

Shepard

EXHIBITOR SERVICE MANUAL



WOCNext® 2023

Caesars Forum - Summit Ballroom | Las Vegas, NV
June 4 - 6, 2023

L191880623

Booth Package

Items provided in your booth, per exhibitor:

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

For WOCNext® 2023, the Summit Ballroom is carpeted. It will not be mandatory, this year only, to provide flooring in your booth. Please note, flooring is useful if needed for internet and electrical cord concealment.

Show Colors

Show Drape Color(s): Black, White

Aisle Carpet Color: Facility is carpeted

Exhibit Show Schedule

Schedule is subject to change.

All times listed are in Pacific Time.

TARGETED EXHIBITOR MOVE-IN

For booths 400 sq. ft. or larger, please reach out to targets@shepardes.com to schedule an early move in time if needed.

GENERAL EXHIBITOR MOVE-IN

Saturday, June 3, 2023 • 8:00AM to 4:00PM

Sunday, June 4, 2023 • 8:00AM to 2:00PM

Please note, all crates will be removed from the show floor by 12:30PM, to allow for cleaning prior to show open of the aisles.

EXHIBIT HOURS

Sunday, June 4, 2023 • 4:15PM to 6:15PM

Exhibit Hall Open (Opening Reception for Attendees & Exhibitors)

Monday, June 5, 2023 • 11:25AM to 2:25PM

Exhibit Hall Open (Attendee Lunch in Hall)

Tuesday, June 6, 2023 • 12:05PM to 2:35PM

Exhibit Hall Open (Attendee Lunch in Hall)

EXHIBITOR MOVE OUT

Tuesday, June 6, 2023 • 2:35PM to 10:00PM -All booths must be completely dismantled this day

Wednesday, June 7, 2023 • 8:00AM to 12:00PM -Primarily shipping of freight this day

FREIGHT REROUTE BEGINS*

*All outbound carriers must be checked in by this time

Wednesday, June 7, 2023 | 11:00AM

Note: Refer to WOCNext® 2023 (<https://www.wocnext.org/WOCN2023/Public/Enter.aspx>) for more event scheduling details.

IMPORTANT DEADLINES

Discount Price Deadline for Custom Shepard Rentals

Friday, May 5, 2023

Exhibitor Appointed Contractor Notification Deadline

Friday, May 5, 2023

First Day for Warehouse Deliveries Without a Surcharge

Friday, May 5, 2023

Discount Price Deadline for Standard Shepard Orders

Friday, May 12, 2023

Last Day for Warehouse Deliveries Without a Surcharge

Friday, May 26, 2023

Last Day for Warehouse Deliveries*

Thursday, June 1, 2023

* Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.

First Day Freight Can Arrive at Show Site

Saturday, June 3, 2022 | 8:00AM

Please note! Shepard will be closed on Monday, May 29 in observance of the Holiday. No shipments will be accepted. Please notify your carrier.

Shipping Addresses

ADVANCE WAREHOUSE SHIPMENT ADDRESS

Exhibiting Co. Name & Booth Number

WOCNext® 2023

c/o Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D

Las Vegas, Nevada 89118

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

DIRECT TO SHOW SITE SHIPMENT ADDRESS

c/o Shepard Exposition Services

Exhibiting Co. Name & Booth Number

WOCNext® 2023

Caesars Forum - Summit Ballroom

3911 Koval Lane

Las Vegas, NV 89109

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 12, 2023

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

Shepard Mailing Address

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

Service Desk Hours *(subject to change)*

Friday, June 2, 2023 • 1:00PM to 4:00PM
Saturday, June 3, 2023 • 8:00AM to 4:00PM
Sunday, June 4, 2023 • 8:00AM to 6:15PM
Monday, June 5, 2023 • 11:25AM to 2:25PM
Tuesday, June 6, 2023 • 12:05PM to 10:00PM
Wednesday, June 7, 2023 • 8:00AM to 12:00PM

Exhibitor Move Out

Tuesday, June 6, 2023 • 2:35PM to 10:00PM *-All booths must be completely dismantled this day*
Wednesday, June 7, 2023 • 8:00AM to 12:00PM *-Shipping Only*

Dismantle & Move Out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed and/or plastic protection is installed on top of the floor. All exhibitor materials must be removed from the facility by **Wednesday, June 7, 2023 | 11:00AM.**

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

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than **Wednesday, June 7, 2023 | 11:00AM.**

Post Show Paperwork & Labels

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

Outbound Shipping

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

Pick Up Address

Caesars Forum - Summit Ballroom
3911 Koval Lane
Las Vegas, NV 89109

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 12, 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 - White
 (5004603)



2 Upholstered Side
Chairs (50020)



1 - Wastebasket (50091)

Tell us how many packages you want.

| CODE | QTY | ONLINE | DISCOUNT | REGULAR |
|-------|-----|----------|----------|----------|
| 50260 | | \$365.10 | \$419.85 | \$470.25 |

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

| | |
|---|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 8.38% |
| 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: _____

ONLINE ORDERING

IT'S EASY.


WOCNext® 2023


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Order online through the Shepard Exhibitor Portal at

<https://apps.shepardes.com/olk/intro.asp>. Login or Create an Account and follow the simple instructions for ordering. If you need assistance during your shopping experience, contact us using our  chat feature on the right side of the screen. Representatives are available Monday - Friday, 8AM - 5PM EST.

1. Go to: <https://apps.shepardes.com/olk/intro.asp>
2. Select the Event.
3. Login from the Show Information page by clicking the  button.
4. Select your event, enter your email address and password then click Login.
User Name = **Your Email Address**
(provided by Event Management)
Password = **WOCN23**
5. Don't have an account, click "Create an Account."
6. Once logged in, please confirm your profile information. If you need to update your information, please contact us at customerservice@shepardes.com.
7. To order, utilize the grey category drop-down menus above the Welcome message.
8. After making your selections, click the add to cart button on the bottom right of the page.
9. To view your order click the Shopping Cart Icon at the top right of the page.
10. Confirm your order, click and complete the payment process.

Login

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

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

Select an Event

Select a Show ▼

Email Address

youremail@yourcompany.com ▼

Password

Login

[Forgot your password?](#)

Create an Account

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

Select an Event

Select a Show ▼

Creating an account will allow you to order online.

First, we will need your email address.

youremail@yourcompany.com 

METHOD OF PAYMENT

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Please review the information and complete your payment information online.

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

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

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

Complete your payment information online.

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

Discount Pricing Deadlines

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

Online: Friday, May 12, 2023 All paid orders placed online prior to the deadline date.

Discount Deadline: Friday, May 12, 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: **WOCNext® 2023**

EVENT CODE: **L191880623**

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

WOCNext® 2023

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

continued on the next page

TERMS & CONDITIONS (continued)

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

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

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

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

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

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

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

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

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

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

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

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

SAFETY FIRST PLAN

CREATING SAFE & SUCCESSFUL LIVE EVENTS IN A COVID WORLD.

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

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

Our Commitment!

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



Hand Hygiene

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



Safety Signage

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



Hand Sanitizing Stations

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



Exhibitor Service Center

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



Daily Safety Briefings

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



Social Distancing/No Contact Rule

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



COVID-19 Training

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



Team Meeting Areas

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

DEADLINE: FRIDAY, MAY 5, 2023

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

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

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

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

EXHIBITING COMPANY ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT EMAIL ADDRESS: _____ PHONE NUMBER: _____

EXHIBITING COMPANY AUTHORIZED NAME (please print): _____

SIGNATURE FROM EXHIBITING COMPANY: _____

Step 2. Check services below to bill to the third party.

- ☐ **ALL SERVICES** ☐ Booth Cleaning ☐ Material Handling ☐ Carpet ☐ Furniture
☐ Exhibit Rentals ☐ Overhead Rigging/Labor ☐ Installation/Dismantling Labor ☐ Logistics/Transportation
Other (please specify): _____

Step 3. Provide third party contact information.

3RD PARTY COMPANY NAME: _____

CONTACT NAME: _____

EXHIBITING COMPANY ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT EMAIL ADDRESS: _____ PHONE NUMBER: _____

Step 4. Complete your payment information online.

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

DEADLINE: FRIDAY, MAY 5, 2023

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

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT EMAIL ADDRESS: _____ PHONE NUMBER: _____

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

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

EXHIBITOR APPOINTED CONTRACTOR: _____

CONTACT NAME: _____ PHONE NUMBER: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DESCRIPTION OF PROPOSED SERVICE FOR EXHIBITOR: _____

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

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

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

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

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

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

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

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

EXHIBITOR SIGNATURE: _____

Show Site Address

Caesars Forum - Summit Ballroom
3911 Koval Lane
Las Vegas, NV 89109

Marshaling Yard Address

9420 Redwood St.
Las Vegas, NV89139

Map

See following page for directions to the Marshaling Yard

Marshaling Yard Hours of Operation

GENERAL MOVE IN

Friday, June 2, 2023
Saturday, June 3, 2023
Sunday, June 4, 2023

Yard Open

9:00AM
6:30AM
6:00AM

Receiving Cut Off

3:30PM
3:30PM
2:00PM

Yard Close

4:00PM
4:00PM
2:30PM

EXHIBITOR MOVE-OUT

Tuesday, June 6, 2023
Wednesday, June 7, 2023

Yard Open

1:00PM
6:00AM

Yard Close

9:00PM
11:00AM

ALL DRIVERS MUST BE CHECKED IN BY: [Wednesday, June 7, 2023 | 11:00AM](#)



I-15 N The entrance is off Redwood Street. 36°00'59.0"N 115°14'17.7"W

- Head north on I-15 N
- Take exit 30 for Cactus Ave
- Keep left to continue toward W Cactus Ave
- Use any lane to turn left onto W Cactus Ave
- Turn right onto S Rainbow Blvd
- Turn right onto W Gary Ave
- Turn left onto Redwood St. enter through gate [Destination will be on the right](#)

9420 Redwood

Las Vegas, NV 89139

I-15 S

- Follow I-15 S to Blue Diamond Rd in Enterprise.
- Take exit 33 from I-15 S toward Blue Diamond Rd.
- Keep right and merge onto Blue Diamond
- Turn Left on Torrey Pines Dr.
- Turn Right onto W Serene Ave.
- Turn Left onto Redwood St. go past Richmar Ave. enter through gate [Destination is on your left-](#)
[Enter off Redwood St. Follow Signs](#)

Please note: All delivering Carriers must check in at the Shepard Marshaling Yard prior to delivering to the facility. Please note: A certified weight ticket is required documented measurement used for shipping Exhibit properties. If your driver has a valid Certified Weight ticket, Shepard will accept these tickets.

All Carriers will be assigned an unloading number according to driver check-in time.

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

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

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

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL ADDRESS: _____

Step 2. Where are we picking up the shipment?

COMPANY NAME: _____

STREET ADDRESS: _____ PHONE NUMBER: _____

CITY: _____ STATE: _____ ZIP CODE: _____

 Is there a loading dock? ☐ Yes ☐ No

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

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

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

Any thing else we should know about your building?

Step 3. When are we picking up the shipment?

DATE: _____ HOURS OF OPERATION: _____

Step 4. Where is the shipment going?

☐ Advanced Warehouse ☐ Direct to Facility/Show Site

Step 5. What are we shipping?

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

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

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

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

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

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

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

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

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

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
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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
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United Arab Emirates

DSV Fairs & Events, Solutions
Level 15, Office No. 07-08
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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

WOCNext® 2023

Caesars Forum - Summit Ballroom | Las Vegas, NV
 June 4 - 6, 2023

L191880623

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

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

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

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

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

Step 2. Where is the shipment going?

COMPANY NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Step 3. How many pieces are in your shipment?

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

Step 4. What are we shipping?

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

Is there a loading dock? ☐ Yes ☐ No

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

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

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

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

Any thing else we should know about your building?

Step 5. How many labels do you need? _____

Step 6. Who is picking up your shipment?

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

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

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

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

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

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

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

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

| | |
|-------------------------------|---|
| ADVANCED WAREHOUSE |  Shepard |
| | ADVANCED WAREHOUSE |
| | TO: |
| | _____ (Exhibiting Company Name) |
| | _____ (Exhibiting Company Booth Number) |
| RUSH | c/o Shepard Exposition Services 5845 Wynn Road, Suites A,B,C,D Las Vegas, Nevada 89118 |
| | FOR: WOCNext® 2023 |
| | Delivery Hours: Monday - Friday, 8:00AM - 4:00PM |
| | First day freight can arrive without a surcharge: Friday, May 5, 2023 |
| | Last day freight can arrive without a surcharge: Friday, May 26, 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
Caesars Forum - Summit Ballroom
3911 Koval Lane
Las Vegas, NV 89109**

**FOR:
WOCNext® 2023**

MUST NOT BE DELIVERED PRIOR TO:
Saturday, June 3, 2022 | 8:00AM

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

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

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

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

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

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

Advanced Warehouse Shipments**

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

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

LAST DAY FREIGHT CAN ARRIVE: Thursday, June 1, 2023

| CODE | ITEM | WEIGHT | | PRICE/CWT | TOTAL |
|-------|------------------|--------|---|-----------|-------|
| 35010 | Crated | | X | \$158.60 | |
| 35036 | Special Handling | | X | \$206.25 | |

Light Weight Shipments****

**** Shipments 40 pounds or less.

| CODE | ITEM | WEIGHT | | PRICE | TOTAL |
|-------|--------------|--------|---|---------|-------|
| 35400 | Light Weight | | X | \$79.25 | |

Direct to Facility/Show Site Shipments***

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

FIRST DAY FREIGHT CAN ARRIVE: Friday, June 2, 2023

| CODE | ITEM | WEIGHT | | PRICE/CWT | TOTAL |
|-------|------------------|--------|---|-----------|-------|
| 35030 | Crated | | X | \$150.80 | |
| 35043 | Uncrated | | X | \$226.25 | |
| 35038 | Special Handling | | X | \$196.00 | |

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 | |

| | |
|---|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 8.38% |
| 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: _____

MATERIAL HANDLING INFORMATION

WOCNext® 2023

Caesars Forum - Summit Ballroom | Las Vegas, NV

L191880623

June 4 - 6, 2023

Special Handling Definitions

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

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

Constricted Space

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

Stacked Shipments

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

Mixed Shipments

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

Shipment Integrity

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

Carpet/Pad Only

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

No Documentation

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

Designated Piece Unloading

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

Padded Van Deliveries

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

Disposal Fee

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

Overtime/Double-time

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

Warehouse Overtime/Double-time

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

Early/Late Shipments to the Warehouse

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

Uncrated Shipments

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

Off-Target Deliveries

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

Marshaling Yard

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

Reweigh of Shipments

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

Empty Crate Storage

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

Light Weight Shipments

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

Envelope Deliveries

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

Priority Empty Labels

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

Mobile Spotting

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

MATERIAL HANDLING 101

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

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

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

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

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

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

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

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

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

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

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

How do I calculate my Light Weight shipment?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

What is and why would I need liability insurance?

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

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

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

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

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

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

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



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

Cartload Service includes:

Includes:

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

Please remember:

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

Labor Hours

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

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

Double Time (DT): Holidays

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

| CODE | ITEM | # OF TRIPS | RATE | TOTAL |
|-------|------------------|------------|----------|-------|
| 35151 | Dock to Booth ST | | \$237.00 | |
| 35152 | Booth to Dock ST | | \$237.00 | |
| 35153 | Dock to Booth OT | | \$335.50 | |
| 35154 | Booth to Dock OT | | \$335.50 | |

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.38%

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: _____

Displaying a Vehicle at the Event?

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

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

Step 1.

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

Step 2.

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

Important Rules and Regulations

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

All vehicles must be removed no later than:

Wednesday, June 7, 2023 | 11:00AM

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

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

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.38%

AMOUNT DUE \$ _____

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

PERSONALLY OPERATED VEHICLE (POV) UNLOADING INFORMATION

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



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



✓ **ALLOWED POVs INCLUDE:**

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



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



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



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



DISCOUNT DEADLINE:* FRIDAY, MAY 12, 2023

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

Labor Hours

Straight Time (ST):

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

Overtime (OT):

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

Double Time (DT):

Holidays

NY Day, ML King Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas.

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 | | \$325.80 | \$374.65 | \$419.60 | |
| 35039 | OT Hourly Rental | | \$405.25 | \$466.05 | \$522.00 | |
| 35067 | DT Hourly Rental | | \$484.75 | \$557.45 | \$624.35 | |

| FORKLIFT RENTAL - UP TO 10,000 LB. CAPACITY | | | | | | |
|---|------------------|-----------------|----------|------------|------------|-------|
| CODE | ITEM | EST. # OF HOURS | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 35029 | ST Hourly Rental | | \$651.60 | \$749.35 | \$839.25 | |
| 35049 | OT Hourly Rental | | \$810.50 | \$932.05 | \$1,043.90 | |
| 35069 | DT Hourly Rental | | \$969.50 | \$1,114.90 | \$1,248.70 | |

| FORKLIFT RENTAL - UP TO 15,000 LB. CAPACITY | | | | | | |
|---|------------------|-----------------|------------|------------|------------|-------|
| CODE | ITEM | EST. # OF HOURS | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 35455 | ST Hourly Rental | | \$814.50 | \$936.65 | \$1,049.05 | |
| 35456 | OT Hourly Rental | | \$1,013.10 | \$1,165.05 | \$1,304.85 | |
| 35457 | DT Hourly Rental | | \$1,211.85 | \$1,393.65 | \$1,560.90 | |

| FORKLIFT RENTAL - UP TO 20,000 LB. CAPACITY | | | | | | |
|---|------------------|-----------------|------------|------------|------------|-------|
| CODE | ITEM | EST. # OF HOURS | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 35035 | ST Hourly Rental | | \$977.40 | \$1,124.00 | \$1,258.90 | |
| 35066 | OT Hourly Rental | | \$1,215.70 | \$1,398.05 | \$1,565.80 | |
| 35070 | DT Hourly Rental | | \$1,454.20 | \$1,672.35 | \$1,873.05 | |

| FORKLIFT RENTAL - UP TO 30,000 LB. CAPACITY | | | | | | |
|---|------------------|-----------------|------------|------------|------------|-------|
| CODE | ITEM | EST. # OF HOURS | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 35255 | ST Hourly Rental | | \$1,303.20 | \$1,498.70 | \$1,678.55 | |
| 35256 | OT Hourly Rental | | \$1,620.95 | \$1,864.10 | \$2,087.80 | |
| 35257 | DT Hourly Rental | | \$1,938.95 | \$2,229.80 | \$2,497.40 | |

| FORKLIFT RENTAL - 4 STAGE | | | | | | |
|---------------------------|------------------|-----------------|----------|----------|----------|-------|
| CODE | ITEM | EST. # OF HOURS | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 35593 | ST Hourly Rental | | \$488.70 | \$562.00 | \$629.45 | |
| 35594 | OT Hourly Rental | | \$607.85 | \$699.05 | \$782.95 | |
| 35595 | DT Hourly Rental | | \$727.10 | \$836.15 | \$936.50 | |

| IN BOOTH SCISSOR LIFTS | | | | | | |
|------------------------|----------------------|-----------------|----------|------------|------------|-------|
| CODE | ITEM | EST. # OF HOURS | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 68120 | Scissor Lift Install | | \$977.50 | \$1,124.15 | \$1,259.05 | |
| 68121 | Scissor Lift Removal | | \$977.50 | \$1,124.15 | \$1,259.05 | |

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 | | \$246.25 | \$283.20 | \$317.20 | |
| 35086 | OT Hourly Rental | | \$369.38 | \$424.80 | \$475.80 | |
| 35099 | DT Hourly Rental | | \$492.50 | \$566.40 | \$634.35 | |

| GROUND RIGGERS & MATERIAL HANDLERS (PER MAN HOUR) | | | | | | |
|---|------------------|-----------------|----------|----------|----------|-------|
| CODE | ITEM | EST. # OF HOURS | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 35087 | ST Hourly Rental | | \$197.00 | \$226.55 | \$253.75 | |
| 35100 | OT Hourly Rental | | \$295.50 | \$339.80 | \$380.60 | |
| 35101 | DT Hourly Rental | | \$394.00 | \$453.10 | \$507.45 | |

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

| | |
|---|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 8.38% |
| 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

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 | \$197.00 | X | | = | |
| 35100 | Labor - Overtime | \$295.50 | X | | = | |
| 35101 | Labor - Double Time | \$394.00 | 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 | \$197.00 | X | | = | |
| 35100 | Labor - Overtime | \$295.50 | X | | = | |
| 35101 | Labor - Double Time | \$394.00 | X | | = | |

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

| EST TOTAL 1 | | EST TOTAL 2 | | EST STORAGE TOTAL |
|-------------|---|-------------|---|-------------------|
| | + | | = | |

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

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

Pricing

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

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

ON-SITE CONTACT NAME: _____ ON-SITE CELL PHONE: _____

EMAIL ADDRESS: _____

Step 2. What needs to be stored?

