



Shepard

EXHIBITOR SERVICE MANUAL



aossm
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

AOSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

M113020723



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

SHOW INFORMATION

M113020723

Booth Package

Items provided in your booth, per exhibitor:

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

Floor covering is mandatory per the Show Organizers guidelines. Booth spaces without carpet on Wednesday, July 12th at 6:00PM will have it automatically installed at the exhibitor's expense.

Show Colors

Show Drape Color(s): Grey

Aisle Carpet Color: Tuxedo

Exhibit Show Schedule

TARGETED EXHIBITOR MOVE-IN

Targets are for booths 400 sqft. or larger only
Tuesday, July 11, 2023 • 1:00PM to 6:00PM

GENERAL EXHIBITOR MOVE-IN

Wednesday, July 12, 2023 • 8:00AM to 6:00PM

EXHIBIT HOURS

Thursday, July 13, 2023 • 10:00AM to 1:30PM

Thursday, July 13, 2023 • 4:30PM to 6:30PM

Friday, July 14, 2023 • 10:00AM to 4:00PM

Saturday, July 15, 2023 • 10:00AM to 1:30PM

EXHIBITOR MOVE OUT

Saturday, July 15, 2023 • 1:30PM to 6:00PM

FREIGHT REROUTE BEGINS*

*All outbound carriers must be checked in by this time

Saturday, July 15, 2023 | 6:00PM

IMPORTANT DEADLINES

Discount Price Deadline for Custom Shepard Rentals

Tuesday, June 13, 2023

Exhibitor Appointed Contractor Notification Deadline

Tuesday, June 13, 2023

First Day for Warehouse Deliveries Without a Surcharge

Tuesday, June 13, 2023

Discount Price Deadline for Standard Shepard Orders

Thursday, June 22, 2023

Last Day for Warehouse Deliveries Without a Surcharge

Wednesday, July 5, 2023

Last Day for Warehouse Deliveries*

Monday, July 10, 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

Tuesday, July 11, 2023 | 8:00AM

Please note! Shepard will be closed on July 3-4 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

AOSSM Annual Meeting

c/o Shepard Exposition Services

7079 Oakland Mills Rd

Columbia, MD 21046

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

DIRECT TO SHOW SITE SHIPMENT ADDRESS

c/o Shepard Exposition Services

Exhibiting Co. Name & Booth Number

AOSSM Annual Meeting

Walter E. Washington Convention Center

801 Mt Vernon Pl NW

Washington, DC 20001





aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

INFORMATION

M113020723

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 22, 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)*

Tuesday, July 11, 2023 • 1:00PM to 6:00PM
Wednesday, July 12, 2023 • 8:00AM to 6:00PM
Thursday, July 13, 2023 • 10:00AM to 6:30PM
Friday, July 14, 2023 • 10:00AM to 4:00PM
Saturday, July 15, 2023 • 10:00AM to 6:00PM

Exhibitor Move Out

Saturday, July 15, 2023 • 1:30PM to 6:00PM

Dismantle & Move Out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed and/or plastic protection is installed on top of the floor. All exhibitor materials must be removed from the facility by **Saturday, July 15, 2023 | 6:00PM**.

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

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than **Saturday, July 15, 2023 | 6:00PM**.

Post Show Paperwork & Labels

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

Outbound Shipping

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

Pick Up Address

Walter E. Washington Convention Center
801 Mt Vernon PI NW
Washington, DC 20001



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

BUDGET BOOTH PACKAGE

AOSSM Annual Meeting

M113020723

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 22, 2023

A Budget and Time Friendly Solution!

Booth Package 10' x 10'

** No substitutions will be accepted.

Each Economy 10' x 10' booth package includes:



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

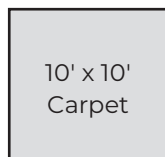
See Step 3 to choose your specific drape color.



2 - Upholstered Side Chairs
(50020)



1 - Wastebasket (50091)



1 - 10' x 10' Carpet (50255)

See Step 2 to choose your specific carpet color.

Step 1. Tell us how many packages you want.









CODE	QTY	ONLINE	DISCOUNT	REGULAR
50260		\$727.70	\$836.85	\$937.25

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

Step 2. Choose your carpet color.

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

Step 3. Choose your table drape color.

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.00%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

CONTACT EMAIL ADDRESS: _____



Email completed form to: clientservices@shepardes.com

ONLINE ORDERING

IT'S EASY.


AOSSM Annual Meeting


Walter E. Washington Convention Center | Washington, DC

M113020723

July 13 - 15, 2023

Order online through the Shepard Exhibitor Portal at

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

1. Go to: <https://apps.shepardes.com/olk/intro.asp>
2. Select the Event.
3. Login from the Show Information page by clicking the  button.
4. Select your event, enter your email address and password then click Login.
User Name = **Your Email Address**
(provided by Event Management)
Password = **AOSSM2023**
5. Don't have an account, click "Create an Account."
6. Once logged in, please confirm your profile information. If you need to update your information, please contact us at clientservices@shepardes.com.
7. To order, utilize the grey category drop-down menus above the Welcome message.
8. After making your selections, click the add to cart button on the bottom right of the page.
9. To view your order click the Shopping Cart Icon at the top right of the page.
10. Confirm your order, click and complete the payment process.

Login

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

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

Select an Event

Select a Show ▼

Email Address

youremail@yourcompany.com ▼

Password

Login

[Forgot your password?](#)

Create an Account

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

Select an Event

Select a Show ▼

Creating an account will allow you to order online.

First, we will need your email address.

youremail@yourcompany.com

 Let's do this!

METHOD OF PAYMENT

AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC

M113020723

July 13 - 15, 2023

Please review the information and complete your payment information online.

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

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

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

Complete your payment information online.

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

Discount Pricing Deadlines

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

Online: Thursday, June 22, 2023 All paid orders placed online prior to the deadline date.

Discount Deadline: Thursday, June 22, 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: **AOSSM Annual Meeting**

EVENT CODE: **M113020723**

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

AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC

M113020723

July 13 - 15, 2023

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

continued on the next page

TERMS & CONDITIONS (continued)

AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC

M113020723

July 13 - 15, 2023

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-weighted 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."



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

THIRD PARTY PAYMENT

M113020723

DEADLINE: TUESDAY, JUNE 13, 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.

- | | | | | |
|--|---|---|---|------------------------------------|
| <input type="checkbox"/> ALL SERVICES | <input type="checkbox"/> Booth Cleaning | <input type="checkbox"/> Material Handling | <input type="checkbox"/> Carpet | <input type="checkbox"/> Furniture |
| <input type="checkbox"/> Exhibit Rentals | <input type="checkbox"/> Overhead Rigging/Labor | <input type="checkbox"/> Installation/Dismantling Labor | <input type="checkbox"/> 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.



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

EXHIBITOR APPOINTED CONTRACTOR (EAC)

M113020723

DEADLINE: TUESDAY, JUNE 13, 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: _____



Email completed form to: clientservices@shepardes.com

With Shepard, You Can.

SHIPPING VS. MATERIAL HANDLING

Make freight management easy.
With Shepard, You Can.



What is shipping?

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



What is material handling?

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

Material Handling Process:

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

One easy way to keep charges low?

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

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

SHEPARD LOGISTICS

EFFICIENT. ON-TIME. GUARANTEED.

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

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



Inbound & Outbound Services

- Standard ground
- 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



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

SHEPARD LOGISTICS SERVICES (SLS)

AOSSM Annual Meeting

M113020723

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

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

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

Shipping Services do not include Material Handling fees at Show Site. Material Handling fees will be charged to the credit card on file.

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

Contact Name at residence: _____ Phone Number: _____

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

We recommend shipping to the Advance Warehouse to avoid wait times on 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 ☐ Expedited Ground 3-5 days ☐ Other (Truckload, Specialized) _____

Service level may be changed to meet delivery date. Order must be received within 24 hours of requested pick up date. Expedited Ground (305) and air shipping available for pre-booked and confirmed orders only.

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

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

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. For shipments coming out of or going to Canada, we must have a Commercial Invoice and your Custom Broker's contact information before we can finalize your shipment.

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 Mail 2, Ste 4
Pickering, Ontario
L1W 3R2
Canada
Contact: Paula Collaco
Tel: + 1 647 203 8520
Email: paulacollaco@rogers.com

China

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

Denmark

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

Germany

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

Hong Kong

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

Italy

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

Japan

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

Korea

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

Portugal

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

Singapore

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

Spain

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

Taiwan

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

Turkey

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

United Arab Emirates

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

United Kingdom

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

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



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

OUTBOUND MATERIAL HANDLING AUTHORIZATION & LABEL REQUEST

AOSSM Annual Meeting

M113020723

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

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

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

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

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

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

Step 2. Where is the shipment going?

COMPANY NAME: _____ BUSINESS HOURS: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Step 3. How many pieces are in your shipment?

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

Step 4. What are we shipping?

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

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

Is there a loading dock? ☐ Yes ☐ No

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

Residential contact name _____ Phone Number _____

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

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

Any thing else we should know about your building?

Step 5. How many labels do you need? _____

Step 6. Who is picking up your shipment?

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

If selecting a carrier other than Shepard Logistics, you must schedule the pickup. This includes FedEx, 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 For Shepard Logistics customers, Expedited and Air shipments are available for pre-booked orders only.

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. For shipments going into or out of Canada, we must have the Commercial Invoice and the



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

ADVANCED SHIPPING LABEL

AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

M113020723

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 7079 Oakland Mills Rd Columbia, MD 21046
	FOR: AOSSM Annual Meeting
	Delivery Hours: Monday - Friday 8:00AM - 4:00PM
	First day freight can arrive without a surcharge: Tuesday, June 13, 2023
	Last day freight can arrive without a surcharge: Wednesday, July 5, 2023



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

DIRECT SHIPPING LABEL

AOSSM Annual Meeting


Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

M113020723

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
Walter E. Washington Convention Center
801 Mt Vernon Pl NW
Washington, DC 20001**

FOR:
AOSSM Annual Meeting

MUST NOT BE DELIVERED PRIOR TO:
Tuesday, July 11, 2023 | 8:00AM



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

MATERIAL HANDLING RATES

AOSSM Annual Meeting

M113020723

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

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

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

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 are 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: Tuesday, June 13, 2023

LAST DAY FREIGHT CAN ARRIVE: Monday, July 10, 2023

CODE	ITEM	WEIGHT		PRICE/CWT	TOTAL
35010	Crated		X	\$199.23	
35036	Special Handling		X	\$259.00	

Light Weight Shipments****

**** Shipments 40 pounds or less.

CODE	ITEM	WEIGHT		PRICE	TOTAL
35400	Light Weight		X	\$99.50	

Direct to Facility/Show Site Shipments***

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

FIRST DAY FREIGHT CAN ARRIVE: Tuesday, July 11, 2023

CODE	ITEM	WEIGHT		PRICE/CWT	TOTAL
35030	Crated		X	\$189.61	
35043	Uncrated		X	\$284.50	
35038	Special Handling		X	\$246.50	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.00%
AMOUNT DUE	\$ _____

Other Material Handling Services

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

MATERIAL HANDLING INFORMATION

AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC

M113020723

July 13 - 15, 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.



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

CARTLOAD SERVICE

M113020723



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

Double Time (DT): All hours Sunday. Holidays.

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

CODE	ITEM	# OF TRIPS	RATE	TOTAL
35151	Dock to Booth ST		\$147.00	
35152	Booth to Dock ST		\$147.00	
35153	Dock to Booth OT		\$200.50	
35154	Booth to Dock OT		\$200.50	

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 6.00%

AMOUNT DUE \$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

MOBILE SPOTTING FEE

M113020723

Displaying a Vehicle at the Event?

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

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

Step 1.

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

Step 2.

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

Important Rules and Regulations

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

All vehicles must be removed no later than:

Saturday, July 15, 2023 | 6:00PM

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

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

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 6.00%

AMOUNT DUE \$ _____

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

PERSONALLY OPERATED VEHICLE (POV) UNLOADING INFORMATION

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



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



✓ **ALLOWED POVs INCLUDE:**

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



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



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



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

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



✓ **ALLOWED:**

- Hand Carried Boxes



NOT ALLOWED:

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





aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

FORKLIFTS & GROUND RIGGING

AOSSM Annual Meeting

M113020723

Walter E. Washington Convention Center | Washington, DC

July 13 - 15, 2023

DISCOUNT DEADLINE:* THURSDAY, JUNE 22, 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, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve Day, Christmas Day.

Step 1: Describe the work.

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

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

Step 2. When are we moving it?

