MARCBF	Marina Chair - Ocean Blue Fabric, Brushed Metal		\$261.90	\$301.20	\$337.35	
MARCBK	Marina Chair - Black Vinyl, Brushed Metal		\$261.90	\$301.20	\$337.35	
MARCBR	Marina Chair - Brown Fabric, Brushed Metal		\$261.90	\$301.20	\$337.35	
MARCRD	Marina Chair - Red Fabric, Brushed Metal		\$261.90	\$301.20	\$337.35	
MARCWH	Marina Chair - White Vinyl, Brushed Metal		\$261.90	\$301.20	\$337.35	
OCMWH	Meeting Chair - White		\$447.40	\$514.50	\$576.25	
PASCHR	Pasadena Chair - White Molded Plastic w/Chrome Tower Base		\$422.15	\$485.45	\$543.70	
SC10	Razor Armless Chair - White		\$139.00	\$159.85	\$179.05	
RSTDIN	Rustique Chair w/ Arms - Gunmetal		\$233.80	\$268.85	\$301.10	
CS4	Syntax Chair - Black, Chrome		\$369.45	\$424.85	\$475.85	
ZENCHR	Zenith Chair - White, Chrome		\$298.20	\$342.95	\$384.10	

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

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BENCHES & OTTOMANS

I190100523

ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, APRIL 19, 2023

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Beverly Benches

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BVSMBK	Beverly Small Bench Ottoman - Black Vinyl		\$375.55	\$431.90	\$483.75	
BVSMBL	Beverly Small Bench Ottoman - Ocean Blue Fabric		\$375.55	\$431.90	\$483.75	
BVSMBN	Beverly Small Bench Ottoman - Brown Fabric		\$375.55	\$431.90	\$483.75	
BVSMGN	Beverly Small Bench Ottoman - Olive Green Fabric		\$375.55	\$431.90	\$483.75	
BVSMGY	Beverly Small Bench Ottoman - Grey Fabric		\$375.55	\$431.90	\$483.75	
BVSM LN	Beverly Small Bench Ottoman - Linen Fabric		\$375.55	\$431.90	\$483.75	
BVSM LV	Beverly Small Bench Ottoman - Lavender Fabric		\$375.55	\$431.90	\$483.75	
BVSMOR	Beverly Small Bench Ottoman - Orange Fabric		\$375.55	\$431.90	\$483.75	
BVSMRD	Beverly Small Bench Ottoman - Red Fabric		\$375.55	\$431.90	\$483.75	
BVSMWH	Beverly Small Bench Ottoman - White Vinyl		\$375.55	\$431.90	\$483.75	
BVSMYL	Beverly Small Bench Ottoman - Yellow Fabric		\$375.55	\$431.90	\$483.75	
BVLYBK	Beverly Bench - Black Vinyl		\$718.50	\$826.30	\$925.45	
BVLYBN	Beverly Bench - Brown Fabric		\$718.50	\$826.30	\$925.45	
BVLYGR	Beverly Bench - Grey Fabric		\$718.50	\$826.30	\$925.45	
BVLYLN	Beverly Bench - Linen Fabric		\$718.50	\$826.30	\$925.45	
BVLYOB	Beverly Bench - Ocean Fabric		\$718.50	\$826.30	\$925.45	
BVLYRD	Beverly Bench - Red Fabric		\$718.50	\$826.30	\$925.45	
BVLYWH	Beverly Bench - White Vinyl		\$718.50	\$826.30	\$925.45	

Metal Bench

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
REG BEN	Regis Bench/Table - Brushed Metal		\$511.75	\$588.50	\$659.10	

Ottomans

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
END01B	Endless Curved Ottoman - Black Vinyl, Chrome		\$745.65	\$857.50	\$960.40	
END01W	Endless Curved Ottoman - White Vinyl, Chrome		\$745.65	\$857.50	\$960.40	
END02B	Endless Square Ottoman - Black Vinyl, Chrome		\$467.75	\$537.90	\$602.45	
END02W	Endless Square Ottoman - White Vinyl, Chrome		\$467.75	\$537.90	\$602.45	

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

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CUBE & SWIVEL OTTOMANS

I190100523

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Vibe Cubes

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VIB01	Vibe Cube - Green		\$250.90	\$288.55	\$323.20	
VIB02	Vibe Cube - Blue		\$250.90	\$288.55	\$323.20	
VIB04	Vibe Cube - Red		\$250.90	\$288.55	\$323.20	
VIB05	Vibe Cube - Yellow		\$250.90	\$288.55	\$323.20	
VIB08	Vibe Cube - Orange		\$250.90	\$288.55	\$323.20	
VIB09	Vibe Cube - White Waterproof		\$250.90	\$288.55	\$323.20	
VIB10	Vibe Cube - Black Waterproof		\$250.90	\$288.55	\$323.20	
VIB11	Vibe Cube - Steel Blue Vinyl		\$250.90	\$288.55	\$323.20	
VIB12	Vibe Cube - Silver Vinyl		\$250.90	\$288.55	\$323.20	
VIB13	Vibe Cube - Purple Vinyl		\$250.90	\$288.55	\$323.20	
VIB14	Vibe Cube - Cirtus Green		\$250.90	\$288.55	\$323.20	
VIB15	Vibe Cube - Taupe Vinyl		\$250.90	\$288.55	\$323.20	
VIB16	Vibe Cube - Spice Orange		\$250.90	\$288.55	\$323.20	
VIB17	Vibe Cube - Desert Rose		\$250.90	\$288.55	\$323.20	

Marche Swivel

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MAR001	Marche Swivel - White		\$332.05	\$381.85	\$427.65	
MAR002	Marche Swivel - Grey		\$332.05	\$381.85	\$427.65	
MAR003	Marche Swivel - Linen		\$332.05	\$381.85	\$427.65	
MAR004	Marche Swivel - Raspberry		\$332.05	\$381.85	\$427.65	
MAR005	Marche Swivel - Red		\$332.05	\$381.85	\$427.65	
MAR006	Marche Swivel - Rose Qtz		\$332.05	\$381.85	\$427.65	
MAR007	Marche Swivel - Plum		\$332.05	\$381.85	\$427.65	
MAR008	Marche Swivel - Meadow Green		\$332.05	\$381.85	\$427.65	
MAR009	Marche Swivel - Pear		\$332.05	\$381.85	\$427.65	
MAR010	Marche Swivel - Blue		\$332.05	\$381.85	\$427.65	
MAR011	Marche Swivel - Orange		\$332.05	\$381.85	\$427.65	
MAR012	Marche Swivel - Forest Green		\$332.05	\$381.85	\$427.65	
MAR013	Marche Swivel - Teal Velvet		\$332.05	\$381.85	\$427.65	
MAR014	Marche Swivel - Distressed Brown		\$332.05	\$381.85	\$427.65	
MAR015	Marche Swivel - Black Vinyl		\$332.05	\$381.85	\$427.65	
MAR016	Marche Swivel - Ivory Faux Sheep Fur		\$332.05	\$381.85	\$427.65	

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TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	5.60%
AMOUNT DUE	\$ _____

COMPANY NAME: _____ BOOTH NUMBER: _____

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Cocktail Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ALC100	Alondra Cocktail Table - Glass Top, Chrome		\$596.45	\$685.90	\$768.20	
ALC200	Alondra Cocktail Table - Brandy Maple Top, Chrome		\$596.45	\$685.90	\$768.20	
CIC	Geo Cocktail Table - Glass Top, Chrome		\$447.40	\$514.50	\$576.25	
CIFWB	Geo Cocktail Table - Brandy Maple Top, Black		\$521.95	\$600.25	\$672.30	
MESCTB	Mesa Cocktail Table - Black Top, Bronze		\$345.50	\$397.30	\$445.00	
MESCTG	Mesa Cocktail Table - Glass Top, Bronze		\$345.50	\$397.30	\$445.00	
MESCTW	Mesa Cocktail Table - Barnwood Top, Bronze		\$345.50	\$397.30	\$445.00	
CIE	Silverado Cocktail Table - Glass Top, Chrome		\$494.80	\$569.00	\$637.30	
CIW	Sydney Cocktail Table - White Top, Brushed Steel		\$501.55	\$576.80	\$646.00	
CIY	Sydney Cocktail Table - Black Top, Brushed Steel		\$501.55	\$576.80	\$646.00	
CIWP	 POWERED Sydney Cocktail Table - White Top, Brushed Steel		\$637.15	\$732.70	\$820.60	
CIYP	 POWERED Sydney Cocktail Table - Black Top, Brushed Steel		\$637.15	\$732.70	\$820.60	
SYDBEC	Sydney Cocktail Table - Blue Top, Brushed Steel		\$508.40	\$584.65	\$654.80	
SYDWDC	Sydney Cocktail Table - Barnwood Top, Brushed Steel		\$462.15	\$531.45	\$595.20	

End Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ALE100	Alondra End Table - Glass Top, Chrome		\$430.45	\$495.00	\$554.40	
ALE200	Alondra End Table - Brandy Maple Top, Chrome		\$430.45	\$495.00	\$554.40	
CUBPOW	 POWERED Wireless Charging Table - White, AC Plug In		\$767.20	\$882.30	\$988.20	
EIC	Geo End Table - Glass Top, Chrome		\$440.65	\$506.75	\$567.55	
EIFWB	Geo End Table - Brandy Maple Top, Black		\$454.15	\$522.25	\$584.90	
MESETB	Mesa End Table - Black Top, Bronze		\$228.25	\$262.50	\$294.00	
MESETG	Mesa End Table - Glass Top, Bronze		\$228.25	\$262.50	\$294.00	
MESETW	Mesa End Table - Barnwood Top, Bronze		\$228.25	\$262.50	\$294.00	
REGOTT	Regis End Table - Brushed Metal		\$376.25	\$432.70	\$484.60	
EIE	Silverado End Table - Glass, Chrome		\$471.05	\$541.70	\$606.70	
EIW	Sydney End Table - White Top, Brushed Steel		\$454.15	\$522.25	\$584.90	
EIY	Sydney End Table - Black Top, Brushed Steel		\$454.15	\$522.25	\$584.90	
SYDBEE	Sydney End Table - Blue Top, Brushed Steel		\$446.75	\$513.75	\$575.40	
SYDWDE	Sydney End Table - Barnwood Top, Brushed Steel		\$446.75	\$513.75	\$575.40	

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

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TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	5.60%
AMOUNT DUE	\$ _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

**Odyssey Expo**

Wisconsin Center | Milwaukee, WI USA

May 10 - 12, 2023

ACCENT TABLES: SIDE**I190100523****ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, APRIL 19, 2023**

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

Side Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
AURA	Aura Round Table - White Metal		\$257.50	\$296.15	\$331.70	
SEDBBK	Sedona Side Table - Black Top, Bronze		\$230.30	\$264.85	\$296.65	
SEDBWD	Sedona Side Table - Wood Top, Bronze		\$230.30	\$264.85	\$296.65	
SEDBWH	Sedona Side Table - White Top, Bronze		\$230.30	\$264.85	\$296.65	
TAOBBK	Taos Side Table - Black Top, Bronze		\$230.30	\$264.85	\$296.65	
TAOBWD	Taos Side Table - Wood Top, Bronze		\$230.30	\$264.85	\$296.65	
TAOBWH	Taos Side Table - White Top, Bronze		\$230.30	\$264.85	\$296.65	
TMBTBL	Timber Table - Wood		\$305.05	\$350.80	\$392.90	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	5.60%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

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BAR TABLES, BARS & COUNTERS

Odyssey Expo

Wisconsin Center | Milwaukee, WI USA


May 10 - 12, 2023

I190100523

ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, APRIL 19, 2023

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30" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBB	30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top		\$446.75	\$513.75	\$575.40	
30BEBB	30" Round Bar Table w/ Standard Black Base - Blue Top		\$446.75	\$513.75	\$575.40	
30BKSB	30" Round Bar Table w/ Standard Black Base - Black Top		\$446.75	\$513.75	\$575.40	
30GSBB	30" Round Bar Table w/ Standard Black Base - Green Top		\$446.75	\$513.75	\$575.40	
30OSBB	30" Round Bar Table w/ Standard Black Base - Orange Top		\$446.75	\$513.75	\$575.40	
30WDBB	30" Round Bar Table w/ Standard Black Base - Barnwood Top		\$446.75	\$513.75	\$575.40	
30WH42	30" Round Bar Table w/ Standard Black Base - White Top		\$464.25	\$533.90	\$597.95	
30YBBB	30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top		\$446.75	\$513.75	\$575.40	
VTB	30" Round Bar Table w/ Standard Black Base - Red Top		\$440.65	\$506.75	\$567.55	
VTJ	30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$440.65	\$506.75	\$567.55	
VTK	30" Round Bar Table w/ Standard Black Base - Maple Top		\$440.65	\$506.75	\$567.55	
VTA	30" Round Madison Bar Table w/ Standard Black Base - Gray Acajou Top		\$440.65	\$506.75	\$567.55	
P30BWH	 POWERED 30" Round Cafe Table w/ Standard Black Base - White Top		\$902.55	\$1,037.95	\$1,162.50	

36" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKSB	36" Round Bar Table w/ Standard Black Base - Black Top		\$440.65	\$506.75	\$567.55	
VTN	36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$471.05	\$541.70	\$606.70	
VTW	36" Round Bar Table w/ Standard Black Base - White Top		\$471.05	\$541.70	\$606.70	
VTP	36" Round Bar Table w/ Standard Black Base - Maple Top		\$471.05	\$541.70	\$606.70	