TOTAL NUMBER OF PIECES TO BE STORED: _____

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

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

| | |
|---|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 8.38% |
| AMOUNT DUE | \$ _____ |

Step 3. How long are we storing your items?

FROM DATE: _____ TO DATE: _____

Fees will continue until storage is picked up.

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

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

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

*Additional fees will apply

☐ Pick-up is arranged with another carrier: _____

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

PRINTED NAME: _____

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 12, 2023

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

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

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

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

Booth Vacuuming

| VACUUM ONCE | | | | | | |
|-------------|-----------------|---------|--------|----------|---------|-------|
| CODE | SERVICE | SQ. FT. | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 47050 | 0-399 sq. ft. | | \$0.52 | \$0.60 | \$0.65 | |
| 47051 | 400-900 sq. ft. | | \$0.45 | \$0.50 | \$0.55 | |
| 47052 | 900+ sq. ft. | | \$0.45 | \$0.50 | \$0.55 | |

| VACUUM DAILY | | | | | | |
|--------------|-----------------|---------|--------|----------|---------|-------|
| CODE | SERVICE | SQ. FT. | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 47055 | 0-399 sq. ft. | | \$1.56 | \$1.80 | \$2.00 | |
| 47056 | 400-900 sq. ft. | | \$1.40 | \$1.60 | \$1.80 | |
| 47057 | 900+ sq. ft. | | \$1.30 | \$1.50 | \$1.70 | |

Porter Service

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

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

Specialty Services

| MOPPING & CARPET SHAMPOOING | | | | | | |
|-----------------------------|------------------|---------|--------|----------|---------|-------|
| CODE | SERVICE | SQ. FT. | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 47042 | Mop One Time | | \$0.65 | \$0.75 | \$0.85 | |
| 47022 | Mop Daily | | \$1.70 | \$1.95 | \$2.20 | |
| 47013 | Shampoo One Time | | \$0.65 | \$0.75 | \$0.85 | |

| DISPLAY WIPE DOWN (CHARGED PER HOUR) | | | | | | |
|--------------------------------------|----------|----------|----------|----------|----------|-------|
| CODE | SERVICE | QTY IS 1 | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 47043 | One Time | | \$161.55 | \$185.80 | \$208.10 | |
| 47044 | Daily | | \$440.59 | \$506.70 | \$567.50 | |

| | |
|---|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 8.38% |
| 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: _____

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 12, 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 | | \$167.74 | \$192.90 | \$216.05 | |

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 | | \$457.47 | \$526.10 | \$589.25 | |

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 | | \$152.49 | \$175.35 | \$196.40 | |

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

Electrostatic Fogging

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

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

| | |
|--|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 8.38% |
| 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: _____

**WOCNext® 2023**

Caesars Forum - Summit Ballroom | Las Vegas, NV

June 4 - 6, 2023

BULK WASTE REMOVAL

L191880623**ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 12, 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 | | \$475.80 | \$547.15 | \$612.80 | |

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.

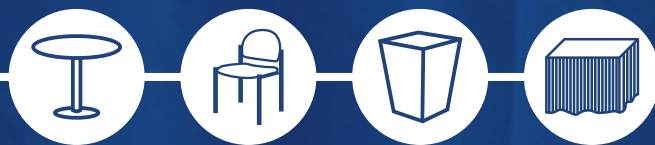
COMPANY NAME: _____ BOOTH NUMBER: _____

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

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

FOR SIGNS & LITERATURE



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



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



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



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



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

OTHER



Wastebasket
#50091



Mini Refrigerator
#50098



Drawing Bowl
#50185



Sand Bag
#51087

SHOW CASES



4' Full View Showcase
#50067

6' Full View Showcase
#50068



4' Quarterview Showcase
#50069

6' Quarterview Showcase
#50070

FLOORING

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

EXPO - 13 OZ



Black

Tuxedo

Grey

Blue

Eclipse

Peacock

Red

Cayenne

Burgundy

PREMIUM - 28 OZ



Black

Deep Navy

Silver Cloud

Charcoal

Red

Beige

PLUSH - 50 OZ



Black

Dark Grey

Silver Dollar

Sand

White

Electric Blue

Navy

Crimson

VINYL - CUSTOM ORDER ONLY



Rosemary
Stone

Snow

Maple

Silverwood

Walnut

Barnwood

SKIRT & DRAPE

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

SKIRT



Red



Burgundy



Gold



Green



Blue



Teal



White



Grey



Black

SKIRT - SPANDEX



Red



Blue

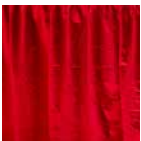


White

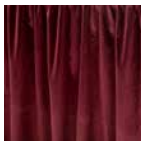


Black

DRAPE



Red



Burgundy



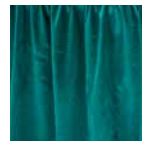
Gold



Green



Blue



Teal



White



Grey



Black

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 12, 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 | | | \$162.30 | \$186.65 | \$209.05 | |
| 50046 | 6' (l) x 24" (w) x 30" (h) Skirted Table | | | \$199.50 | \$229.40 | \$256.95 | |
| 50050 | 8' (l) x 24" (w) x 30" (h) Skirted Table | | | \$252.90 | \$290.85 | \$325.75 | |
| 50043 | 4' (l) x 24" (w) x 42" (h) Skirted Table | | | \$197.30 | \$226.90 | \$254.15 | |
| 50047 | 6' (l) x 24" (w) x 42" (h) Skirted Table | | | \$275.10 | \$316.35 | \$354.30 | |
| 50051 | 8' (l) x 24" (w) x 42" (h) Skirted Table | | | \$323.65 | \$372.20 | \$416.85 | |
| 50052 | 4th Side Skirt for 30" High Table | | | \$107.45 | \$123.55 | \$138.40 | |
| 50171 | 4th Side Skirt for 42" High Table | | | \$107.45 | \$123.55 | \$138.40 | |
| 50040 | 4' (l) x 24" (w) x 30" (h) UnSkirted Table | | n/a | \$120.00 | \$138.00 | \$154.55 | |
| 50044 | 6' (l) x 24" (w) x 30" (h) UnSkirted Table | | n/a | \$143.10 | \$164.55 | \$184.30 | |
| 50048 | 8' (l) x 24" (w) x 30" (h) UnSkirted Table | | n/a | \$168.70 | \$194.00 | \$217.30 | |
| 50041 | 4' (l) x 24" (w) x 42" (h) UnSkirted Table | | n/a | \$135.05 | \$155.30 | \$173.95 | |
| 50045 | 6' (l) 24" x (w) x 42" (h) UnSkirted Table | | n/a | \$168.70 | \$194.00 | \$217.30 | |
| 50049 | 8' (l) x 24" (w) x 42" (h) UnSkirted Table | | n/a | \$188.30 | \$216.55 | \$242.55 | |
| 51089 | 42" (h) Pedestal Table, 36" Diameter, Grey Fleck Top | | n/a | \$302.30 | \$347.65 | \$389.35 | |
| 50032 | 30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top | | n/a | \$282.60 | \$325.00 | \$364.00 | |
| 50030 | Round Side Table - 24" (w) x 18" (h) | | n/a | \$142.25 | \$163.60 | \$183.25 | |
| 50031 | Square Side Table - 24" (w) x 18" (h) | | n/a | \$142.25 | \$163.60 | \$183.25 | |
| 50706 | 30" (h) Natural Pedestal Table, 36" Diameter, Maple Top | | n/a | \$369.70 | \$425.15 | \$476.15 | |
| 50707 | 42" (h) Natural Pedestal Table, 36" Diameter, Maple Top | | n/a | \$385.45 | \$443.25 | \$496.45 | |
| 50700 | White Fabric Table Cover w/ 6'x30" Table | | 03 | \$306.90 | \$352.95 | \$395.30 | |
| 50700 | Red Fabric Table Cover w/ 6'x30" Table | | 01 | \$306.90 | \$352.95 | \$395.30 | |
| 50700 | Blue Fabric Table Cover w/ 6'x30" Table | | 05 | \$306.90 | \$352.95 | \$395.30 | |
| 50700 | Black Fabric Table Cover w/ 6'x30" Table | | 06 | \$306.90 | \$352.95 | \$395.30 | |

Seating

| CODE | ITEM | QTY | COLOR | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|---|-----|-------|----------|----------|----------|-------|
| 50020 | Side Chair Grey Fabric | | n/a | \$105.50 | \$121.30 | \$135.85 | |
| 50021 | Arm Chair Grey Fabric | | n/a | \$149.15 | \$171.50 | \$192.10 | |
| 50024 | Stool with Back Grey Fabric | | n/a | \$175.20 | \$201.50 | \$225.70 | |
| 51086 | Director's Chair Black Fabric | | n/a | \$112.85 | \$129.80 | \$145.40 | |
| 51090 | Director's Stool Black Fabric | | n/a | \$201.95 | \$232.25 | \$260.10 | |
| 50705 | Natural Feel Stool Maple Back, Black Fabric Seat | | n/a | \$220.25 | \$253.30 | \$283.70 | |
| 50704 | Natural Feel Chair, Maple Back, Black Fabric Seat | | n/a | \$180.90 | \$208.05 | \$233.00 | |

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TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.38%

AMOUNT DUE \$ _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 12, 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 | \$60.55 | \$69.65 | \$78.00 | |
| 50245 | Literature Rack Silver, Glass | | n/a | \$223.45 | \$256.95 | \$287.80 | |
| 50175 | Bag Rack, Chrome | | n/a | \$295.85 | \$340.25 | \$381.10 | |
| 50092 | Coat Rack, Chrome | | n/a | \$105.05 | \$120.80 | \$135.30 | |
| 50093 | Garment Rack, Chrome | | n/a | \$295.85 | \$340.25 | \$381.10 | |
| 50427 | Tensabarrier, Per Stem, Black | | n/a | \$124.80 | \$143.50 | \$160.70 | |
| 50095 | Sign Holder, 22" x 28" Chrome | | n/a | \$137.80 | \$158.45 | \$177.45 | |
| 50185 | Drawing Bowl, Clear | | n/a | \$55.55 | \$63.90 | \$71.55 | |
| 50296 | 4' x 12" Display Riser White and Black | | n/a | \$125.00 | \$143.75 | \$161.00 | |
| 50297 | 6' x 12" Display Riser White and Black | | n/a | \$155.50 | \$178.80 | \$200.25 | |
| 50098 | Mini Refrigerator, Approx. 3 cubic feet | | n/a | \$471.90 | \$542.70 | \$607.80 | |
| 50067 | 4' Full View Showcase, White | | n/a | \$1,115.00 | \$1,282.25 | \$1,436.10 | |
| 50068 | 6' Full View Showcase, White | | n/a | \$1,229.70 | \$1,414.15 | \$1,583.85 | |
| 50069 | 4' Quarter View Showcase, White | | n/a | \$1,115.00 | \$1,282.25 | \$1,436.10 | |
| 50070 | 6' Quarter View Showcase, White | | n/a | \$1,229.70 | \$1,414.15 | \$1,583.85 | |
| 50060 | 4' x 8' Horizontal Posterboard Grey Fabric | | n/a | \$361.10 | \$415.25 | \$465.10 | |
| 50061 | 4' x 8' Vertical Posterboard Grey Fabric | | n/a | \$361.10 | \$415.25 | \$465.10 | |
| 50236 | Grids 2' x 8' with Legs, Each | | n/a | \$266.70 | \$306.70 | \$343.50 | |
| 50237 | Grid 2' x 8' without Legs, Each | | n/a | \$199.75 | \$229.70 | \$257.25 | |
| 50242 | 7-Ball Waterfall for Grids | | n/a | \$18.35 | \$21.10 | \$23.65 | |
| 50104 | 6" Hooks (12) for Peg Boards | | n/a | \$57.80 | \$66.45 | \$74.40 | |

| | | | | | | | |
|-------|---|--|-----|---------|---------|---------|--|
| 50073 | 8' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental) | | | \$28.30 | \$32.55 | \$36.45 | |
| 50074 | 3' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental) | | | \$21.00 | \$24.15 | \$27.05 | |
| 50088 | 8' Upright with Base | | n/a | \$39.10 | \$44.95 | \$50.35 | |
| 52065 | 3' Upright with Base | | n/a | \$39.10 | \$44.95 | \$50.35 | |
| 50349 | 6'-10' Crossbar | | n/a | \$26.00 | \$29.90 | \$33.50 | |
| 50348 | 7'-12' Crossbar | | n/a | \$26.00 | \$29.90 | \$33.50 | |
| 50058 | Sateen, per linear foot (minimum 5' linear feet rental) | | | \$24.25 | \$27.90 | \$31.25 | |

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

| | |
|--|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 8.38% |
| AMOUNT DUE | \$ _____ |

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 12, 2023
PREMIUM PLUSH & PREMIUM VINYL DEADLINE: FRIDAY, MAY 5, 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. | | | \$11.95 | \$13.75 | \$15.40 | |

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. | | | \$15.40 | \$17.70 | \$19.80 | |
| 46007 | 1/2" Padding for Vinyl (per sq. ft.)*** | | n/a | \$5.65 | \$6.50 | \$7.30 | |

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. | | | \$8.60 | \$9.90 | \$11.10 | |
| 46003 | Premium Carpet - 28 oz. Rental 1000+ Sq. Ft.*** Rental includes installation and removal of carpet and visqueen. | | | \$7.50 | \$8.65 | \$9.70 | |
| 46002 | Premium Carpet - 28 oz. Purchase Sq. Ft.*** Rental includes installation and removal of carpet and visqueen. | | | \$21.20 | \$24.40 | \$27.35 | |

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' | | | \$291.15 | \$334.80 | \$375.00 | |
| 50256 | Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 20' | | | \$543.25 | \$624.75 | \$699.70 | |
| 50257 | Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 30' | | | \$840.30 | \$966.35 | \$1,082.30 | |
| 50258 | Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 40' | | | \$1,117.25 | \$1,284.85 | \$1,439.05 | |
| 50400 | Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 15' | | Tuxedo ONLY | \$528.35 | \$607.60 | \$680.50 | |

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

| CODE | ITEM | SQ. FT. | COLOR | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|--|---------|-------|--------|----------|---------|-------|
| 50580 | Special Cut 0-399 Sq. Ft. Rental includes installation and removal of carpet and visqueen. | | | \$5.50 | \$6.30 | \$7.05 | |
| 50581 | Special Cut 400-900 Sq. Ft. Rental includes installation and removal of carpet and visqueen. | | | \$5.50 | \$6.30 | \$7.05 | |
| 50582 | Special Cut 900+ Sq. Ft. Rental includes installation and removal of carpet and visqueen. | | | \$5.50 | \$6.30 | \$7.05 | |

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 | \$1.55 | \$1.80 | \$2.00 | |
| 50008 | 1" Padding | | n/a | \$3.00 | \$3.45 | \$3.85 | |
| 50010 | Visqueen | | n/a | \$0.40 | \$0.45 | \$0.50 | |

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

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

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.38%

AMOUNT DUE \$ _____

Email completed form to: orders@shepardes.com



CORT®

EVENTS

TRADESHOW

FURNISHINGS | 2022

All custom furnishings can be ordered through our online portal. Please follow the link below to see available options and place your orders. Place orders [here](#).

DISCOUNT DEADLINE:* FRIDAY, MAY 5, 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 | | \$225.85 | \$259.75 | \$290.90 | |
| 70010 | 22" x 28" Horizontal | | \$225.85 | \$259.75 | \$290.90 | |
| 70011 | 28" x 44" Vertical | | \$344.00 | \$395.60 | \$443.05 | |
| 70012 | 28" x 44" Horizontal | | \$344.00 | \$395.60 | \$443.05 | |
| 70027 | 38.25" x 90.75" Meter Board, Trovicel Panel | | \$696.20 | \$800.65 | \$896.75 | |
| 70138 | 39" x 84" Meter Board, Ultraboard | | \$404.45 | \$465.10 | \$520.90 | |

Printed Vinyl Banners (per sq. ft.)

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|--------------------------|-----|---------|----------|---------|-------|
| 70065 | Vertical with Grommets | | \$28.60 | \$32.90 | \$36.85 | |
| 70071 | Horizontal with Grommets | | \$28.60 | \$32.90 | \$36.85 | |
| 70066 | Vertical with Pockets | | \$30.85 | \$35.50 | \$39.75 | |
| 70072 | Horizontal with Pockets | | \$30.85 | \$35.50 | \$39.75 | |

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> | | \$240.25 | \$276.30 | \$309.45 | |

Accessories

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|-----------------------------------|-----|----------|----------|----------|-------|
| 70017 | 4' x 8' Blank Foamcore | | \$61.30 | \$70.50 | \$78.95 | |
| 70021 | Velcro/per ft. (Minimum of 5') | | \$3.95 | \$4.55 | \$5.10 | |
| 70004 | 7" x 44" ID Sign | | \$67.55 | \$77.70 | \$87.00 | |
| 50094 | Floor Easel | | \$60.55 | \$69.65 | \$78.00 | |
| 50095 | 22" x 28" Chrome Sign Holder | | \$137.80 | \$158.45 | \$177.45 | |
| 50508 | Cardboard Meter Board Base, Black | | \$26.95 | \$31.00 | \$34.70 | |

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.38%

AMOUNT DUE \$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

UPLOADING GRAPHICS 101

ADDING FILES TO THE FTP.

WOCNext® 2023

Caesars Forum - Summit Ballroom | Las Vegas, NV

L191880623

June 4 - 6, 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

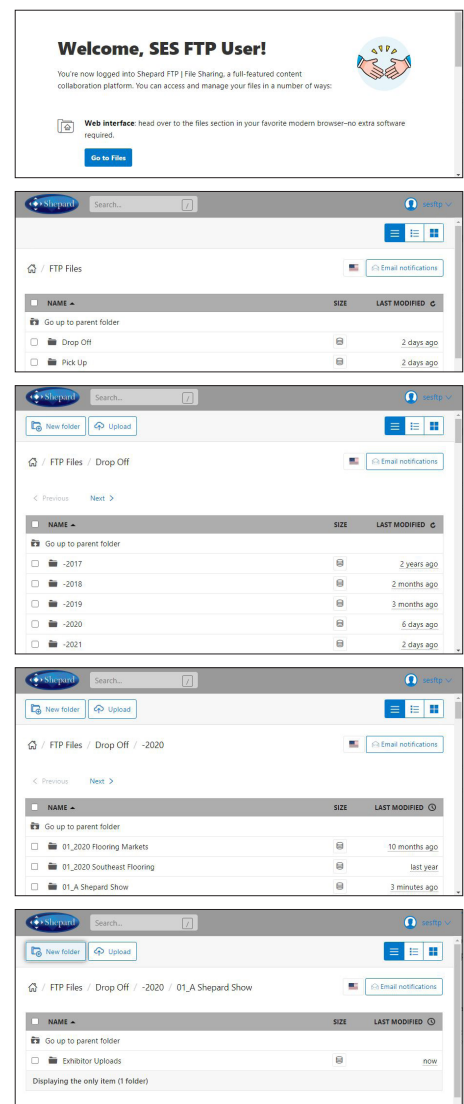
example: Shepard_Booth1905_Panel A.pdf

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.

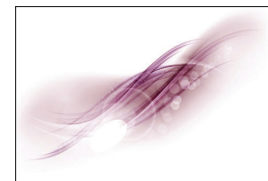
| PROGRAM | FILE EXTENSION | SPECIAL CONSIDERATIONS |
|---|------------------------------|--|
|  Acrobat | .pdf | Must be high resolution with fonts embedded. |
|  InDesign | .indd or .idml | Images embedded and fonts changed to outlines or send a packaged file with fonts and images. |
|  Illustrator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

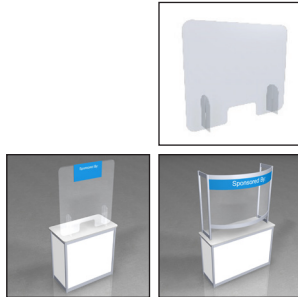


Why Shepard?

- **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:* FRIDAY, MAY 5, 2023

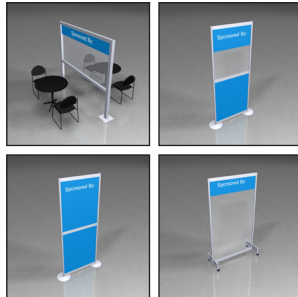
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Counters and Furnishings not included.



Counters not included.