(times are not guaranteed)

Install Date/Time: _____

Dismantle Date/Time: _____

Step 3. Choose your lift size.

FORKLIFT RENTAL - UP TO 5,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35028	ST Hourly Rental		\$316.50	\$363.95	\$407.60	
35039	OT Hourly Rental		\$396.75	\$456.25	\$511.00	
35067	DT Hourly Rental		\$477.00	\$548.55	\$614.40	

FORKLIFT RENTAL - UP TO 10,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35029	ST Hourly Rental		\$633.00	\$727.95	\$815.30	
35049	OT Hourly Rental		\$793.50	\$912.55	\$1,022.05	
35069	DT Hourly Rental		\$954.00	\$1,097.10	\$1,228.75	

FORKLIFT RENTAL - UP TO 15,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35455	ST Hourly Rental		\$791.25	\$909.95	\$1,019.15	
35456	OT Hourly Rental		\$991.90	\$1,140.70	\$1,277.60	
35457	DT Hourly Rental		\$1,192.50	\$1,371.40	\$1,535.95	

FORKLIFT RENTAL - UP TO 20,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35035	ST Hourly Rental		\$949.50	\$1,091.90	\$1,222.95	
35066	OT Hourly Rental		\$1,190.25	\$1,368.80	\$1,533.05	
35070	DT Hourly Rental		\$1,431.00	\$1,645.65	\$1,843.15	

FORKLIFT RENTAL - UP TO 30,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35255	ST Hourly Rental		\$1,266.00	\$1,455.90	\$1,630.60	
35256	OT Hourly Rental		\$1,587.00	\$1,825.05	\$2,044.05	
35257	DT Hourly Rental		\$1,908.00	\$2,194.20	\$2,457.50	

FORKLIFT RENTAL - 4 STAGE						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35593	ST Hourly Rental		\$474.75	\$545.95	\$611.45	
35594	OT Hourly Rental		\$595.15	\$684.40	\$766.55	
35595	DT Hourly Rental		\$715.50	\$822.80	\$921.55	

IN BOOTH SCISSOR LIFTS						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
68120	Scissor Lift Install		\$801.36	\$921.55	\$1,032.15	
68121	Scissor Lift Removal		\$801.36	\$921.55	\$1,032.15	

Rate structure includes forklift and one (1) operator only. Minimum crews are based on scope of work and area jurisdiction. Additional labor and groundmen will be billed at the hourly rate. **PLEASE NOTE:** Per riggers jurisdiction, a rigging crew (up to 3 riggers) may require a 4-hour minimum to install any hanging sign, truss and/or motors, or structures requiring hoisting. Rates are per lift and crew per hour.

GROUND RIGGING SUPERVISOR RATES (PER MAN HOUR)						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35085	ST Hourly Rental		\$133.75	\$153.80	\$172.25	
35086	OT Hourly Rental		\$200.63	\$230.70	\$258.40	
35099	DT Hourly Rental		\$267.50	\$307.65	\$344.55	

GROUND RIGGERS & MATERIAL HANDLERS (PER MAN HOUR)						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35087	ST Hourly Rental		\$107.00	\$123.05	\$137.80	
35100	OT Hourly Rental		\$160.50	\$184.55	\$206.70	
35101	DT Hourly Rental		\$214.00	\$246.10	\$275.65	

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)	6.00%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

ON-SITE STORAGE

M113020723

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	\$107.00	X		=	
35100	Labor - Overtime	\$160.50	X		=	
35101	Labor - Double Time	\$214.00	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	\$107.00	X		=	
35100	Labor - Overtime	\$160.50	X		=	
35101	Labor - Double Time	\$214.00	X		=	

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

EST TOTAL 1		EST TOTAL 2		EST STORAGE TOTAL
	+		=	

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

WAREHOUSE STORAGE

M113020723

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) 6.00%

AMOUNT DUE \$ _____

Step 3. How long are we storing your items?

FROM DATE: _____ TO DATE: _____

Fees will continue until storage is picked up.

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

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

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

*Additional fees will apply

☐ Pick-up is arranged with another carrier: _____

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

PRINTED NAME: _____



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 3/4" D



7' - 12' Crossbar
#50348
1 3/4" 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

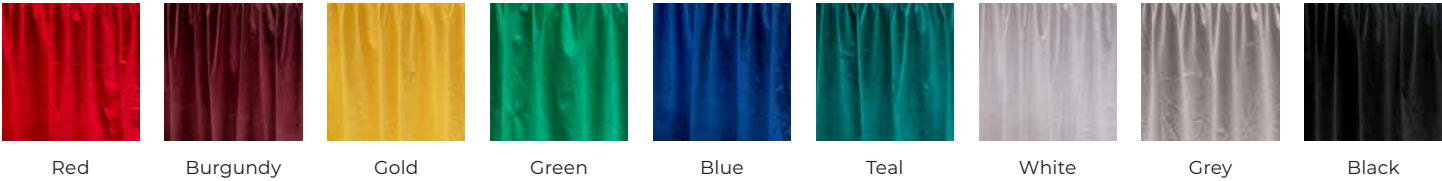
Walnut

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.

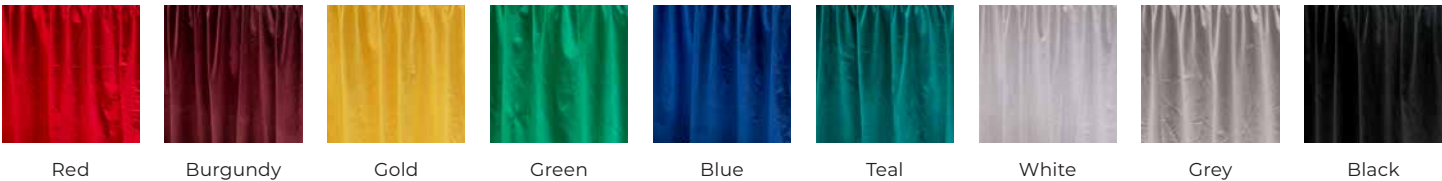
SKIRT



SKIRT - SPANDEX



DRAPE





aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

STANDARD FURNISHINGS

AOSSM Annual Meeting

M113020723

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 22, 2023

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

Tables

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

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

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50042	4' (l) x 24" (w) x 30" (h) Skirted Table			\$188.20	\$216.45	\$242.40	
50046	6' (l) x 24" (w) x 30" (h) Skirted Table			\$231.30	\$266.00	\$297.90	
50050	8' (l) x 24" (w) x 30" (h) Skirted Table			\$293.30	\$337.30	\$377.80	
50043	4' (l) x 24" (w) x 42" (h) Skirted Table			\$228.80	\$263.10	\$294.65	
50047	6' (l) x 24" (w) x 42" (h) Skirted Table			\$293.00	\$336.95	\$377.40	
50051	8' (l) x 24" (w) x 42" (h) Skirted Table			\$344.70	\$396.40	\$443.95	
50052	4th Side Skirt for 30" High Table			\$114.40	\$131.55	\$147.35	
50171	4th Side Skirt for 42" High Table			\$114.40	\$131.55	\$147.35	
50040	4' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$127.80	\$146.95	\$164.60	
50044	6' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$152.40	\$175.25	\$196.30	
50048	8' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$179.70	\$206.65	\$231.45	
50041	4' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$143.80	\$165.35	\$185.20	
50045	6' (l) 24" x (w) x 42" (h) UnSkirted Table		n/a	\$179.70	\$206.65	\$231.45	
50049	8' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$200.50	\$230.55	\$258.20	
51089	42" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$321.90	\$370.20	\$414.60	
50032	30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$300.95	\$346.10	\$387.65	
50030	Round Side Table - 24" (w) x 18" (h)		n/a	\$151.50	\$174.20	\$195.10	
50031	Square Side Table - 24" (w) x 18" (h)		n/a	\$151.50	\$174.20	\$195.10	
50706	30" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$393.80	\$452.85	\$507.20	
50707	42" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$410.50	\$472.10	\$528.75	
50700	White Fabric Table Cover w/ 6'x30" Table		03	\$326.80	\$375.80	\$420.90	
50700	Red Fabric Table Cover w/ 6'x30" Table		01	\$326.80	\$375.80	\$420.90	
50700	Blue Fabric Table Cover w/ 6'x30" Table		05	\$326.80	\$375.80	\$420.90	
50700	Black Fabric Table Cover w/ 6'x30" Table		06	\$326.80	\$375.80	\$420.90	

Seating

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

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

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 6.00%

AMOUNT DUE \$ _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

SPECIALTY, DISPLAYS & DRAPERY

AOSSM Annual Meeting

M113020723

Walter E. Washington Convention Center | Washington, DC

July 13 - 15, 2023

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 22, 2023

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

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

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

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.00%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

FLOORING

M113020723

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 22, 2023 PREMIUM PLUSH & PREMIUM VINYL DEADLINE:** TUESDAY, JUNE 13, 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.			\$12.70	\$14.60	\$16.35	

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46005	Premium Vinyl** (per sq. ft.)*** Rental includes installation and removal of carpet and visqueen.			\$16.45	\$18.90	\$21.15	
46007	1/2" Padding for Vinyl (per sq. ft.)***		n/a	\$6.00	\$6.90	\$7.75	

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46001	Premium Carpet - 28 oz. Rental/Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$9.10	\$10.45	\$11.70	
46003	Premium Carpet - 28 oz. Rental 1000+ Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$8.00	\$9.20	\$10.30	
46002	Premium Carpet - 28 oz. Purchase Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$22.55	\$25.95	\$29.05	

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50255	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 10'			\$321.55	\$369.80	\$414.20	
50256	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 20'			\$600.00	\$690.00	\$772.80	
50257	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 30'			\$894.90	\$1,029.15	\$1,152.65	
50258	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 40'			\$1,189.85	\$1,368.35	\$1,532.55	
50400	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 15'		Tuxedo ONLY	\$562.70	\$647.10	\$724.75	

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50580	Special Cut 0-399 Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$6.20	\$7.15	\$8.00	
50581	Special Cut 400-900 Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$5.70	\$6.55	\$7.35	
50582	Special Cut 900+ Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$5.15	\$5.90	\$6.60	

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50009	1/2" Padding		n/a	\$1.70	\$1.95	\$2.20	
50008	1" Padding		n/a	\$3.20	\$3.70	\$4.15	
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.

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 6.00%

AMOUNT DUE \$ _____



Email completed form to: orders@shepardes.com



CORT®

EVENTS

TRADESHOW

FURNISHINGS | 2022

Powered Seating



Naples Collection



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

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

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



Charge It!

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



Tech Tablet Chair

TCHGRY Tech Tablet Chair
(gray vinyl, white metal tablet, chrome base)

30.5"L 29"D 33.5"H

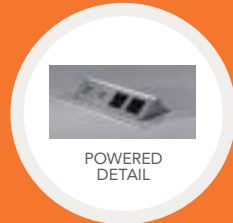
Also available without tablet (TCHP).



POWERED
DETAIL

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

Powered Communal Tables



Ventura Bar Tables, Powered

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



Styling Tip:

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

Ventura Cafe Tables, Powered

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



Use Ventura 6' Bar or Cafe Tables

in your design to facilitate conversations while physical distancing.



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

Powered Tables



Sydney

Powered
Cocktail Tables



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

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



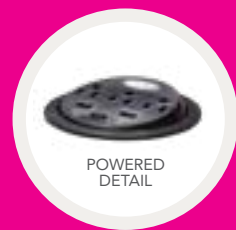
Wireless Charging Table

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



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

Powered ⚡ Desks & Conference Tables



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

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

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

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



C.

D.



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

Also available without power.

Non-Powered Conference

Tables 5', 8', 10'

(black top, silver)

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

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

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

E.



F.