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		\$539.25	\$620.15	\$694.55	
30BEHB	30" Round Bar Table w/ Hydraulic Base - Blue Top		\$539.25	\$620.15	\$694.55	
30BKHB	30" Round Bar Table w/ Hydraulic Base - Black Top		\$539.25	\$620.15	\$694.55	
30BRHB	30" Round Bar Table w/ Hydraulic Base - Red Top		\$535.50	\$615.80	\$689.70	
30GRHB	30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$535.50	\$615.80	\$689.70	
30GSHB	30" Round Bar Table w/ Hydraulic Base - Green Top		\$539.25	\$620.15	\$694.55	
30MTHB	30" Round Bar Table w/ Hydraulic Base - Maple Top		\$582.95	\$670.40	\$750.85	
30OSHB	30" Round Bar Table w/ Hydraulic Base - Orange Top		\$539.25	\$620.15	\$694.55	
30WDHB	30" Round Bar Table w/ Hydraulic Base - Barnwood Top		\$539.25	\$620.15	\$694.55	
30WHHB	30" Round Bar Table w/ Hydraulic Base - White Top		\$579.65	\$666.60	\$746.60	
30YSHB	30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top		\$539.25	\$620.15	\$694.55	
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top		\$535.50	\$615.80	\$689.70	

36" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHB	36" Round Bar Table w/ Hydraulic Base - Black Top		\$539.25	\$620.15	\$694.55	
36GRHB	36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$582.95	\$670.40	\$750.85	
36MTHB	36" Round Bar Table w/ Hydraulic Base - Maple Top		\$582.95	\$670.40	\$750.85	
36WTHB	36" Round Bar Table w/ Hydraulic Base - White Top		\$582.95	\$670.40	\$750.85	



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BAR TABLES, BARS & COUNTERS CONTINUED

Odyssey Expo

Wisconsin Center | Milwaukee, WI USA

May 10 - 12, 2023

I190100523



ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, APRIL 19, 2023

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Metal Bar Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
RSTSQT	Rustique Square Metal Bar Table - Gunmetal		\$488.05	\$561.25	\$628.60	

Ventura Communal Bar Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTBNP	Ventura Communal Bar Table - Black Top, Silver		\$1,182.90	\$1,360.35	\$1,523.60	
VNTMNP	Ventura Communal Bar Table - Maple Top, Silver		\$1,182.90	\$1,360.35	\$1,523.60	
VNTWNP	Ventura Communal Bar Table - White Top, Silver		\$1,182.90	\$1,360.35	\$1,523.60	
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes - Maple Top, Silver		\$1,182.90	\$1,360.35	\$1,523.60	
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes - White Top, Silver		\$1,182.90	\$1,360.35	\$1,523.60	
VNTBLK	 POWERED Ventura Communal Bar Table, Powered - Black Top, Silver		\$1,396.40	\$1,605.85	\$1,798.55	
VNTWHT	 POWERED Ventura Communal Bar Table, Powered - White Top, Silver		\$1,396.40	\$1,605.85	\$1,798.55	

 = **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		\$2,634.25	\$3,029.40	\$3,392.95	
MTBUUL	Midtown Bar, Unlighted - Taupe Glass Top, Pewter		\$2,464.90	\$2,834.65	\$3,174.80	

Counters

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In - Taupe Glass Top, Pewter		\$2,634.25	\$3,029.40	\$3,392.95	
MTCPUL	Midtown Powered Counter, Unlighted - Taupe Glass Top, Pewter		\$2,480.25	\$2,852.30	\$3,194.60	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	5.60%
AMOUNT DUE	\$ _____

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CONTACT NAME: _____

EMAIL ADDRESS: _____



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Wisconsin Center | Milwaukee, WI USA

May 10 - 12, 2023


CAFÉ TABLES

I190100523

ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, APRIL 19, 2023

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30" Round Café Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBC	30" Round Cafe Table w/ Standard Black Base - Brushed Gunmetal Top		\$400.55	\$460.65	\$515.95	
30BEBC	30" Round Cafe Table w/ Standard Black Base - Blue Top		\$400.55	\$460.65	\$515.95	
30BKSC	30" Round Cafe Table w/ Standard Black Base - Black Top		\$400.55	\$460.65	\$515.95	
30GSBC	30" Round Cafe Table w/ Standard Black Base - Green Top		\$400.55	\$460.65	\$515.95	
30OSBC	30" Round Cafe Table w/ Standard Black Base - Orange Top		\$400.55	\$460.65	\$515.95	
30WDBC	30" Round Cafe Table w/ Standard Black Base - Barnwood Top		\$400.55	\$460.65	\$515.95	
30WH29	30" Round Cafe Table w/ Standard Black Base - White Top		\$423.65	\$487.20	\$545.65	
30YSBC	30" Round Cafe Table w/ Standard Black Base - Brushed Yellow Top		\$400.55	\$460.65	\$515.95	
ZTA	30" Round Madison Cafe Table w/ Standard Black Base - Gray Acajou Top		\$413.45	\$475.45	\$532.50	
ZTB	30" Round Cafe Table w/ Standard Black Base - Red Top		\$399.95	\$459.95	\$515.15	
ZTJ	30" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$399.95	\$459.95	\$515.15	
ZTK	30" Round Cafe Table w/ Standard Black Base - Maple Top		\$399.95	\$459.95	\$515.15	
P30CWH	 POWERED 30" Round Cafe Table w/ Standard Black Base - White Top		\$902.55	\$1,037.95	\$1,162.50	

36" Round Café Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKSC	36" Round Cafe Table w/ Standard Black Base - Black Top		\$437.20	\$502.80	\$563.15	
ZTN	36" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$437.20	\$502.80	\$563.15	
ZTP	36" Round Cafe Table w/ Standard Black Base - Maple Top		\$437.20	\$502.80	\$563.15	
ZTQ	36" Round Cafe Table w/ Standard Black Base - White Top		\$437.20	\$502.80	\$563.15	

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		\$538.45	\$619.20	\$693.50	
30BEHC	30" Round Cafe Table w/ Hydraulic Base - Blue Top		\$539.25	\$620.15	\$694.55	
30BKHC	30" Round Cafe Table w/ Hydraulic Base - Black Top		\$538.45	\$619.20	\$693.50	
30BRHC	30" Round Cafe Table w/ Hydraulic Base - Red Top		\$535.50	\$615.80	\$689.70	
30GRHC	30" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$582.95	\$670.40	\$750.85	
30GSHC	30" Round Cafe Table w/ Hydraulic Base - Green Top		\$538.45	\$619.20	\$693.50	
30MTHC	30" Round Cafe Table w/ Hydraulic Base - Maple Top		\$535.50	\$615.80	\$689.70	
30OSHC	30" Round Cafe Table w/ Hydraulic Base - Orange Top		\$538.45	\$619.20	\$693.50	
30WDHC	30" Round Cafe Table w/ Hydraulic Base - Barnwood Top		\$539.25	\$620.15	\$694.55	
30WHHC	30" Round Cafe Table w/ Hydraulic Base - White Top		\$579.65	\$666.60	\$746.60	
30YSHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Yellow Top		\$538.45	\$619.20	\$693.50	
30MAHC	30" Round Madison Cafe Table w/ Hydraulic Base - Gray Acajou Top		\$535.50	\$615.80	\$689.70	



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ORDER ONLINE!

CAFÉ TABLES CONTINUED

I190100523



ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, APRIL 19, 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		\$582.95	\$670.40	\$750.85	
36GRHC	36" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$582.95	\$670.40	\$750.85	
36MTHC	36" Round Cafe Table w/ Hydraulic Base - Maple Top		\$582.95	\$670.40	\$750.85	
36WTHC	36" Round Cafe Table w/ Hydraulic Base - White Top		\$582.95	\$670.40	\$750.85	

Ventura Communal Café Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTCBN	Ventura Communal Cafe Table - Black Top, Silver		\$908.95	\$1,045.30	\$1,170.75	
VNTCMN	Ventura Communal Cafe Table - Maple Top, Silver		\$908.95	\$1,045.30	\$1,170.75	
VNTCWN	Ventura Communal Cafe Table - White Top, Silver		\$908.95	\$1,045.30	\$1,170.75	
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes - Maple Top, Silver		\$908.95	\$1,045.30	\$1,170.75	
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes - White Top, Silver		\$908.95	\$1,045.30	\$1,170.75	
VNTCBK	 POWERED Communal Ventura Cafe Table - Black Top, Silver		\$1,032.15	\$1,186.95	\$1,329.40	
VNTCWH	 POWERED Communal Ventura Cafe Table - White Top, Silver		\$1,032.15	\$1,186.95	\$1,329.40	

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

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	5.60%
AMOUNT DUE	\$ _____

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BAR STOOLS

I190100523

ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, APRIL 19, 2023

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Bar Stools

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BSS	Banana Barstool - Black, Chrome		\$444.00	\$510.60	\$571.85	
BST	Banana Barstool - White, Chrome		\$444.00	\$510.60	\$571.85	
BLDBRD	Blade Barstool - Red		\$231.05	\$265.70	\$297.60	
BLDBSB	Blade Barstool - Sky Blue		\$231.05	\$265.70	\$297.60	
XBAR	Christopher Barstool - White Vinyl, Chrome		\$321.90	\$370.20	\$414.60	
LMBAR	Laguna Barstool - Maple, Chrome		\$332.05	\$381.85	\$427.65	
ROLLBL	Lift Barstool - Black Vinyl, Chrome		\$376.25	\$432.70	\$484.60	
ROLLGY	Lift Barstool - Gray Vinyl, Chrome		\$376.25	\$432.70	\$484.60	
ROLLRD	Lift Barstool - Red Vinyl, Chrome		\$376.25	\$432.70	\$484.60	
ROLLWH	Lift Barstool - White Vinyl, Chrome		\$376.25	\$432.70	\$484.60	
LUBSCL	Lucent Barstool - Frosted Acrylic, Chrome		\$462.15	\$531.45	\$595.20	
MARBBE	Marina Barstool - Ocean Blue Fabric, Brushed Metal		\$375.55	\$431.90	\$483.75	
MARBBK	Marina Barstool - Black Vinyl, Brushed Metal		\$375.55	\$431.90	\$483.75	
MARBBR	Marina Barstool - Brown Fabric, Brushed Metal		\$375.55	\$431.90	\$483.75	
MARBRD	Marina Barstool - Red Fabric, Brushed Metal		\$375.55	\$431.90	\$483.75	
MARBWH	Marina Barstool - White Vinyl, Brushed Metal		\$375.55	\$431.90	\$483.75	
RSTSTL	Rustique Barstool - Gunmetal		\$257.50	\$296.15	\$331.70	
BS001	Shark Barstool - White, Chrome		\$565.95	\$650.85	\$728.95	
BSR	Syntax Barstool - Black, Chrome		\$403.30	\$463.80	\$519.45	
ZENBAR	Zenith Barstool - White, Chrome		\$298.20	\$342.95	\$384.10	
BS002	Zoey Barstool - White, Chrome		\$518.55	\$596.35	\$667.90	

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TOTAL ESTIMATE	\$ _____
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AMOUNT DUE	\$ _____

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CONFERENCE & WORK TABLES

Odyssey Expo



Wisconsin Center | Milwaukee, WI USA

May 10 - 12, 2023

I190100523
ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, APRIL 19, 2023


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Conference Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BKCT10N	10' Table - Black Top, Silver		\$1,155.05	\$1,328.30	\$1,487.70	
BKCT10P	 POWERED 10' Table - Black Top, Silver		\$1,442.55	\$1,658.95	\$1,858.00	
CB8	42" Round Madison Table - Gray Acajou, Black		\$605.20	\$696.00	\$779.50	
42BKCT	42" Round Table - Black Top, Black		\$622.25	\$715.60	\$801.45	
CONF42	42" Round Table - White Top		\$684.70	\$787.40	\$881.90	
BKCT5N	5' Table - Black Top, Silver		\$580.20	\$667.25	\$747.30	
BKCT5P	 POWERED 5' Table - Black Top, Silver		\$751.05	\$863.70	\$967.35	
BKCT8N	8' Table - Black Top, Silver		\$1,155.05	\$1,328.30	\$1,487.70	
BKCT8P	 POWERED 8' Table - Black Top, Silver		\$1,442.55	\$1,658.95	\$1,858.00	
36ATO	Atomic 36" Round Table - Glass Top, Chrome		\$565.95	\$650.85	\$728.95	
42ATO	Atomic 42" Round Table - Glass Top, Chrome		\$565.95	\$650.85	\$728.95	
CE2	Geo Table, Rectangle - Glass Top, Chrome		\$803.20	\$923.70	\$1,034.55	
CF2	Geo Table, Rectangle - Glass Top, Black		\$803.20	\$923.70	\$1,034.55	
CE1	Geo Table, Rounded Square - Glass Top, Chrome		\$565.95	\$650.85	\$728.95	
CF1	Geo Table, Rounded Square - Glass Top, Black		\$565.95	\$650.85	\$728.95	
MADC05	Madison 5' Table - Gray Acajou, Chrome		\$857.45	\$986.05	\$1,104.40	
MADC08	Madison 8' Table - Gray Acajou, Chrome		\$1,711.50	\$1,968.20	\$2,204.40	
MADC10	Madison 10' Table - Gray Acajou, Chrome		\$1,711.50	\$1,968.20	\$2,204.40	

Work Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
WD3	Work Table - White Top, White		\$589.75	\$678.20	\$759.60	

 = **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.)
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TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	5.60%
AMOUNT DUE	\$ _____