Plexi Shields

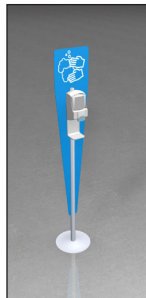
| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|--|-----|----------|----------|----------|-------|
| 66651 | Standard Plexi Shield (CVPS1) 40" (l) x 36" (h) | | \$417.30 | \$479.90 | \$537.50 | |
| 66652 | Tall Plexi Shield (CVPS2) 40" (l) x 44" (h) | | \$513.60 | \$590.65 | \$661.55 | |
| 66653 | Curved Plexi Shield (CVPS3) 4' 8.75" (l) x 4' (h) x 2' 2.25" (d) | | \$642.00 | \$738.30 | \$826.90 | |



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 | | \$642.00 | \$738.30 | \$826.90 | |
| 66655 | Plexi/Trovice Panel Wall Divider (CVDW2) 3' 4.5" (l) x 8' high x Approx. 6" (d) base | | \$449.40 | \$516.80 | \$578.80 | |
| 66656 | Trovice/Trovice Wall Divider (CVDW3) 3' 4.5" (l) x 8' (h) x 1' 9" (d) base | | \$385.20 | \$443.00 | \$496.15 | |
| 66657 | Plexi Rolling Baffle (CVDW4) 4' 2.5" (l) x 7' (h) x 1' 9" (d) base | | \$802.50 | \$922.85 | \$1,033.60 | |

Sanitizer Kiosk



| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|---|-----|----------|----------|----------|-------|
| 66650 | Sanitizer Kiosk A (CVSK1) 40" (l) x 36" (h) | | \$481.50 | \$553.70 | \$620.15 | |

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.38%

AMOUNT DUE \$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

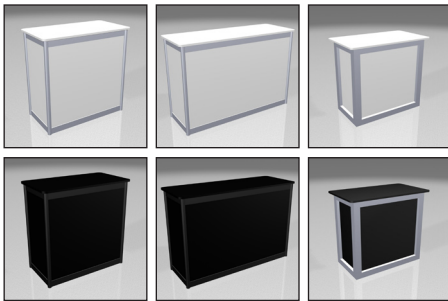
ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 5, 2023

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

Choose Your Counter & Customize to Fit Your Exhibit!

AVAILABLE COLORS FOR ALL PRODUCTS:

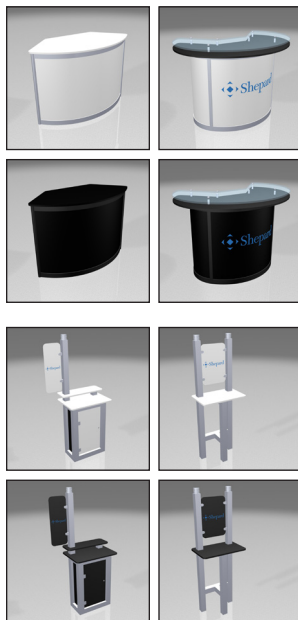
Metal Colors: Silver (15) and **Panel Colors:** White (03) or Black (06)



Locking Cabinets

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | PANEL COLOR |
|----------------------------|--|-----|------------|------------|------------|-------------|
| 6628203 (w) 6628206 (b) | 1 Meter Locking Cabinet (LC1) 3' 6" (l) x 3' 6" (h) x 1' 9" (d) Graphic Size: 968mm x 898mm | | \$1,055.90 | \$1,214.30 | \$1,360.00 | |
| 6628303 (w) 6628306 (b) | 1.5 Meter Locking Cabinet (LC2) 5' (l) x 3' 6" (h) x 1' 9" (d) Graphic Size: 1463mm x 898mm | | \$1,281.30 | \$1,473.50 | \$1,650.30 | |
| 6628403 (w) 6628406 (b) | Locking Cabinet (LC3) 3' 9" (l) x 3' 6" (h) x 2' 3" (d) Graphic Size: 922mm x 872mm | | \$778.85 | \$895.70 | \$1,003.20 | |

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 | | \$1,085.80 | \$1,248.65 | \$1,398.50 | |
| 6627603 (w) 6627606 (b) | Reception Counter (RC3) 5' 2.75" (l) x 42" (h) x 3' 5.5" (d) Graphic Size: 1080mm x 898mm | | \$2,355.40 | \$2,708.70 | \$3,033.75 | |

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 | | \$1,369.80 | \$1,575.25 | \$1,764.30 | |
| 6628603 (w) 6628606 (b) | Computer Stand 2 (CS2) 2' 3" (l) x 6' 3" (h) x 1' 6" (d) Graphic Size: 380mm x 580mm | | \$798.40 | \$918.15 | \$1,028.35 | |

| | |
|--|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 8.38% |
| 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: _____

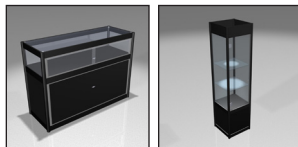
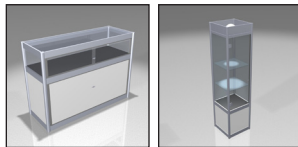
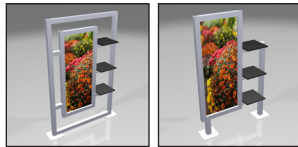
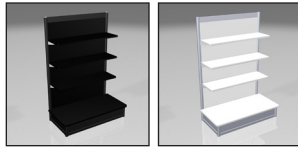
ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 5, 2023

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

Choose Your Unit & Customize to Fit Your Products!

AVAILABLE COLORS FOR ALL PRODUCTS:

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



Product Displays

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | PANEL COLOR |
|----------------------------|--|-----|------------|------------|------------|-------------|
| 6627703 (w) 6627706 (b) | Gondola 3' 6" (l) x 4' 6" (h) x 1' 3" (d) | | \$739.90 | \$850.90 | \$953.00 | |
| 6627803 (w) 6627806 (b) | GL1 5' 4" (l) x 8' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm | | \$731.45 | \$841.15 | \$942.10 | |
| 6627903 (w) 6627906 (b) | GL2 4' 3" (l) x 7' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm | | \$1,260.80 | \$1,449.90 | \$1,623.90 | |

Showcases

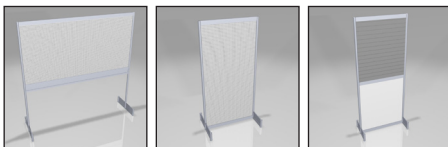
| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | PANEL COLOR |
|----------------------------|--|-----|------------|------------|------------|-------------|
| 6627003 (w) 6627006 (b) | Quarterview Showcase (Qtrview) 4' 6" (l) x 3' 3" (h) x 1' 9" (d) | | \$1,424.60 | \$1,638.30 | \$1,834.90 | |
| 6627203 (w) 6627206 (b) | Square Showcase (Square) 1' 9" (l) x 7' (h) x 1' 9" (d) | | \$1,537.50 | \$1,768.10 | \$1,980.25 | |

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 | | \$2,420.30 | \$2,783.35 | \$3,117.35 | Black ONLY |

Perforated/Peg Boards

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR |
|-------|---|-----|----------|----------|----------|
| 66148 | 8' x 4' Pegboard Panel (PerfH) | | \$359.70 | \$413.65 | \$463.30 |
| 66149 | 4' x 8' Pegboard Panel (PerfV) | | \$359.70 | \$413.65 | \$463.30 |
| 50104 | 6" Pegs - 1 dozen (6"Pegs) | | \$58.75 | \$67.55 | \$75.65 |
| 66147 | 3.5' x 8' Slat Wall, Grey (Slatwall) | | \$359.70 | \$413.65 | \$463.30 |



| | |
|--|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 8.38% |
| 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: _____

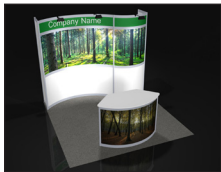
ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 5, 2023

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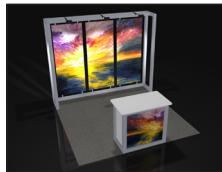
Turnkey Rental Designs Make Exhibiting Easier!

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

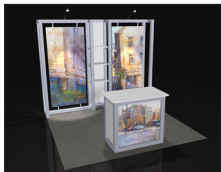
Don't see what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Please contact an Exhibit Team member with any questions or customization requests.



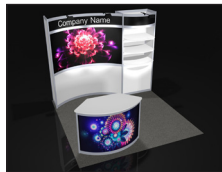
The Eddie



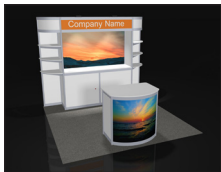
The Jonathon



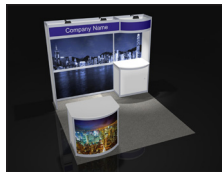
The Pierce



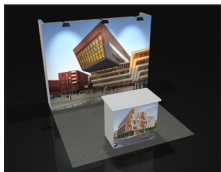
The Madison



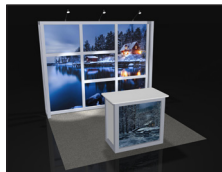
The Grant



The Harrison



The Hamilton



The Lucy

Inline Booths

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|-----------------------|-----|------------|------------|------------|-------|
| 66470 | The Eddie - 10' x 10' | | \$4,294.80 | \$4,939.00 | \$5,531.70 | |
| 66471 | The Eddie - 10' x 20' | | \$6,993.70 | \$8,042.75 | \$9,007.90 | |

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|--------------------------|-----|------------|------------|------------|-------|
| 66474 | The Jonathon - 10' x 10' | | \$2,996.15 | \$3,445.55 | \$3,859.00 | |
| 66475 | The Jonathon - 10' x 20' | | \$5,244.50 | \$6,031.15 | \$6,754.90 | |

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|------------------------|-----|------------|------------|------------|-------|
| 66477 | The Pierce - 10' x 10' | | \$3,716.40 | \$4,273.85 | \$4,786.70 | |
| 66478 | The Pierce - 10' x 20' | | \$7,056.40 | \$8,114.85 | \$9,088.65 | |

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|-------------------------|-----|------------|------------|------------|-------|
| 66484 | The Madison - 10' x 10' | | \$4,506.80 | \$5,182.80 | \$5,804.75 | |
| 66485 | The Madison - 10' x 20' | | \$5,341.30 | \$6,142.50 | \$6,879.60 | |

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|-----------------------|-----|------------|------------|------------|-------|
| 66486 | The Grant - 10' x 10' | | \$4,757.05 | \$5,470.60 | \$6,127.05 | |
| 66487 | The Grant - 10' x 20' | | \$6,593.15 | \$7,582.10 | \$8,491.95 | |

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|--------------------------|-----|------------|------------|------------|-------|
| 66492 | The Harrison - 10' x 10' | | \$4,373.20 | \$5,029.20 | \$5,632.70 | |
| 66493 | The Harrison - 10' x 20' | | \$6,426.20 | \$7,390.15 | \$8,276.95 | |

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|--------------------------|-----|------------|------------|------------|-------|
| 66467 | The Hamilton - 10' x 10' | | \$3,047.40 | \$3,504.50 | \$3,925.05 | |
| 66468 | The Hamilton - 10' x 20' | | \$5,338.70 | \$6,139.50 | \$6,876.25 | |

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|----------------------|-----|------------|------------|------------|-------|
| 66473 | The Lucy - 10' x 10' | | \$2,754.10 | \$3,167.20 | \$3,547.25 | |

| | |
|--|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 8.38% |
| AMOUNT DUE | \$ _____ |

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 5, 2023

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

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

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

Please contact an Exhibit Team member with any questions.



FX21



FX2H1



FX22



FX2H2

10' x 10' Fabric Booth

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|-------------------------------------|-----|------------|------------|------------|-------|
| 66557 | 10' x 10' Booth (FX21) | | \$2,832.00 | \$3,256.80 | \$3,647.60 | |
| 66561 | 10' x 10' Booth with Header (FX2H1) | | \$3,465.25 | \$3,985.05 | \$4,463.25 | |

GRAPHIC SIZE SPECIFICATIONS

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

10' x 20' Fabric Booth

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|-------------------------------------|-----|------------|------------|------------|-------|
| 66559 | 10' x 20' Booth (FX22) | | \$4,908.80 | \$5,645.10 | \$6,322.50 | |
| 66567 | 10' x 20' Booth with Header (FX2H2) | | \$5,475.25 | \$6,296.55 | \$7,052.15 | |

GRAPHIC SIZE SPECIFICATIONS

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

| | |
|--|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 8.38% |
| AMOUNT DUE | \$ _____ |

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 5, 2023

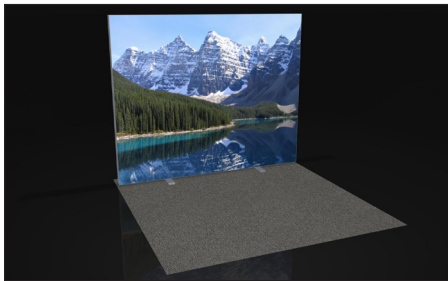
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Freestanding 8' High Backlit Backwalls with Full Color Graphics

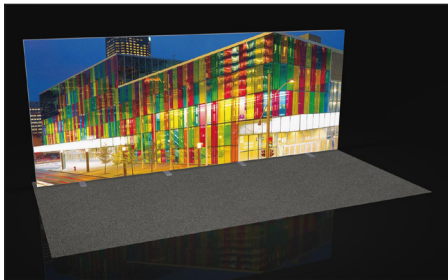
Carpet/flooring, furnishings, electrical and accessories not included. Please use the appropriate order forms to order these items.

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 | | \$2,855.65 | \$3,284.00 | \$3,678.10 | |
| 66565 | 8' x 20' Backlit Backwall with Graphics (FX12) Graphic Size: 5992mm x 2436mm | | \$4,413.20 | \$5,075.20 | \$5,684.20 | |
| 66566 | 8' x 30' Backlit Backwall with Graphics (FX13) Graphic Size: 8992mm x 2436mm | | \$5,970.80 | \$6,866.40 | \$7,690.35 | |

| | |
|---|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 8.38% |
| AMOUNT DUE | \$ _____ |

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 5, 2023

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

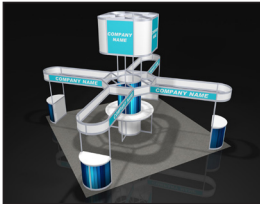
Turnkey Rental Designs Make Exhibiting Easier!

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

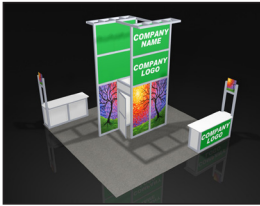
Please contact an Exhibit Team member with any questions.



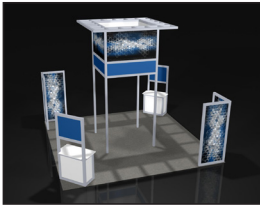
The Monroe



The Washington



The Tyler



The Garfield

Island Booths

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|-----------------------|-----|-------------|-------------|-------------|-------|
| 66494 | The Monroe | | \$10,932.90 | \$12,572.85 | \$14,081.60 | |
| 66368 | The Washington | | \$15,690.05 | \$18,043.55 | \$20,208.80 | |
| 66495 | The Tyler | | \$11,675.75 | \$13,427.10 | \$15,038.35 | |
| 66496 | The Garfield | | \$11,433.65 | \$13,148.70 | \$14,726.55 | |

| | |
|--|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 8.38% |
| AMOUNT DUE | \$ _____ |

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 5, 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) | | \$6,885.30 | \$7,918.10 | \$8,868.25 | |
| 69142 | 16' x 48" Circle Hanging Sign (HSC16) | | \$10,943.05 | \$12,584.50 | \$14,094.65 | |

Square Hanging Sign

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|---------------------------------------|-----|------------|------------|-------------|-------|
| 69143 | 10' x 48" Square Hanging Sign (HSS10) | | \$8,372.50 | \$9,628.40 | \$10,783.80 | |

Triangle Hanging Sign

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|---|-----|------------|------------|------------|-------|
| 69144 | 10' x 48" Triangle Hanging Sign (HST10) | | \$6,775.00 | \$7,791.25 | \$8,726.20 | |

Wave Hanging Signs

| CODE | ITEM | QTY | ONLINE | DISCOUNT | REGULAR | TOTAL |
|-------|---|-----|------------|------------|------------|-------|
| 69145 | 10' x 48" Single Sided Wave Hanging Sign (HSWS) | | \$2,983.70 | \$3,431.25 | \$3,843.00 | |
| 69146 | 10' x 48" Double Sided Wave Hanging Sign (HSWD) | | \$3,970.30 | \$4,565.85 | \$5,113.75 | |

| | |
|---|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 8.38% |
| 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: _____

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

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

| | |
|---|---|
| ADVANCED WAREHOUSE RUSH |  Shepard |
| | ADVANCED WAREHOUSE HANGING SIGN |
| | TO: |
| | _____ (Exhibiting Company Name) |
| | _____ (Exhibiting Company Booth Number) |
| | c/o Shepard Exposition Services 5845 Wynn Road, Suites A,B,C,D Las Vegas, Nevada 89118 |
| | FOR: WOCNext® 2023 |
| | Delivery Hours: Monday - Friday, 8:00AM - 4:00PM |
| | First day freight can arrive without a surcharge: Friday, May 5, 2023 |
| | Last day freight can arrive without a surcharge: Friday, May 26, 2023 |

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 12, 2023

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

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

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

Caesars Forum - Summit Ballroom

3911 Koval Lane

Las Vegas, NV 89109

SHEPARD EXPOSITION SERVICES

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

EXHIBITING COMPANY NAME: _____

EMAIL ADDRESS: _____

AUTHORIZED NAME (printed): _____

AUTHORIZED SIGNATURE: _____ DATE: _____

DISPLAY HOUSE/BUILDER (if applicable): _____

EMAIL ADDRESS: _____

AUTHORIZED NAME (printed): _____

AUTHORIZED SIGNATURE: _____ DATE: _____

Email completed form to: customerservice@shepardes.com



HANGING SIGNS 101

THINGS TO KNOW.

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

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

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

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

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

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

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

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

Hanging Sign Checklist

- ☐ Submit Method of Payment Online
- ☐ Order Assembly labor to have your sign built by Shepard Certified Riggers
- ☐ Order Rigging Install and Removal labor for all Hanging Signs, Truss and Motors
- ☐ Order necessary Chain Motors, Rotating Motors and Truss
- ☐ Place electrical orders (if necessary)
- ☐ Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead
- ☐ Package Hanging Sign(s) in a separate container from exhibit materials
- ☐ Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual
- ☐ Ship Hanging Sign(s) to the Advance Warehouse by: **Friday, May 26, 2023**

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

LABOR RULES & REGULATIONS

Las Vegas, Nevada

LABOR

The installation and dismantling of prefabricated displays comes under the jurisdiction of the Teamster union.

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

Teamster union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, exhibitors may set up their own exhibit display if they are a full time employee of the exhibiting company with proof of employment and proper identification. The Union's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc) on booths of any size, unless they are full time employees of the exhibiting company with proof of employment and proper identification.

When union labor is required, you may provide your company personnel to work along with a union installer on a one to one basis. All company working personnel must have proof of employment with the said exhibiting company. If the exhibiting company chooses to hire an EAC for install or dismantle they are required to use local union members.

MATERIAL/FREIGHT HANDLING JURISDICTION

The Teamsters have jurisdiction over all unloading and reloading of materials. The union also has jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

An exhibitor may “hand carry” material provided they do not use any material handling equipment to assist them. When exhibitors choose to hand carry material, they may not be permitted access to the loading dock/freight door areas. Items must be carried by hand, by one person.

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

GRATUITIES /BREAKS

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

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 12, 2023

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

Labor Hours

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

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

Double Time (DT): Holidays

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

Shepard Blue Supervised Labor

| INSTALL LABOR** | | | | | |
|-----------------|------|----------|----------|----------|--------------------|
| CODE | ITEM | ONLINE | DISCOUNT | REGULAR | ESTIMATED TOTAL*** |
| 68066 | ST | \$161.55 | \$185.80 | \$208.10 | |
| 68067 | OT | \$242.30 | \$278.65 | \$312.10 | |
| 68068 | DT | \$323.05 | \$371.50 | \$416.10 | |

| DISMANTLE LABOR** | | | | | |
|-------------------|------|----------|----------|----------|--------------------|
| CODE | ITEM | ONLINE | DISCOUNT | REGULAR | ESTIMATED TOTAL*** |
| 68070 | ST | \$161.55 | \$185.80 | \$208.10 | |
| 68071 | OT | \$242.30 | \$278.65 | \$312.10 | |
| 68072 | DT | \$323.05 | \$371.50 | \$416.10 | |

**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 | | \$977.50 | \$1,124.15 | \$1,259.05 | |
| 68121 | Scissor Lift Removal | | \$977.50 | \$1,124.15 | \$1,259.05 | |

| | |
|---|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 8.38% |
| 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: _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

shepardes.com | 125

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)

ONLINE & DISCOUNT DEADLINE:* FRIDAY, MAY 12, 2023

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

Labor Hours

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

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

Double Time (DT): Holidays

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

Exhibitor Supervised Labor

| INSTALL LABOR** | | | | | |
|-----------------|------|----------|----------|----------|--------------------|
| CODE | ITEM | ONLINE | DISCOUNT | REGULAR | ESTIMATED TOTAL*** |
| 68060 | ST | \$124.25 | \$142.90 | \$160.05 | |
| 68061 | OT | \$186.38 | \$214.35 | \$240.05 | |
| 68062 | DT | \$248.50 | \$285.75 | \$320.05 | |

| DISMANTLE LABOR** | | | | | |
|-------------------|------|----------|----------|----------|--------------------|
| CODE | ITEM | ONLINE | DISCOUNT | REGULAR | ESTIMATED TOTAL*** |
| 68063 | ST | \$124.25 | \$142.90 | \$160.05 | |
| 68064 | OT | \$186.38 | \$214.35 | \$240.05 | |
| 68065 | DT | \$248.50 | \$285.75 | \$320.05 | |

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

| | |
|---|----------|
| TOTAL ESTIMATE | \$ _____ |
| TAX (All tax rates are subject to change) | 8.38% |
| 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: _____

ELECTRICAL SERVICES FORM

Booth Number _____ Event Name _____

Event Dates _____ Install Location In Room/ Booth _____
(Provide floor plan if available)

Install Date & Time _____ Disconnect Date & Time _____

Exhibiting Company Name _____

Billing Address _____

City _____ State _____ Zip Code _____

On-site Contact _____ Phone _____ On-site Phone _____

Ordered by _____ Email _____

By signing and delivering this form; customer agrees to all terms and conditions stated.