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

Powered Products



Village Charging Hub



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



POWERED
DETAIL



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

Powered Pedestals

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



Powered Locking Pedestals

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

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



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

Soft Seating Collections

Valencia

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

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



Level The Field!:

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

Sterling

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

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



Soft Seating Collections

Cordoba

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

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



Fairfax

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

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



Soft Seating Collections

Allegro

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

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



Palm Beach

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



Key Largo

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

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

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



Soft Seating Collections


Baja

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

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

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



Powered Products 



Naples

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

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

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

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

Accent Chairs



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



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



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

Make it •
SWivel



10'x20' - Meeting Booth



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



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

Accent Chairs

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



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



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



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

Create Space

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

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

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

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

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

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

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





BROOKLYN

CHAIRS

24.5"L 25.5"D 31.75"H

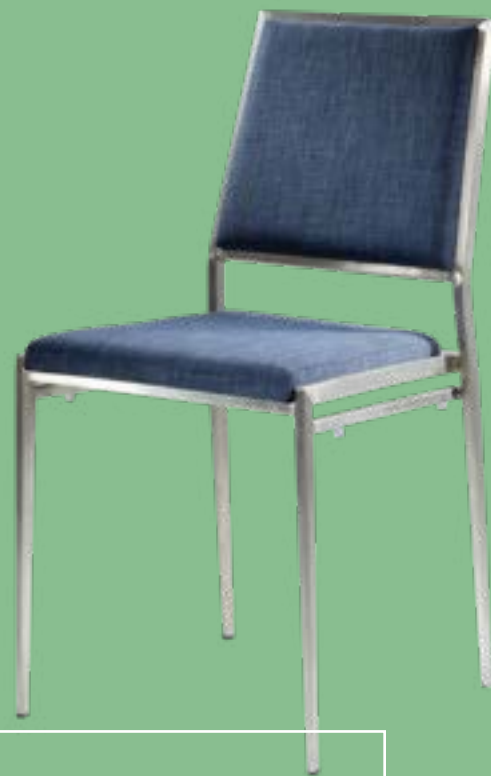


A) BNMCOB Brooklyn Meeting Chair (white vinyl, oak-look)
B) BNMCSW Brooklyn Meeting Chair, Swivel (white vinyl, black)

Frame finish black metal or oak-look.



M A R I N A



CHAIRS

17.5"L 19.5"D 35"H



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

All frames brushed metal.

Individual Seating

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



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



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.

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

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

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

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

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

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

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

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

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

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



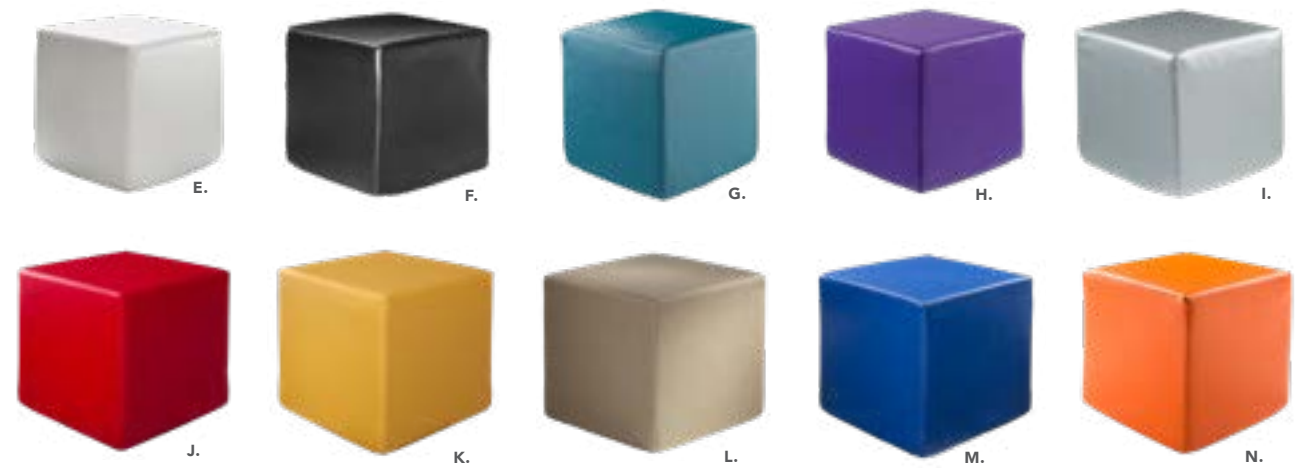
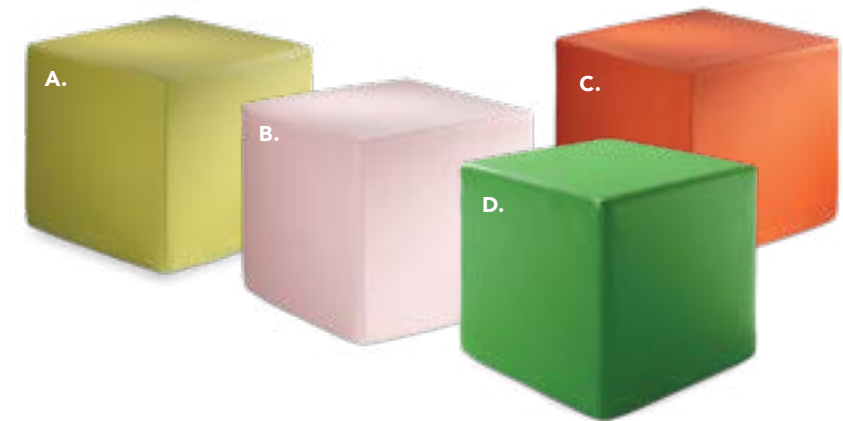
Provide a Pop!

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

CUBE

OTTOMANS

18"L18"D18"H



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



BEVERLY

SMALL BENCH

OTTOMANS

30"L20"D18"H



- A) BVSMOR** (orange fabric) **B) BVSMGN** (olive green fabric) **C) BVSMWH** (white vinyl)
D) BV SMBK (black vinyl) **E) BV SMBL** (ocean blue fabric) **F) BV SMBN** (brown fabric)
G) BV SMGY (gray fabric) **H) BV SMLN** (linen fabric) **I) BV SMLV** (lavender fabric)
J) BV SMRD (red fabric) **K) BV SMYL** (yellow fabric)



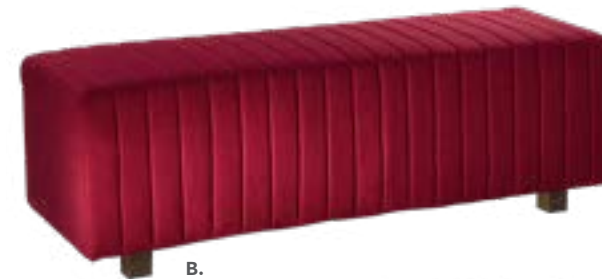
BENCH

OTTOMANS

60"L20"D18"H



A.



B.



C.



D.



E.



F.



G.

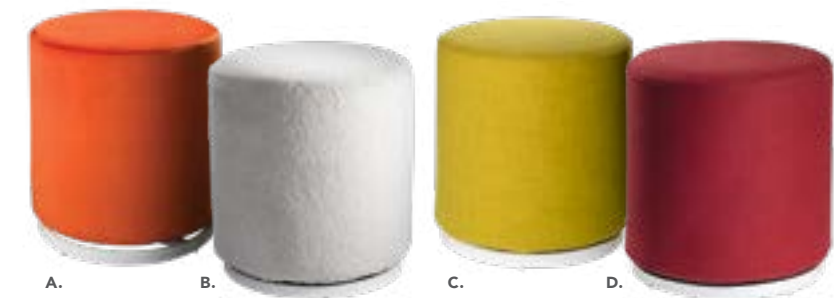
A) BVLYWH (white vinyl) **B) BVLYRD** (red fabric) **C) BVLYGR** (gray fabric) **D) BVLYOB** (ocean blue fabric)
E) BVLYBK (black vinyl) **F) BVLYLN** (linen fabric) **G) BVLYBN** (brown fabric)



SWIVEL

OTTOMANS

17" RND 18"H



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

Ottomans



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



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



Demo Down

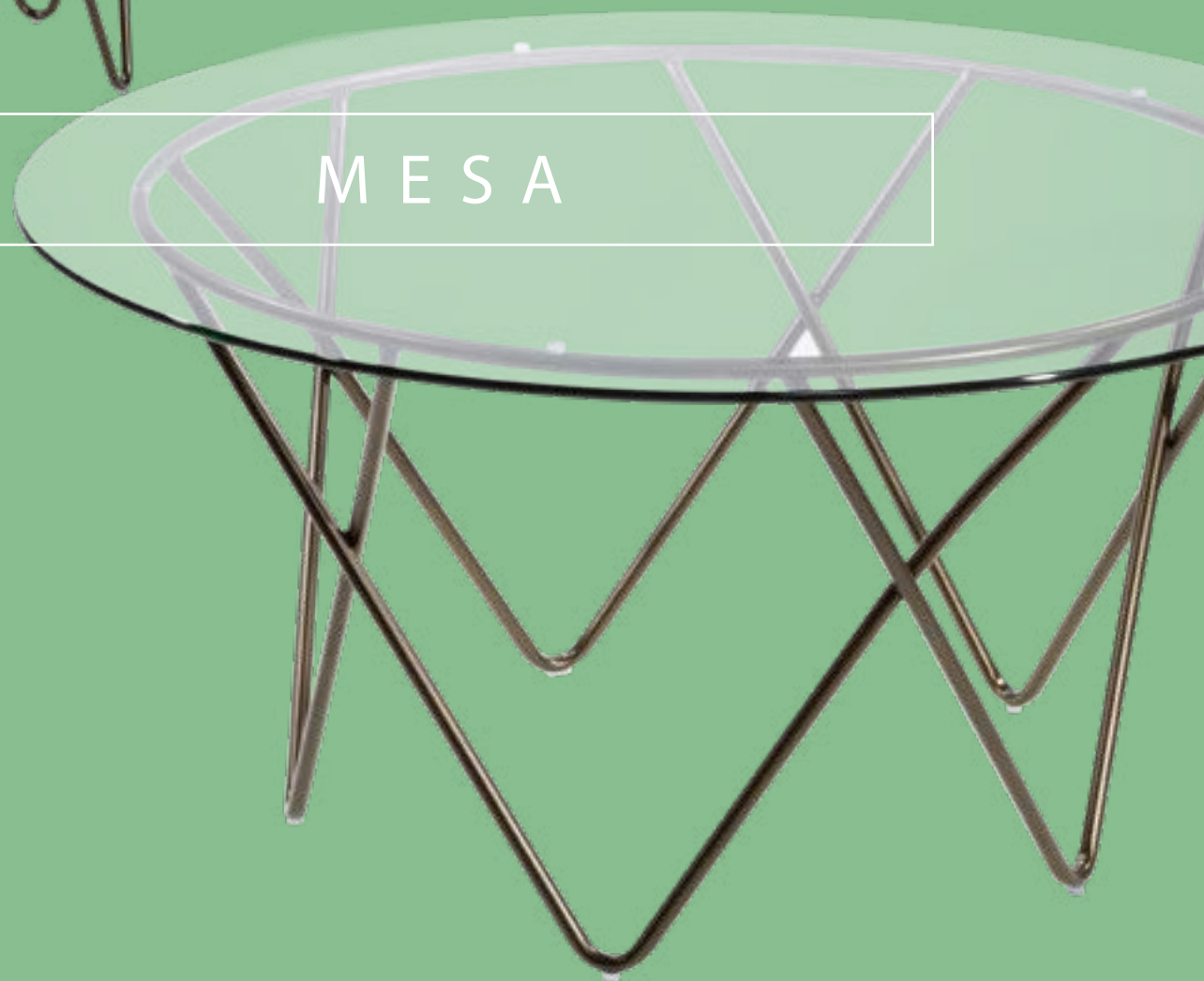
Square, circular, or curved - ottomans are a great way to design theater-style seating for demonstrations.

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





M E S A



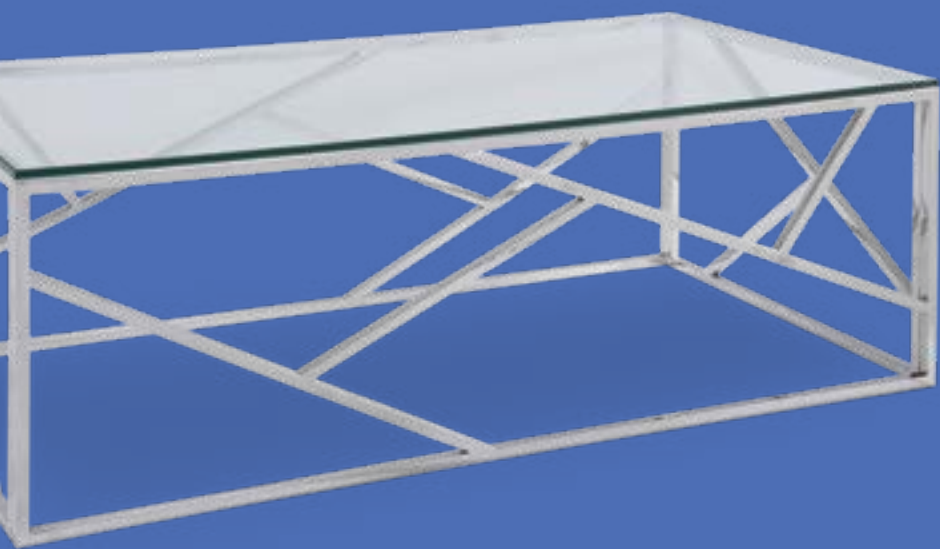
ACCENT

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



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

All frames bronze finish.