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Odyssey Expo

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May 10 - 12, 2023

EXECUTIVE SEATING,
DESKS & STORAGE

I190100523

ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, APRIL 19, 2023

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Seating

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CUPCHA	Cupertino Mid Back Chair - Black Vinyl		\$493.55	\$567.60	\$635.70	
GENCHA	Genesis Chair - Black		\$430.75	\$495.35	\$554.80	
PROGB	Pro Executive Guest Chair - Black Vinyl, Chrome		\$464.25	\$533.90	\$597.95	
PROEXB	Pro Executive High Back Chair - Black Vinyl, Chrome		\$660.90	\$760.05	\$851.25	
PROEXE	Pro Executive High Back Chair - White Vinyl, Chrome		\$660.90	\$760.05	\$851.25	
PROMDB	Pro Executive Mid Back Chair - Black Vinyl, Chrome		\$433.80	\$498.85	\$558.70	
PROMID	Pro Executive Mid Back Chair - White Vinyl, Chrome		\$420.25	\$483.30	\$541.30	
TASKST	Task Stool - Black Fabric, Black		\$261.90	\$301.20	\$337.35	

Desks

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
TECH	POWERED Tech Desk - Black Metal, Black Laminate w/ Electrical Unit		\$803.20	\$923.70	\$1,034.55	
TECH3B	POWERED Tech Desk w/ 3 Drawer File Cabinet - Black Metal, Black Laminate w/ Electrical Unit		\$993.05	\$1,142.00	\$1,279.05	
JD8	Madison Executive Desk - Gray Acajou, Chrome		\$1,081.20	\$1,243.40	\$1,392.60	

Storage

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BC8	Madison Bookcase - Gray Acajou, Chrome		\$782.80	\$900.20	\$1,008.20	
TECH3	Cabinet on Castors - Black Top, Black Metal		\$264.40	\$304.05	\$340.55	

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

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	5.60%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.com

**Odyssey Expo**

Wisconsin Center | Milwaukee, WI USA

May 10 - 12, 2023

DIVIDERS**I190100523****ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, APRIL 19, 2023**

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

Boxwood Hedges

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
HDC4FT	4' Boxwood Hedge		\$785.65	\$903.50	\$1,011.90	
HDC7FT	7' Boxwood Hedge		\$1,278.70	\$1,470.50	\$1,646.95	

Stanchions

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
STNSGN	Stanchion Sign Holder - Chrome		\$69.95	\$80.45	\$90.10	
STNCHI	Stanchion w/ Retractable Belt - Black, Chrome		\$80.25	\$92.30	\$103.40	

Dividers

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
DIVBAR	Bar/Counter Divider - Clear, Black		\$225.30	\$259.10	\$290.20	
DIVFRE	Freestanding Divider - Clear, Silver		\$453.25	\$521.25	\$583.80	
DIVFCR	Freestanding Corner Divider - Clear, Silver		\$906.45	\$1,042.40	\$1,167.50	
DIVFWL	Freestanding Wall Divider - Clear, Silver		\$453.25	\$521.25	\$583.80	
DIVFST	Sofa/Table Divider - Clear, Silver		\$406.65	\$467.65	\$523.75	
DIVFWB	Freestanding Whiteboard Divider - White, Silver		\$564.55	\$649.25	\$727.15	
MIRWHT	Miramar Divider - White Molded Plastic		\$580.20	\$667.25	\$747.30	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	5.60%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Odyssey Expo

Wisconsin Center | Milwaukee, WI USA

May 10 - 12, 2023


ACCESSORIES

I190100523

ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, APRIL 19, 2023

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Charging Hub

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VILHUB	 POWERED Village Charging Hub - Cream		\$339.25	\$390.15	\$436.95	

Lamps

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
LA14	Mason Silver Table Lamp - Brushed Silver		\$257.50	\$296.15	\$331.70	
LA15	Mason Silver Floor Lamp - Brushed Silver		\$393.15	\$452.10	\$506.35	

Pedestals

PDL36B	 POWERED 36" Locking Pedestal - Black		\$898.15	\$1,032.85	\$1,156.80	
PDL36W	 POWERED 36" Locking Pedestal - White		\$898.15	\$1,032.85	\$1,156.80	
PDL42B	 POWERED 42" Locking Pedestal - Black		\$1,064.20	\$1,223.85	\$1,370.70	
PDL42W	 POWERED 42" Locking Pedestal - White		\$1,064.20	\$1,223.85	\$1,370.70	

Shelving

PSHCCS	Posh Shelving - Chrome, Acrylic		\$918.50	\$1,056.25	\$1,183.00	
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= **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	5.60%
AMOUNT DUE	\$ _____

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**Odyssey Expo**

Wisconsin Center | Milwaukee, WI USA

May 10 - 12, 2023

GRAPHICS & SIGNS**I190100523****DISCOUNT DEADLINE:* MONDAY, APRIL 10, 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		\$250.55	\$288.15	\$322.75	
70010	22" x 28" Horizontal		\$250.55	\$288.15	\$322.75	
70011	28" x 44" Vertical		\$381.65	\$438.90	\$491.55	
70012	28" x 44" Horizontal		\$381.65	\$438.90	\$491.55	
70027	38.25" x 90.75" Meter Board, Trovicel Panel		\$772.30	\$888.15	\$994.75	
70138	39" x 84" Meter Board, Ultraboard		\$448.70	\$516.00	\$577.90	

Printed Vinyl Banners (per sq. ft.)

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70065	Vertical with Grommets		\$31.75	\$36.50	\$40.90	
70071	Horizontal with Grommets		\$31.75	\$36.50	\$40.90	
70066	Vertical with Pockets		\$34.20	\$39.35	\$44.05	
70072	Horizontal with Pockets		\$34.20	\$39.35	\$44.05	

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>		\$266.50	\$306.45	\$343.20	

Accessories

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70017	4' x 8' Blank Foamcore		\$68.00	\$78.20	\$87.60	
70021	Velcro/per ft. (Minimum of 5')		\$4.40	\$5.05	\$5.65	
70004	7" x 44" ID Sign		\$74.95	\$86.20	\$96.55	
50094	Floor Easel		\$67.20	\$77.30	\$86.60	
50095	22" x 28" Chrome Sign Holder		\$152.90	\$175.85	\$196.95	
50508	Cardboard Meter Board Base, Black		\$29.90	\$34.40	\$38.55	

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 5.60%

AMOUNT DUE \$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.com

UPLOADING GRAPHICS 101

ADDING FILES TO THE FTP.

Odyssey Expo

Wisconsin Center | Milwaukee, WI USA

I190100523

May 10 - 12, 2023

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

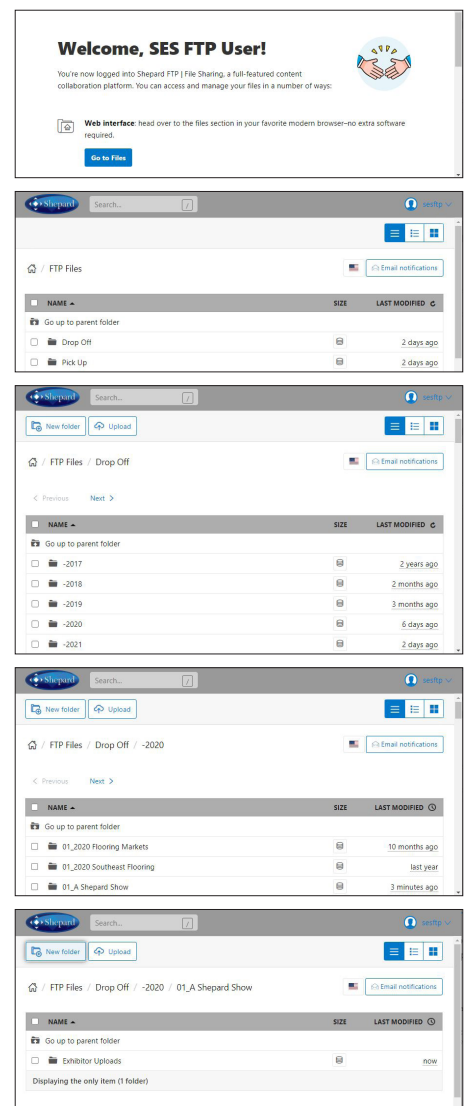
Before Sending Files

1. Please name your files for easy identification using the following format:
Company Name_Booth#_Panel Letter
example: Shepard_Booth1905_Panel A.pdf
2. Packaged files should be compressed (.zip) and include document, fonts and images needed.

Submitting Your Files

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

Failure to follow these steps could result in delayed graphics.



SHEPARD GRAPHIC GUIDELINES

DIRECT TO SUBSTRATE PRINTING.

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





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

Document Size & Specs

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

Acceptable File Formats

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

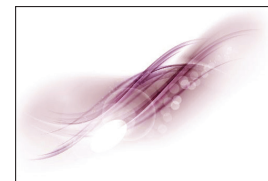
PROGRAM	FILE EXTENSION	SPECIAL CONSIDERATIONS
 Acrobat	.pdf	Must be high resolution with fonts embedded.
 InDesign	.indd or .idml	Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
 Illustrator	.ai or .eps	Vector artwork. Images embedded and fonts changed to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

Color

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



RGB Color Space.



CMYK Color Space.

Fonts & Links

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

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

SHEPARD GRAPHIC GUIDELINES

CONTINUED

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

Vector

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

Raster

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



Vector Logo at 100% scale.



Vector Logo at 200% scale.



Raster Logo at 100% scale.



Raster Logo at 200% scale.

Resolution

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

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

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

Before Sending Files

- Please name your files appropriately for easy identification.

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

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

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

Submitting Your Files

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

Website: files.shepardes.com

Login: [sesftp](#)

Password: [ftpftp](#)

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

ELEVATE YOUR EXHIBIT

With Shepard, You Can.

What are *your* exhibit goals?

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

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



High-impact Exhibits

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

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



Offering innovative exhibit frameworks...and more!

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

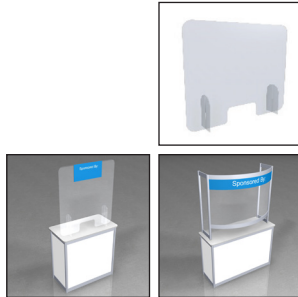


Why Shepard?

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

ONLINE & DISCOUNT DEADLINE:* MONDAY, APRIL 10, 2023

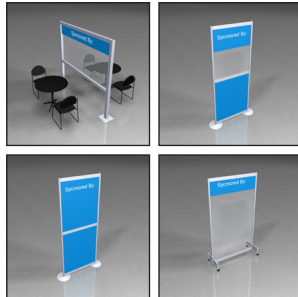
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Counters and Furnishings not included.



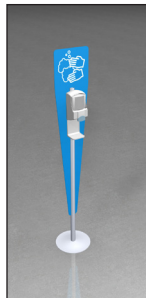
Counters not included.

Plexi Shields

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66651	Standard Plexi Shield (CVPS1) 40" (l) x 36" (h)		\$462.95	\$532.40	\$596.30	
66652	Tall Plexi Shield (CVPS2) 40" (l) x 44" (h)		\$569.75	\$655.20	\$733.80	
66653	Curved Plexi Shield (CVPS3) 4' 8.75" (l) x 4' (h) x 2' 2.25" (d)		\$712.20	\$819.05	\$917.35	

**Walls & Dividers**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66654	Large Wall Divider (CVDW1) 9' 1.25" (l) x 7' (h) x 11.85" (d) base 30" from floor		\$712.20	\$819.05	\$917.35	
66655	Plexi/Trovisel Panel Wall Divider (CVDW2) 3' 4.5" (l) x 8' high x Approx. 6" (d) base		\$498.55	\$573.35	\$642.15	
66656	Trovisel/Trovisel Wall Divider (CVDW3) 3' 4.5" (l) x 8' (h) x 1' 9" (d) base		\$427.30	\$491.40	\$550.35	
66657	Plexi Rolling Baffle (CVDW4) 4' 2.5" (l) x 7' (h) x 1' 9" (d) base		\$890.25	\$1,023.80	\$1,146.65	

Sanitizer Kiosk

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66650	Sanitizer Kiosk A (CVSK1) 40" (l) x 36" (h)		\$534.20	\$614.35	\$688.05	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	5.60%
AMOUNT DUE	\$ _____

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CONTACT NAME: _____

EMAIL ADDRESS: _____

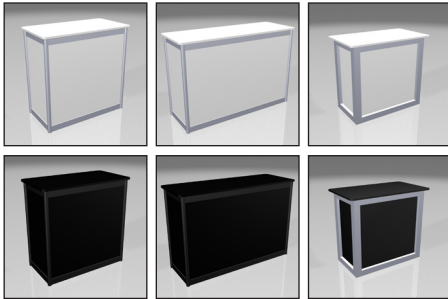
ONLINE & DISCOUNT DEADLINE:* MONDAY, APRIL 10, 2023

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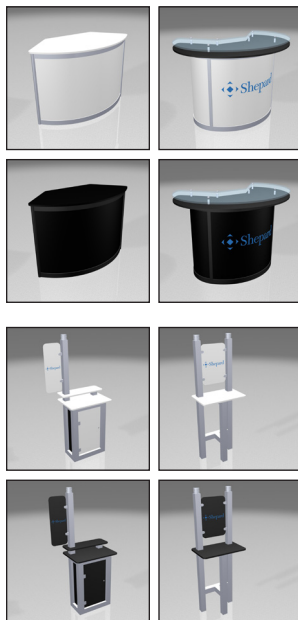
Choose Your Counter & Customize to Fit Your Exhibit!