Please read thoroughly for all instructions prior to placing order.

*** No checks accepted ***

A proposal will be generated from this form.

Once approved, Encore will contact you for payment to finalize order.

Encore, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/ over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/ or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

NO REFUNDS ONCE SERVICE INSTALLATION BEGINS

INSTALLATION CANNOT BEGIN UNTIL ORDER IS FINALIZED AND PAYMENT METHOD HAS BEEN RECEIVED

To receive advanced pricing; Encore must receive your completed order, with billing information, fifteen (15) days prior to show move-in.

*** FOR 24 HOUR POWER, SERVICE RATES DOUBLE ***

PLEASE RETURN COMPLETED FORM TO:
9219CaesarsForumExpo@encoreglobal.com or Fax 224.241.3261

ELECTRICAL SERVICES - 120 VOLTS

120 VOLTS - 500 WATTS OR 5 AMPS

120 VOLTS - 1000 WATTS OR 10 AMPS

120 VOLTS - 2000 WATTS OR 20 AMPS

| Standard Order Rate | Advanced Order Rate | Qty | Subtotal |
|------------------------|------------------------|-----|----------|
| \$151.00 | \$120.80 | | |
| \$245.00 | \$196.00 | | |
| \$352.00 | \$281.60 | | |

ELECTRICAL SERVICES - 208 VOLTS

208 VOLTS SINGLE PHASE - 20 AMPS

208 VOLTS SINGLE PHASE - 30 AMPS

208 VOLTS SINGLE PHASE - 60 AMPS

208 VOLTS SINGLE PHASE - 100 AMPS

| | | | |
|------------|------------|--|--|
| \$655.00 | \$524.00 | | |
| \$670.00 | \$536.00 | | |
| \$1,035.00 | \$828.00 | | |
| \$1,625.00 | \$1,300.00 | | |

For All 208 Volt services please indicate receptical type needed

NEMA Number: _____

*** Please call for additional services that are not listed on this order form, or for custom quotes for large orders ***

ELECTRICAL MATERIALS

6' OUTLET PLUG STRIP

25' EXTENSION CORD

| | | | |
|---------|---------|--|--|
| \$33.00 | \$26.40 | | |
| \$33.00 | \$26.40 | | |

LABOR RATES: STRAIGHT TIME - \$125.00 • OVERTIME - \$250.00

LABOR TOTAL

GRAND TOTAL

25% SERVICE FEE

MATERIAL AND SERVICES OVERALL TOTAL

| |
|--|
| |
| |
| |
| |

All materials and services will require an additional 25% service fee

LABOR: ALL electrical orders will incur a minimum of 1.5 hours of labor. Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the **straight time** labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays will be at the **overtime rate**.

A minimum charge per booth of one hour for installation will apply to all booths.

Labor to disconnect will be based on **one-half of the installation time** and will be automatically applied to your invoice.

A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

Setup/ Disconnect Labor dates/ times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/ disconnect is during straight time or overtime hours.

Electrical services is an exclusive service of Caesars FORUM

Prices Subject to change without Notice

PLEASE EMAIL COMPLETED FORM TO 9219CAESARSFORUMEXPO@ENCOREGLOBAL.COM OR FAX FORM TO 224-241-3261

www.encoreglobal.com P: 702-605-0924 F: 224-241-3261 E: 9219caesarsforumexpo@encoreglobal.com



Current as of 8/24/2021

ELECTRICAL TERMS AND CONDITIONS

1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/ or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.

2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot ever lose power and/ or other equipment that must remain on throughout the show during overnight hours.

3.) A scaled floor plan is required for orders with multiple outlet locations and/ or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.

4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.

5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/ or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.

6.) Encore Event Technologies is not responsible for cable and/ or equipment provided by the client or any third party.

7.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.

8.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.

9.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.

10.) Facsimile Signatures: Signatures sent/ received via facsimile shall be considered as originals, and as such are valid signatures.

12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, cables, knobs, switches and cases are included in equipment responsibility.

13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.

14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.

15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.

16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/ or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

Digital Signature _____



CREDIT CARD AUTHORIZATION

CREDIT CARD AUTHORIZATION

Type of Card: ☐ Visa ☐ Mastercard ☐ Amex ☐ Discover

Credit Card Account # _____ Vcode* _____ Exp. Date _____

* 3 digit number on back of Visa, MC and Discover or 4 digit number on front of AMEx card.

Your Order Total _____ Digital Signature _____

For Faxed Forms Only. Emailed forms will need to process payment details via phone or fax.



PLEASE RETURN COMPLETED FORM TO:
9219CaesarsForumExpo@encoreglobal.com or Fax 224.241.3261



| | | | | | |
|---|--|---|--|----------------------------|--|
| Booth Number: | | To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fifteen (15) days prior to show move-in. | | EVENT NAME: | |
| EVENT DATES: | | | INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available) | | |
| EXHIBITING COMPANY NAME: | | | | | |
| BILLING ADDRESS: | | | | | |
| CITY: | | STATE: | | ZIP: | |
| TELEPHONE NUMBER: | | FAX NUMBER: | | ON-SITE CONTACT: | |
| ORDERED BY: | | EMAIL ADDRESS: | | | |
| CREDIT CARD TYPE: | | EXP. DATE: | | CREDIT CARD NUMBER: | |
| CARDHOLDERS SIGNATURE: | | PRINT CARDHOLDERS NAME: | | | |
| BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. NO CHECKS ACCEPTED | | | | | |

BOOTH LIGHTING SERVICES FORM

Encore Event Technologies, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

Please call for additional services that are not listed on this order form, or for custom quotes for large orders

NO REFUNDS ONCE SERVICE INSTALLATION BEGINS

Installation cannot begin until order is finalized and payment method has been received

20% Discount if order received 15 days prior to exhibitor move-in, excluding labor

| Lighting Package Description | STANDARD PRICING | | QUANTITY | SUBTOTAL |
|---|------------------|--|----------|----------|
| Booth Lighting Package #2 4' Track with two fixtures | \$311.85 | | | |
| Booth Lighting Package #3 4' Track with three fixtures | \$392.70 | | | |
| Booth Lighting Package #4 4' Track with four fixtures | \$462.00 | | | |
| Additional MR16 Lights | \$93.50 | | | |
| 75 Watt Flood Light on Stanchion Pole | \$173.25 | | | |
| Double Flood Light on Stanchion Pole | \$311.85 | | | |

ALL LIGHTING PACKAGES INCLUDE POWER FOR THE LIGHTS

PRICING IS VALID FOR EVENT SHOW HOURS

ALL ELECTRICAL MATERIALS & OUTLETS WILL REQUIRE A 25% SERVICE FEE

25% SERVICE FEE

ALL LIGHTING ORDERS & ISLAND BOOTHS REQUIRE ELECTRICAL LABOR

MATERIAL AND SERVICES TOTAL

LABOR RATES: STRAIGHT TIME - \$125.00 OVERTIME - \$250.00

LABOR TOTAL

MINIMUM 1/2 HOUR TOTAL LABOR CHARGE FOR INSTALL AND DISMANTLE

GRAND TOTAL

LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

Setup/Disconnect Labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.

ELECTRICAL IS AN EXCLUSIVE OF CAESARS FORUM

Prices Subject to change without Notice

Rev 1/25/2022

EXPO / AUDIOVISUAL ORDER FORM

Company Name _____

Company Address _____

City _____ State _____ Zip Code _____

Country _____ Ordered by _____

Phone _____ Ext. _____ Fax _____

Email _____ Event Name _____

Booth # _____ On-Site Contact _____

Deliver Date _____ Time _____

Pickup Date _____ Time _____

CREDIT CARD AUTHORIZATION

Type of Card: ☐ Visa ☐ Mastercard ☐ Amex ☐ Discover

Credit Card Account # _____ Vcode* _____ Exp. Date _____

* 3 digit number on back of Visa, MC and Discover or 4 digit number on front of AmEx card.

The undersigned has read and agrees to all of the terms and conditions, and labor rates of this rental agreement. The undersigned authorizes Encore to charge the above listed credit card for the equipment, labor and/or services detailed in this agreement, and for any client approved add-ons and change orders.

Your Order Total _____ Digital Signature _____

PLEASE RETURN COMPLETED FORM TO:

9219CaesarsForumExpo@encoreglobal.com or Fax 224.241.3261

EXPO / AUDIOVISUAL ORDER FORM

ALL EQUIPMENT PRICES ARE PER DAY unless otherwise stated.

PACKAGES

VIDEO
50" Screen, Floor Monitor Stand,
HDMI Cable

AUDIO
2 Speakers, 2 Stands, 1 Wired Micro-
phone, 1 Mixer, All Cables/Cords

PROJECTION
8x8 Screen, Projector, AV Cart/Skirt,
HDMI Cable, All Cables/Cords

FLAT SCREEN MONITORS

| Qty | Days | Rate | Total |
|-----|------|--------|-------|
| 24" | | \$1076 | |
| 32" | | \$763 | |
| 40" | | \$920 | |
| 50" | | | |
| 55" | | | |
| 60" | | | |
| 70" | | | |
| 80" | | | |

Please call for pricing on Flat Screens 90" and larger and Video Wall Options

TOUCH SCREEN MONITORS

| | | | |
|-----|--|-------|--|
| 40" | | \$573 | |
| 55" | | \$999 | |

MONITOR ACCESSORIES

| | | | |
|-----------------------------------|--|-------|--|
| Mounting Bracket | | \$123 | |
| Floor Monitor Stand | | \$111 | |
| 10' HDMI Cable | | \$10 | |
| 25' HDMI Cable | | \$16 | |
| HDMI To Mini Display Port Adapter | | \$50 | |
| DVD/Blu-Ray Player | | \$100 | |
| Power Strip | | \$33 | |
| 25' Extension Cord | | \$33 | |

AUDIO

| | | | |
|-------------------------------|--|-------|--|
| Wireless Microphone- Handheld | | \$263 | |
| Wireless Microphone- Lavalier | | \$263 | |
| 12 Channel Mixer | | \$205 | |
| Direct Box for Computer Audio | | \$39 | |

COMPUTING

| | | | |
|---------------------------|--|-------|--|
| Laptop | | \$385 | |
| Wireless Mouse | | \$50 | |
| Wireless Keyboard | | \$50 | |
| Wireless Remote Presenter | | \$195 | |

RIGGING, BANNER & SIGNS

Please Submit Online - <http://encoreglobal.com/rigging-portal>

LABOR

| | | | |
|--|--|-------|--|
| Monitor Hang (one time charge, install and dismantle) | | \$214 | |
| Technician Assistance and Shadows (per hour charge, per technician) | | \$118 | |

YOUR TOTALS

| | |
|---|--|
| Total Equipment Charges | |
| Labor Charges (\$107 per hour, 2 hour minimum required for load in/load out) | |
| 25% Service Charge | |
| TOTAL DUE | |

Don't see what you are looking for? Please call to discuss the options or leave us a note below

CANCELLATION

Written cancellation of ordered equipment and services must be received 48 hours prior to delivery. Failure to do so will result in a 100% charge to your account.

ALL AUDIO VISUAL ON A TRADESHOW FLOOR IS AN EXCLUSIVE SERVICE OF ENCORE.

GENERAL TERMS AND CONDITIONS

These General Terms and Conditions apply to any proposal, quote, order and/or agreement relating to audiovisual, internet and/or related equipment ("Equipment") rented by Client from Encore, as well as any audiovisual, internet, production and/or related services or labor ("Services") provided by Encore. These General Terms and Conditions incorporate by reference any attached or related proposal, quote, order, schedule, contract, change of work order and/or commencement of work and shall constitute the entire agreement ("Agreement") between Encore and Client (individually "Party" and, collectively, "Parties").

1. DEFINITIONS

For purposes of this Agreement, "Encore" means Encore Event Technologies, LLC and its employees, members, managers, officers, agents, assigns, affiliated companies, related entities and any subcontractors appointed by Encore. The term "Client" means the Client, its employees, officers, directors, managers, members, guests, invitees, agents, representatives and any Client Appointed Contractors ("CAC").

2. PAYMENT TERMS

Client agrees to pay Encore all charges in this Agreement, including any and all Equipment, Services and/or labor overages. Payment is due and payable in full upon signing this Agreement, unless Client has established a Master Account with the venue that includes Encore's Equipment and/or Services in which case all charges shall be billed to Client's Master Account pursuant to the terms set forth by the venue and due and payable to the venue upon conclusion of the event. Any direct bill or open account requires prior credit approval and may require a deposit prior to the start of the event. Any deposit received from Client shall be credited to the final invoice for the event. All invoices not paid in full within 30 days of the invoice date shall bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month.

3. ESTIMATES AND CHARGES

In connection with this Agreement or any contract entered into between Encore and Client:

- (a) Any estimate provided to Client in connection with the expected service hours, labor hours and/or number of days the Equipment is rented is solely an estimate. In the event the actual hours, actual quantities of Equipment rented hereunder or actual days the Equipment is rented is greater than the amount indicated in any proposal or quote, Client will be charged for those overages at Encore's standard rates, less any applicable discounts. A day's rental period is all or any portion of each 24-hour period starting at 07:00 and continuing through 06:59 the following day.
- (b) Labor rates are based upon prevailing rates and practices at the particular venue location where the event is held. All labor estimates, rates and minimum labor calls are based on local venue rules and/or local union rules, as applicable.
- (c) All Equipment and materials are on a rental basis for the duration of the event and shall remain the property of Encore, except where specifically identified as a sale.
- (d) Unless specifically stated in the Agreement, the charges herein do not include any electrical charges that may be incurred or charged by the event facility due to the extent of the event's audiovisual requirements. Client may be charged for such electrical charges upon conclusion of the event.
- (e) If Client is exempt from the payment of sales or other applicable tax, a tax exemption certificate must be submitted prior to the commencement of the event. If Client fails to timely submit an applicable tax exemption certificate, the sales or other applicable tax shall be due and payable at the time of final invoice.
- (f) If applicable, a service charge or AV house charge is included to allow Encore to provide the necessary event support required to execute successful meetings and events including immediate on-site support, pre-event planning and preparation and coordination with our hotel partners. The entire service charge or AV house charge is for administrative costs and is not a gratuity in whole or part to employees of Encore or any other party.

4. DAMAGE TO EQUIPMENT

Client agrees that, prior to the beginning of the event, it shall have the right to review and inspect the Equipment with Encore personnel to confirm it is in good operating condition. Client shall immediately notify Encore if any Equipment is defective or not in good operating condition. Client's failure to review or inspect the Equipment prior to the start of the event or notify Encore if the Equipment is defective or not in good operating condition shall be deemed an acknowledgment that the Equipment is in good operating condition. Client agrees to pay for all damages because of lost, damaged or stolen Equipment, including loss or damage caused by Client's accident, misuse or neglect, based upon repair costs for reparable Equipment or full replacement cost for lost, stolen or irreparable Equipment.

However, should the Equipment listed on this Agreement be damaged, lost or stolen due to Encore's sole negligence, Encore shall be responsible for the repair or replacement of the Equipment. In no event will Encore be liable for any Client damages or loss caused, in whole or in part, by the loss, malfunction or damage to any Equipment.

5. SUBLEASE

With the prior written consent of Encore, Client shall have the right to sublease the Equipment and, in the event of a sublease, Client shall be fully responsible for all insurance on, repair and replacement of, and reclamation of the Equipment. Encore reserves the right to replace the Equipment at Client's expense at full retail value if the subleased Equipment is lost, damaged or untimely returned.

6. EQUIPMENT HANDLING/SURRENDER

All Equipment may only be handled and operated by Encore personnel unless authorized by Encore. Equipment may not be moved, stored or serviced by Client or any other party. Client agrees that Encore shall have the right to enter the premises where the Equipment is located and shall have access to the Equipment at all times for the purposes of set, strike, maintenance and routine checks. On the expiration or earlier termination of this Agreement, the Equipment shall be returned in good repair, condition and working order, subject only to reasonable wear and tear. If Client brings its own computer to be used for presentation purposes during the event, Encore recommends the computer be tested with the event Equipment to ensure compatibility.

7. CONDITION OF EQUIPMENT

Encore maintains and services the Equipment in accordance with manufacturers' specifications and industry practice. However, Encore does not provide any express or implied warranty for the Equipment or Services, including any warranty of fitness for a particular purpose or merchantability, and it does not warrant or guarantee that the Equipment, Services or labor being provided will be free of defect, malfunction or operator error. If the Equipment malfunctions or does not operate properly during the event for any reason whatsoever, Client agrees to immediately notify Encore's on-site representative. Encore will attempt to remedy the problem as soon as possible so that the event is not interrupted. Client agrees and acknowledges that Encore shall not be liable and assumes no responsibility for any loss, cost, damage or injury to persons or property in connection with or as a result of inoperable or malfunctioning Equipment or otherwise.

8. DAMAGE WAIVER

If elected by Client and included in this Agreement as an additional fee, Encore agrees to waive any liability of Client for loss or damage to the Equipment. This waiver will not apply if it is determined the loss or damage was intentionally caused by Client, in which case Client will be fully responsible for all such loss or damage.

9. INTERNET/NETWORK EQUIPMENT AND SERVICES

In the event this Agreement includes internet/network equipment and/or services, Client understands and agrees as follows:

- (a) Every device connected to the internet/network must have a purchased IP address from Encore, regardless of whether the IP address is used or not;
- (b) No servers or routers are allowed including, but not limited to, NAT, DHCP and proxy servers.
- (c) Encore reserves the right to disconnect any equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected;
- (d) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore's connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Client found to have violated this Agreement or usage equipment without any refunds for services that have been disconnected;
- (e) Specific service location is defined as the area in the booth/room or other area designated by the Client. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee;
- (f) Encore is not responsible for any cable and/or equipment provided by Client or any third party;
- (g) The network may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This includes, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, or materials protected by trade secrets;
- (h) WIRELESS (802.11) DECLARATION. Wireless internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency

GENERAL TERMS AND CONDITIONS

signals or that operate within the same frequency spectrum. Encore cannot guarantee that interference will not occur. Encore does not recommend wireless service for mission critical services such as product presentations or demonstrations. For demonstrations or to present products and other mission critical activity via the internet, Encore highly recommends Client purchases hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which product best suits your needs, please contact Encore's on-site representative.

(i) ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY ENCORE ARE PROHIBITED. Client provided access points are prohibited for use within the event facility without Encore's prior approval. Wireless access points without adjustable power outputs are prohibited under all circumstances. If a Client wishes to showcase its wireless products, it must contact Encore at least 14 days prior to the start of the event so that Encore may attempt (with no guarantee) to engineer a cohesive operating network that limits or controls interference. Approvals may incur a site survey fee.

10. CANCELLATION

Unless otherwise agreed to in writing, if Client cancels the scheduled event more than 30 days prior to the start of the event, Client will not be charged any cancellation fee, except for any out of pocket expenses incurred by Encore. In the event of a full or partial cancellation less than 30 days, but more than 72 hours, prior to the start of the event, Client shall pay Encore 50% of the price set forth in the Agreement, plus any out of pocket expenses incurred by Encore. In the event of full or partial cancellation less than 72 hours prior to the start of the scheduled event, Client shall pay Encore 100% of the price set forth in the Agreement. ALL CANCELLATIONS MUST BE MADE IN WRITING AND RECEIVED BY ENCORE'S ON-SITE REPRESENTATIVE BEFORE BECOMING EFFECTIVE.

11. CLIENT MATERIAL HANDLING

Unless this Agreement includes or contemplates Encore's handling of Client's materials, Client shall not ask Encore to handle or assist in handling Client's materials and Encore assumes no responsibility for loss, damage, theft or disappearance for any such materials. In the event Encore handles Client's materials as part of this Agreement, Encore's maximum liability for loss or damage to such materials and Client's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment, whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighted weight of the shipment.