A L O N D R A



ACCENT

COCKTAIL & END TABLES

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



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

All frames chrome finish.



G E O



ACCENT

COCKTAIL & END TABLES



A.



B.



C.



D.

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



SYDNEY



ACCENT

COCKTAIL & END TABLES

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



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

All frames brushed steel.

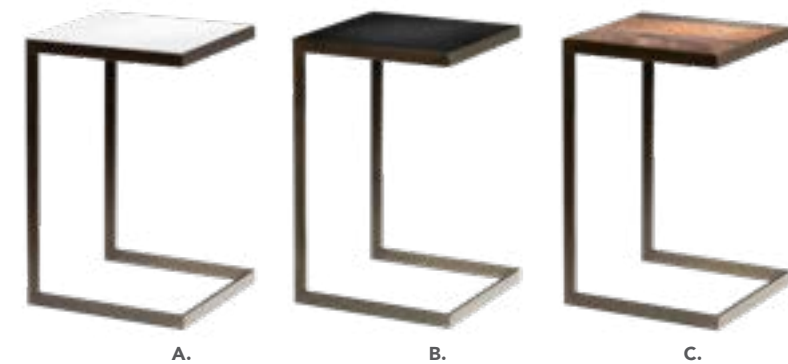


TAOS | SEDONA

SIDE

TABLES

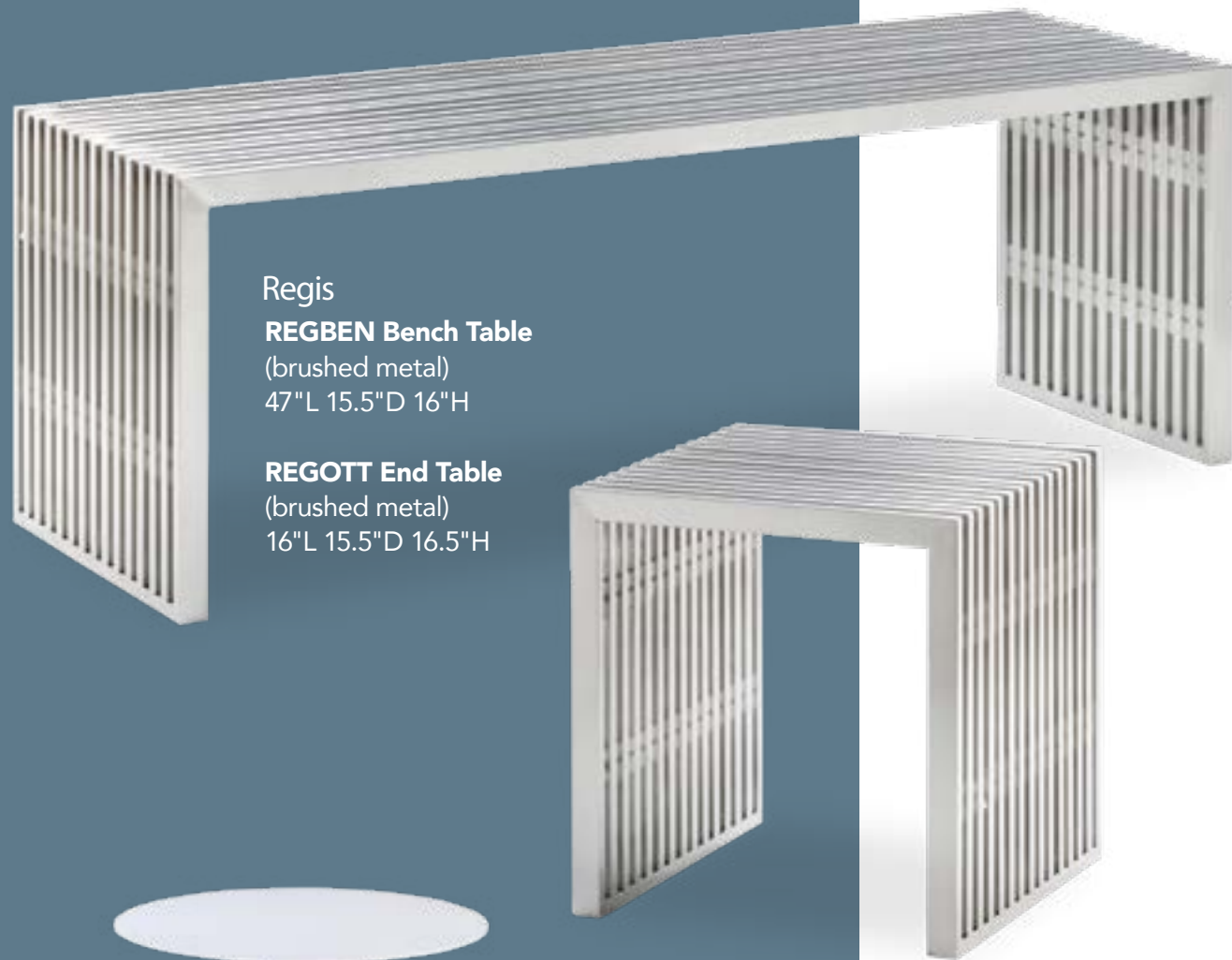
15.75 "L 15.75 "D 24 "H



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

All frames bronze finish.

Accent Tables



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

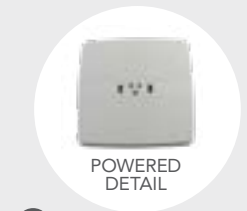
REGOTT End Table
(brushed metal)
16"L 15.5"D 16.5"H



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



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



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

Gather Round

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



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

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

Bar & Cafe Tables



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

Bar Tables

Standard Black Base

30" RND 42"H

VTJ (graphite nebula top)

VTK (maple top)

VTB (red top)

30WH42 (white top)

30WDBB (barnwood top)

30BKSB (black top)

30AGBB

(brushed gunmetal top)

30OSBB (orange top)

VTA

(Madison/gray acajou top)

30BEBB (blue top)

30YBBB (brushed yellow top)

30GSBB (green top)

36" RND 42"H

VTN (graphite nebula top)

VTP (maple top)

VTW (white top)

36BKSB (black top)

Bar Tables

Hydraulic Chrome Base

30" RND 45"H

30GRHB

(graphite nebula top)

30MTHB (maple top)

30BRHB (red top)

30WHHB (white top)

30WDHB (barnwood top)

30BKHB (black top)

30AGHB

(brushed gunmetal top)

30OSHB (orange top)

30MAHB

(Madison/gray acajou top)

30BEHB (blue top)

30YSHB (brushed yellow top)

30GSHB (green top)

36" RND 45"H

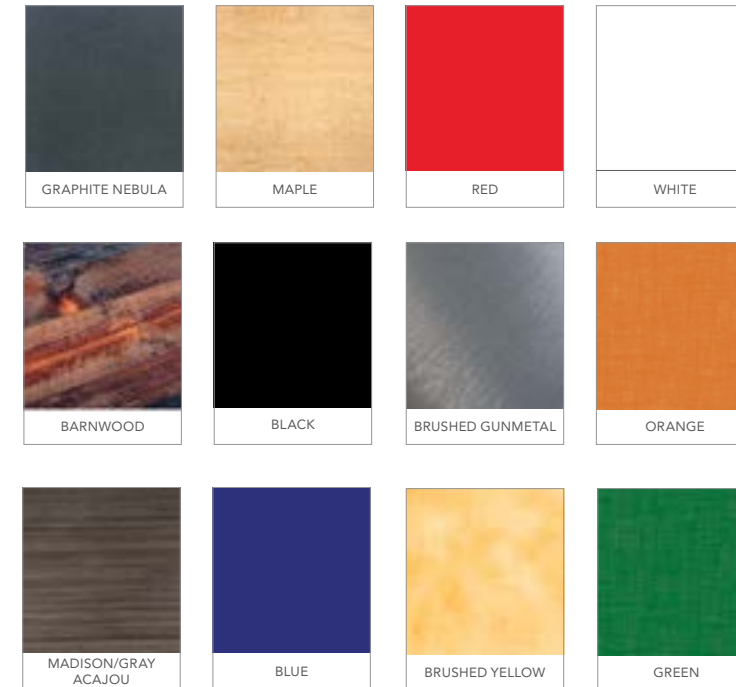
36GRHB (graphite nebula)

36MTHB (maple top)

36WTHB (white)

36BKHB (black top)

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



Create Space

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

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



Cafe Tables

Hydraulic Chrome Base

30" RND 29"H

30GRHC (graphite nebula top)

30MTHC (maple top)

30BRHC (red top)

30WHHC (white top)

30WDHC (barnwood top)

30BKHC (black top)

30AGHC (brushed gunmetal top)

30OSHC (orange top)

30MAHC (Madison/gray acajou top)

30BEHC (blue top)

30YSHC (brushed yellow top)

30GSHC (green top)

36" RND 29"H

36GRHC (graphite nebula top)

36MTHC (maple top)

36WTHC (white top)

36BKHC (black top)

Cafe Tables

Standard Black Base

30" RND 29"H

ZTJ (graphite nebula top)

ZTK (maple top)

ZTB (red top)

30WH29 (white top)

30WDBC (barnwood top)

30BKSC (black top)

30AGBC (brushed gunmetal top)

30OSBC (orange top)

ZTA (Madison/gray acajou top)

30BEBC (blue top)

30YSBC (brushed yellow top)

30GSBC (green top)

36" RND 29"H

ZTN (graphite nebula top)

ZTP (maple top)

ZTQ (white top)

36BKSC (black top)



M A R I N A



BARSTOOL

COLLECTION
21" L 17.5" D 41.5" H



A.



B.



C.



D.



E.

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

All frames brushed metal.



LIFT

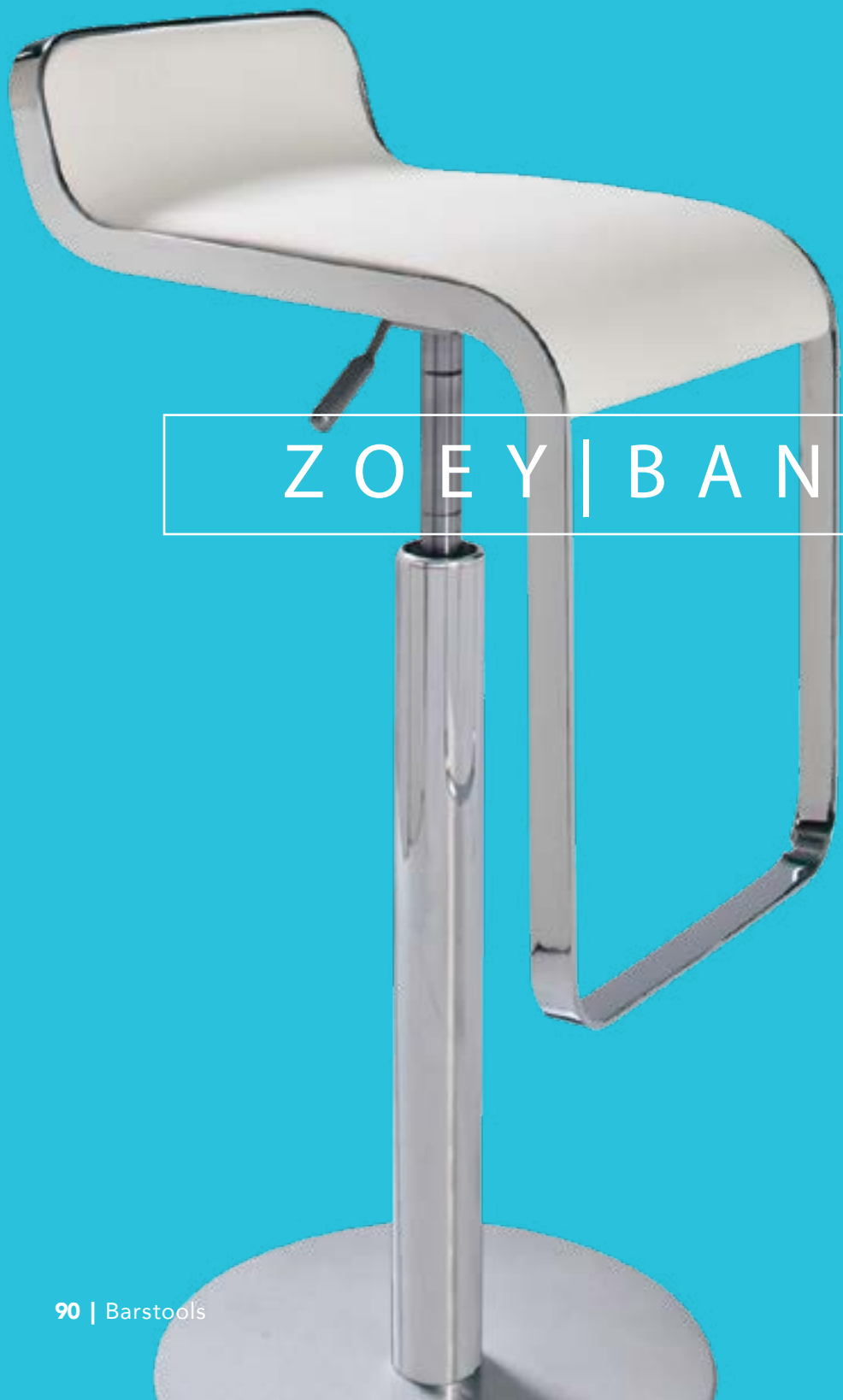
BARSTOOL

COLLECTION
15 "RND23 - 33.5 "H



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

All bases chrome finish. Adjustable height.