AVAILABLE COLORS FOR ALL PRODUCTS:

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

**Locking Cabinets**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6628203 (w) 6628206 (b)	1 Meter Locking Cabinet (LC1) 3' 6" (l) x 3' 6" (h) x 1' 9" (d) Graphic Size: 968mm x 898mm		\$1,171.40	\$1,347.10	\$1,508.75	
6628303 (w) 6628306 (b)	1.5 Meter Locking Cabinet (LC2) 5' (l) x 3' 6" (h) x 1' 9" (d) Graphic Size: 1463mm x 898mm		\$1,421.45	\$1,634.65	\$1,830.80	
6628403 (w) 6628406 (b)	Locking Cabinet (LC3) 3' 9" (l) x 3' 6" (h) x 2' 3" (d) Graphic Size: 922mm x 872mm		\$864.05	\$993.65	\$1,112.90	

Reception Counters

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627503 (w) 6627506 (b)	Reception Counter (RC2) 4'10.75" (l) x 40" (h) x 2' 4.75" (d) Graphic Size: 1530mm x 898mm		\$1,204.55	\$1,385.25	\$1,551.50	
6627603 (w) 6627606 (b)	Reception Counter (RC3) 5' 2.75" (l) x 42" (h) x 3' 5.5" (d) Graphic Size: 1080mm x 898mm		\$2,613.05	\$3,005.00	\$3,365.60	

Computer Stands - Silver Metal Only (graphic included!)

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6628503 (w) 6628506 (b)	Computer Stand 1 (CS1) 3' (l) x 6' 3" (h) x 1' 9" (d) Graphic Size: 250mm x 700mm		\$1,519.65	\$1,747.60	\$1,957.30	
6628603 (w) 6628606 (b)	Computer Stand 2 (CS2) 2' 3" (l) x 6' 3" (h) x 1' 6" (d) Graphic Size: 380mm x 580mm		\$885.75	\$1,018.60	\$1,140.85	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	5.60%
AMOUNT DUE	\$ _____

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 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: _____

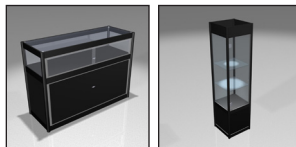
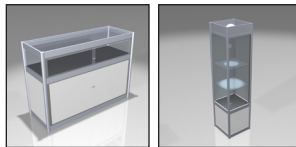
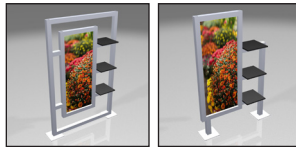
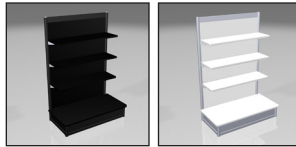
ONLINE & DISCOUNT DEADLINE:* MONDAY, APRIL 10, 2023

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Choose Your Unit & Customize to Fit Your Products!

AVAILABLE COLORS FOR ALL PRODUCTS:

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



Product Displays

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627703 (w) 6627706 (b)	Gondola 3' 6" (l) x 4' 6" (h) x 1' 3" (d)		\$820.90	\$944.05	\$1,057.35	
6627803 (w) 6627806 (b)	GL1 5' 4" (l) x 8' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$811.45	\$933.15	\$1,045.15	
6627903 (w) 6627906 (b)	GL2 4' 3" (l) x 7' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$1,398.70	\$1,608.50	\$1,801.50	

Showcases

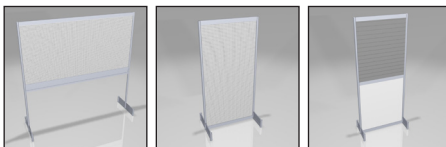
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627003 (w) 6627006 (b)	Quarterview Showcase (Qtrview) 4' 6" (l) x 3' 3" (h) x 1' 9" (d)		\$1,580.40	\$1,817.45	\$2,035.55	
6627203 (w) 6627206 (b)	Square Showcase (Square) 1' 9" (l) x 7' (h) x 1' 9" (d)		\$1,705.70	\$1,961.55	\$2,196.95	

Charging Unit

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
66430	Phone Charging Station (PCS) 3' (l) x 6' 3" (h) x 1' 9" (d) Graphic Size: 380mm x 710mm		\$2,685.00	\$3,087.75	\$3,458.30	Black ONLY

Perforated/Peg Boards

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR
66148	8' x 4' Pegboard Panel (PerfH)		\$399.05	\$458.90	\$513.95
66149	4' x 8' Pegboard Panel (PerfV)		\$399.05	\$458.90	\$513.95
50104	6" Pegs - 1 dozen (6"Pegs)		\$65.20	\$75.00	\$84.00
66147	3.5' x 8' Slat Wall, Grey (Slatwall)		\$399.05	\$458.90	\$513.95



TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	5.60%
AMOUNT DUE	\$ _____

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 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.

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CONTACT NAME: _____

EMAIL ADDRESS: _____

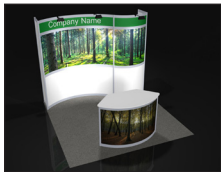
ONLINE & DISCOUNT DEADLINE:* MONDAY, APRIL 10, 2023

* 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.

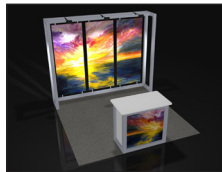
Turnkey Rental Designs Make Exhibiting Easier!

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.

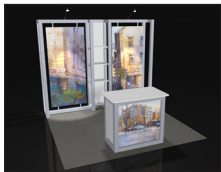
Don't see what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Please contact an Exhibit Team member with any questions or customization requests.



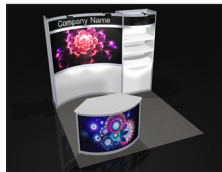
The Eddie



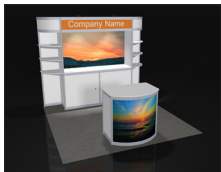
The Jonathon



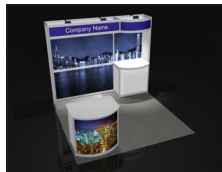
The Pierce



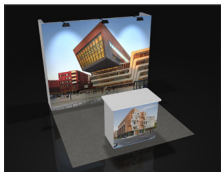
The Madison



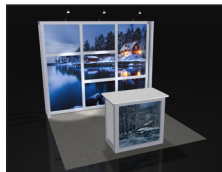
The Grant



The Harrison



The Hamilton



The Lucy

Inline Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66470	The Eddie - 10' x 10'		\$4,764.55	\$5,479.25	\$6,136.75	
66471	The Eddie - 10' x 20'		\$7,758.70	\$8,922.50	\$9,993.20	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66474	The Jonathon - 10' x 10'		\$3,323.90	\$3,822.50	\$4,281.20	
66475	The Jonathon - 10' x 20'		\$5,818.15	\$6,690.85	\$7,493.75	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66477	The Pierce - 10' x 10'		\$4,122.90	\$4,741.35	\$5,310.30	
66478	The Pierce - 10' x 20'		\$7,828.20	\$9,002.45	\$10,082.75	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66484	The Madison - 10' x 10'		\$4,999.70	\$5,749.65	\$6,439.60	
66485	The Madison - 10' x 20'		\$5,925.50	\$6,814.35	\$7,632.05	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66486	The Grant - 10' x 10'		\$5,277.30	\$6,068.90	\$6,797.15	
66487	The Grant - 10' x 20'		\$7,314.30	\$8,411.45	\$9,420.80	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66492	The Harrison - 10' x 10'		\$4,851.55	\$5,579.30	\$6,248.80	
66493	The Harrison - 10' x 20'		\$7,129.05	\$8,198.40	\$9,182.20	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66467	The Hamilton - 10' x 10'		\$3,380.70	\$3,887.80	\$4,354.35	
66468	The Hamilton - 10' x 20'		\$5,922.65	\$6,811.05	\$7,628.40	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66473	The Lucy - 10' x 10'		\$3,055.40	\$3,513.70	\$3,935.35	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	5.60%
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: _____



Odyssey Expo

Wisconsin Center | Milwaukee, WI USA

May 10 - 12, 2023

FABEX BOOTH RENTALS

I190100523

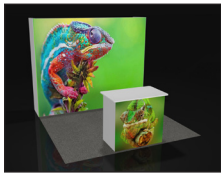
ONLINE & DISCOUNT DEADLINE:* MONDAY, APRIL 10, 2023

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

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

Please contact an Exhibit Team member with any questions.



FX2I



FX2H1



FX22



FX2H2

10' x 10' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66557	10' x 10' Booth (FX2I)		\$3,141.75	\$3,613.00	\$4,046.55	
66561	10' x 10' Booth with Header (FX2H1)		\$3,844.25	\$4,420.90	\$4,951.40	

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)		\$5,445.70	\$6,262.55	\$7,014.05	
66567	10' x 20' Booth with Header (FX2H2)		\$6,074.15	\$6,985.25	\$7,823.50	

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)	5.60%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com



FABEX BACKLIT BOOTH RENTALS

Odyssey Expo

Wisconsin Center | Milwaukee, WI USA

May 10 - 12, 2023

I190100523

ONLINE & DISCOUNT DEADLINE:* MONDAY, APRIL 10, 2023

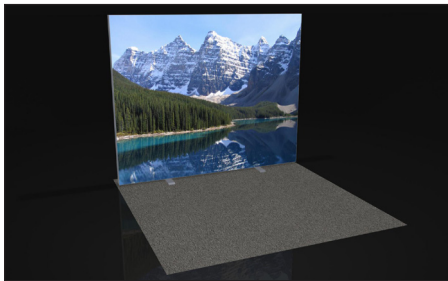
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Freestanding 8' High Backlit Backwalls with Full Color Graphics

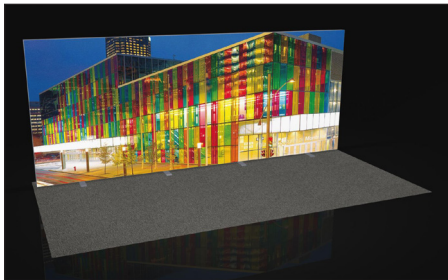
Carpet/flooring, furnishings, electrical and accessories not included. Please use the appropriate order forms to order these items.

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		\$3,168.00	\$3,643.20	\$4,080.40	
66565	8' x 20' Backlit Backwall with Graphics (FX12) Graphic Size: 5992mm x 2436mm		\$4,895.90	\$5,630.30	\$6,305.95	
66566	8' x 30' Backlit Backwall with Graphics (FX13) Graphic Size: 8992mm x 2436mm		\$6,623.80	\$7,617.35	\$8,531.45	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	5.60%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com

**Odyssey Expo**

Wisconsin Center | Milwaukee, WI USA

May 10 - 12, 2023

ISLAND BOOTH RENTALS**I190100523****ONLINE & DISCOUNT DEADLINE:* MONDAY, APRIL 10, 2023**

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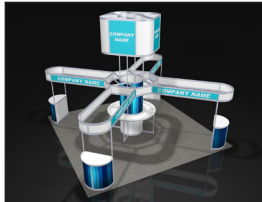
Turnkey Rental Designs Make Exhibiting Easier!

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

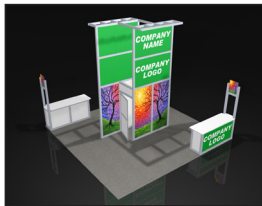
Please contact an Exhibit Team member with any questions.



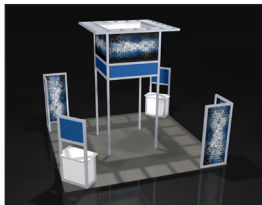
The Monroe



The Washington



The Tyler



The Garfield

Island Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66494	The Monroe		\$12,128.70	\$13,948.00	\$15,621.75	
66368	The Washington		\$17,406.20	\$20,017.15	\$22,419.20	
66495	The Tyler		\$12,952.80	\$14,895.70	\$16,683.20	
66496	The Garfield		\$12,684.20	\$14,586.85	\$16,337.25	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	5.60%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com

ONLINE & DISCOUNT DEADLINE:* MONDAY, APRIL 10, 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)		\$7,638.40	\$8,784.15	\$9,838.25	
69142	16' x 48" Circle Hanging Sign (HSC16)		\$12,139.95	\$13,960.95	\$15,636.25	

Square Hanging Sign

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69143	10' x 48" Square Hanging Sign (HSS10)		\$9,288.25	\$10,681.50	\$11,963.30	

Triangle Hanging Sign

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69144	10' x 48" Triangle Hanging Sign (HST10)		\$7,516.05	\$8,643.45	\$9,680.65	

Wave Hanging Signs

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69145	10' x 48" Single Sided Wave Hanging Sign (HSWS)		\$3,310.00	\$3,806.50	\$4,263.30	
69146	10' x 48" Double Sided Wave Hanging Sign (HSWD)		\$4,404.55	\$5,065.25	\$5,673.10	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	5.60%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



1190100523

May 10 - 12, 2023

LABOR RULES & REGULATIONS

Milwaukee, Wisconsin

LABOR

Wisconsin is not a "right-to-work" state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION

Exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by Shepard personnel. They may be employed by completion of labor forms enclosed in this manual.

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

MATERIAL/FREIGHT HANDLING JURISDICTION

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates that comes in via over the road carriers. It is Shepard's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle. Exhibitors may not operate or utilize any type of powered or mechanical equipment

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

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Shepard Exposition Services to store empty crates. Please refer to the Material Handling Information sheet in this service manual for the handling of empties, disposal of skids, etc.

GRATUITIES /BREAKS

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

IN GENERAL

Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to Shepard management personnel immediately.

SAFETY

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.



Odyssey Expo

Wisconsin Center | Milwaukee, WI USA

May 10 - 12, 2023

SHEPARD BLUE LABOR

I190100523

ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, APRIL 19, 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 6AM - 8AM and 5PM - Midnight. Saturday 6AM - Midnight.

Double Time (DT): Monday - Saturday Midnight and 6AM. All hours on Sunday. Holidays.