12. DEFAULT

If Client fails to pay rent or otherwise fails to observe, keep or perform any provision of this Agreement, or if Client should enter into voluntary or involuntary bankruptcy or receivership or other legal impediment that could impair the Equipment, Encore shall have the right to:

- (a) Immediately reclaim the Equipment and declare the entire amount of rent immediately due and payable without demand or notice to Client. Client waives any damages occasioned by such reclamation. Any reclamation shall not constitute a termination of this Agreement unless Encore expressly notifies Client in writing;
- (b) Sue to recover all amounts owed or accruing to Encore;
- (c) Terminate this Agreement as to any or all items of Equipment or Services and recover the full price of the Agreement; and/or
- (d) Exercise any other remedy at law or equity. All such remedies are cumulative and may be exercised concurrently or separately. The exercise of any remedy shall not release Client from this Agreement and Client shall remain liable for the full performance of all obligations to be performed by Client under this Agreement.

13. GOVERNING LAW AND VENUE

Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be governed by and construed in accordance with the laws of the State of Nevada, without regard to conflict of laws provisions. Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be litigated only in the appropriate state or federal court situated in Clark County, Nevada. The Parties submit to the exclusive jurisdiction and venue of such courts for purposes of any such action and the enforcement of any judgment or order arising therefrom. Each Party further waives any right to a change of venue or any objection to the jurisdiction of the state and federal courts located in Clark County, Nevada.

14. ATTORNEYS' FEES AND COSTS

In the event of any dispute or action related to or arising out of this Agreement, the prevailing Party shall be awarded reasonable attorneys' fees and costs, court costs, Equipment recovery costs and storage charges.

15. INDEMNIFICATION

Client agrees to fully defend, indemnify and forever hold harmless Encore from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses (including, but not limited to, attorneys' fees and costs) arising from Client's and/or CAC's: (a) negligence or willful misconduct; (b) violation of any applicable federal, state or local law or ordinance; (c) violation of any show or event rule, policy or regulation published or set forth by the show or event venue; and/or (d) copyright, patent or other intellectual property infringement including, but not limited to, any and all claims related to Encore's use of materials, recordings, videos, transmissions, software, and/or hardware provided by Client.

16. LIMITATION OF LIABILITY

In no event will Encore be liable to Client or any other party for any special, exemplary, incidental or consequential damages (including, but not limited to lost profits, earnings, use or data), whether in contract, tort or otherwise.

17. FORCE MAJEURE

The Parties' performance under this Agreement is subject to war, threat of war, terrorism, disasters, acts of God, government regulations, strikes, labor disputes, civil disorder, curtailment of transportation facilities, or any other emergency of comparable nature beyond the Parties' control, making it impossible, illegal or materially impractical to perform its obligation under this Agreement and which requires the event to be postponed or cancelled ("Force Majeure Event"). Both Parties agree that, if possible, the event that is the subject of this Agreement will be rescheduled at the first available opportunity suitable for each Party. In the event the Parties are unable to reschedule due to a Force Majeure Event, this Agreement may be terminated upon reasonable written notice without a cancellation charge as set forth herein, except that Encore shall be entitled to reimbursement of all actual costs incurred and actual services rendered pursuant to this Agreement.

18. SEVERABILITY

In the event that any provision of this Agreement shall be unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of this Agreement.

19. SURVIVAL

All provisions of this Agreement related to indemnification, disclaimers and limitations on liability and all other obligations of the Parties that arise in connection with Encore's provisions of Equipment and/or Services survive the termination of this Agreement.

20. ENTIRE AGREEMENT

This Agreement contains the Parties' entire understanding and may not be modified except in writing signed by both Parties.

BANNER / HANGING SIGNS

Company Name _____

Company Address _____

City _____ State _____ Zip Code _____

Country _____ Ordered by _____

Phone _____ Ext. _____ Fax _____

Email _____ Event Name _____

Booth # _____ On-Site Contact _____ BEO/REF# _____

Deliver Date _____ Time _____

Pickup Date _____ Time _____

CREDIT CARD AUTHORIZATION

Type of Card: ☐ Visa ☐ Mastercard ☐ Amex ☐ Discover

Credit Card Account # _____ Vcode* _____ Exp. Date _____

* 3 digit number on back of Visa, MC and Discover or 4 digit number on front of AmEx card.

The undersigned has read and agrees to all of the terms and conditions, and labor rates of this rental agreement. The undersigned authorizes Encore to charge the above listed credit card for the equipment, labor and/or services detailed in this agreement, and for any client approved add-ons and change orders.

Your Order Total _____ Digital Signature _____



BANNER / HANGING SIGNS

ALL BANNER/SIGN HANG AND RIGGING REQUESTS MUST BE SUBMITTED ONLINE

<https://encoreglobal.com/rigging-portal/>

Terms and Conditions

- Orders must be received 15 business days prior to delivery date or a 30% surcharge will be added.
- Written cancellation of equipment and services must be received by Encore 48-hours prior to delivery time or a cancellation charge of 50% of original order will be applied. All On-site cancellations will be charged 100% of original order.
- Display or exhibitor's on-site representative may supervise these activities.
- Sign must include blueprints or drawings with detailed information which, must include orientation in booth, pick points for hanging, weight of signage and must be submitted five (5) days prior to event.
- Electrical signs must be in working order, structurally sound and in accordance with national electrical codes and regulations.
- Client is responsible for all hardware and assembly of signage unless otherwise contracted in writing.
- Caesars Forum has fixed ceiling rig points. To center signs above booth we may have to build a truss structure to accommodate location at additional charge.
- All Banners / Hanging Signs not picked up after the event will be held by Encore for 24 hours, after which, they will be disposed of properly.
- Note: You should contact your general service contractor for shipping instructions for all hanging signs.
- Electrical Charges are NOT included in Banner / Hanging Sign Prices.

Labor Rates to Hang Signs

| | | |
|---------------|------------------|-------------------|
| Straight Time | (First 8 hours) | \$118.00 per hour |
| Overtime | (After 8 hours) | \$177.00 per hour |
| Doubletime | (After 12 hours) | \$236.00 per hour |

Caesars Forum nor its subcontractors are responsible for the construction methods and materials used to construct show and or exhibit structures. Rigging contractor for Caesars Forum should make installation connection to facility. Rigging contractor reserves rights to inspect construction and condition of all signage before performing work. Any sign found not structurally sound will not be permitted in the building. Rigging contractor will not be held responsible for any damage or loss of equipment or injury to any person, caused by the installation connection by persons other than their personnel.

INTERNET SERVICES FORM

To receive advanced pricing, Encore must receive your completed order, with billing information, fifteen (15) days prior to show move-in.

Booth Number _____ Event Name _____

Event Dates _____ Install Location In Room/ Booth _____
(Provide floor plan if available)

Install Date & Time _____ Disconnect Date & Time _____

Exhibiting Company Name _____

Billing Address _____

City _____ State _____ Zip Code _____

On-site Contact _____ Phone _____ On-site Phone _____

Ordered by _____ Email _____

PLEASE RETURN COMPLETED FORM TO:
9219CaesarsForumExpo@encoreglobal.com or Fax 224.241.3261

WIRED INTERNET SERVICES

SINGLE CONNECT BASIC

Wired Connectivity for a Single Device, Private IP via DHCP in a single location, Access Code via splash-page, up to 3M bps Bandwidth

SINGLE CONNECT PLUS

Wired Connectivity for a Single Device, Private IP via DHCP in a single location, Access Code via splash-page, up to 5M bps Bandwidth

SINGLE CONNECT ENHANCED

Wired Connectivity for a Single Device, private IP via DHCP in a single location, Access code via splash-page, 10 Mbps Dedicated Bandwidth

EVENT CONNECT

Wired Connectivity for Up to 6 devices, in a single location (1 Location), DHCP or static IP's via dedicated VLAN connection. 30Mbps dedicated bandwidth.

ADDITIONAL WIRED DEVICES

Per Device Charge for additional wired connections
(Single Connect Enhanced & Wired Event Connect only)

ADDITIONAL WIRED LOCATIONS

Per Location Charge to add wired connections to additional locations within the same venue meeting space
(Single Connect Enhanced & Wired Event Connect only)

SWITCH RENTAL

Up to 24 port gigabit switch

| Standard Event Rate | Advanced Event Rate | Qty | Subtotal |
|---------------------|---------------------|-----|----------|
| \$300 | \$240 | | |
| \$500 | \$400 | | |
| \$1,500 | \$1,200 | | |
| \$5,000 | \$4,000 | | |
| \$60 | \$40 | | |
| \$300 | \$240 | | |
| \$150 | \$120 | | |

WIRELESS INTERNET SERVICES

WIRELESS CONNECT ENHANCED

Wireless Connectivity Recommended for 5 Concurrent Devices (20 Max), private IP addresses via DHCP in a Single Location, Access Code via splashpage, 10 M bps Dedicated Bandwidth.

WIRELESS EVENT CONNECT

Wireless Connectivity for up to 40 Concurrent Devices, private IP addresses via DHCP in a single location, Access code via splashpage (Splashpage Bypass Available), 30 Mbps Dedicated Bandwidth.

ADDITIONAL WIRELESS DEVICES

Add Wireless Access in Increments of 10 Devices

ACCESS POINT ACTIVATION FEE

Includes one access point. Used to add coverage or density to a single additional location.
(Only Applicable in venues without permanent infrastructure)

| | | | |
|--------|--------|--|--|
| \$1200 | \$960 | | |
| \$4000 | \$3200 | | |
| \$500 | \$400 | | |
| \$1000 | \$800 | | |

CUSTOM OPTIONS

ADDITIONAL BANDWIDTH

(Enhanced & Event Connect only) 10Mbps bandwidth

TECHNICIAN LABOR

Hourly Rate
Straight Time Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.
Labor is included with ordered services labor is only required for services in addition to what is ordered

| | | | |
|--------|-------|--|--|
| \$1000 | \$800 | | |
| | \$125 | | |

SERVICES TOTAL

25% SERVICE FEE

GRAND TOTAL

All materials and services will require an additional 25% service fee - (Service fee is calculated pre-discount)

NO ROUTERS OR WIRELESS DEVICES OF ANY KIND WILL BE PERMITTED WITHOUT WRITTEN AUTHORIZATION

Encore and their contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.

Internet services is an exclusive service of Caesars FORUM

Prices Subject to change without Notice

INTERNET TERMS AND CONDITIONS

These General Terms and Conditions govern the audiovisual, internet and/or related equipment ("Equipment") rented by Client from Encore, as well as any audiovisual, internet, production and/or related services or labor ("Services") provided by Encore for the event ("Event") specified in the Proposal, Order or similar ordering document. These General Terms and Conditions incorporate by reference any attached or related proposal, quote, order, schedule, contract, change of work order and/or commencement of work and shall constitute the entire agreement ("Agreement") between Encore and Client (individually "Party" and, collectively, "Parties").

1. DEFINITIONS For purposes of this Agreement, "Encore" means Encore Group (USA) LLC and its employees, members, managers, officers, agents, assigns, affiliated companies, related entities and any subcontractors appointed by Encore. The term "Client" means the Client, its employees, officers, directors, managers, members, guests, invitees, agents, representatives and any Client Appointed Contractors ("CAC").

2. PAYMENT TERMS Client agrees to pay Encore all charges in this Agreement, including any and all Equipment, Services and/or labor overages. Payment is due and payable in full upon signing this Agreement, unless Client has established a Master Account with the Event venue that includes Encore's Equipment and/or Services in which case all charges shall be billed to Client's Master Account pursuant to the terms set forth by the venue and due and payable to the venue upon conclusion of the Event. Any direct bill or open account requires prior approval and may require a credit check and/or a deposit up to the full amount of the Proposal or Order prior to the start of the Event. Any deposit received from Client shall be credited to the final invoice for the Event. All invoices not paid in full within 30 days of the invoice date shall bear a finance charge at the lesser of the maximum rate allowed by applicable law, or 1.5% per month.

3. ESTIMATES AND CHARGES In connection with this Agreement: (a) Encore developed the applicable Proposal or Order based upon information provided by the Client. Therefore, any estimate provided to Client in connection with the expected service hours, labor hours and/or number of days the Equipment is rented is solely an estimate. If the actual hours, actual quantities of Equipment rented hereunder or actual days the Equipment is rented is greater than the amount indicated in any proposal or quote, Client will be charged for those overages at Encore's standard rates, less any applicable discounts. A day's rental period is all or any portion of each 24-hour period starting at 07:00 and continuing through 06:59 the following day. (b) Labor rates are based upon prevailing rates and practices at the venue location where the Event is held. All labor estimates, rates and minimum labor calls are based on local venue rules and/or local union rules, as applicable. (c) All Equipment and materials are on a rental basis for the duration of the Event and shall remain the property of Encore, except where specifically identified as a sale. (d) Unless specifically stated in the Agreement, the charges herein do not include any electrical charges that may be incurred or charged by the Event facility due to the extent of the Event's audiovisual requirements. Client may be charged for such electrical charges upon conclusion of the Event. (e) If Client is exempt from the payment of sales or other applicable tax, a tax exemption certificate must be submitted prior to the commencement of the Event. If Client fails to timely submit an applicable tax exemption certificate, the sales or other applicable tax shall be due and payable at the time of final invoice. (f) If applicable, a service charge or AV house charge is included to allow Encore to provide the necessary Event support required to execute successful meetings and events including immediate on-site support, pre-event planning and preparation and coordination with our hotel partners. The entire service charge or AV house charge is for administrative costs and is not a gratuity in whole or part to employees of Encore or any other party.

4. DAMAGE TO EQUIPMENT Client agrees that, prior to the beginning of the Event, it shall have the right to review and inspect the Equipment with Encore personnel to confirm it is in good operating condition. Client shall immediately notify Encore if any Equipment is defective or not in good operating condition. Client's failure to review or inspect the Equipment prior to the start of the Event or notify Encore if the Equipment is defective or not in good operating condition shall be deemed an acknowledgment that the Equipment is in good operating condition. Client agrees to pay for all damages because of lost, damaged

or stolen Equipment, including loss or damage caused by Client's accident, misuse or neglect, based upon repair costs for reparable Equipment or full replacement cost for lost, stolen or irreparable Equipment. However, should the Equipment listed on this Agreement be damaged, lost or stolen due to Encore's sole negligence, Encore shall be responsible for the repair or replacement of the Equipment. In no event will Encore be liable for any Client damages or loss caused, in whole or in part, by the loss, malfunction or damage to any Equipment.

5. SUBLEASE With the prior written consent of Encore, Client shall have the right to sublease the Equipment and, in the event of a sublease, Client shall be fully responsible for all insurance on, repair and replacement of, and reclamation of the Equipment. Encore reserves the right to replace the Equipment at Client's expense at full retail value if the subleased Equipment is lost, damaged or untimely returned.

6. EQUIPMENT HANDLING/ SURRENDER All Equipment may only be handled and operated by Encore personnel unless authorized by Encore. Equipment may not be moved, stored or serviced by Client or any other party. Client agrees that Encore shall have the right to enter the premises where the Equipment is located and shall always have access to the Equipment for the purposes of set, strike, maintenance and routine checks. On the expiration or earlier termination of this Agreement, the Equipment shall be returned in good repair, condition and working order, subject only to reasonable wear and tear. If Client brings its own computer to be used for presentation purposes during the Event, Encore recommends the computer be tested with the Event Equipment to ensure compatibility.

7. CONDITION OF EQUIPMENT Encore maintains and services the Equipment in accordance with manufacturers' specifications and industry practice. However, Encore does not provide any express or implied warranty for the Equipment or Services, including any warranty of fitness for a particular purpose or merchantability, and it does not warrant or guarantee that the Equipment, Services or labor being provided will be free of defect, malfunction or operator error. If the Equipment malfunctions or does not operate properly during the Event for any reason whatsoever, Client agrees to immediately notify Encore's on-site representative. Encore will attempt to remedy the problem as soon as possible so that the Event is not interrupted. Client agrees and acknowledges that Encore shall not be liable and assumes no responsibility for any loss, cost, damage or injury to persons or property in connection with or as a result of inoperable or malfunctioning Equipment or otherwise.

8. DAMAGE WAIVER If elected by Client and included in this Agreement as an additional fee, Encore agrees to waive any liability of Client for loss or damage to the Equipment. This waiver will not apply if it is determined the loss or damage was intentionally caused by Client, in which case Client will be fully responsible for all such loss or damage.

9. INTERNET/ NETWORK EQUIPMENT AND SERVICES In the event this Agreement includes internet/ network equipment and/or services, Client understands and agrees as follows: (a) Every device connected to the internet/ network must have a purchased IP address from Encore, regardless of whether the IP address is used or not; (b) No servers or routers are allowed including, but not limited to, NAT, DHCP and proxy servers. (c) Encore reserves the right to disconnect any equipment that, in Encore's sole discretion, is found to be causing overall network problems without any refunds for services that have been disconnected; (d) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore's connections and/or services. Encore, in its sole discretion, reserves the right to disconnect any Client found to have violated this Agreement or usage equipment without any refunds for services that have been disconnected; (e) Specific service location is defined as the area in the booth/ room or other area designated by the Client. Service extended beyond rooms, air walls, doorways, walkways or 50" distance from the drop point will require an additional location and incur an additional fee; (f) Encore is not responsible for any cable and/or equipment provided by Client or any third party; (g) The network may only be used for lawful purposes and in accordance with these terms and conditions. Transmission of any materials in violation of any local, state, federal or international laws or regulations is strictly prohibited. This includes, but is not limited to, copyrighted materials, materials judged to be threatening or obscene, or materials protected by trade secrets; (h) **WIRELESS (802.11) DECLARATION.** Wireless internet

INTERNET TERMS AND CONDITIONS

service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore cannot guarantee that interference will not occur. Encore does not recommend wireless service for mission critical services such as product presentations or demonstrations. For demonstrations or to present products and other mission critical activity via the internet, Encore highly recommends Client purchases hardwired services such as a Room/ Booth Connect or Event Connect. If you are unsure which product best suits your needs, please contact Encore's on-site representative. (i) ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY ENCORE ARE PROHIBITED. Client provided access points are prohibited for use within the Event facility without Encore's prior approval. Wireless access points without adjustable power outputs are prohibited under all circumstances. If a Client wishes to showcase its wireless products, it must contact Encore at least 14 days prior to the start of the Event so that Encore may attempt (with no guarantee) to engineer a cohesive operating network that limits or controls interference. Approvals may incur a site survey fee.

10. CANCELLATION Unless otherwise agreed to in writing, if Client cancels the scheduled Event more than 30 days prior to the start of the Event, Client will not be charged any cancellation fee, except for any out of pocket expenses incurred by Encore. In the event of a full or partial cancellation less than 30 days, but more than 72 hours, prior to the start of the Event, Client shall pay Encore 50% of the price set forth in the Agreement, plus any out of pocket expenses incurred by Encore. In the event of full or partial cancellation less than 72 hours prior to the start of the scheduled Event, Client shall pay Encore 100% of the price set forth in the Agreement. ALL CANCELLATIONS MUST BE MADE IN WRITING AND RECEIVED BY ENCORE'S ON-SITE REPRESENTATIVE BEFORE BECOMING EFFECTIVE.

11. CLIENT MATERIAL HANDLING Unless this Agreement includes or contemplates Encore's handling of Client's materials, Client shall not ask Encore to handle or assist in handling Client's materials and Encore assumes no responsibility for loss, damage, theft or disappearance for any such materials. In the event Encore handles Client's materials as part of this Agreement, Encore's maximum liability for loss or damage to such materials and Client's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment, whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighted weight of the shipment.

12. DEFAULT If Client fails to pay rent or otherwise fails to observe, keep or perform any provision of this Agreement, or if Client should enter into voluntary or involuntary bankruptcy or receivership or other legal impediment that could impair the Equipment, Encore shall have the right to: (a) Immediately reclaim the Equipment and declare the entire amount of rent immediately due and payable without demand or notice to Client. Client waives any damages occasioned by such reclamation. Any reclamation shall not constitute a termination of this Agreement unless Encore expressly notifies Client in writing; (b) Sue to recover all amounts owed or accruing to Encore; (c) Terminate this Agreement as to any or all items of Equipment or Services and recover the full price of the Agreement; and/or (d) Exercise any other remedy at law or equity. All such remedies are cumulative and may be exercised concurrently or separately. The exercise of any remedy shall not release Client from this Agreement and Client shall remain liable for the full performance of all obligations to be performed by Client under this Agreement.

13. GOVERNING LAW AND VENUE Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be governed by and construed in accordance with the laws of the state in which the Event is located. Any and all claims, actions, disputes or controversies arising out of or related to this Agreement shall be litigated

only in the appropriate state or federal court situated in the state and county (or nearest county) where the Event is located. The Parties submit to the exclusive jurisdiction and venue of such courts for purposes of any such action and the enforcement of any judgment or order arising therefrom.