ZOEY | BANANA

BARSTOOL

COLLECTIONS



A.



B.



C.



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

All bases chrome finish.

Barstools Styles



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



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



A.



B.



C.



D.



E.

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

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

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

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

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



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

Styling Tip:

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

Executive Seating

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

B) PROEXB
(black vinyl, chrome)

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



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

D) PROMDB
(black vinyl, chrome)

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



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



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



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



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



42" ROUND



CONFERENCE

TABLES
42" RND 29" H



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

All bases black finish.



G E O



CONFERENCE

TABLES



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

Conference Tables

Styling Tip:

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

Dividers | pg 122



A.



B.



C.



Madison Conference Tables

(gray acajou top)

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

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

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

Atomic Round Table

(glass, chrome)

42ATO 42" RND 30"H

36ATO 36" RND 30"H



Work Table

WD3

(white top, white)

48"L 24"D 30"H



A.



B.



C.



Black Conference Tables 5', 8', 10'

(black top, silver)

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

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

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

Also available with power.





MADISON



10'x20' - Madison Presentation Booth

EXECUTIVE DESK & STORAGE



DESK FRONT

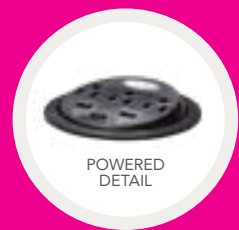


DESK BACK



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

Powered ⚡ Desks & Conference Tables



Tech Powered Desk & File Cabinet

(black metal, laminate)

A) TECH Tech Desk, Powered

60" L 30" D 30" H

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

60" L 30" D 30" H

C) TECH3 3 Drawer File Cabinet on Castors

16" L 20" D 28" H



C.

D.



Powered Conference

Tables 5', 8', 10'

(black top, silver)

D) BKCT5P 5' 60" L 48" D 29" H

E) BKCT8P 8' 96" L 60" D 29" H

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

Also available without power.

Non-Powered Conference

Tables 5', 8', 10'

(black top, silver)

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

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

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

E.



F.



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

Ventura

Powered & Communal Tables



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

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



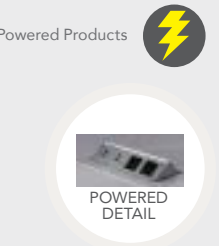
TABLE TOP OPTIONS

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



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

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



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

Office Accessories & Decor

Embrace The Organic

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



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



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



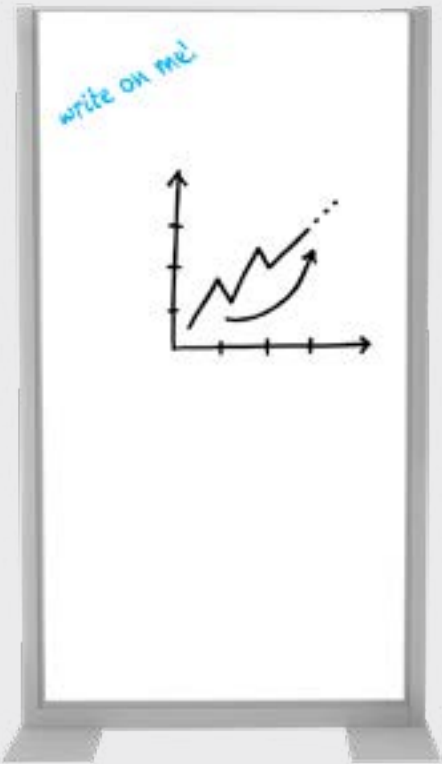
Mason Lamps
 (brushed silver)
A) LA15 Floor Lamp
 18" RND 55"H
B) LA14 Table Lamp
 16" RND 26"H



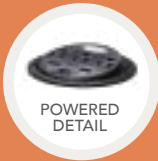
Posh Shelving
PSHCCS 36"L 18"D 72"H
 (chrome, acrylic)



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



Midtown Counter & Bar



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



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



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

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



Boxwood Hedges

A) HDG7FT Boxwood Hedge, 7'
36.5"L 12"D 84"H

B) HDG4FT Boxwood Hedge, 4'
46"L 9"D 47"H



Accent Chairs | p 36
Accent Tables | p 64

Keep it Green

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



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

Dividers

- Clear Dividers
- A) **DIVFRE Freestanding**
(Silver, Clear) 39"L 1.5"D 72"H
 - B) **DIVFWL Freestanding Wall Unit**
(Silver, Clear) 40"L 1.5"D 72"H
 - C) **DIVFCR Freestanding Corner**
(Silver, Clear) 39"L 39"D 72"H



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



Bars | p 114



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

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

Attract, Connect and Inspire.

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



B.



C.



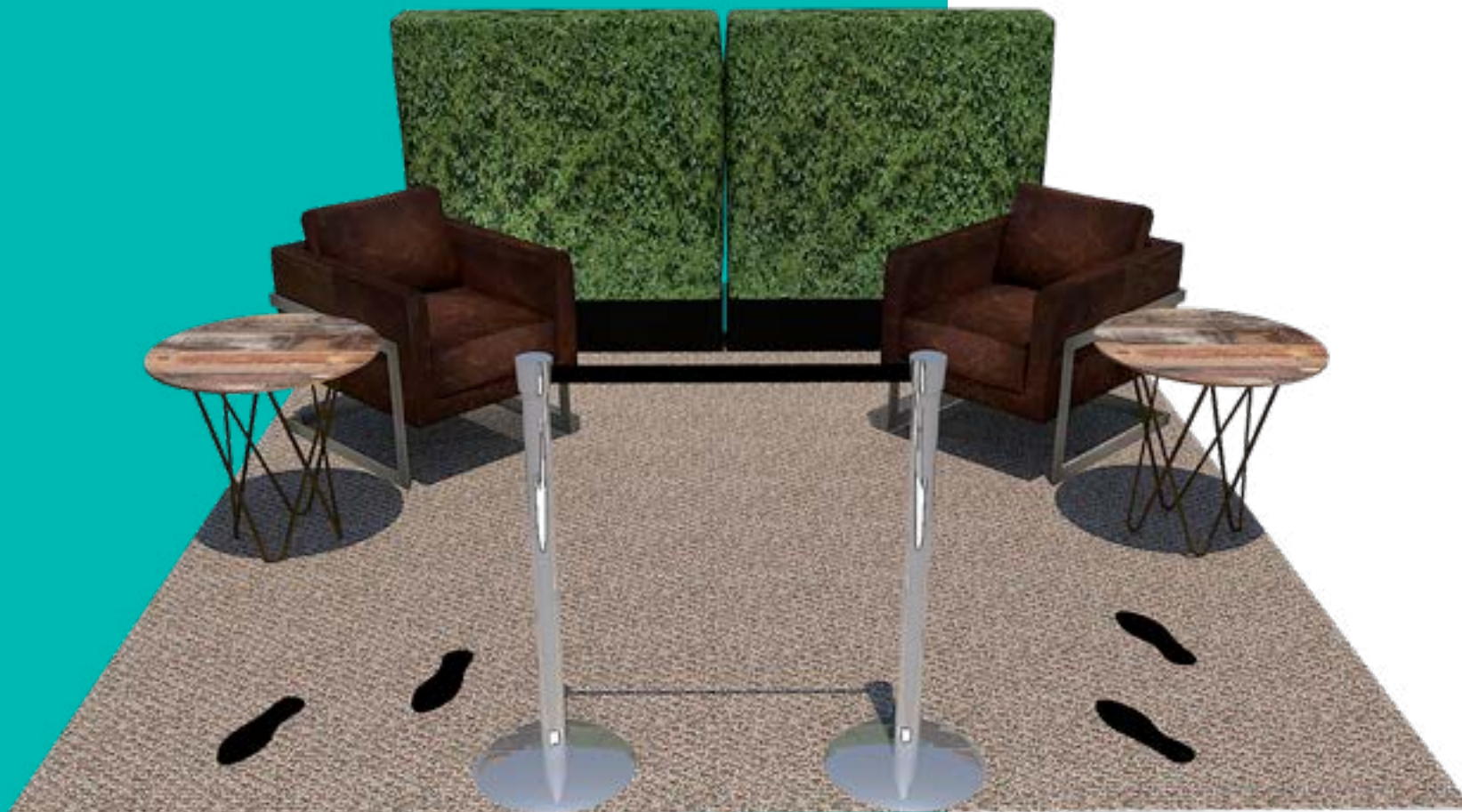
E.



Sofas | p 26



Dividers



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



A.

Stanchion w/ Retractable Belt

A) STNCH1

(black, chrome) 96"L 37"H

Rented individually; two needed to complete a section.

B) STNSGN Stanchion Sign Holder

(black, chrome) 10"L 13"H



Conference Tables | p 100
Executive Seating | p 98

C.

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



D.

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



Accent Chairs | p 36
Accent Tables | p 64

Making You Look Good, By Design.™

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

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



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

Style & Service Delivered®

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



aoSSM
2023 ANNUAL MEETING
 JULY 13-16 • WASHINGTON, DC

SOFT SEATING COLLECTIONS

AOSSM Annual Meeting


M113020723

Walter E. Washington Convention Center | Washington, DC
 July 13 - 15, 2023


ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 22, 2023

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

Loveseats

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLVWHT	Baja Loveseat - White Vinyl, Metal Base		\$1,363.25	\$1,567.75	\$1,755.90	
KEYLOV	Key Largo Loveseat - Black Fabric, Metal Base		\$627.95	\$722.15	\$808.80	
NPLLOV	Naples Loveseat - Black Vinyl, Metal Base		\$1,203.70	\$1,384.25	\$1,550.35	
NPLLOP	Naples Loveseat - Black Vinyl, Metal Base  POWERED		\$1,500.00	\$1,725.00	\$1,932.00	
COLVTP	Cordoba Loveseat - Taupe, Black Metal Base		\$963.60	\$1,108.15	\$1,241.15	
MONLOV	Montreal Loveseat - Blue, Black Metal Base		\$1,156.80	\$1,330.30	\$1,489.95	