Holidays: NY Day, ML King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve Day, Christmas, NY Eve Day

Shepard Blue Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68066	ST	\$125.85	\$144.75	\$162.10	
68067	OT	\$187.20	\$215.30	\$241.15	
68068	DT	\$251.70	\$289.45	\$324.20	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68070	ST	\$125.85	\$144.75	\$162.10	
68071	OT	\$187.20	\$215.30	\$241.15	
68072	DT	\$251.70	\$289.45	\$324.20	

**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		\$985.89	\$1,133.75	\$1,269.80	
68121	Scissor Lift Removal		\$985.89	\$1,133.75	\$1,269.80	

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 5.60%

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



EXHIBITOR SUPERVISED LABOR

Odyssey Expo

Wisconsin Center | Milwaukee, WI USA

May 10 - 12, 2023

I190100523

ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, APRIL 19, 2023

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

Labor Hours

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Overtime (OT): Monday - Friday 6AM - 8AM and 5PM - Midnight. Saturday 6AM - Midnight.

Double Time (DT): Monday - Saturday Midnight and 6AM. All hours on Sunday.

Holidays:

NY Day, ML King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve Day, Christmas, NY Eve Day

Exhibitor Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68060	ST	\$96.80	\$111.30	\$124.65	
68061	OT	\$144.00	\$165.60	\$185.45	
68062	DT	\$193.60	\$222.65	\$249.35	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68063	ST	\$96.80	\$111.30	\$124.65	
68064	OT	\$144.00	\$165.60	\$185.45	
68065	DT	\$193.60	\$222.65	\$249.35	

** 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) 5.60%

AMOUNT DUE \$ _____

Step 1. Choose your service.

☐ Installation ☐ Dismantling ☐ Both Installation & Dismantling

Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: _____

DISMANTLING NUMBER OF PEOPLE: _____

BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE: _____

Step 3. How many hours?***

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

INSTALLATION HOURS: _____ DISMANTLING HOURS: _____

BOTH INSTALLATION & DISMANTLING HOURS: _____

Step 4. Where is the carpet coming from?

☐ Ordered from Shepard ☐ Exhibitor Owned ☐ Carpet Padding

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

☐ Ladders ☐ Lifts ☐ Special Tools: _____

ADDITIONAL DETAILS: _____

Step 6. Tell us about the schedule?

Requested times are not guaranteed and are based on availability.

INSTALLATION REQUEST DATE: _____

START TIME: _____ END TIME: _____

DISMANTLE REQUEST DATE: _____

START TIME: _____ END TIME: _____

Step 7. Provide on-site contact information.

ON-SITE CONTACT NAME: _____

ON-SITE CONTACT PHONE NUMBER: _____

EMAIL ADDRESS: _____

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

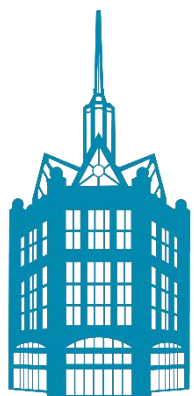
COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



WISCONSIN
CENTER

Exhibitor

MENU



CHRIS PULLING

Executive Chef



Chris began his career with Levy Restaurants in 1999 at the Gaylord Entertainment Center in Nashville. In 2004, he joined Qwest Center Omaha as Executive Chef. Chris was selected as part of the opening team of the Molson Center in Montreal and Bank One Ballpark in Phoenix, participated in the 2008 Olympic Swim Trial, 2006 NBA All-Star Game and NFL Super Bowl, 2005 Breeders' Cup, 2004 NFL Playoffs and multiple Kentucky Derbies, and has acted as a consultant for Manchester United and JFK Airport.

Chris relocated from Boston where he delighted New England crowds with creativity and passion at the Boston Convention and Exhibition Center. He finished the tour of the East Coast at the Hynes Convention Center in the heart of historical Boston.

Chris now brings the taste of the Midwest alive at the Wisconsin Center District. Modern preparations update traditional recipes passed down from the region's earliest settlers. Local selections direct from lakes and farms are complemented by hearty dairyland favorites, serving up a melting pot of Milwaukee flavors on every plate.

SIGNATURE “MILWAUKEE” BREAKFAST EXPERIENCE

Breakfast is the most important meal of the day, and we take that very seriously. From our signature freshly baked cinnamon bun cloaked in subtly sweet cream cheese and a bounty of ripe, refreshing fruit, to wholesome and hearty hot morning favorites - we will make sure you start your day off right.



FROM OUR BAKERY SHOP

Our signature spread of freshly baked breakfast breads and pastries that we're proud to share with our guests

Enhance your booth experience by adding an array of freshly brewed coffees and juices that complement the start of the day

"TOPS ONLY" MUFFINS

Whole grain, old fashioned blueberry, lemon poppy seed, cranberry orange
39 per dozen

WISCONSIN KRINGLE

Door county cherry. Cranberry and cream cheese filled
42 per dozen

DANISH PASTRIES

Cheese, nut and fruit filled
40 per dozen

SIGNATURE CINNAMON ROLLS

Vanilla glazed
40 per dozen

MORNING SCONES

Savory and sweet
42 per dozen

BREAKFAST BREADS

Cinnamon streusel, lemon, marble chocolate, orange poppy
42 per dozen

Add a hot breakfast sandwich, per dozen

BACON, EGG AND CHEESE ON CROISSANT *84 per dozen*

HAM, EGG AND SWISS ON PRETZEL ROLL *84 per dozen*

EGG WHITE, SPINACH AND PROVOLONE ON WHOLE GRAIN BAGEL *84 per dozen*

LUNCH AND SNACKS



CHEF CHRIS' SELECTION

GRAB AND GO

Bagged Snacks

Kettle Chips, Pretzel Sticks, Popcorn,
Sun Chips, Pop Chips, Pita Chips

44 per dozen

Energy Bars

39 per dozen

Granola Bars

39 per dozen

Fruit Bars

38 per dozen

Full Sized Candy Bars

48 per dozen

ANYTIME SNACKS

Greek Yogurt Parfaits

Mixed berry, cranberry-lime or cinnamon apple

64 per dozen

Market Fresh Fruit Cups

Ginger simple syrup

54 per dozen

Brownies and Blondies

54 per dozen

Rice Krispy Trio

classic, chocolate and butterscotch

42 per dozen

Gourmet Dessert Bar Sampler

45 per dozen

Market Fresh Whole Fruit

36 per dozen

BULK SNACK

Bavarian "Pie Nuts"

Apple pie, banana cream pie or pecan pie

23 per pound

Gourmet Mixed Nuts

21 per pound

Trail Mix

21 per pound

M&M's

26 per pound

Hershey Kisses

26 per pound

Dried Fruit Medley

26 per pound

Chia Stix "Re-Charge" Snack Mix

26 per pound

LUNCH PACKS

Sold by the Six Pack

All of our lunch packs are served with
kettle chips, whole fruit and brownie

Smokin Gobbler

Smoked turkey, Wisconsin smoked
cheddar, cranberry honey mustard and
tender baby kale on whole wheat bulkie

186 per six pack

Tuscan Beef Sandwich

Shaved sirloin, balsamic onions, basil
aioli, roasted red conserve, shaved Tuscan
kale and mozzarella on focaccia

186 per six pack

Pesto Chicken Sandwich

Roasted chicken, tomato basil,
basil aioli, baby arugula and
provolone on brioche

186 per six pack

Cured Ham and Wisconsin Swiss

Honey-mustard, pretzel roll

186 per six pack

Grilled Garden Vegetable Wrap

Herb marinated grilled peppers,
squash planks, asparagus and portobello
mushroom with a chick pea
spread and Provolone

186 per six pack

Grilled Chicken and Asparagus Panzanella

Hearty greens with grilled, chicken breast,
asparagus, kalamata olives, bell peppers,
red onion with focaccia croutons and
lemon-oregano vinaigrette

186 per six pack

Farmers Cobb Salad GF and Vegan

Roasted cauliflower, shaved carrot,
grape tomatoes, english cucumber, roasted
chickpeas, smoked tofu with red wine vinaigrette

186 per six pack

RECEPTION TABLES

Fresh, house-made, and packed with the best local flavors, our premiere array of innovative food sure to impress your guests. Let our chef make your meal memorable with a menu showcasing the finest ingredients in delectable dishes.



SMALL BITES



RECEPTION

Our chef-driven fare brings the heart of the kitchen into your reception in inviting snack sized portions. Guests can mingle over miniature restaurant plates with an array of savory charcuteries, rich cheeses, and bite-sized appetizers packed with big flavor.

All our selections serve up to 50 guests

WISCONSIN CHEESE AND SAUSAGES

750 each

RHINELANDER MARKET FRESH VEGETABLES

425 each

BRADY STREET ANTIPASTI

300 each

3RD WARD MINI BRATS

320 each

MILWAUKEE "HAND PIE" PRETZEL TABLE

250 each

BREWERS SLIDER TABLE

575 each

"OLD WORLD" PRETZELS AND CHEESE TABLE

600 each

TRAFFIC BUILDERS



A selection of the best attendant served interactive food and beverage experiences showcasing the flavors of Wisconsin

All our selections serve up to 150 guests

BAVARIAN NUT ROASTER
850 each

HANGING PRETZEL BUILDER
550 each

ANTIGRIDDLE "HANDMADE" ICE CREAM
1500 each

WISCONSIN STATE "CRACKLIN" CREAM PUFF
650 each

"REVIVE" BOBA CRAFT FRUIT TEA
550 each

WARM COOKIE STOP
600 each

CRAFT POPCORN
Dill pickle, beer cheese
and caramel
600 each

WAFFLE BITE TRIO
500 each

CLASSIC FRESH POPCORN
800 each
4 for each additional serving

All these offerings are a three hour experience with our attendant

REFRESHMENTS

We offer a bevy of non-alcoholic beverages to quench thirsts with a culinary twist. Bright, refreshing fruit waters showcase unexpectedly delicious flavor combinations like pineapple-ginger and cucumber-mint.



NON-ALCOHOLIC REFRESHMENTS

BOOTH BEVERAGE EXPERIENCE Two Hour Experience with our Attendant, approximately 80 servings

WCD SIGNATURE ROAST COFFEE
regular and decaffeinated **562 each**

HOT TEA
with sweetener, honey and lemon **562 each**

CHAI INFUSED ICED COFFEE
Our Signature Craft Coffee **642 each**

NITRO COFFEE
with creamer and sweetener **685 each**

INSPIRED FLAVORED ICED TEA
green peach tea **586 each**

FRUIT SPA WATER BAR
Fresh fruit infused waters: pineapple-ginger punch, cucumber-mint and peppered melon-lime **482 each**

CRAFT LEMONADE
A hint of honey and vanilla **482 each**

REFRESHMENTS

WATER COOLER **90 each**
five gallon water jug

CANNED SODA **48 each**
sold by the 12 pack

BOTTLED WATER **48 each**
sold by the 12 pack

SPARKLING SPRING WATER **60 each**
sold by the 12 pack

BOTTLED JUICE **60 each**
sold by the 12 pack



WISCONSIN CENTER

Please note that all food, beverage, and related items are subject to a 22% service charge and 6% sales tax. This service charge is not a tip or gratuity and is not distributed to service employees. Additional payment for tips or gratuity for service, if any, is voluntary and at your discretion.

Contact Information
Connie Bolle – Director of Sales
cbolle@wcd.org
414-908-6154

**ADDRESS**

555 W. Wells Street, Milwaukee, WI 53203

PHONE NUMBER

414.908.6000

WEBSITE

WCD.org

Dear Exhibitor,

Welcome to the 2023 Odyssey Expo. As owners and operators of three of downtown Milwaukee's largest venues, the Wisconsin Center District (WCD) is proud to welcome you to the city we love for a terrific event.

As you prepare to exhibit in the Wisconsin Center, please reference the Exhibitor Ordering Kit for all services, pricing and information you may need before you arrive. The WCD and the Odyssey Expo have worked together to offer special pricing for this event which are reflected in the Odyssey Expo 2023 Exhibitor Kit.

We are pleased to feature an updated, easy-to-use, online ordering process. The tiered pricing structure offers incentives for early orders and worry-free installation. The online store can be found at <https://exhibitors.venueops.com/order/account-1521-A/exhibition-1997-A>.

The online store will be available on the below dates:

Advanced Pricing: February 5, 2023

Standard Pricing: April 6, 2023

Floor Rates: April 23, 2023

WCD venues are recognized for providing superb, captivating, and buzzworthy experiences, which starts with providing best in class service and support. If you have any additional questions do not hesitate to reach out to our team at ExhibitorSvc@wcd.org.

All the best,

Marty Brooks
President and CEO
Wisconsin Center District



Exhibitor Ordering Kit

<https://wisconsincenter.com/exhibitor-information/>

Revised: 2/2/2023

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Welcome

As owners and operators of three of downtown Milwaukee's largest venues, the Wisconsin Center District (WCD) is proud to welcome you to the city we love for a terrific event in the Wisconsin Center, Miller High Life Theatre, or UW-Milwaukee Panther Arena.

The WCD staff works within the framework of three driving pillars: Be Bold. Be Proud. Be Experience Obsessed. These phrases guide everyday actions and decision making, empowering our staff to make the best decisions possible for all clients, guests, attendees, customers, vendors, and exhibitors. That means that from ordering to execution, any WCD staff member is available to answer questions and provide the best possible exhibitor experience.

We are pleased to feature an easy-to-use online ordering process. This Exhibitor Kit is designed to provide information about all of the services available, making planning and ordering easy.

Each service selection contains the following:

- Description of services, equipment and pricing
- Installation and connection information
- Terms and conditions
- Frequently asked questions

My expectation is that WCD venues are recognized for providing superb, captivating, and buzzworthy experiences, which starts with providing best in class service and support. If you have any additional questions do not hesitate to reach out to our team at ExhibitorSvc@wcd.org. I promise, you'll be connected to a real human immediately. And since I grew up in the events industry and love an opportunity to step away from my desk, please reach out to me anytime you have a question, concern, or feedback that you want to share.