14. ATTORNEYS' FEES AND COSTS In the event of any dispute or action related to or arising out of this Agreement, the prevailing Party shall be awarded reasonable attorneys' fees and costs, court costs, Equipment recovery costs and storage charges.

15. INDEMNIFICATION Client agrees to fully defend, indemnify and forever hold harmless Encore from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments and expenses (including, but not limited to, attorneys' fees and costs) arising from Client's and/or CAC's: (a) negligence or willful misconduct; (b) violation of any applicable federal, state or local law or ordinance; (c) violation of any show or Event rule, policy or regulation published or set forth by the show or Event venue; and/or (d) copyright, patent or other intellectual property infringement including, but not limited to, any and all claims related to Encore's use of materials, recordings, videos, transmissions, software, and/or hardware provided by Client.

16. LIMITATION OF LIABILITY In no event will Encore be liable to Client for any special, exemplary, reliance, incidental or consequential damages (including, but not limited to lost profits, earnings, use or data), whether in contract, tort or otherwise.

17. FORCE MAJEURE The Parties' performance under this Agreement is subject to war, threat of war, terrorism, disasters, acts of God, government regulations, strikes, labor disputes, civil disorder, curtailment of transportation facilities, or any other emergency of comparable nature beyond the Parties' control, making it impossible, illegal or materially impractical to perform its obligation under this Agreement and which requires the Event to be postponed or cancelled ("Force Majeure Event"). Both Parties agree that, if possible, the Event that is the subject of this Agreement will be rescheduled at the first available opportunity suitable for each Party. In the event the Parties are unable to reschedule due to a Force Majeure Event, this Agreement may be terminated upon reasonable written notice without a cancellation charge as set forth herein, except that Encore shall be entitled to reimbursement of all actual costs incurred and actual services rendered pursuant to this Agreement.

18. INTELLECTUAL PROPERTY Client allows Encore to use the trademarks, trade names, service marks, and other intellectual property of Client given by Client to Encore for the strict purposes of carrying out Encore's duties under the Agreement and as otherwise requested by Client. Further, Client permits Encore to include event photos and renderings of set designs and other elements of Client's event(s) as Encore may reasonably require in showing current or prospective customers examples of Encore's work.

19. SEVERABILITY In the event any provision of this Agreement is unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of this Agreement.

20. SURVIVAL All provisions of this Agreement related to indemnification, disclaimers and limitations on liability and all other obligations of the Parties that arise in connection with Encore's provisions of Equipment and/or Services survive the termination of this Agreement.

21. ENTIRE AGREEMENT This Agreement contains the Parties' entire understanding and may not be modified except in writing signed by both Parties.

Digital Signature _____



CREDIT CARD AUTHORIZATION

CREDIT CARD AUTHORIZATION

Type of Card: ☐ Visa ☐ Mastercard ☐ Amex ☐ Discover

Credit Card Account # _____ Vcode* _____ Exp. Date _____
* 3 digit number on back of Visa, MC and Discover or 4 digit number on front of AmEx card.

Your Order Total _____ Digital Signature _____

For Faxed Forms Only. Emailed forms will need to process payment details via phone or fax.



PLEASE RETURN COMPLETED FORM TO:
9219CaesarsForumExpo@encoreglobal.com or Fax 224.241.3261



| | | |
|---|--|-------------|
| Booth Number: | To receive advance order rate, Encore Event Technologies must receive your completed order form, with billing information, fifteen (15) days prior to move-in. | EVENT NAME: |
| EVENT DATES: | INSTALL LOCATION IN ROOM/BOOTH: | |
| EXHIBITING COMPANY NAME: | | |
| ONSITE CONTACT: | ON-SITE PHONE: | |
| ORDERED BY: | EMAIL ADDRESS: | |
| BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. | | |

BOOTH LAYOUT FORM

Instructions: 1.) Use BOLD lines to indicate the outline of your booth. 2.) Mark different services with separate symbols. 3.) Indicate the scale of the grid, (i.e., 1 square = 1 foot) or indicate the dimensions of your booth. 4.) Mark the adjacent booth numbers or aisle number for reference. 5.) Indicate if your booth will be carpeted and if the cables need to be installed under the carpeting. **NOTE:** Labor is required for all electrical runs under booth carpet.

Booth Carpeting?: _____ Cables to be Run Under Carpeting?: _____

Back of Booth/Aisle Number: (indicate adjacent Booth) _____

Adjacent
Booth #

Adjacent
Booth #

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
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| | | | | | | | | | |
| | | | | | | | | | |

Front of Booth/Aisle Number: (indicate adjacent Booth) _____



CAESARS FORUM

EXHIBIT BOOTH FOOD & BEVERAGE ORDER FORM

Show Name: _____

Exhibiting Company: _____

Street: _____ Apt/Suite: _____

City: _____ State/Region: _____ Zip/Postal Code: _____

Contact: _____ Phone #: _____ Email: _____

On-Site Contact: _____ Phone #: _____

Meeting Room: _____ Booth #: _____

Please provide any special service notes:

[Click here to view our full menu online.](#)

Deadline: All initial orders must be received 21 business days prior to event date.
CAESARS FORUM requires 100% full pre-payment on all items ordered prior to your event.
No outside food and beverage is permitted.

Initial orders received after the deadline or on-site orders will be subject to 15% menu price increase (Menu items are subject to availability when ordered less than 21 days).

Minimum of \$350.00 required on each order. Orders may require a server labor fee of \$350.00 (4 hours maximum service).

All prices subject to state sales tax and a service charge (currently 8.375% sales tax and 25% service charge).

FOR ADDITIONAL ITEMS/PRICING CONTACT:

CAESARS FORUM®

| QTY | UNIT | DELIVERY | | ITEM | PRICE | EXTENDED PRICE |
|--------|--------|----------|------|---|----------|----------------|
| | | DATE | TIME | | | |
| | | | | HOT & COLD BEVERAGES: | | |
| | Gallon | | | Freshly-brewed Coffee | \$104.00 | \$ 0.00 |
| | Gallon | | | Freshly-brewed Decaffeinated Coffee | \$104.00 | \$ 0.00 |
| | Gallon | | | Hot Tea Selections | \$104.00 | \$ 0.00 |
| | Gallon | | | Lemon-mint Infused Water | \$96.00 | \$ 0.00 |
| | Each | | | Soft Drinks (Pepsi Products) | \$6.50 | \$ 0.00 |
| | Each | | | Naked Juices | \$8.00 | \$ 0.00 |
| | Each | | | Bottled Tea | \$8.50 | \$ 0.00 |
| | Each | | | Bottled Water | \$6.50 | \$ 0.00 |
| | Each | | | Sparkling Water | \$7.50 | \$ 0.00 |
| | | | | BREAKFAST & MORNING OFFERINGS: | | |
| | Each | | | Executive Continental Breakfast *20 guest min. | \$44.00 | \$ 0.00 |
| | Dozen | | | Fruit & Granola Yogurt Parfaits | \$108.00 | \$ 0.00 |
| | Dozen | | | Fresh Baked Pastries | \$94.00 | \$ 0.00 |
| | Dozen | | | Bagels & Cream Cheese | \$108.00 | \$ 0.00 |
| | Dozen | | | Pink Box Donuts - Locally Made | \$96.00 | \$ 0.00 |
| | | | | SWEET & SAVORY ITEMS: | | |
| | Dozen | | | Fruit Kabobs | \$96.00 | \$ 0.00 |
| | Dozen | | | Clif & RX Bars | \$84.00 | \$ 0.00 |
| | Dozen | | | Large Hand Made Cookies | \$94.00 | \$ 0.00 |
| | Dozen | | | Miniature Tea Cookies | \$72.00 | \$ 0.00 |
| | Dozen | | | Artisan Soft Pretzels with Mustards & Dips | \$96.00 | \$ 0.00 |
| | Dozen | | | Individual Bags of Potato Chips, Pretzels & Popcorn | \$78.00 | \$ 0.00 |
| | Dozen | | | Chocolate Fudge Brownies and Vanilla Blondies | \$94.00 | \$ 0.00 |
| | Dozen | | | Cupcakes - Various Flavors | \$96.00 | \$ 0.00 |
| | Dozen | | | Cake & Truffle Pops - Various Flavors | \$96.00 | \$ 0.00 |
| | Dozen | | | Custom Logo for cupcakes, cake and truffle pops, and cookies (Additional) | \$36.00 | \$ 0.00 |
| | Dozen | | | Trail Mix, Peanuts and Almonds - Individual Bags | \$78.00 | \$ 0.00 |
| | Pound | | | Candy - Miniature Individually Wrapped | \$60.00 | \$ 0.00 |
| | | | | DISPLAY ITEMS: | | |
| | Dozen | | | Sandwiches and Wraps: Individually Presented (2 Dozen Min.) | \$180.00 | \$ 0.00 |
| | Dozen | | | Charcuterie Plate: Individually Presented (2 Dozen Min.) | \$270.00 | \$ 0.00 |
| | Dozen | | | Artisan Cheese Plate - Individually Presented (2 Dozen Min.) | \$240.00 | \$ 0.00 |
| | | | | ALCOHOLIC BEVERAGE SERVICE | | |
| | | | | | \$350.00 | \$ 0.00 |
| | | | | | | \$ 0.00 |
| | | | | | | \$ 0.00 |
| | | | | | | \$ 0.00 |
| | | | | | | \$ 0.00 |
| Notes: | | | | Subtotal | | \$ 0.00 |
| | | | | 8.375% Sales Tax | | \$ 0.00 |
| | | | | 25% Service Charge | | \$ 0.00 |
| | | | | TOTAL | | \$ 0.00 |

WOCNNext 2023 June 4—6, 2023 Las Vegas, NV



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

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

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

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

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

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

Qty _____ tropical flowers—Price \$ _____ each

Qty _____ Spring flowers—Price \$ _____ each

Color _____

Width _____ Height _____

Additional Request: _____

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

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

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



COLORFUL POTS OF VIBRANT FLOWERS!

Seasonal

12"-18"H

\$40.00/\$50.00 each

Qty _____

White _____

Yellow _____

Lavender _____

Orange _____

Pink _____



Azaleas—12"H

\$40.00/\$50.00 each

Qty _____

White _____

Pink _____

Red _____



Bromeliads—12"-18"H

\$40.00/\$50.00 each

Qty _____

Purple _____ Red _____

Yellow _____ Orange _____

TLC Designers can provide the following:

- **Water Features**
- **Fountains**
- **Ponds**
- **Water falls**
- **Swamps**
- **Garden Areas**

Tropical :

(beach scenes;
rain forests)

Seasonal:

(Spring, Fall, Holiday)

Formal :

(serenity garden,
English garden)

- **Border Areas:**

Hedges

(control flow)

Lawn or Golf

(promotional)

Trees

(privacy)

**Special services are
Available for hospitality
Suites, award banquets,
And VIP room deliveries.**

*See next
page for
green plants.*

Ferns



Ferns
\$40.00/\$50.00 each

Qty ____

Ivy



Ivy—10"H x 10"W
\$40.00/\$50.00 each

Qty ____

Pothos



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

Qty ____



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

3' Green Plants



\$50/\$60.00 each Qty ____

Standard 4' to 6' Green Plants



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

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

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

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

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

For Top-dressing with fern & azalea

__ white, __ pink, __ red

For Top-dressing with fern & mum

__ white, __ yellow, __ lavender

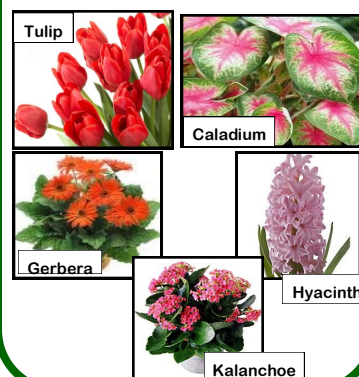


4' @ \$145/\$175 each, Qty ____

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

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

Seasonal Flowering Plants
Call for Price & Availability



Planters are 2 1/2' long.

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

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

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

Prices subject to change 2 weeks prior to move in.

Order Cost Summary

Select Container
(Included in rental cost)

__ Black __ White

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

Please call 770-507-6777 for pricing.

Subtotal ____

8.375% Sales Tax ____

3% CC Proc Fee ____

Request ACH pmt invoice when
emailing this order to avoid 3% fee

Total ____



Booth Drawings, Design and Set-Up Standards

Official Event Name

WOCNext® 2023

Event Dates

Sunday, June 4, 2023 — Wednesday, June 7, 2023

Exhibit Dates

Sunday, June 4, 2023 — Tuesday, June 6, 2023

Exhibit Hall Location

Caesars Forum, Summit Ballroom, Level 1, Las Vegas, Nevada USA

Event Website

www.wocnext.org

Questions?

Chris Brown

Director of Exhibits

Email: cbrown@wocn.org

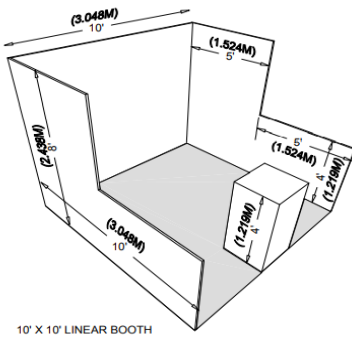
Phone: 856-642-4401

Note: Before designing, review the Rules document for specific references to accepted design and practice (e.g, required minimum “see-through” value of 40% for all island booths. This ensures neighboring booths can be seen from all four compass points). End cap booths are not permitted.

For all exhibitors with booths of 400 square feet (20x20) or greater, scaled drawings (front view, elevation and top) must be submitted to Exhibit Management no later than April 26, 2023, cbrown@wocn.org, phone 856-642-4401.

An island booth (20' x 20' or larger) is exposed to aisles on all four sides. The entire cubic content of the space may be used up to the maximum allowable height which is twenty (20) feet. Sufficient "see-through or walkthrough" area (at least 40%) must be provided so as not to block the view of adjacent exhibits. Hanging signs are allowed only in peninsula and island booths. The top of the sign must be no higher than eighteen (18) feet from the floor to the top of the sign. Hired labor (Encore) must assemble and hang signs and banners from the ceiling.

A linear booth (also called “in-line”) has only one side exposed to an aisle and is arranged in a series along a straight line. A linear booth is 10 feet (3.05m) wide and 10 feet (3.05m) deep. A maximum back wall height limitation of 8 feet (2.44m) is specified. Hanging signs are not permitted. All materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half (5 feet) of the booth space, with a 4 foot (1.22m) height restriction imposed on all materials in the five foot space closest to the aisle.

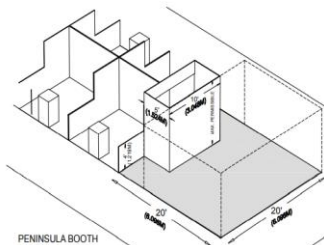
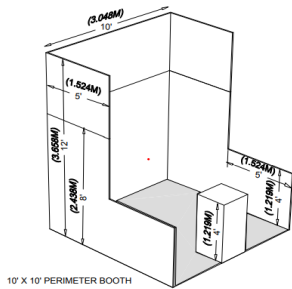


A corner booth is a linear booth exposed to aisles on two sides. All other guidelines for linear booths apply.

A perimeter booth is a linear booth backing up an outside wall of the exhibit hall. All guidelines for linear booths apply to perimeter booths except the maximum back wall height is 12ft (3.66m).

A peninsula booth is 20'x 20' or larger, exposed to aisles on three (3) sides and composed of a minimum of four booths. There are two types of peninsula booths: (a) one which backs up to linear booths, and (b) one which backs to another peninsula booth (a split island booth). When a peninsula booth backs up to two linear booths, the back wall is restricted to four (4) feet high within five (5) feet of each aisle, permitting adequate line of sight for the adjoining linear booths. Sixteen (16) feet is the maximum height allowance for the center portion of the back wall.

For more information: Chris Brown, cbrown@wocn.org, phone 856-642-4401.





Exhibitor Program Rules

Official Event Name

WOCNext® 2023

Event Dates

Sunday, June 4, 2023 — Wednesday, June 7, 2023

Exhibit Dates

Sunday, June 4, 2023 — Tuesday, June 6, 2023

Exhibit Hall Location

Caesars Forum, Summit Ballroom, Level 1, Las Vegas, Nevada USA

Event Website

www.wocnext.org

Questions?

Chris Brown

Director of Exhibits

Email: cbrown@wocn.org

Phone: 856-642-4401

Purpose & Orientation

This event is supported and managed by Wound, Ostomy, and Continence Nurses Society™ (WOCN®), a non-profit scientific and educational 501(c) 6 association. The WOCN Society Prospectus is found [here](#).

The purpose of WOCNext and the annual exhibits program is to complement the scientific and clinical sessions by enabling attendees to evaluate the latest development in wound, ostomy and continence products presented for patient and nurse use by manufacturers, suppliers, service companies and non-profit organizations. Our primary goal is to drive engagement for attendees and exhibitors to interact with each other. Attendees are encouraged to participate with exhibitors and vice versa through our event.

In May of 2022, the WOCN Society announced the return to a hybrid event, serving primarily as an in-person setting for WOCN Society, offering online education and in-person engagement for attendees. When exhibiting in-person, WOCNext exhibitors enjoy several weeks of virtual promotion and engagement experience via “MyConnect”. Exhibiting companies have the opportunity to demonstrate their products and services while generating sales leads before, during and after the event. We're working on additional ways to truly incorporate you, our valued partners into our event and will provide additional information as it becomes available. Check the “[Become an Exhibitor](#)” and “[Support & Marketing Opportunities](#)” website pages for updated information.

This Rules document is referenced within the online exhibit contract and requires acknowledgement having read and understood all provisions.

The WOCN Society reserves the right to approve all exhibits and activities and determines the eligibility of all exhibit space applicants.

The WOCN Society does not endorse any products or services related to the exhibits that have been accepted for display during this event.

The WOCN Society does not disclose media representative names nor affiliations.

A supporter of the Society must be an exhibitor; an advertiser need not be an exhibitor or supporter.

Each exhibitor is responsible for ensuring all exhibit-related personnel are aware of and follow these Rules as published herein, via website, exhibitor education, e-mail messages and discussed during phone conversations.

WOCN Society is committed to the health and safety of our attendees and exhibitors. During our planning, we are mindful to follow healthcare and safety guidelines with our hotels and convention center.

This exhibit program is offered as in in-person experience. The most up-to-date information can be found on the "[Become an Exhibitor](#)" website.

ADA

Consistent with the Americans with Disabilities Act (ADA) and Illinois civil rights law, it is the policy of WOCN Society to provide reasonable accommodation when requested by a qualified attendee or exhibitor with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of registration through the conclusion of this event. If reasonable accommodation is needed, please contact Brooke Passy, Director of Meetings, CMP, DES at bpassy@worn.org.

Assignment of Space and Terms/Conditions

Assignment of exhibit space commences during the summer of 2022. In priority order: all WOCNNext 2022 exhibitors and virtual exhibitors with WOCN Society Corporate Members exhibitors followed by non-members. All assignments are based on total earned priority points through the current event. To receive discounted Corporate Member rates, Corporate Membership must be maintained through this event to receive reduced booth rates. If not, non-Member rates apply. Corporate Member information found [here](#).

Priority Points: Exhibitors are awarded:

- Three points for the first paid-in-full in-person or virtual 10x10 exhibit booth
- One point for each additional paid-in-full 10x10 exhibit booth. When an exhibitor:
 - Elects not to participate in any given year, or through cancellation, or booth space is reduced in size, ALL points accumulated for that year are forfeited.
 - Merges or acquires another exhibitor, the new company assumes the higher of the two exhibitor priority point totals.

Points are deducted for infraction of rules and regulations (e.g., not completing setup on time, dismantling earlier than closing time).

For changes in existing contracts email cbrown@wocn.org. Valid only when acknowledged. WOCN Society Fed. ID Tax No. 25-125-1887. Obtain WOCN Society W9 by requesting of Exhibit Management.

Payments & Refunds

All payments in USD. \$500 non-refundable deposit included in booth pricing. 2022 booth rates apply from Wednesday, June 1, 2022 through Saturday, December 31, 2022. New rates apply for booths reserved from Sunday, January 1, 2023 through Friday, June 3, 2023. 50% of booth fee due by Monday, October 3, 2022. 100% of remaining balance due by Sunday, January 15, 2023.

Cancellation or downsizing fee, Wednesday, June 1, 2022 through Tuesday, June 6, 2023, \$500.00 and loss of earned Priority Points. After Sunday, January 15, 2023, all booths must be paid in full within 30 days or booth is subject to cancellation. Booths may be resold.

Payment Methods

Payment by credit card (Visa, MasterCard, American Express, Discover) online during the signing of a contract. For chargeable amounts of \$5,000.00 and greater, an additional non-refundable 3% service fee is applied to the total transaction amount (either pre- or post-transaction). Other options include Wire Transfer fee \$30.00; domestic Automated Clearing House (ACH), no fee; company check is an option during an online contract, payable to "WOCN Society", drawn from US bank. Mail to the Wound, Ostomy, and Continence Nurses Society, Attn: Exhibit Management, 1120 Route 73, Suite 200, Mt. Laurel NJ 08054-5113. Refunds subject to an additional 3% service fee.