Sofas

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

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

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.00%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



aoSSM
2023 ANNUAL MEETING
 JULY 13-16 • WASHINGTON, DC

AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC
 July 13 - 15, 2023

ACCENT CHAIRS

M113020723

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 22, 2023

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

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CHR002	Allegro Chair - Blue Fabric, Brushed Metal		\$840.00	\$966.00	\$1,081.90	
ATHCHA	Atherton Chair - Brown Leather, Black Metal		\$696.20	\$800.65	\$896.75	
BCHWHT	Baja Chair - White Vinyl		\$930.60	\$1,070.20	\$1,198.60	
BOWCHA	Bowery Chair - Ochre Fabric		\$653.90	\$752.00	\$842.25	
CNTCHR	Century Chair - Gray Velvet		\$666.35	\$766.30	\$858.25	
FAIRCW	Fairfax Chair - White Vinyl, Brushed Metal		\$588.90	\$677.25	\$758.50	
KEYCHR	Key Largo Chair - Black Fabric, Wood		\$536.90	\$617.45	\$691.55	
LABREA	La Brea Swivel Chair - Charcoal Gray Fabric, Chrome		\$702.70	\$808.10	\$905.05	
LENCHA	Lena Chair - Moss Green Leather, Bronze		\$586.80	\$674.80	\$755.80	
BCW	Madrid Chair - White Vinyl, Chrome		\$1,278.70	\$1,470.50	\$1,646.95	
MONCHA	Montreal Chair - Blue, Black Metal		\$718.55	\$826.35	\$925.50	
MNCHCH	Munich Armless Chair - Gray Fabric, Black		\$966.30	\$1,111.25	\$1,244.60	
NPLCHP	Naples Chair - Black Vinyl  POWERED		\$1,083.50	\$1,246.00	\$1,395.50	
NPLCHR	Naples Chair - Black Vinyl		\$998.90	\$1,148.75	\$1,286.60	
STECHE	Sterling Chair - Gray Fabric		\$927.35	\$1,066.45	\$1,194.40	
SWAN	Swanson Swivel Chair - White Vinyl, Chrome		\$611.65	\$703.40	\$787.80	
TCHP	Tech Chair, No Tablet - Gray Vinyl, Chrome Base		\$512.15	\$588.95	\$659.60	
TCHGRY	Tech Tablet Chair - Gray Vinyl, White Metal Tablet, Chrome Base  POWERED		\$499.75	\$574.70	\$643.65	
VALCHA	Valencia Chair - Spice Orange Velvet		\$512.60	\$589.50	\$660.25	
WENCHA	Wentworth Swivel Chair - Brown Vinyl		\$562.00	\$646.30	\$723.85	
BNMCOW	Brooklyn Meeting Chair - White		\$449.90	\$517.40	\$579.50	
BNMCSW	Brooklyn Meeting Chair, Swivel - White		\$449.90	\$517.40	\$579.50	
BNMCSB	Brooklyn Meeting Chair - Black		\$422.40	\$485.75	\$544.05	
BNMCOB	Brooklyn Meeting Chair, Swivel - Black		\$422.40	\$485.75	\$544.05	
COCHTP	Cordoba Chair		\$674.75	\$775.95	\$869.05	

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

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.00%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



aoSSM
2023 ANNUAL MEETING
 JULY 13-16 • WASHINGTON, DC

AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC
 July 13 - 15, 2023

INDIVIDUAL SEATING

M113020723

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 22, 2023

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

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLDCRD	Blade Chair - Red		\$115.30	\$132.60	\$148.50	
BLDCSB	Blade Chair - Sky Blue		\$115.30	\$132.60	\$148.50	
BLDCBK	Blade Chair - Black		\$98.40	\$113.15	\$126.75	
CCSCAZ	Chelsea Chair - Azure Blue, Black Swivel Base		\$223.20	\$256.70	\$287.50	
CCBTAZ	Chelsea Chair- Azure Blue, Black Tower Base		\$223.20	\$256.70	\$287.50	
CCSCBK	Chelsea Chair- Black, Black Swivel Base		\$223.20	\$256.70	\$287.50	
CCBTBK	Chelsea Chair- Black, Black Tower Base		\$223.20	\$256.70	\$287.50	
CCSCYL	Chelsea Chair- Goldenrod Yellow, Black Swivel Base		\$223.20	\$256.70	\$287.50	
CCBTYL	Chelsea Chair - Goldenrod Yellow, Black Tower Base		\$223.20	\$256.70	\$287.50	
CCSCGY	Chelsea Chair- Gray, Black Swivel Base		\$223.20	\$256.70	\$287.50	
CCBTGY	Chelsea Chair- Gray, Black Tower Base		\$223.20	\$256.70	\$287.50	
CCSCOR	Chelsea Chair- Orange, Black Swivel Base		\$223.20	\$256.70	\$287.50	
CCBTOR	Chelsea Chair- Orange, Black Tower Base		\$223.20	\$256.70	\$287.50	
CCSCWL	Chelsea Chair- Walnut, Black Swivel Base		\$223.20	\$256.70	\$287.50	
CCBTWL	Chelsea Chair- Walnut, Black Tower Base		\$223.20	\$256.70	\$287.50	
SC3	Brewer Chair - Onyx, Chrome		\$299.20	\$344.10	\$385.40	
XCHR	Christopher Chair - White Vinyl, Chrome		\$179.00	\$205.85	\$230.55	
DUET	Duet Stack Chair - Black, Chrome		\$110.65	\$127.25	\$142.50	
LMCHR	Laguna Chair - Maple, Chrome		\$253.80	\$291.85	\$326.85	
LUCHCL	Lucent Chair - Frosted Acrylic, Chrome		\$310.55	\$357.15	\$400.00	
MALGRN	Malba Chair - Green, Chrome		\$195.25	\$224.55	\$251.50	
MALGRY	Malba Chair - Gray, Chrome		\$195.25	\$224.55	\$251.50	
MARCBF	Marina Chair - Ocean Blue Fabric, Brushed Metal		\$251.40	\$289.10	\$323.80	
MARCBK	Marina Chair - Black Vinyl, Brushed Metal		\$251.40	\$289.10	\$323.80	
MARCBR	Marina Chair - Brown Fabric, Brushed Metal		\$251.40	\$289.10	\$323.80	
MARCRD	Marina Chair - Red Fabric, Brushed Metal		\$251.40	\$289.10	\$323.80	
MARCWH	Marina Chair - White Vinyl, Brushed Metal		\$251.40	\$289.10	\$323.80	
PASCHR	Pasadena Chair - White Molded Plastic w/Chrome Tower Base		\$405.25	\$466.05	\$522.00	
SC10	Razor Armless Chair - White		\$133.45	\$153.45	\$171.85	
RSTDIN	Rustique Chair w/ Arms - Gunmetal		\$224.45	\$258.10	\$289.05	
CS4	Syntax Chair - Black, Chrome		\$354.65	\$407.85	\$456.80	
ZENCHR	Zenith Chair - White, Chrome		\$286.25	\$329.20	\$368.70	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.00%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



aoSSM
2023 ANNUAL MEETING
 JULY 13-16 • WASHINGTON, DC

AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC
 July 13 - 15, 2023

BENCHES & OTTOMANS

M113020723

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 22, 2023

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

Beverly Benches

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

Metal Bench

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

Ottomans

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

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.00%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



aoSSM
2023 ANNUAL MEETING
 JULY 13-16 • WASHINGTON, DC

CUBE & SWIVEL OTTOMANS

AOSSM Annual Meeting

M113020723

Walter E. Washington Convention Center | Washington, DC
 July 13 - 15, 2023

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 22, 2023

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

Vibe Cubes

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

Marche Swivel

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

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

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.00%
AMOUNT DUE	\$ _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC
 July 13 - 15, 2023




ACCENT TABLES: COCKTAIL & END

M113020723

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 22, 2023

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

Cocktail Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ADCTBK	Adelaide Cocktail Table - Black Top, Silver		\$374.40	\$430.55	\$482.20	
ADCTGL	Adelaide Cocktail Table - Glass Top, Silver		\$374.40	\$430.55	\$482.20	
ADCTWH	Adelaide Cocktail Table - White Top, Silver		\$374.40	\$430.55	\$482.20	
ADCTBP	Adelaide Cocktail Table - Black Top, Silver  POWERED		\$518.40	\$596.15	\$667.70	
ADCTWP	Adelaide Cocktail Table - White Top, Silver  POWERED		\$518.40	\$596.15	\$667.70	
ALC100	Alondra Cocktail Table - Glass Top, Chrome		\$572.60	\$658.50	\$737.50	
ALC200	Alondra Cocktail Table - Brandy Maple Top, Chrome		\$572.60	\$658.50	\$737.50	
CIC	Geo Cocktail Table - Glass Top, Chrome		\$429.50	\$493.90	\$553.15	
CIFWB	Geo Cocktail Table - Brandy Maple Top, Black		\$501.05	\$576.20	\$645.35	
MESCTB	Mesa Cocktail Table - Black Top, Bronze		\$331.70	\$381.45	\$427.20	
MESCTG	Mesa Cocktail Table - Glass Top, Bronze		\$331.70	\$381.45	\$427.20	
MESCTW	Mesa Cocktail Table - Barnwood Top, Bronze		\$331.70	\$381.45	\$427.20	
CIE	Silverado Cocktail Table - Glass Top, Chrome		\$475.00	\$546.25	\$611.80	
CIW	Sydney Cocktail Table - White Top, Brushed Steel		\$481.50	\$553.70	\$620.15	
CIY	Sydney Cocktail Table - Black Top, Brushed Steel		\$481.50	\$553.70	\$620.15	
CIWP	Sydney Cocktail Table - White Top, Brushed Steel  POWERED		\$611.65	\$703.40	\$787.80	
CIYP	Sydney Cocktail Table - Black Top, Brushed Steel  POWERED		\$611.65	\$703.40	\$787.80	
SYDBEC	Sydney Cocktail Table - Blue Top, Brushed Steel		\$488.05	\$561.25	\$628.60	
SYDWDC	Sydney Cocktail Table - Barnwood Top, Brushed Steel		\$443.65	\$510.20	\$571.40	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.00%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

ACCENT TABLES: SIDE

M113020723

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 22, 2023

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

End Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ADETBK	Adelaide End Table - Black Top, Silver		\$362.40	\$416.75	\$466.75	
ADETGTL	Adelaide End Table - Glass Top, Silver		\$362.40	\$416.75	\$466.75	
ADETWH	Adelaide End Table - White Top, Silver		\$362.40	\$416.75	\$466.75	
ALE100	Alondra End Table - Glass Top, Chrome		\$413.20	\$475.20	\$532.20	
ALE200	Alondra End Table - Brandy Maple Top, Chrome		\$413.20	\$475.20	\$532.20	
CUBPOW	Wireless Charging Table - White, AC Plug In  POWERED		\$736.50	\$846.95	\$948.60	
EIC	Geo End Table - Glass Top, Chrome		\$423.00	\$486.45	\$544.80	
EIFWB	Geo End Table - Brandy Maple Top, Black		\$435.95	\$501.35	\$561.50	
MESETB	Mesa End Table - Black Top, Bronze		\$219.10	\$251.95	\$282.20	
MESETG	Mesa End Table - Glass Top, Bronze		\$219.10	\$251.95	\$282.20	
MESETW	Mesa End Table - Barnwood Top, Bronze		\$219.10	\$251.95	\$282.20	
REGOTT	Regis End Table - Brushed Metal		\$361.20	\$415.40	\$465.25	
EIE	Silverado End Table - Glass, Chrome		\$452.20	\$520.05	\$582.45	
EIW	Sydney End Table - White Top, Brushed Steel		\$435.95	\$501.35	\$561.50	
EIY	Sydney End Table - Black Top, Brushed Steel		\$435.95	\$501.35	\$561.50	
SYDBEE	Sydney End Table - Blue Top, Brushed Steel		\$428.90	\$493.25	\$552.45	
SYDWDE	Sydney End Table - Barnwood Top, Brushed Steel		\$428.90	\$493.25	\$552.45	

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

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

Side Tables

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

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.00%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

BAR TABLES, BARS & COUNTERS

AOSSM Annual Meeting


M113020723

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 22, 2023

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

30" Round Bar Table with Black Base

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

36" Round Bar Table with Black Base

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

30" Round Bar Table with Hydraulic Base

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

36" Round Bar Table with Hydraulic Base

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



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

BAR TABLES, BARS & COUNTERS CONTINUED

AOSSM Annual Meeting


Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

M113020723

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 22, 2023

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

30" Round Bar Table with Black Base

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

36" Round Bar Table with Black Base

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

30" Round Bar Table with Hydraulic Base

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023


CAFÉ TABLES

M113020723

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 22, 2023

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

30" Round Café Table with Black Base

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

36" Round Café Table with Black Base

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

30" Round Café Table with Chrome Hydraulic Base

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



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

CAFÉ TABLES CONTINUED

M113020723



ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 22, 2023

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

36" Round Café Table with Chrome Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHC	36" Round Cafe Table w/ Hydraulic Base - Black Top		\$559.60	\$643.55	\$720.80	
36GRHC	36" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$559.60	\$643.55	\$720.80	
36MTHC	36" Round Cafe Table w/ Hydraulic Base - Maple Top		\$559.60	\$643.55	\$720.80	
36WTHC	36" Round Cafe Table w/ Hydraulic Base - White Top		\$559.60	\$643.55	\$720.80	