The WCD is dedicated to making Milwaukee a not-to-be-missed destination. While you're here, I hope we prove that to you time and time again.

All the best,

Marty Brooks
President and CEO
Wisconsin Center District

Ordering Policies & Procedures

Ordering: All orders must be placed online; no phone, email or faxed orders will be accepted. To place an order visit <https://wisconsincenter.com/exhibitor-information/>, click the Exhibitor Store button, select the event that is being attended, and order your items. Visit our Exhibitor How-To Guide for a step-by-step walkthrough of this process.

Online Store and Pricing Structure: The exhibitor store will open 90 days prior to the first contracted move in date of the show. Our tiered pricing is as follows:

- Advanced pricing - 31-90 days prior
- Standard pricing - 14-30 days prior
- Floor rate - 0-13 days prior

Onsite Ordering: A Service Desk will be available during move in, located next to the decorator. A WCD representative will be able to assist you with needs regarding services ordered and onsite ordering via the exhibitor kiosk.

Payments: All payments must be made at the time of your order via credit card, no checks will be accepted. The date which orders are received determines the applicable rate as stated above.

Refunds: Cancellations must be received prior to the installation of the event in order to qualify for a refund. Refund amount is based on the dates the cancellation notice is received. No refunds will be issued after installation of service.

- 100% Refund - 61-90 days prior
- 50% Refund - 31-60 days prior
- No Refund - 0-30 days prior

General Terms and Conditions

- Booth numbers and booth layouts must be provided at the time an order is placed. Any changes must be communicated prior to move in. Changes to booth layouts after services are installed may be subject to labor charges.
 - Please complete the Booth Map Template and attach the document with your order.
- If an order requires additional labor charges, this will be billed post-event via an invoice.
- WCD electricians, IT technicians, and WCD engineers are the only authorized personnel with access to utility floor pockets. Utility requirements crossing aisles will not be installed unless pre-approved by show management and WCD management.
- Exhibitors are not permitted to use water from restroom faucets or janitorial closets for exhibitor purposes. The exhibitor clean-up room, located near the dock office, can be opened for use if requested.
- All equipment must conform to all federal, state and local fire and safety codes. WCD reserves the right to inspect and reject any and all connections and equipment that any customer uses while in the WCD.

Building Policies

Anchoring: Any anchoring or drilling into the exhibit floor or any other surface within the WCD facilities is strictly prohibited.

Animals: Service animals are permitted within the WCD facilities. However, non-service animals/pets are not permitted within the WCD facilities without proper approval by WCD management.

Audio Visual: Conference Technologies Inc. (CTI) is the WCD's in-house audio-visual provider for all WCD facilities. Exhibitors may order and arrange services via the online ordering system. For additional information please contact the CTI sales team at 414-908-6190.

Composting: Can be made available upon request, please contact Levy Restaurants at 414-908-6154.

Compressed Gas: The use of compressed gas is permitted within the WCD with prior approval under the below circumstances.

- Cylinders are limited to one-pound capacity and a booth may only contain one cylinder at any one time. Reserve cylinders shall be limited to 20 and must be secured in a safe, non-public, area as designated by the WCD.
- Propane tanks larger than one pound must be stored outside of the facility on the loading dock.
- Forklifts are permitted to use propane tanks (limit of 30 pounds) within the WCD during load in and out days as long as they are properly secured and have been properly inspected prior to and after each use.
- Propane tanks on forklifts must be removed from the WCD and stored outside in the propane storage locations. A maximum of one propane tank may be left on or near one forklift for use during the event hours if needed for any reason.

Confetti: The use of glitter, confetti, sand, or simulated snow types of material is not permitted in WCD facilities without approval by WCD management. Any approved use will be subject to a cleaning fee.

Decals: Adhesive-backed decals are not permitted to be distributed or used inside the facilities.

Display Vehicles: When exhibiting motor vehicles inside WCD facilities the following requirements must be abided by:

- Display permit must be obtained from the City of Milwaukee - email exhibitorsvc@wcd.org to inquire if show management has pulled this permit.
- Disconnect the battery
- Reduce the amount of gas to ¼ tank or less
- Lock or tape shut the gas cap
- Place a drip pan under vehicle's engine
- Avoid all carpeted areas of the building unless approved by WCD management

Building Policies

Donations: The WCD works closely with local charities to facilitate donations. Please contact exhibitorsvc@wcd.org to coordinate or arrange for donations.

Drone Policy: The operation (flight) of any drone/aerial vehicles on WCD property is prohibited.

Fire Extinguishers: Exhibit booths with walls or enclosed ceilings larger than 10x10 (100 sq/ft) are required to have a portable fire extinguisher inside the structure.

Food and Beverage: Levy Restaurants is the exclusive provider for all food and beverage within WCD facilities. Exhibitors may order and arrange catering services via our online ordering system. For additional information please contact the Levy sales team at 414-908-6154.

Fog/Hazers: Only water-based machines are permitted within WCD facilities. The use of oil-based smoke, hazers or fog is strictly prohibited.

Gratuities: WCD policy prohibits the solicitation or acceptance of gratuities, regardless of the value. This includes offering leftover items that show management or exhibitors have given away or sold while participating in events within WCD facilities.

Helium: Helium balloons are not permitted in WCD facilities without approval by WCD management. Any approved use will be subject to a removal fee should balloons rise to the ceiling.

Loading Dock: The Wisconsin Center loading dock entrance is located at 850 N. 6th Street. The dock can only be entered from the North helix, and must always be exited via the South helix. There are sixteen (16) outdoor loading docks, and three (3) drive-in ramps. If show permits POV dock load in/load out - fifteen (15) minutes will be allowed for exhibitor vehicles to unload/load per vehicle.

Medical Shows/Waste: Any hazardous waste disposal and clean up must be approved prior to move in. The WCD will not handle any disposal of medical waste, this will be the responsibility of Show Management. Sharps must be in red containers, clearly labelled as such, and must not be disposed of in regular trash containers. Please do not leave needles and sharps boxes unattended.

Pyrotechnics: The use of pyrotechnics is prohibited in the Wisconsin Center.

Public Safety Department (PSD) 414-908-6165: In case of an emergency in and around our facilities, contact PSD at 6165 on any house phone. PSD will be able to route any necessary medical staff to the proper entry location, as well as assist where needed.

Rigging: IATSE Local 18 stagehand union must perform all rigging services. If any rigging is required for booth construction, sign hanging, or lighting purposes, please contact exhibitorsvc@wcd.org to schedule riggers. The contracted decorator is not permitted to hang items in any of the WCD facilities.

Building Policies

Shipping: The WCD will not accept advance materials or freight due to storage limitations and liability concerns. All freight and packages must be shipped to the contracted decorator and will then be delivered to the WCD only during designated move in times. Early deliveries may be turned away or returned to sender. Exhibit materials must be removed from premise by the end of the designated move out period. WCD is not responsible for materials left behind. Onsite shipping options are not available unless arranged through show management.

Smoking: The WCD is a smoke and tobacco-free campus. All forms of smoking and the use of tobacco products, including vaping, chewing tobacco and e-cigarettes, are prohibited inside the facilities and anywhere on property, including the surrounding sidewalks and parking lot.

Tape: The contracted decorator is responsible for the removal of all tape and tape residue from all surfaces in the exhibition halls, pre-function, ballroom and meeting room floors. Any damages caused to a surface by the use of such tape or any tools for removal will be subject to a fee. Below are the approved materials for WCD facilities:

- Exhibit hall floor - Polyken double sided carpet tape
- Carpeted surfaces - Gaffers tape
- Walls and doors - Painter's tape or Remo Two mounting tape

Tax Exempt: Please reach out to exhibitorsvc@wcd.org prior to placing an order if tax exempt status is needed.

Green Initiatives

The Wisconsin Center District has a Silver certification under Waste Management's Green Leader™ program. Please use the following tips to assist us with our green initiatives.

- Place cardboard and plastic in aisle ways or by pillars for WCD staff to collect and dispose of properly during move in/move out.
- Please dispose of any recyclable materials in the proper containers on the show floor.
- Consider using virtual presentation materials vs. printed materials.
- Use cloth table covers instead of disposable plastic or visqueen.
- Walk from your hotel to the WCD facilities via the city-wide skywalks.

Food Show Guidelines

All food and beverages within WCD facilities are operated and controlled by Levy Restaurants, our exclusive food and beverage provider. Special contracts are required for food shows when food will be prepared or distributed on WCD property.

Fire Extinguishers are required and must be readily available within any booth in which cooking will be taking place. Exhibitors using heated oil or grease for cooking (or for any other purpose), must have a type “K” fire extinguisher present. Fire code prohibits the use of any type “B” extinguisher for the purpose of extinguishing a cooking oil or grease fire.

If approval has been provided by the WCD, the following cooking regulations apply:

- Electrical appliances, sternos and hot plates are the preferred method for cooking.
- Gas Stoves are permitted but may only be used in the exhibit halls near the columns. Please refer to building services pricing for the cost of a gas hook up.
- Fryers are permitted only if they have an airtight cover and with permission of WCD management. Open fryers are strictly prohibited as grease and oil vapors will damage the HVAC equipment.
- Propane cooking is permitted but only with tanks of five pounds or less. Tank must be secured in an upright position to avoid tipping over. Any reserve tanks must be secured and stored outside the facilities.
- Flame grills are permitted based on space availability outside of the exhibit hall on the loading dock. Dock space must be arranged in advance with permission of WCD management.
- Charcoal or wood use for cooking is strictly prohibited.
- Sinks for handwashing and/or cleaning must be provided with an adequate supply of hot and cold water, along with a drain. WCD will not provide any hot water heaters.
- Cooking is prohibited under any canopy or structure within the buildings.
- All cooking equipment must be used only on non-combustible surfaces.
- Grease and waste should only be disposed of in the designated grease barrel locations. Please do not use restrooms or exhibitor clean up room for disposal. Failure to comply could lead to a building clean up fee.
- Food trucks may be displayed as long as a vehicle display permit is obtained (contact exhibitorsvc@wcd.org for information), and all regulations listed on page 5 are met. Food trucks are not permitted to cook/serve food while inside any WCD facilities and should serve only as display vehicles.



Decorator Information

Check in / Check out: All contractors working in the WCD are required to sign in and out of the building in the PSD office and comply with any standing procedures for entering the building including but not limited to a brief health screen. The entrance to PSD is located at 750 N. 6th Street.

Dock: Loading dock ramps are to be used for vehicle traffic only. Pedestrian traffic on the ramps is strictly prohibited. When parking on the dock you must display your WCD-issued hangtag. Motorcycles are not permitted to park on the dock.

Emergency/Medical - Public Safety Department (PSD) 414-908-6165: In case of an emergency in and around our facilities, contact PSD at **6165** on any house phone. PSD will be able to route any necessary medical staff to the proper entry location, as well as assist where needed.

Fire Towers / Restricted Areas: PSD must be notified whenever access is required to fire towers, mechanic halls or other secure areas. These areas should be opened and then locked back up. Please contact PSD on the radio each time you enter or exit these doors as they will signal an alarm.

Incident, Injury & Damage Reports: Incident, injury and damage reports must to be documented with PSD as soon as they happen. Call PSD at **6156** for assistance in capturing statements and photos of any incident, injury or damage.

Insurance Certificate - COI: A copy of the decorator's certificate of insurance (COI) listing the WCD as additional insured must be provided to exhibitorsvc@wcd.org 60 days prior to load in.

Parking: Paid parking is available in nearby parking lots, please visit www.spothero.com to see pricing and availability.

Production Schedule: A production schedule is required to be submitted no later than 30 days prior to load in. Please use the production schedule template found on the WCD website.

Scissors lift/Boom lift/Forklift: The decorator is required to provide fall protection when working in lifts. Only certified trained operators are permitted on lift equipment. Be aware of your surroundings, patrons, building limits, load weights, traffic, etc.

Smoking: The WCD is a smoke and tobacco-free campus. All forms of smoking and the use of tobacco products, including vaping, chewing tobacco, and e-cigarettes, are prohibited inside the facilities and anywhere on property, including the surrounding sidewalks and parking lot.

Uniform: Please wear a company logo top (shirt) and appropriate pants/shoes. The WCD is a high-profile enterprise and often have multiple companies attending events in our buildings simultaneously. Cut-off shorts, ripped jeans, or flip flops are prohibited and wearers will be turned away.

Electrical Services - Odyssey Expo Rates

The WCD offers a variety of electrical services through our experienced in-house building electricians.

<u>Standard 120V Services</u>	31-90 days <u>Advanced</u>	14-30 days <u>Standard</u>	0-13 days <u>Floor</u>
Standard 20-amp 120V	\$154	\$200	\$260
Standard 20-amp 120V + Power Strip	\$188	\$244	\$317
Standard 20-amp 120V + Extension Cord	\$188	\$244	\$317
Standard 20-amp 120V + Power Strip + Extension Cord	\$222	\$288	\$375

Any order with 4 or more power connections may be subject to post event labor charges - this will be determined based on the location needed and the time necessary for installation.