Booth Rates / Benefits

Refer to "[Become an Exhibitor](#)" website page for details: rates, packages & benefits. Note: attendee data is not available to comp booth exhibitors.

Certificate of Insurance (COI)

A current COI is required of all in-person exhibitors and serves as proof of business insurance. A COI is to what an auto ID card is to auto insurance. The policy terms protect your business (and you as an exhibitor) against third party liability risk (for vendor injury or property damage within your booth). Exhibit Management must receive a copy of your COI no later than 30 days prior to the event (Monday, May 1, 2023). Exhibitors are not permitted to begin setting up without this document on file.

Exhibitor Console – MyConnect / Event E-Booth

This password-protected website contains administrative access to "MyConnect". For several weeks surrounding this e-community-building networking tool, create exhibitor badges, online exhibitor educational opportunities, training videos, key dates, and your Event E-Booth for promotional exhibiting.

Booth Design

Caesars Forum operates with several exclusive exhibitor-service companies, namely audio visual, rigging, electricity, internet, labor, telephone, food & beverage service etc. Exhibitor order forms / links will become available during spring, 2023.

WOCN Society's exhibit program follows the standard of IAEE in terms of design and function. A standard booth is 100 square feet and multiples thereof. "Booth space" is the number of square footages purchased and forms a "footprint" or outer boundary. For 400 square feet or greater and/or rigging above booth property, a scaled drawing (top, side, elevation) is required for approval by Exhibit Management for both booth and hanging banner. The maximum height from the floor to the top of the banner is 18 feet. Island exhibitors (10x20 or greater) must design booth structures resulting in at least a 40% or greater see-through value so that neighboring booths can be easily seen by attendees walking throughout the Exhibit Hall. All booths are required to provide floor covering for their entire booth space. Note: 2023's venue is fully carpeted and therefore additional floor covering is not required. Set up of booths must be completed by 12:30 pm Sunday, June 4, 2023 to permit the final removal of shipping crates, fiber containers etc.

Should an exhibitor request to present and operate their own e-booth (and not use the platform provided) with the intent of linking from the event platform to their own custom e-booth, this event cannot accept responsibility for negative consequences leading up to, during and after our event such as managing audience expectations, loss of connectivity, loss of data, inability to connect, inability to register, disconnect or any functionality which would hinder the exhibitor's ability to interact with online attendees.

To play copyrighted music or display copyrighted video in your exhibit booth, any and all ASCAP, BMI or other copyright fees applicable are the exhibitor's responsibility.

Information presented during the event is the property of the WOCN Society and the presenter. Information may not be recorded, photographed, copied, photocopied, transferred to electronic format, reproduced or distributed without the written permission of WOCN Society and the presenter. Any use of the program content which includes, but is not limited to, oral presentations, audiovisual materials used by speakers and program handouts without the written consent of the WOCN Society is prohibited.

If presenter / audience seating (or in-booth education) is part of your booth design, the use of a wireless headset system is recommended vs. an open free-standing or built-in speaker system. This standard facilitates a 'captive' audience while removing the possibility of sound "bleed" outside of your booth. Exhibit Management will monitor this to avoid disrupting attendees or neighboring exhibitors. Those not following this standard will be required to comply at onsite show rates. Contact the AV provider for more information.

Exhibitors must request a review and approval from WOCN Society to incorporate any Society or WOCNNext logo, banner, image or reference to any event, educational program or part of the WOCN Society website or publication before disseminating to any audience. Please refer to the trademark and branding guidelines within the www.wocn.org website.

Booth Conduct

WOCNext 2023 adheres to HCEA booth standards. This event is planned as a hybrid event with clinical education being online at the same time the in-person event is happening.

Booths must be staffed during exhibiting scheduled days/hours.

Booths are regularly inspected. Exhibit Management advises exhibitors of any inappropriate content or deviation from exhibit rules. Exhibitors must make all corrections requested by Exhibit Management at their own expense or risk removal without notice and without obligation for a refund. Personnel can be removed for abusive language or inappropriate chat or conduct when deemed not in keeping with the character and/or spirit of this event.

Exhibitors may not advertise or display goods other than those manufactured or sold by them. 4. Subletting of space is not permitted.

In-booth activities must not conflict with event scheduled educational sessions/program.

Exhibitors may not offer accredited continuing education in their booth.

Exhibit personnel may not enter another exhibitor's booth without obtaining permission.

For each 10x10 booth, two (2) complimentary badges are provided. Each badge thereafter is additional, payable during the badge-creating process. Each exhibitor is required to wear a badge during exhibit days/hours. Setup and dismantle personnel are designated by wristband during setup and dismantle days/hours.

Exhibitors are encouraged to attend online educational sessions and online networking opportunities. If continuing education credits are desired, one must register as a delegate of this event in order to attend, complete an evaluation and receive proper documentation.

This badge-creating process also includes the purchase of exhibitor lunch tickets scheduled Monday and Tuesday, June 5-6 prior to the opening of the Exhibit Hall. Social event tickets may also be available.

To create badges, click the link provided. Select your Company Name from the "Company Name" drop down box. Enter your Company Password in the field provided by Exhibit Management. Keep this password secure. Create badge names, make badge changes or delete badge names through 1:00 PM ET Friday, June 2, 2023.

Online or physical distribution of marketing materials via means other than through a registered exhibitor booth is not acceptable.

Liability

ALL exhibitors agree to make no claim of any nature, for any reason whatsoever against the Society for loss of information, data, sales leads; theft of intellectual property; trademark infringement; destruction of reputation, nor for damage of any nature, nor for any negligence, malfeasance or misfeasance, nor for failure to hold any portions of the event, in part or total, as scheduled.

Should WOCN Society decide at a later time hosting this event in-person is not in the best interest of attendees, exhibitors, supporters or venue, appropriate avenues will become available to manage / return received booth fees.

The WOCN Society including management, educational / promotional platforms, attendee – exhibitor or other third-party supporting vendors (herein referred to as “parties”) shall not be responsible for any negative outcomes before, during or after this event.

Violations

Violation of Rules by exhibitor, employees or agents shall annul the right to occupy booth exhibit space. Exhibitor forfeits all paid monies and is responsible for payment of booth fee and exhibitor services. Upon evidence of violation, Exhibit Management may control access to your exhibit booth, limiting or removing functionality partially or completely. The exhibitor shall pay all expenses and damages WOCN Society may incur thereby. In the event of a violation, WOCN Society reserves the right to refuse an application for future exhibiting, supporting, advertising or Corporate Membership.

Assessment

Exhibit Management will conduct post-event a debriefing meeting and/or an electronic survey to determine perceptions concerning the exhibits program. Such results continue to help improve experiences for both exhibitor and attendee.

Guidelines for Display Rules and Regulations

2019 North American Update



Made possible by a generous grant from

FREEMAN®

The following **Guidelines for Display Rules and Regulations** have been established by the International Association of Exhibitions and Events® (IAEE) to assist in promoting continuity and consistency among North American exhibitions and events. This revised 2019 edition is offered as a resource for exhibition and event organizers to use in creating consistent and fair exhibiting standards for their events.

Recognizing that every show is unique, IAEE presents the information contained within as recommendations or suggestions for exhibiting standards each Organizer should consider. Organizers are encouraged to review the **Guidelines** and then develop their own show-customized set of exhibiting rules and regulations based on the individual features of their specific exhibition or event.

Once an Organizer has finalized their show's official set of display rules, it is good practice to provide access to a digital copy within the show's exhibitor prospectus, an exhibitor services kit, and the official rules and regulations pertaining to exhibitor participation. By providing exhibitors with the professional standards expected of their displays and participation, they will be prepared to properly design, build and plan their booth's layout and content allowing for an environment where all exhibitors will have the opportunity for successful interaction with their audiences.

Important Note: Although compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements have been addressed, Organizers should always check with exhibition service contractors and the facility for specific details on local regulations and requirements.

*IAEE is a global association that serves as the foremost authority on exhibitions and events management and operations, and these **Guidelines** are the model for most North American exhibitions and events but in all instances, organizations should consult their legal counsel. In no event shall IAEE be held liable for damages of any kind in connection with the material, methods, information, techniques, opinions or procedures expressed, presented, or illustrated in these **Guidelines** or related materials.*



International
Association of
Exhibitions and Events®

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IAEE has identified two distinctly different styles of show display regulations. One style is “Line-of-Sight” while the second is “Cubic Content.” Organizers should decide which style is best suited to their event or designated section of the event.

LINE-OF-SIGHT STYLE

Line-of-Sight display rules provide restrictions on certain areas of booths to allow attendees to view neighboring booths in their line of sight as they walk the floor. There are a variety of booth types, and each one is addressed below with specific insight on how to implement Line-of-Sight regulations.

LINEAR BOOTH

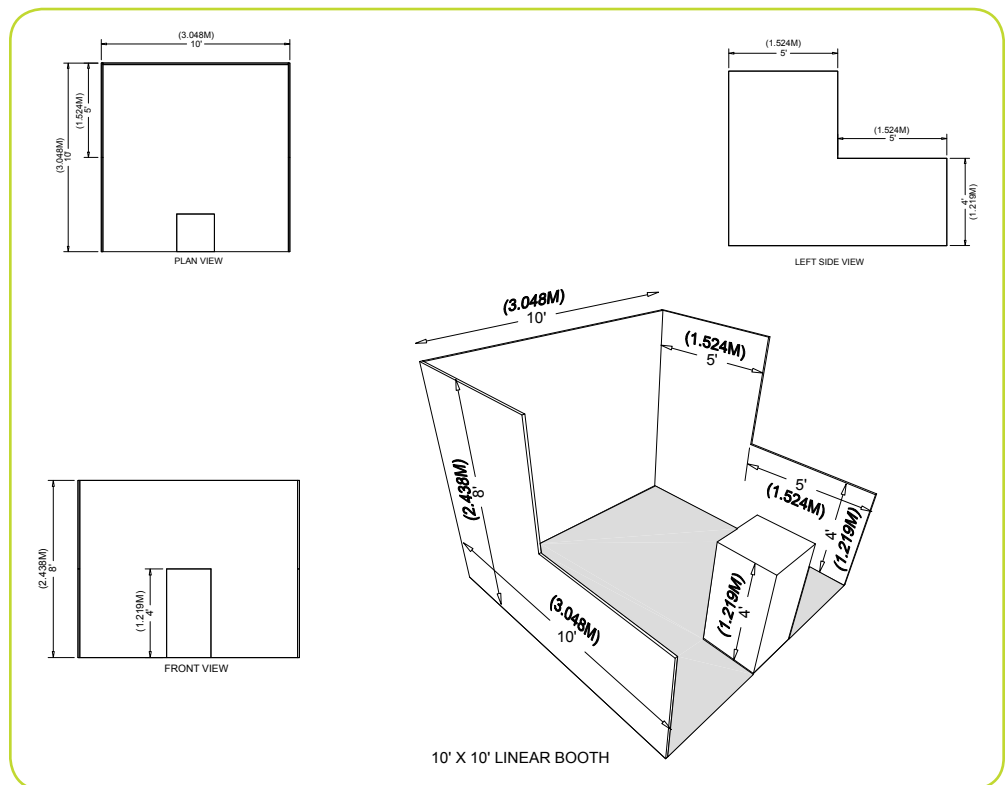
The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified to prevent display materials from imposing on neighboring exhibits behind the back wall.

Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc., display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.

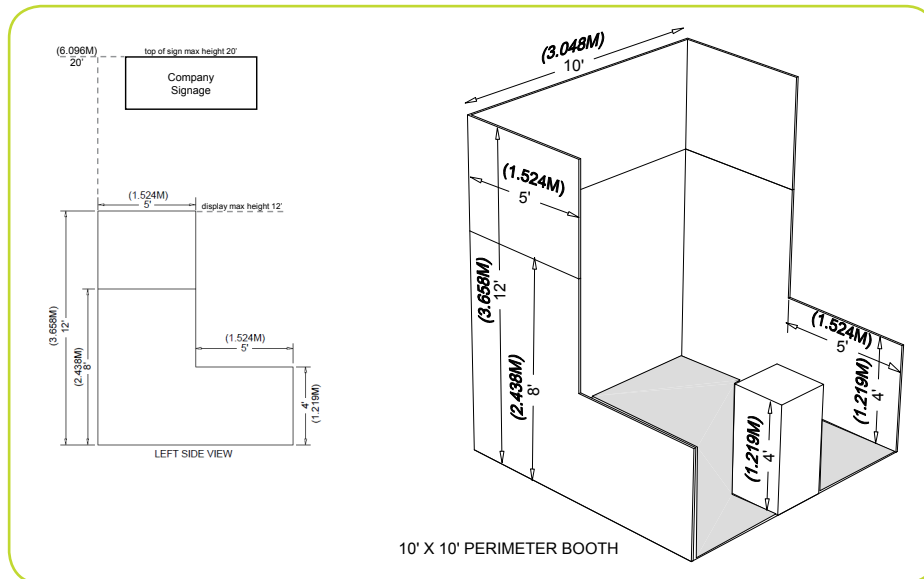


CORNER BOOTH

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All guidelines for Linear Booths apply.

PERIMETER BOOTH

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

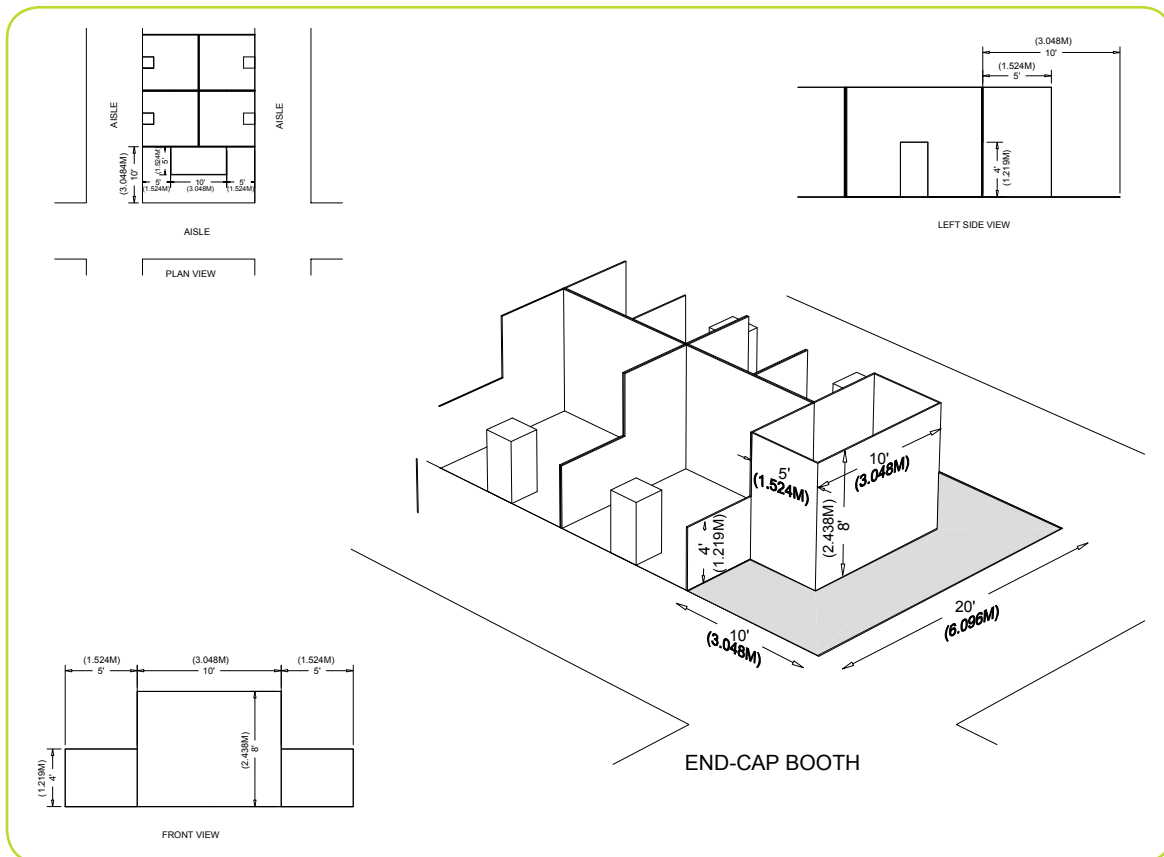


Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height for Perimeter Booths is 12ft (3.66m).

END-CAP BOOTH

An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. For shows that have Line-of-Sight rules and not Cubic Content, this configuration must follow the dimensions below. Organizers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits. (In most cases, this booth style is not recommended due to the Line-of-Sight issues, and Organizers should be aware of these challenges when using them.)

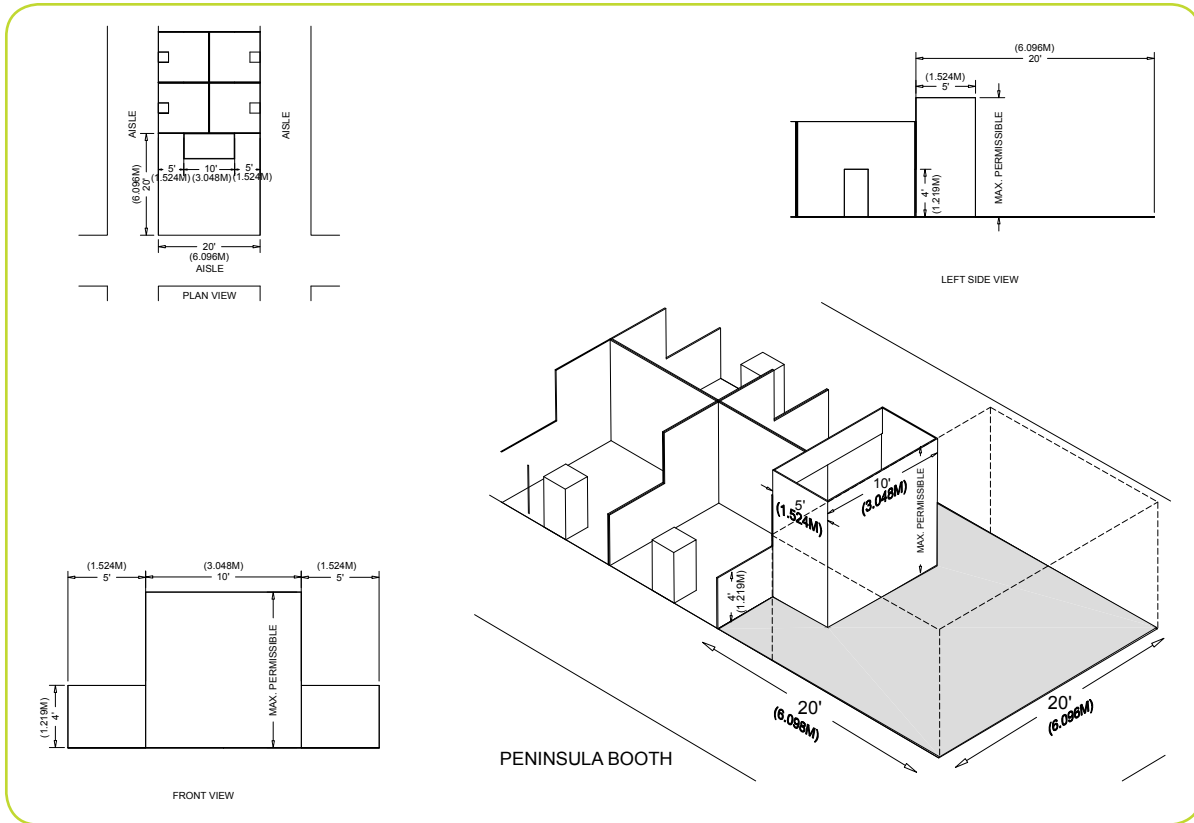


Dimensions and Use of Space

End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum backwall width allowed is 10ft (3.05m) at the center of the backwall with a maximum 5ft (1.52m) height on the two side aisles. Within 5ft of the two side aisles, the maximum height for any display materials is 4ft.

PENINSULA BOOTH

A Peninsula Booth is exposed to aisles on three sides. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth which is referred to as a “Split Island Booth.”