Ventura Communal Café Tables

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

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

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.00%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



aoSSM
2023 ANNUAL MEETING
 JULY 13-16 • WASHINGTON, DC

AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC
 July 13 - 15, 2023

BAR STOOLS

M113020723

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 22, 2023

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

Bar Stools

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BSS	Banana Barstool - Black, Chrome		\$426.25	\$490.20	\$549.00	
BST	Banana Barstool - White, Chrome		\$426.25	\$490.20	\$549.00	
BLDBRD	Blade Barstool - Red		\$221.80	\$255.05	\$285.65	
BLDBSB	Blade Barstool - Sky Blue		\$221.80	\$255.05	\$285.65	
BLDBBK	Blade Barstool - Black		\$189.60	\$218.05	\$244.20	
CBSBAZ	Chelsea Barstool- Azure Blue, Black Tower Base		\$223.20	\$256.70	\$287.50	
CBSBBK	Chelsea Barstool- Black, Black Tower Base		\$223.20	\$256.70	\$287.50	
CBSBYL	Chelsea Barstool- Goldenrod Yellow, Black Tower Base		\$223.20	\$256.70	\$287.50	
CBSBCY	Chelsea Barstool- Gray, Black Tower Base		\$223.20	\$256.70	\$287.50	
CBSBOR	Chelsea Barstool- Orange, Black Tower Base		\$223.20	\$256.70	\$287.50	
CBSBWL	Chelsea Barstool- Walnut-look, Black Tower Base		\$223.20	\$256.70	\$287.50	
XBAR	Christopher Barstool - White Vinyl, Chrome		\$309.00	\$355.35	\$398.00	
LMBAR	Laguna Barstool - Maple, Chrome		\$318.80	\$366.60	\$410.60	
ROLLBL	Lift Barstool - Black Vinyl, Chrome		\$361.20	\$415.40	\$465.25	
ROLLGY	Lift Barstool - Gray Vinyl, Chrome		\$361.20	\$415.40	\$465.25	
ROLLRD	Lift Barstool - Red Vinyl, Chrome		\$361.20	\$415.40	\$465.25	
ROLLWH	Lift Barstool - White Vinyl, Chrome		\$361.20	\$415.40	\$465.25	
LUBSCL	Lucent Barstool - Frosted Acrylic, Chrome		\$443.65	\$510.20	\$571.40	
MARBBE	Marina Barstool - Ocean Blue Fabric, Brushed Metal		\$360.55	\$414.65	\$464.40	
MARBBK	Marina Barstool - Black Vinyl, Brushed Metal		\$360.55	\$414.65	\$464.40	
MARBBR	Marina Barstool - Brown Fabric, Brushed Metal		\$360.55	\$414.65	\$464.40	
MARBRD	Marina Barstool - Red Fabric, Brushed Metal		\$360.55	\$414.65	\$464.40	
MARBWH	Marina Barstool - White Vinyl, Brushed Metal		\$360.55	\$414.65	\$464.40	
RSTLTL	Rustique Barstool - Gunmetal		\$247.20	\$284.30	\$318.40	
BS001	Shark Barstool - White, Chrome		\$543.30	\$624.80	\$699.80	
BSR	Syntax Barstool - Black, Chrome		\$387.20	\$445.30	\$498.75	
ZENBAR	Zenith Barstool - White, Chrome		\$286.25	\$329.20	\$368.70	
BS002	Zoey Barstool - White, Chrome		\$497.80	\$572.45	\$641.15	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.00%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



aossm
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

CONFERENCE & WORK TABLES

AOSM Annual Meeting







M113020723

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 22, 2023


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

Conference Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BKCTSN	5' Table - Black Top, Silver		\$557.00	\$640.55	\$777.40	
BKCTSP	5' Table - Black Top, Silver  POWERED		\$721.00	\$829.15	\$928.65	
CONF5	5' Table - White Top, Silver		\$652.80	\$750.70	\$840.80	
C5PWR	5' Table - White Top, Silver  POWERED		\$770.40	\$885.95	\$992.25	
BKCT8N	8' Table - Black Top, Silver		\$1,108.85	\$1,275.20	\$1,428.20	
BKCT8P	8' Table - Black Top, Silver  POWERED		\$1,384.85	\$1,592.60	\$1,783.70	
CONF8	8' Table - White Top, Silver		\$1,238.40	\$1,424.15	\$1,595.05	
C8PWR	8' Table - White Top, Silver  POWERED		\$1,483.20	\$1,705.70	\$1,910.40	
BKCT10N	10' Table - Black Top, Silver		\$1,108.85	\$1,275.20	\$1,428.20	
BKCT10P	10' Table - Black Top, Silver  POWERED		\$1,384.85	\$1,592.60	\$1,783.70	
CONF10	10' Table - White Top, Silver		\$1,238.40	\$1,424.15	\$1,595.05	
C10PWR	10' Table - White Top, Silver  POWERED		\$1,483.20	\$1,705.70	\$1,910.40	
CB8	42" Round Madison Table - Gray Acajou, Black		\$581.00	\$668.15	\$748.35	
42BKCT	42" Round Table - Black Top, Black		\$597.35	\$686.95	\$769.40	
CONF42	42" Round Table - White Top		\$657.30	\$755.90	\$846.60	
36ATO	Atomic 36" Round Table - Glass Top, Chrome		\$543.30	\$624.80	\$699.80	
42ATO	Atomic 42" Round Table - Glass Top, Chrome		\$543.30	\$624.80	\$699.80	
CE2	Geo Table, Rectangle - Glass Top, Chrome		\$771.05	\$886.70	\$993.10	
CF2	Geo Table, Rectangle - Glass Top, Black		\$771.05	\$886.70	\$993.10	
CE1	Geo Table, Rounded Square - Glass Top, Chrome		\$543.30	\$624.80	\$699.80	
CF1	Geo Table, Rounded Square - Glass Top, Black		\$543.30	\$624.80	\$699.80	
MADC05	Madison 5' Table - Gray Acajou, Chrome		\$823.15	\$946.60	\$1,060.20	
MADC08	Madison 8' Table - Gray Acajou, Chrome		\$1,643.05	\$1,889.50	\$2,116.25	
MADC10	Madison 10' Table - Gray Acajou, Chrome		\$1,643.05	\$1,889.50	\$2,116.25	

Work Table

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

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.00%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



aoSSM
2023 ANNUAL MEETING
 JULY 13-16 • WASHINGTON, DC

AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC
 July 13 - 15, 2023

M113020723

EXECUTIVE SEATING, DESKS & STORAGE



ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 22, 2023

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

Seating

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

Desks

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

Storage

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

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

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.00%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



aoSSM
2023 ANNUAL MEETING
 JULY 13-16 • WASHINGTON, DC

AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC
 July 13 - 15, 2023

DIVIDERS

M113020723

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 22, 2023

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

Boxwood Hedges

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
HDG4FT	4' Boxwood Hedge		\$754.20	\$867.35	\$971.45	
HDG7FT	7' Boxwood Hedge		\$1,227.55	\$1,411.70	\$1,581.10	

Stanchions

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

Dividers

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

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.00%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



aoSSM
2023 ANNUAL MEETING
 JULY 13-16 • WASHINGTON, DC

AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC
 July 13 - 15, 2023


ACCESSORIES

M113020723

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 22, 2023

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





Charging Hub

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

Lamps


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

Pedestals

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

Shelving

PSHCCS	Posh Shelving - Chrome, Acrylic		\$881.75	\$1,014.00	\$1,135.70	
--------	---------------------------------	--	----------	------------	------------	--

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.00%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



aoSSM
2023 ANNUAL MEETING
 JULY 13-16 • WASHINGTON, DC

AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC
 July 13 - 15, 2023

GRAPHICS & SIGNS

M113020723

DISCOUNT DEADLINE:* TUESDAY, JUNE 13, 2023

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

Sign prices are based on customer supplying print-ready graphics in the requested format. Please see our Graphic Guidelines page for specific file/artwork information and the Graphic Upload page for a step by step guide on uploading your artwork.

Foam Core Signs, Single Sided

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70009	22" x 28" Vertical		\$240.55	\$276.65	\$309.85	
70010	22" x 28" Horizontal		\$240.55	\$276.65	\$309.85	
70011	28" x 44" Vertical		\$366.35	\$421.30	\$471.85	
70012	28" x 44" Horizontal		\$366.35	\$421.30	\$471.85	
70027	38.25" x 90.75" Meter Board, Trovicel Panel		\$741.40	\$852.60	\$954.90	
70138	39" x 84" Meter Board, Ultraboard		\$430.75	\$495.35	\$554.80	

Printed Vinyl Banners (per sq. ft.)

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

Table Clings

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70034	36" x 36" Round Table Cling <i>Table clings are made to fit our standard pedestal table tops.</i>		\$255.85	\$294.25	\$329.55	

Accessories

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

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 6.00%

AMOUNT DUE \$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

UPLOADING GRAPHICS 101

ADDING FILES TO THE FTP.

AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC

M113020723

July 13 - 15, 2023

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

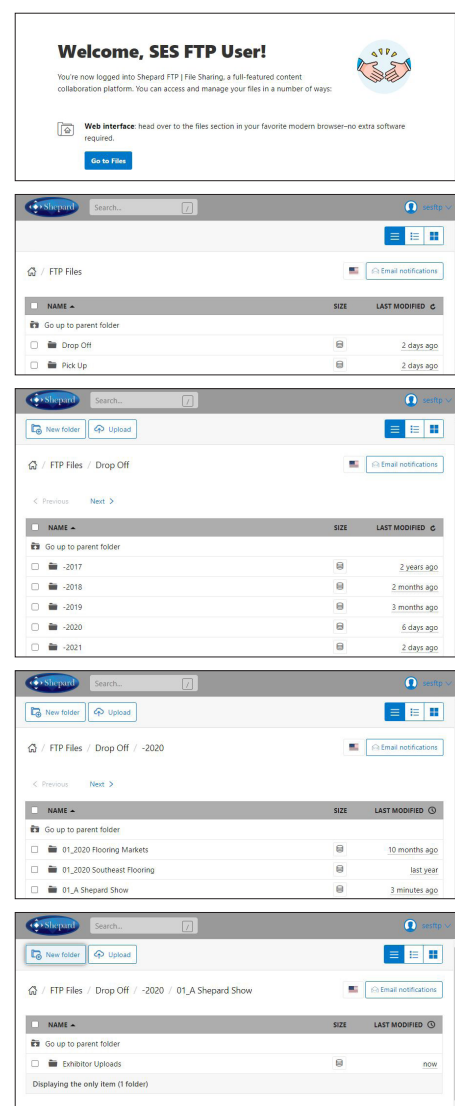
Before Sending Files

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.

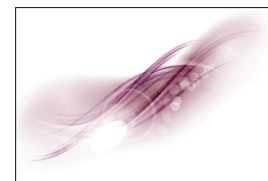
PROGRAM	FILE EXTENSION	SPECIAL CONSIDERATIONS
 Acrobat	.pdf	Must be high resolution with fonts embedded.
 InDesign	.indd or .idml	Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
 Illustrator	.ai or .eps	Vector artwork. Images embedded and fonts changed to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

- **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



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

SHIELDS & BARRIERS

M113020723

ONLINE & DISCOUNT DEADLINE:* TUESDAY, JUNE 13, 2023

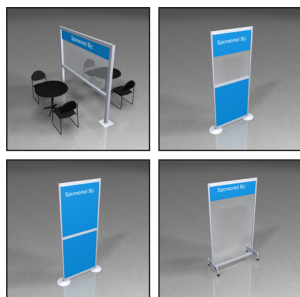
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Counters and Furnishings not included.



Counters not included.

Plexi Shields

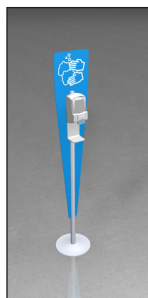
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66651	Standard Plexi Shield (CVPS1) 40" (l) x 36" (h)		\$444.40	\$511.05	\$572.40	
66652	Tall Plexi Shield (CVPS2) 40" (l) x 44" (h)		\$546.95	\$629.00	\$704.50	
66653	Curved Plexi Shield (CVPS3) 4' 8.75" (l) x 4' (h) x 2' 2.25" (d)		\$683.70	\$786.25	\$880.60	



Walls & Dividers

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

Sanitizer Kiosk



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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.00%
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: _____



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

EXHIBIT COUNTER RENTALS

AOSSM Annual Meeting

M113020723

Walter E. Washington Convention Center | Washington, DC

July 13 - 15, 2023

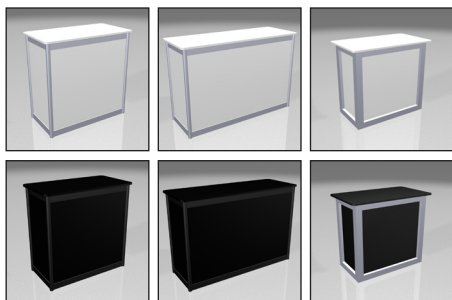
ONLINE & DISCOUNT DEADLINE:* TUESDAY, JUNE 13, 2023

* 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:

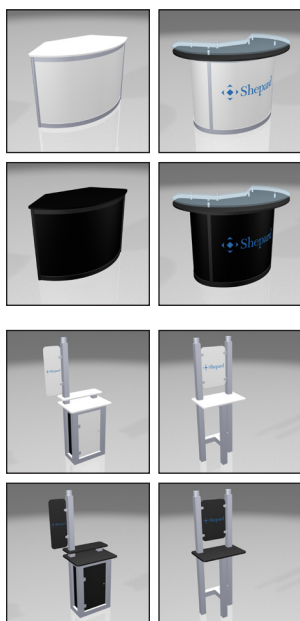
Metal Colors: Silver (15) and **Panel Colors:** White (03) or Black (06)



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		\$1,124.50	\$1,293.15	\$1,448.35	
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		\$1,364.60	\$1,569.30	\$1,757.60	
6628403 (w) 6628406 (b)	Locking Cabinet (LC3) 3' 9" (l) x 3' 6" (h) x 2' 3" (d) Graphic Size: 922mm x 872mm		\$829.50	\$953.90	\$1,068.35	

Reception Counters



CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627503 (w) 6627506 (b)	Reception Counter (RC2) 4'10.75" (l) x 40" (h) x 2'4.75" (d) Graphic Size: 1530mm x 898mm		\$1,156.40	\$1,329.85	\$1,489.45	
6627603 (w) 6627606 (b)	Reception Counter (RC3) 5' 2.75" (l) x 42" (h) x 3' 5.5" (d) Graphic Size: 1080mm x 898mm		\$2,508.55	\$2,884.85	\$3,231.05	

Computer Stands - Silver Metal Only (graphic included!)