<u>208V Services (includes 1h of labor)</u>	<u>Advanced</u>	<u>Standard</u>	<u>Floor</u>
10-30-amp 208V 1 phase	\$372	\$483	\$627
10-30-amp 208V 3 phase	\$471	\$612	\$795
40-60-amp 208V 1 phase	\$416	\$540	\$702
40-60-amp 208V 3 phase	\$515	\$669	\$869
70-100-amp 208V 1 phase	\$471	\$612	\$795
70-100-amp 208V 3 phase	\$933	\$1,212	\$1,575
200-amp 208V 3 phase	\$1,439	\$1,870	\$2,431

All 208V services will require pre-work by the WCD electrical department in the floor pockets near the booth location. **Pricing above includes one (1) hour of electrical labor for install/removal of these services.** Additional labor fees may apply for any changes to location or if additional wiring is required starting at \$106/hour.

<u>480V Services (includes 4h of labor)</u>	<u>Advanced</u>	<u>Standard</u>	<u>Floor</u>
10-30-amp 480V 3 phase	\$795	\$1,033	Not Available
40-60-amp 480V 3 phase	\$805	\$1,047	Not Available
70-100-amp 480V 3 phase	\$1,026	\$1,333	Not Available
200-amp 480V 3 phase	\$1,730	\$2,249	Not Available

All 480V services will require hardwire installation by WCD electrical department from the ceiling bus-duct in the Exhibit Hall. **Pricing above includes four (4) hours of electrical labor for install/removal of these services.** 480V services must be ordered by 2 weeks before move in. Additional labor fees may apply for any changes to location or if additional wiring is required starting at \$106/hour.

Electrical Services

Installation and Distribution

- WCD electricians will provide the initial electrical power source, exhibitors may then plug in their own equipment to that power source.
- Electrical service is run from the nearest floor pocket into the booth.
- Electrical outlets will be left at the back center of the booth unless a booth layout is provided with your online order. For orders with four (4) or more 120V power drops, any 208V services, or any 480V services a booth layout will be required.
 - Please complete the Booth Map Template and attach the document with your order.
- WCD will supply a NEMA L21-30 for 10-30Amp 208V hookups. If a different NEMA number plug is needed please enter that information in the description field when placing your order.

Overhead Power

- If an overhead sign, truss, banner or other rigged item requires overhead 120V/208V/480V power, the WCD can provide this service throughout the Wisconsin Center exhibit hall. When ordering rigging packages, select one of the electrical rigging options.
- All 480V services will require hardwire installation by WCD electrical department from the ceiling bus-duct in the Exhibit Hall. Pricing includes four (4) hours of electrical labor for install/removal. Additional labor fees may apply for any changes to location or if additional wiring is required.

Terms and Conditions

- The WCD is the exclusive provider for all electrical services. All electrical equipment shall remain on the WCD campus and may not be installed or removed by anyone other than WCD personnel.
- All services listed include labor to install and remove said service. Additional fees may apply if there are open end machines, if hardwire installation is needed, or if cord caps or pigtails need to be provided. If an exhibitor requires additional electrical labor, outside the standard services, services will be billed at an hourly rate. Labor rates are based on current wage and benefit rates and are subject to change without notice.
 - *Electrical labor will be billed starting at \$106/hour.*
- All cords must be of the 3-wire grounded type and UL approved. Cords can be no smaller than 12 gauge. Any exposed non-current carrying metal parts of fixed equipment must be grounded.
- Electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
- The WCD will not provide step up or step-down transformers, our building power is 120V/208V and 277V/480V.
- The WCD is not responsible for voltage variations of the power company.

Electrical Services

Frequently Asked Questions

How do I know how much power I need to order?

When determining how much power to order for a booth, it is helpful to know how much total power is required for the equipment in your booth space. Below, we have outlined some standard electrical requirements (requirements may vary).

- Standard Laptop 250-550 watts
- Standard TV 300-400 watts
- Standard Printer 300-500 watts

Items like laptops, standard booth lights, and televisions may be grouped together on one circuit provided they do not exceed the overall limit of the circuit or the surge protection device. There is some equipment that requires its own circuit to run properly. For example, a microwave or refrigerator should not use the same power source.

How do I know if I need a 208V or 480V connection?

Most exhibitors do not require special connections like a 208V or 480V connection. Many times, these types of electrical services are required for heavy equipment and/or specialized machinery. Consult with the equipment manufacturer, name plate rating or installation technician for specific details. Exhibitors who bring their own distribution panels may need one of these special connections.

Is electrical a daily charge?

The electrical charge is for the duration of the event.

How many outlets can I plug into?

There is one connection point per outlet or service ordered. Power strips can be ordered for an additional fee, but do not provide additional power. The WCD has 6-plug power strips available for rent. Exhibitors may bring their own, but must have circuit protection. Services exceeding 120V cannot accommodate power strips.

When will my services be installed?

All pre-orders will be installed prior to exhibitor move in. Orders placed at the service desk are guaranteed to be installed before the show opens. Any special requests such as temporary chain motor power, programming machinery or testing equipment must be noted in your order.

Do I need to submit a booth layout?

For orders with four (4) or more 120V power drops, any 208V services, or any 480V services, a booth layout will be required. Standard 10x10 booths without a layout will have power installed at the back centre of the booth. If no layout is provided and services need to be relocated after the initial installation, additional labor fees will be incurred.

- Please complete the Booth Map Template and attach the document with your order.

Information Technology Services

The WCD offers a variety of Information Technology (IT) services through an experienced team of in-house technicians.

All IT services are subject to a Wisconsin Sales tax at 5.5%.

<u>Wired Internet Service</u>	31-90 days <u>Advanced</u>	14-30 days <u>Standard</u>	0-13 days <u>Floor</u>
Single device, includes 1 private IP Address (DHCP), routers prohibited			
Basic (25Mbps)	\$304	\$395	\$514
Standard (100Mbps)	\$974	\$1,266	\$1,646
Premium (1Gbps)	\$5,959	\$7,747	\$10,074
Additional Devices	\$114	\$148	\$193

<u>Dedicated Wired Internet Service</u>	<u>Advanced</u>	<u>Standard</u>	<u>Floor</u>
Multiple devices, 4 public IP addresses (static), routers supported			
5 Mbps	\$2,894	\$3,762	\$4,891

Speeds up to 1 Gbps available - contact exhibitorsvc@wcd.org for additional pricing

<u>Wireless Internet Service</u>	<u>Advanced</u>	<u>Standard</u>	<u>Floor</u>
Auto-generated password to the WCD shared events network, not rate limited			
Premium WIFI - 1 Device	\$174	\$226	\$294

<u>Custom Booth WIFI Network</u>	<u>Advanced</u>	<u>Standard</u>	<u>Floor</u>
Wireless access point in booth, personalized SSID and Password, not rate limited			
WIFI Hotspot - 5 Devices	\$1,634	\$2,124	\$2,761
WIFI Hotspot - 15 Devices	\$3,514	\$4,568	\$5,939

IT Labor \$142/hour

Information Technology Services

Installation and Distribution

- Internet service is delivered to a single location within your room or booth. If you require access for more than one computer or device, make sure you order service for all additional devices.
- All services will be installed during designated move-in times. Installation will be finalized once the event space is clear of freight and other obstacles. Services will be disconnected on the last day of the event, after the official closing time.
- Wired Internet service can extend up to 30' from the original drop location as long as cabling is sufficiently secured and stays within your contracted space; otherwise, additional wired Internet service(s) will be required.
- All services are tested once installation is completed. Performance reports and other statistics for Internet services are kept on file for up to one month and can be issued upon request.
- The WCD is not responsible for the installation, programming, or performance of customer (non-WCD) equipment. Additional labor costs may be applied if assistance is required for installing or troubleshooting of customer equipment if the problem is found not to be the fault of the WCD.
- Only WCD personnel can complete special wiring in WCD's facilities, unless arranged prior with written approval. Supplemental services ordered from outside providers will be placed in a WCD-controlled IT telecommunications room. These services will be extended to desired locations by WCD personnel and will be assessed co-location fees for services, plus wiring and labor.
- A drawing indicating service placement(s) is required to be submitted with all wired Internet orders. If a drawing is not received, WCD personnel will drop service in an area of the booth or room that they deem to be most convenient. Additional labor fees may be assessed to relocate lines once they have been placed.
 - Please complete the Booth Map Template and attach the document with your order.
- Rates quoted for all services include bringing the requested communication services to the booth or room in the most convenient manner and do not include special wiring, overhead drops, and/or special setup or installation of client equipment. Additional labor fees may be assessed when special services are required and would be invoiced post-event.
 - IT labor will be billed starting at \$142/hour.

Terms and Conditions

- The WCD is the exclusive provider for all telephone and internet services. All materials and equipment shall remain on the WCD campus and may not be installed or removed by anyone other than WCD personnel.
- Any resale or unauthorized distribution of these services is strictly prohibited.
- A replacement fee will be assessed on any materials and equipment that are damaged and/or not returned at the close of the event.
- Disputes concerning service must be filed in writing with the WCD IT Department prior to the close of the show. Disputes will be resolved by the WCD in a timely manner.

Information Technology Services

- The WCD cannot guarantee the performance or accessibility of services beyond WCD's Internet gateway.
- Wireless connection speeds will vary. The actual speed depends on a variety of factors, such as the number of users on the network, personal device capabilities, and the size and location of the upload or download.
- Wireless service is inherently vulnerable to interference from equipment and devices that transmit on the same radio channels, operate within the same frequency spectrum, or have the ability to corrupt or block wireless frequencies. The WCD cannot guarantee that interference will not occur.
- Credit will not be given for decreased wireless performance due to interference generated by the event and its exhibitors, contractors, or attendees.
- Using 5 GHz capable devices (802.11a/n/ac) is strongly encouraged as wireless speeds and connectivity will not be guaranteed in the 2.4 GHz band.
- The WCD is not responsible for wireless networks that it does not own or manage.
- The WCD does NOT recommend wireless service for critical event activities such as web presentations, online sales, registration, or video streaming. For these and other critical activities, the WCD recommends purchasing wired service.
- Customer provided access points are authorized for use within WCD facilities only with WCD's prior approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Customers who attempt to set up their own wireless system can interfere with other events' services and/or WCD's wireless network. WCD requires all customers showcasing their wireless products to contact WCD no less than 30 days prior to the event move-in so that we may engineer a cohesive wireless network without interference. Approvals may incur an additional labor charge.
- The WCD does not provide security, such as firewalls or anti-virus features on its Internet services. It is the sole responsibility of the customer to provide their own necessary security precautions. The WCD is not responsible for any damages arising from the use of non-secured devices on the network.
- The WCD recommends that all devices directly or indirectly accessing the network have the latest anti-virus software, security updates, system patches, and any other technological precautions necessary to protect yourself and others from viruses, malicious programs, and other disruptive applications. Any device which adversely effects the WCD network may cause service interruptions to yourself and others which can lead to disconnection of your equipment from the network, with or without prior notice, at the WCD's discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and/or problem resolution.

Information Technology Services

Frequently Asked Questions

I ordered a service that requires IP address information, how do I receive this information?

When you are onsite and ready to configure your computers, please visit the Exhibitor Service desk to retrieve your IP information.

Do you offer Wireless Internet?

The WCD offers free wireless internet service throughout our facilities. This service is designed for casual users and not guaranteed with fast browsing speeds. If you are relying on the internet to showcase your product or services we strongly recommend a wired internet connection for guaranteed connections.

Do I need to submit a booth layout?

A booth layout is required for all wired telephone and internet orders. For standard 10x10 booths without a layout, services will be installed at the back centre of the booth. If no layout is provided, and services need to be moved after they have been installed, additional labor fees will be incurred.

- Please complete the Booth Map Template and attach the document with your order.



Mechanical Services - Odyssey Expo Rates

The WCD offers a variety of mechanical services through our experienced in-house building engineers.

<u>Air/Gas Services</u>	31-90 days <u>Advanced</u>	14-30 days <u>Standard</u>	0-13 days <u>Floor</u>
Compressed Air 1/4"	\$192	\$250	\$325
Compressed Air 3/8"	\$192	\$250	\$325
Compressed Air 1/2"	\$247	\$321	\$417
Gas Line (3/4" & 1/2")	\$247	\$321	\$417

<u>Water Services</u>	<u>Advanced</u>	<u>Standard</u>	<u>Floor</u>
Water- Running Line	\$179	\$232	\$301
Water - 1 Time Fill (up to 500 Gallons)	\$179	\$232	\$301
Drain Only (1 1/4")	\$179	\$232	\$301

Any additional Engineer labor will be billed starting at \$106/hour.

Installation and Distribution

- WCD Engineers will provide the service from the nearest floor pocket into the booth. Exhibitors must furnish the necessary fittings to connect to 1/4", 3/8", or 1/2" female (NPT) thread for air and water connections. Exhibitors must also provide your own regulator for air pressures as the pressures may vary.
- WCD Engineers are unable to provide metric fittings, adaptors, or airlines.
- Air and water connections are available in limited locations on the exhibit floor. Connection sizes and booth locations all factor into planning to supply air and water to exhibitor booths.
- Air and water services are prohibited from crossing aisleways. WCD will work with show management to relocate a booth if a service order cannot be fulfilled in its current location.

Terms and Conditions

- The WCD is the exclusive provider for all air and water services. All equipment shall remain on the WCD campus and may not be installed or removed by anyone other than WCD personnel.
- Exhibitors are not permitted to fill or drain their own equipment, use individual air compressors, or bring their own compressed gasses from an outside vendor.
- All services listed include labor to install and remove said service. If an exhibitor requires additional engineering labor, outside the standard services, services will be billed at an hourly rate. Additional labor would be billed post-event pending the amount time required for installation and/or removal. Labor rates are based on current wage and benefit rates and are subject to change without notice.
 - *Engineer labor will be billed starting at \$106/hour.*

Mechanical Services

Frequently Asked Questions

Do all water connections need a drain?

While most water connections do require a drain service, there are some cases where the drain is unnecessary. When the water provided is being consumed or evaporated, a drain is not needed. For example, exhibitors using water service for a coffee machine do not need to order a drain because the water is being consumed.