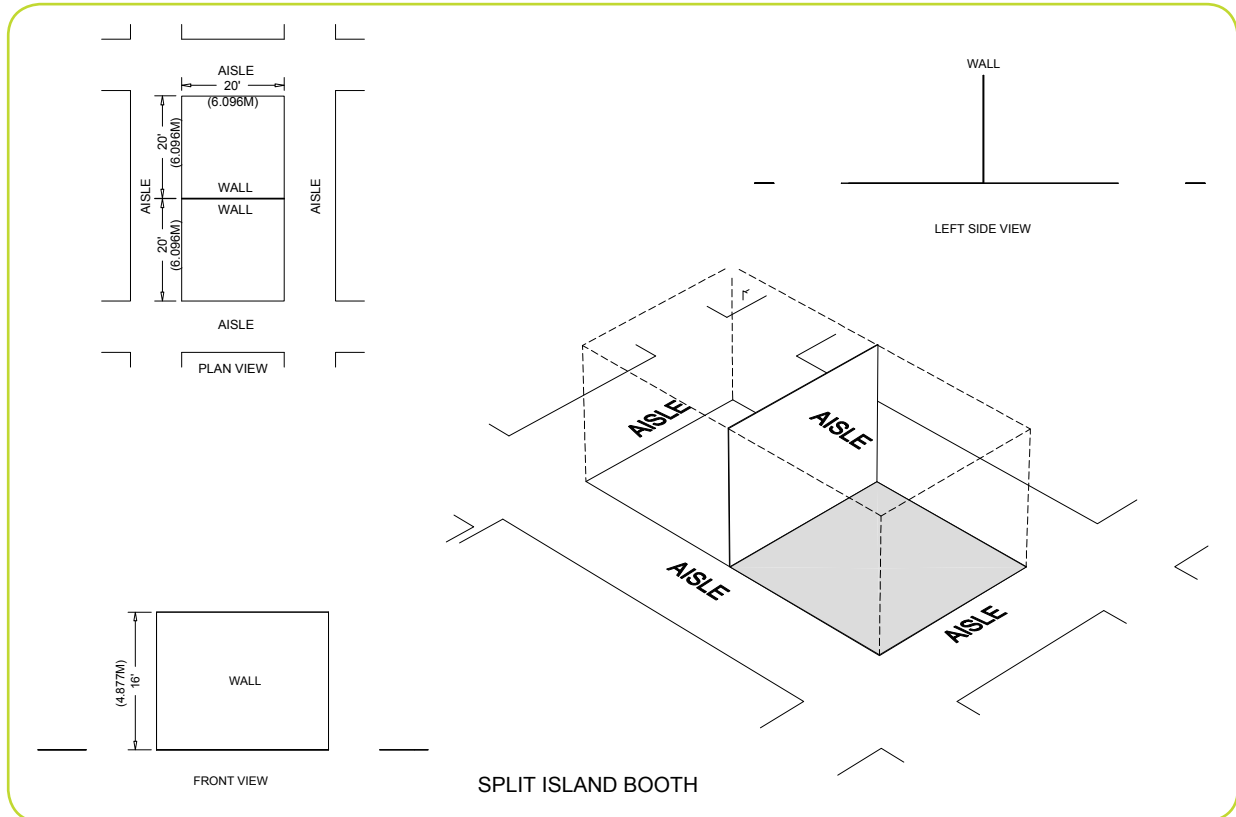


Dimensions and Use of Space

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

SPLIT ISLAND BOOTH

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth.

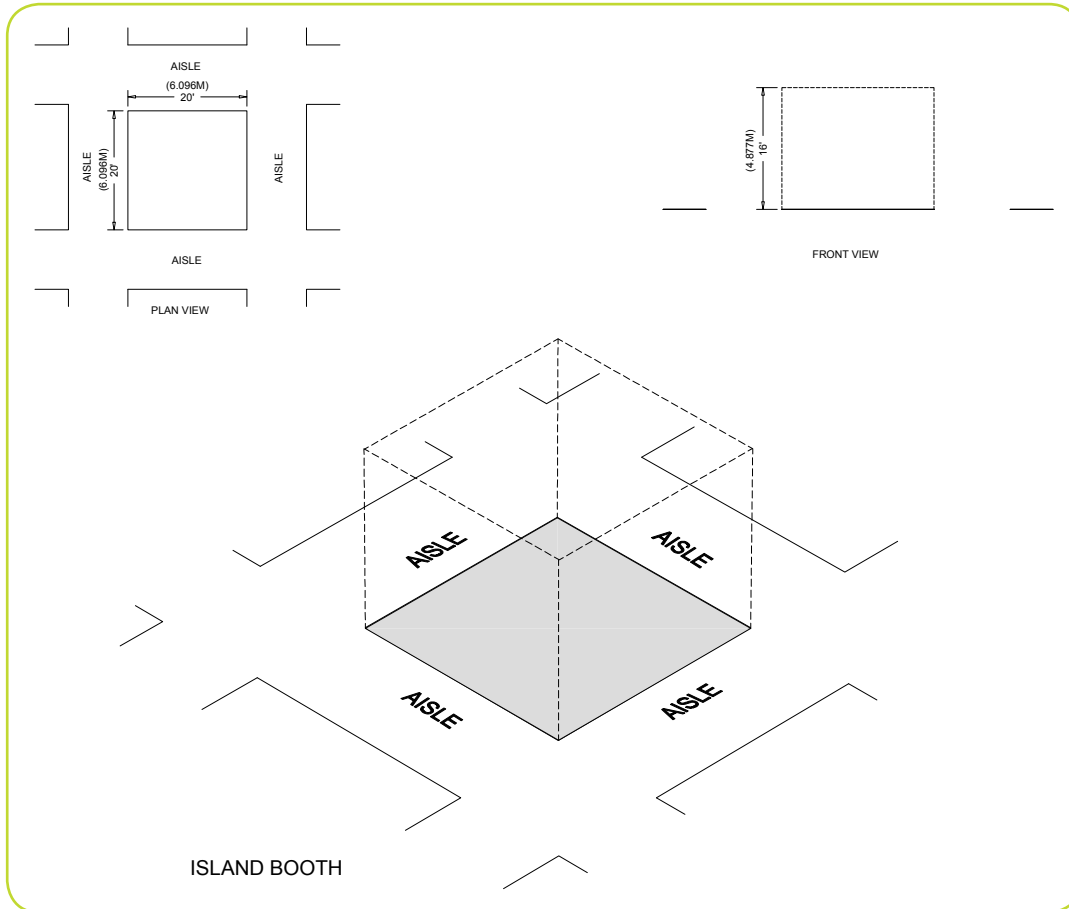


Dimensions and Use of Space

The entire Cubic Content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire Cubic Content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back 10ft (3.05m) from adjacent booths.

ISLAND BOOTH

An Island Booth is any size booth exposed to aisles on all four sides.

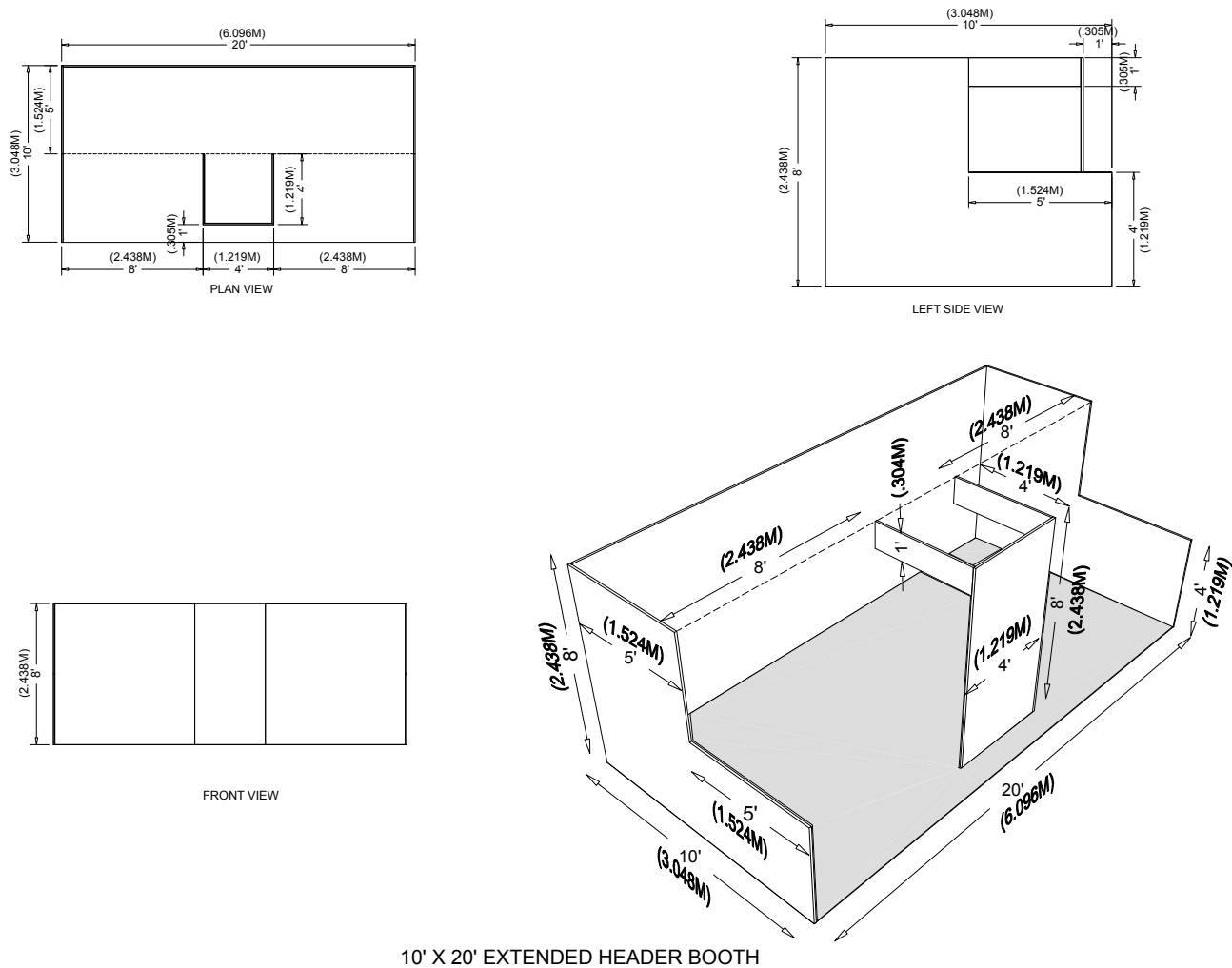


Dimensions and Use of Space

An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently. The entire Cubic Content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.

EXTENDED HEADER BOOTH 20FT (6.10M) OR LONGER

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.



Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.

CUBIC CONTENT STYLE

Cubic Content style allows exhibits to fully occupy the width, depth and height of the booth footprint. For example, a 10ft by 10ft (3.05m x 3.05m) booth would be allowed to utilize the full volume of the cube of a 10ft wide (3.05m) x 10ft deep (3.05m) x 8ft (2.44m) high area.

It is the choice of the Organizer to allow use of full Cubic Content in linear exhibit space or to observe the Line-of-Sight set-back rule. It is common at certain types of exhibitions or events to eliminate the Line-of-Sight requirement for Linear, End-cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full Cubic Content of the booth.

Organizers that utilize Cubic Content in Linear Booths do so for one or all of these reasons:

- Cubic Content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- Generally, exhibitions outside North America utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce Line-of-Sight setback rules.

Use of Cubic Content may create situations where the Organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these unfinished walls.

It is prudent for the Organizer considering Cubic Content to examine the concerns, advantages and disadvantages prior to putting Cubic Content guidelines into practice. It is often wise to consult with the exhibition's Exhibits Advisory Board or perhaps conduct a focus group of the exhibition's or event's exhibitors to determine their interest and gain their feedback and support for the concept. Organizers must be proactive in communicating with exhibitors and understand the effect it will have on the exhibition or event.

To learn more about Cubic Content, read the [IAEE White Paper: Evaluating and Implementing Cubic Content into Linear Exhibit Space](#).

OTHER IMPORTANT CONSIDERATIONS

REMOTE-CONTROLLED DEVICES

Products such as remote-controlled cars, drones, planes, helicopters, robots, etc. are to be demonstrated in a safely controlled area of the exhibit floor (i.e. Demonstration Area). When a remote-controlled device is to be used for the purpose of demonstrating a product that requires use of an area outside of the exhibitor-assigned booth space, the Organizer will provide a Demonstration Area for this purpose. The Demonstration Area should include safe netting or other barrier appropriate to accommodate product(s) being demonstrated and be included on the master floor plan submitted for Fire Marshal approval. Each individual facility reserves the right to determine what constitutes a safe and controlled Demonstration Area prior to final plan approval.

NOTE for Drone Operation: Local facility and city ordinances are in effect in most areas and prohibit drone activity near the public or in public spaces. The accepted drone default regulation is the [FAA Small UAS Rule Part 107](#) which requires drone operators to obtain a Remote Pilot Certificate. Commercial regulations often require permits and insurance.

CANOPIES AND CEILINGS

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.

HANGING SIGNS & GRAPHICS

Most exhibition and event rules allow for Hanging Signs and Graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign, or as determined by the Organizer. End-cap Booths do not qualify for Hanging Signs and Graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type. (An exception to this rule is made for Perimeter Booths, which can have a 12ft [3.66m] backwall but max sign height can be 20ft. [6.10m]. See page 2 Perimeter Booth for diagram.)

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the Organizer at least 60 days prior to installation. Variances may be issued at the Organizer’s discretion. Drawings should be available for inspection.

TOWERS AND MULTI-STORY EXHIBITS

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as the Organizer because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Organizers should be prepared to assist exhibitors in this application process.

It is recommended that Organizers require exhibitors to provide engineering stamped documents for all Multi-story Exhibits and towers over 8ft (2.44m) in height. If engineering stamps are not required, exhibitors using these types of structures should, at a minimum, provide drawings for inspection.

ISSUES COMMON TO ALL BOOTH TYPES

U.S. AMERICANS WITH DISABILITIES ACT (ADA)

In the U.S., all exhibiting companies are required to be in compliance with the U.S. Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at www.ada.gov.

Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length). Ramps should have a minimum width of 36 inches.
- Ramp the entry or use hydraulic lifts to trailer exhibits.
- Avoid double-padded plush carpet to ease mobility device navigation.
- Provide the same attendee experience on both levels of a two-story exhibit.
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available.
- Run an audio presentation for people with sight problems.
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair.

To avoid potential fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

STRUCTURAL INTEGRITY

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all exhibits 20ft by 20ft (6.10m by 6.10m) and larger require a drawing, plans or renderings, preferably digital, to be submitted to the Organizer, and to the show's Official Services Contractor.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

FLAMMABLE AND TOXIC MATERIALS

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of, and must adhere to, all local regulations regarding fire/safety and environment.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the U.S. Environmental Protection Agency, or the appropriate government entity in the country the exhibition will be held, and the facility.

HAZARDOUS WASTE

Hazardous waste requires special arrangements to be prepared in advance of event dismantle with either the facility or a local independent disposal company. Exhibitors are responsible for all costs associated with such specialized removal.

STORAGE

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, as long as these items do not impede access to utility services, create a safety problem, or look unsightly.

ELECTRICAL

Every exhibit facility has different electrical requirements; however, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.” It is particularly important for exhibitors to use flat electrical cord in under-carpet installations.
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.
- Local code commonly requires access to electrical cords and connections along the back wall of exhibit booths; typically, the back 9 inches of the space should remain accessible for this purpose. (This would apply to all booth types with a back wall.)

To better understand electrical at exhibitions, see the CEIR article [Demystifying Electrical Services for the Exhibitor](#).

LIGHTING

It is important to remember that lighting issues need to be identified as early as possible during the move-in process so they can be addressed and corrected while the necessary equipment is still available on the show floor and booths can be accessed.

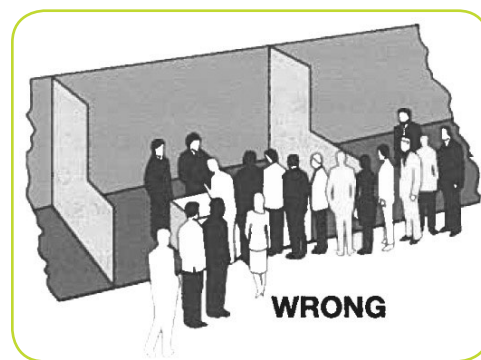
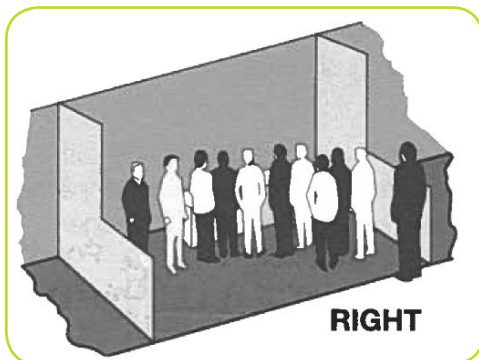
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to the Organizer for approval.
- Lighting should not project onto other exhibits or exhibition aisles. Lighting, including gobos, should be directed to the inner confines of the booth space.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by the Organizer.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards.
- Reduced lighting for theater areas should be approved by the Organizer, the utility provider, and the facility.

DEMONSTRATIONS

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations, product demonstrations, press conferences and other media events in a manner which assures all exhibitor personnel and attendees of such in-booth events are within the contracted exhibit space and not encroaching on the aisles or neighboring exhibits. Any queue lines formed for exhibitor customer interaction must also be contained within the booth footprint. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance with all other previously listed rules and regulations. Exhibitors should be aware of, and adhere to, local regulations regarding fire/safety and environment.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified exhibitor personnel.



SOUND/MUSIC

In general, the use of sound equipment in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths). Generally, sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. If an exhibitor or attendee is standing within ten feet of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud. (Refer to the U.S. Occupational Safety and Health Act [OSHA] at www.osha.gov for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. Authorized licensing organizations, including but not limited to [ASCAP](http://www.ascap.com), [BMI](http://www.bmi.com) and [SESAC](http://www.sesac.com), collect copyright fees on behalf of composers and publishers of music. It is the exhibitors' responsibility to be informed of copyright laws and submit fees to the appropriate organizations.

VEHICLES

Rules for display vehicles vary widely depending on the facility and local fire and safety regulations. Compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other city, county, federal, and provincial government requirements is the responsibility of the Organizer.

Important Note: Always check with local exhibition service contractors and/or the facility for all requirements regarding display vehicles.

Below are a few common examples of display vehicle regulations:

- Display vehicles must have battery cables disconnected and taped, and alarm systems deactivated.
- Fuel tank openings shall be locked or sealed in a manner to prevent escape of vapors through filler caps.
- Vehicles shall be limited in the amount of fuel that can remain in the tanks; specific amounts vary but one example is no more than one-quarter the tank capacity or a maximum of five gallons of fuel, whichever is less.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- Once placed, display vehicles may not be started or moved without the approval and direction of show management.
- Auxiliary batteries not connected to engine starting system may remain connected. External power is recommended for demonstration purposes. No battery charging is permitted inside buildings.
- Combustible/flammable materials must not be stored beneath display vehicle. There may be no leaks underneath vehicles.
- It is not recommended that Organizers hold or take possession of display vehicle keys during the event. However, it is recommended that an official policy be established for the handling of vehicle keys which might include identifying booth contacts with mobile numbers should vehicles need to be moved in an emergency or some other unforeseen situation.

ADVISORY NOTES TO EXHIBITION ORGANIZERS

FIRE EQUIPMENT

Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

HANGING SIGNS

Although these Guidelines indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range to the top of the sign, some exhibitions permit other heights, or have no height limit. However, most Organizers do impose height limits. Caution should be exercised so exhibitors will not compete over air space for hanging signs. (See page 2 for details and a diagram for hanging signs in Perimeter Booths.)

Exhibitors should be advised to install “hanging points” at the time of manufacture of the sign or display. It is also advisable to have Hanging Signs labeled and cased separately so that they can be easily identified on-site as they usually must be installed before other exhibit construction can begin.

HARDWALL BOOTHS

Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

PERIMETER OPENINGS

Local fire and/or facility regulations may require larger exhibit booths to have a certain number of openings within the perimeter walls for safe egress. Regulations vary with each location, but one example would be to provide, at a minimum, one 6ft (1.83m) wide opening every 30ft (9.14m).

PIPE AND DRAPE

These are commonly used at exhibitions and events in the United States to define exhibit space. Organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

PRODUCT HEIGHT

Some exhibitors have products that exceed display height restrictions. Organizers should establish guidelines for displaying such products. For example, some exhibitions or events require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold. NOTE: Any special height variances allowed should apply only to those products represented, produced or manufactured by the exhibitor and would not apply to ancillary display or marketing items (such as promotional flags, signs, etc.).

HEIGHT VARIANCES

Height Variances may be issued for all types of booths. However, in a Linear Booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics and/or logos. Tall flags or markers on the front aisle of Linear Booths are prohibited. Pop up tents or canopies may be allowed but must follow all local fire and facility regulations.

ENVIRONMENTAL RESPONSIBILITY

Exhibitions and events, by their very nature, create waste. Properly managed, exhibitions and events can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible. Exhibitors planning to dispose of, or leave behind, any property from their booth must make arrangements with the Official Services Contractor for disposal and all appropriate and applicable fees will apply.

GUIDELINES FOR DISPLAY RULES AND REGULATIONS 2019 TASK FORCE

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