Will you provide the fittings and hoses for my water and drain connections?

To ensure that your booth's equipment runs properly we ask that you supply your own regulators, fittings, filters, and hoses.

Can I fill my equipment via a sink?

Exhibitors are not permitted to bring in their own water or use WCD sinks to fill their own equipment.

Do you allow exhibitors to bring in Helium balloons into the facilities?

No, unfortunately we do not permit Helium balloons in any WCD facility.

Do I need to submit a booth layout?

WCD requires a booth layout for all booths requesting air or water services. These services can only be provided from floor pockets located every 60' throughout the exhibit hall. If no layout is provided and services need to be moved after they have been installed, additional labor fees will be incurred.

- Please complete the Booth Map Template and attach the document with your order.



Rigging Services

The WCD provides rigging exclusively through IATSE Local 18.

<u>Sign Hanging Packages</u>	31-90 days <u>Advanced</u>	14-30 days <u>Standard</u>	0-13 days <u>Floor</u>
Basic Rigging Package	\$649	\$844	Not Available
<ul style="list-style-type: none"> This package includes rigging labor and lifts necessary to install and take down one sign/banner with 1-2 hanging points. All signs must be pre-assembled prior to scheduled sign hanging time. 			
Electrical Rigging Package	\$829	\$1,078	Not Available
<ul style="list-style-type: none"> This package includes rigging labor and lifts necessary to install and take down one sign/banner with 1-2 hanging points. All signs must be pre-assembled prior to scheduled sign hanging time. One (1) 20-amp 120V power connection will be provided to power the sign from the ceiling. 			
Basic Rigging with Assembly Labor	\$949	\$1,234	Not Available
<ul style="list-style-type: none"> This package includes 2 stagehands for 1 hour for sign assembly, rigging labor and lifts necessary to install and take down one sign/banner with 1-2 hanging points. Labor will arrive to your booth 1 hour prior to scheduled sign hanging time. 			
Electrical Rigging with Assembly Labor	\$1,129	\$1,468	Not Available
<ul style="list-style-type: none"> This package includes 2 stagehands for 1 hour for sign assembly, rigging labor and lifts necessary to install and take down one sign/banner with 1-2 hanging points. Labor will arrive to your booth 1 hour prior to scheduled sign hanging time. One (1) 20-amp 120V power connection will be provided to power the sign from the ceiling. 			

Custom Rigging Packages

- Additional rigging options are available through Conference Technologies (CTI), WCD's in-house AV company. CTI will work closely with you to make sure all safety requirements are met for IATSE Local 18 rigging protocols and guidelines. All custom orders will need to be confirmed and paid for in full 14 days prior to the show move in. Please see the Conference Technologies page for contact information.

Rigging Services

Terms and Conditions

- All rigging prices are based on signs with 1 or 2 hanging points. The sign/banner must weigh less than 150lbs, measure less than 20' in length, and less than 175 square feet. For signs with additional hanging points, additional fees may apply, email exhibitorsvc@wcd.org to discuss your options.
- Exhibitors must be flexible with regards to days and times of load-in and take-down. WCD personnel will work with show management to determine the dates that work best for sign hanging in accordance to the show schedule.
 - A completed Sign and Banner Specifications form along with a photo of the hanging sign is required and must be submitted as an attachment with your order.
 - If Assembly labor is being ordered, instructions must also be submitted with the order.
- Diagrams and booth layouts are essential for planning rigging services. Diagrams must include location, dimensions, weight, and height from floor to bottom of suspended item. Diagrams must also show booth outline with aisles or neighboring booths marked for reference and orientation.
 - Please submit all diagrams listed above as an attachment with your order.
 - Signs will be hung 14' to the bottom of the sign unless otherwise noted in the specifications.
- Signage will be positioned only once, exhibitor must be onsite for the install and must sign off on final placement before riggers leave their booth. Any changes or re-positioning of signage is not guaranteed, and will result in additional fees.
- Exhibitor must supply all frames, grommets, and hardware for hanging.
- Signs will be removed as move out conditions on the show floor allow. Exhibitors must be onsite for removal and are responsible for disassembling their sign.
- WCD reserves the right to refuse hanging signs if deemed unsafe by IATSE Local 18 riggers.
- Due to HVAC obstructions in some areas of the exhibit hall, exact locations may be limited. WCD and IATSE Local 18 reserve the right to determine exact location based on structural limits of the building.

Rigging Services

Frequently Asked Questions

How do I know if I qualify for the Basic Rigging Package?

Find out the dimensions and weight of your sign. If your sign weighs less than 150 pounds, is less than 20' in length, is less than 175 square feet, and does not require electrical rigging, truss, or motors, you qualify for the Basic Rigging Package. If your sign is motorized or needs electrical rigging (for example a rotating sign or an illuminated sign), you qualify for the Electrical Rigging Package.

Can I order overhead lighting for my booth?

If you would like to order overhead lights to brighten up your booth or illuminate specific objects, you will need to get a quote from Conference Technologies (CTI), WCD's in-house AV company. In most cases, lights cannot be attached to our ceilings. Instead, CTI can provide you with a truss, using motors, to hang lights and focus them over your booth. Please see the Conference Technologies page for contact information.

Do I ship my sign to you to put it together?

No. You must ship your sign through the show's contracted decorator. If you select a rigging package with assembly, you will receive two stagehands for 1 hour of assembly prior to your scheduled hanging time. The sign must be clearly labeled in the booth, all assembly instructions and hardware must be included with the shipment. All exhibitors are required to disassemble their own signs and remove from the facility or ship with the contracted decorator.

Can I request load-in and load-out times?

Yes, when submitting your rigging order, please complete and attach the Sign and Banner Specifications form with your order. Please note that your preferred timing is not guaranteed; however, we will try to do our best to accommodate your requests. If you do not provide a diagram or layout prior to load-in, then you may experience setup delays and may be subject to additional costs. Load-out will be scheduled based on conditions of the show floor and ability to maneuver the lifts through the space.

What type of diagram should I send?

The most useful diagrams are on a proportioned grid to show dimensions of the booth, the exact desired placement of hanging items, and orientation of the booths around yours. As a general rule, pictures of the sign are helpful, but not as important as an accurate diagram with placement, height, and weight of sign or hanging item(s).

Security Services

The WCD has an exclusive security contract with PerMar Security Services.

<u>Security Guard (Booth)</u>	31-90 days <u>Advanced</u>	14-30 days <u>Standard</u>	0-13 days <u>Floor</u>
Per Hour Per Officer	\$25/hour	\$25/hour	Not Available

Terms & Conditions

- Officers will be uniformed public safety officers who can cover shows and events. Officers are scheduled at a 4-hour minimum and are available from move-in to move-out, around the clock.

Frequently Asked Questions

When do you recommend ordering security for an exhibitor booth?

Our public safety department suggests ordering security for booths planning to have VIP appearances, book signings, etc. to monitor crowd control and escort as needed. Exhibitors with expensive equipment in their booths may consider security for the overnight hours between show end and the next day's show start.

Is there general overnight security in the exhibit hall?

WCD provides 24-hour security coverage for the facility; however, security coverage for the exhibit hall is determined by show management and may vary from event to event.

How do I order security services?

Please email exhibitorsvc@wcd.org to schedule any booth security needs.

Wisconsin Center District



Exhibitor AV Pricing Guide

Office Hours: Monday – Friday 9am-5pm Office Phone: 414-908-6190

Please note, this is a price guide only. All orders should be placed online at the [Exhibitor Store](#). For custom rigging and overhead lighting options, or questions, please contact us at productions@cti.com

Rates: 31+ Days = Advanced Day Rate / 30-14 Days = Standard Day Rate / 13-0 Days = Floor Day Rate

Qty.	Description	Advanced Day Rate	Standard Day Rate	Floor Day Rate	Amount (Qty x Day Rate)
SCREENS & MONITORS					
	8' Tripod Screen & Skirt	\$63.00	\$70.00	\$84.00	
	3k-4k Lumen LCD Projector	\$337.00	\$375.00	\$450.00	
	82" LED Monitor – SAMSUNG	\$585.00	\$650.00	\$780.00	
	70" LED Monitor – SAMSUNG	\$540.00	\$600.00	\$720.00	
	50" LED Monitor – SAMSUNG / LG	\$225.00	\$250.00	\$275.00	
	32" LCD Monitor – SAMSUNG	\$125.00	\$150.00	\$175.00	
	22" LCD Monitor – LG	\$67.00	\$75.00	\$90.00	
	Raspberry PI Video Loop Device - USB/HDMI	\$55.00	\$60.00	\$72.00	
	CHIEF PRSU Monitor Stand	\$110.00	\$125.00	\$150.00	
	Safe Lock Projector Stands	\$8.00	\$10.00	\$12.00	
	34", 42", or 54" AV carts	\$20.00	\$25.00	\$30.00	
Please note, CTI does not provide Wall Mounting. Exhibitors will need to supply their own Wall Mounts and Wall Mount installation.					
Fast Fold Screens, 8k - 30k Lumen Projectors and Video Wall Options available upon request, please contact a CTI representative for pricing.					
PRESENTATION					
	PC Laptop	\$180.00	\$200.00	\$240.00	
	DI Box - Laptop Audio	\$27.00	\$30.00	\$36.00	
	Wireless Advancer/Mouse	\$13.00	\$15.00	\$18.00	
	Flipchart w/Pad and Markers	\$30.00	\$35.00	\$42.00	
	Gold DaLite Easels	\$13.00	\$15.00	\$18.00	
	Gray Carpeted Lectern	\$36.00	\$40.00	\$50.00	
AUDIO					
	4 Channel Analog Audio Mixer (No EQ)	\$30.00	\$35.00	\$42.00	
	QSC K10 Powered Speaker	\$65.00	\$75.00	\$90.00	
	Ultimate Speaker Stand	\$8.00	\$10.00	\$12.00	
	SHURE Wireless Single Unit	\$112.00	\$125.00	\$150.00	
	SHURE sm48s Wired Microphone	\$22.00	\$25.00	\$30.00	
Large Profile Digital Audio Consoles available upon request, please contact a CTI representative for pricing.					
Qty.	Description	Advanced Day Rate	Standard Day Rate	Floor Day Rate	Amount (Qty x Day Rate)
LIGHTING					
	LED Batten Fixture (Chauvet Batten 144 Tour)	\$112.00	\$125.00	\$150.00	
	LED Slim PAR Fixture	\$34.00	\$40.00	\$48.00	

Wisconsin Center District



Exhibitor AV Pricing Guide

	LED Battery/Wireless Fixture (Blizzard SkyBox)	\$55.00	\$60.00	\$72.00
For special lighting over a booth, please contact Exhibitor Services and CTI for pricing. Please note, this is a custom rigging option and will require a detailed CAD / Diagram of your booth as well as Local IATSE 18 Labor.				
Specialty LED Production Lighting and Consoles available upon request, please contact a CTI representative for pricing.				
RIGGING				
All Rigging Plots must be confirmed with CTI and Local IATSE 18 two weeks prior to load in. Local IATSE 18 must install all Rigging. CTI can install Ground Supported Structures. Please contact a CTI Representative for Pricing and Details on your Custom Rigging.				
*Please include any Adapters in your Notes or Email us.				
	CTI also offers additional AV Gear to meet your Audio, Video, Lighting and Rigging needs.			

Please visit the exhibitor store wisconsincenter.com/order-exhibitor-services/ to place your orders.

All Audio Visual related questions can be directed to CTI at productions@cti.com or call us at 414-908-6190.



Levy is proud to be the exclusive provider of all the food and beverage for the Wisconsin Center District. We are excited to provide you with a seamless online ordering experience. We look forward to partnering with you on any booth needs during the show! You can find all our offerings within our menu link below:

[Exhibitor Menu – Wisconsin Center District](#)

To ensure the best service, please submit your order via our online portal at least 14 business days prior to your event. Your order will be confirmed by email after payment.

If you have any questions, please contact us at levycatering@wcd.org

Booth Map Template

Event:	
Booth #:	
Booth Dimensions:	_____ x _____

Adjacent Booth # _____

Adjacent
Booth #

Adjacent
Booth #

Adjacent Booth # _____

Important items to include:

Mark service locations (i.e. electrical, mechanical, IT services)

Include measurements for each service from the corner

Indicate adjacent booth numbers and/or aisles

Please note: If floorplan is not provided, services will be placed along the back-drape line

Hanging Sign Specifications

Sign Regulations

- Exhibitor must supply all frames, grommets, and hardware for hanging.
- Sign must be onsite, and built prior to the scheduled hang time.
 - o If union labor was pre-ordered, stagehands will arrive to your booth 1 hour prior to scheduled hang time.
- Signage will be positioned only once, exhibitor must be onsite for the install and must sign off on final placement before riggers leave their booth. Any changes or re-positioning of signage is not guaranteed, and will result in additional fees.
- Exhibitors are responsible for disassembling their sign.
- WCD reserves the right to refuse hanging signs if deemed unsafe by IATSE Local 18 riggers.
- WCD reserves the right to determine exact location based on structural limits of the building.

Exhibitor Information

Event:	
Booth #:	
On Site Contact:	
Phone #:	

Sign Information

Height:		Width:		Depth:	
Material:		Weight:		Shape:	

Signs will be hung 14' to the bottom of the sign unless otherwise noted.

Installation and removal dates will be pre-determined by show management. WCD will return this completed form to the exhibitor no later than 10 days before show move in.

Installation

Date	Start	End

Removal

Date	Start	End



If you have any additional questions, please contact the Exhibitor Services Department at exhibitorsvc@wcd.org and we will be happy to assist you!