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6628503 (w) 6628506 (b)	Computer Stand 1 (CS1) 3' (l) x 6' 3" (h) x 1' 9" (d) Graphic Size: 250mm x 700mm		\$1,458.85	\$1,677.70	\$1,879.00	
6628603 (w) 6628606 (b)	Computer Stand 2 (CS2) 2' 3" (l) x 6' 3" (h) x 1' 6" (d) Graphic Size: 380mm x 580mm		\$850.30	\$977.85	\$1,095.20	

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 6.00%

AMOUNT DUE \$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

PRODUCT DISPLAYS & CHARGING STATION RENTALS

AOSSM Annual Meeting

M113020723

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

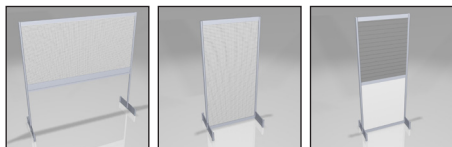
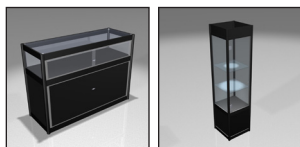
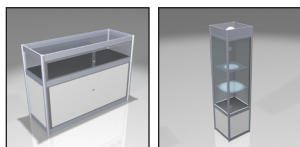
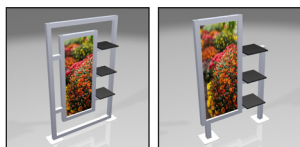
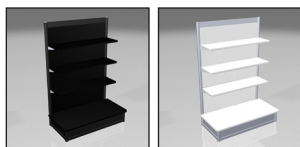
ONLINE & DISCOUNT DEADLINE:* TUESDAY, JUNE 13, 2023

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

Showcases

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

Charging Unit

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
66430	Phone Charging Station (PCS) 3' (l) x 6' 3" (h) x 1' 9" (d) Graphic Size: 380mm x 710mm		\$2,577.60	\$2,964.25	\$3,319.95	Black ONLY

Perforated/Peg Boards

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

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 6.00%

AMOUNT DUE \$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

INLINE BOOTH RENTALS

AOSSM Annual Meeting

M113020723

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

ONLINE & DISCOUNT DEADLINE:* TUESDAY, JUNE 13, 2023

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

Turnkey Rental Designs Make Exhibiting Easier!

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

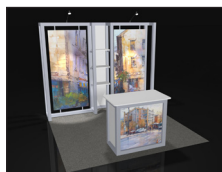
Don't see what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Please contact an Exhibit Team member with any questions or customization requests.



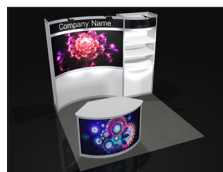
The Eddie



The Jonathon



The Pierce



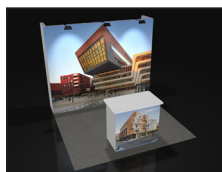
The Madison



The Grant



The Harrison



The Hamilton



The Lucy

Inline Booths

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

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

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

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

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

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

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

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

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 6.00%

AMOUNT DUE \$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

FABEX BOOTH RENTALS

AOSSM Annual Meeting

M113020723

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

ONLINE & DISCOUNT DEADLINE:* TUESDAY, JUNE 13, 2023

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

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

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

Please contact an Exhibit Team member with any questions.



FX21



FX2H1



FX22



FX2H2

10' x 10' Fabric Booth

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

GRAPHIC SIZE SPECIFICATIONS

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

10' x 20' Fabric Booth

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

GRAPHIC SIZE SPECIFICATIONS

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.00%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

FABEX BACKLIT BOOTH RENTALS

AOSSM Annual Meeting

M113020723

Walter E. Washington Convention Center | Washington, DC

July 13 - 15, 2023

ONLINE & DISCOUNT DEADLINE:* TUESDAY, JUNE 13, 2023

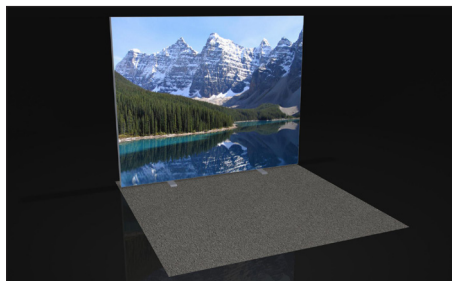
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Freestanding 8' High Backlit Backwalls with Full Color Graphics

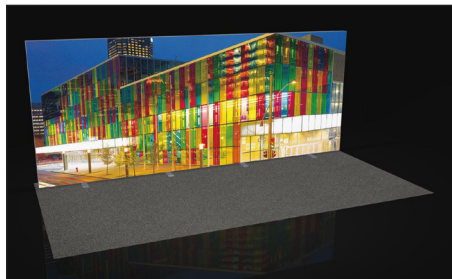
Carpet/flooring, furnishings, electrical and accessories not included. Please use the appropriate order forms to order these items.

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.

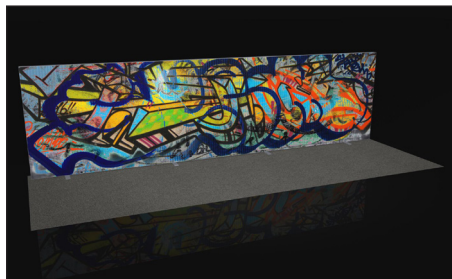
Please contact an Exhibit Team member with any questions.



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) <i>Graphic Size: 2992mm x 2436mm</i>		\$3,041.30	\$3,497.50	\$3,917.20	
66565	8' x 20' Backlit Backwall with Graphics (FX12) <i>Graphic Size: 5992mm x 2436mm</i>		\$4,700.05	\$5,405.05	\$6,053.65	
66566	8' x 30' Backlit Backwall with Graphics (FX13) <i>Graphic Size: 8992mm x 2436mm</i>		\$6,358.85	\$7,312.70	\$8,190.20	

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 6.00%

AMOUNT DUE \$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

ISLAND BOOTH RENTALS

AOSSM Annual Meeting

M113020723

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

ONLINE & DISCOUNT DEADLINE:* TUESDAY, JUNE 13, 2023

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

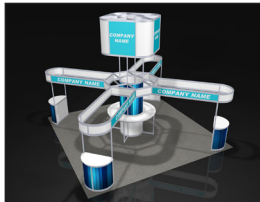
Turnkey Rental Designs Make Exhibiting Easier!

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

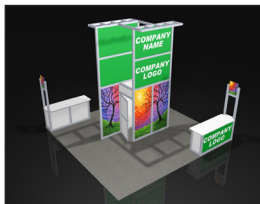
Please contact an Exhibit Team member with any questions.



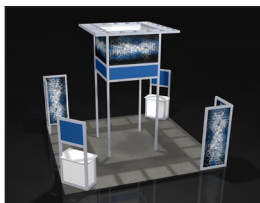
The Monroe



The Washington



The Tyler



The Garfield

Island Booths

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.00%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

FABRIC HANGING SIGNS

AOSSM Annual Meeting

M113020723

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

ONLINE & DISCOUNT DEADLINE:* TUESDAY, JUNE 13, 2023

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

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

All rentals include:**

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

** Rigging not included

DON'T FORGET!

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



Circle



Square



Triangle



Wave

Circle Hanging Signs

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69140	10' x 48" Circle Hanging Sign (HSC10)		\$7,332.85	\$8,432.80	\$9,444.75	
69142	16' x 48" Circle Hanging Sign (HSC16)		\$11,654.35	\$13,402.50	\$15,010.80	

Square Hanging Sign

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

Triangle Hanging Sign

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

Wave Hanging Signs

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.00%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

ADVANCED SHIPPING HANGING SIGN LABEL

AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

M113020723

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	 Shepard
	ADVANCED WAREHOUSE HANGING SIGN
	TO:
	_____ (Exhibiting Company Name)
	_____ (Exhibiting Company Booth Number)
RUSH	c/o Shepard Exposition Services 7079 Oakland Mills Rd Columbia, MD 21046
	FOR: AOSSM Annual Meeting
	Delivery Hours: Monday - Friday, 8:00AM - 4:00PM
	First day freight can arrive without a surcharge: Tuesday, June 13, 2023
	Last day freight can arrive without a surcharge: Wednesday, July 5, 2023



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.

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

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: **Wednesday, July 5, 2023**



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

STRUCTURAL INTEGRITY STATEMENT

AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

M113020723

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 22, 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:

Walter E. Washington Convention Center

801 Mt Vernon Pl NW

Washington, DC 20001

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: overheadrigging@shepardes.com



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

HANG SIGN ASSEMBLY/DISASSEMBLY

AOSSM Annual Meeting

M113020723

Walter E. Washington Convention Center | Washington, DC

July 13 - 15, 2023

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 22, 2023

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

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

Additional charges may be applied by Shepard due to regulations at the facility, ensuring structural integrity of sign, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc. Please note: Per riggers jurisdiction, a rigging crew (up to 3 riggers) may require a 4-hour minimum to install any hanging sign, truss and/or motors, or structures requiring hoisting. Rates are per lift and crew per hour.

Step 1. Tell us about your hanging sign.

TYPE: ☐ Cloth ☐ Wood ☐ Truss ☐ Metal

☐ Other: _____

SHAPE: ☐ Circle ☐ Square ☐ Triangle ☐ Rectangle

☐ Other: _____

WEIGHT: _____

Step 2. Order assembly/disassembly labor.

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

Exhibitor Supervised

SIGN ASSEMBLY LABOR - EXHIBITOR SUPERVISED						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69150	ST		\$173.81	\$199.90	\$223.90	
69151	OT		\$260.72	\$299.85	\$335.85	
69152	DT		\$347.63	\$399.75	\$447.70	

SIGN DISASSEMBLY LABOR - EXHIBITOR SUPERVISED						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69153	ST		\$173.81	\$199.90	\$223.90	
69154	OT		\$260.72	\$299.85	\$335.85	
69155	DT		\$347.63	\$399.75	\$447.70	

REQUESTED DATE OF ASSEMBLY: _____

REQUESTED START TIME: _____

HOW MANY LABORERS WILL YOU REQUIRE?: _____

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

Labor Hours

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

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

Double Time (DT): Holidays

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

Important Information

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

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

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

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

Shepard Supervised

SIGN ASSEMBLY LABOR - SHEPARD SUPERVISED						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69190	ST		\$225.96	\$259.85	\$291.05	
69191	OT		\$338.93	\$389.75	\$436.50	
69192	DT		\$451.91	\$519.70	\$582.05	

SIGN DISASSEMBLY LABOR - SHEPARD SUPERVISED						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69193	ST		\$225.96	\$259.85	\$291.05	
69194	OT		\$338.93	\$389.75	\$436.50	
69195	DT		\$451.91	\$519.70	\$582.05	

REQUESTED DATE OF ASSEMBLY: _____

REQUESTED START TIME: _____

HOW MANY LABORERS WILL YOU REQUIRE?: _____

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.00%
AMOUNT DUE	\$ _____



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

OVERHEAD RIGGING LABOR

M113020723

ONLINE & DISCOUNT DEADLINE: *THURSDAY, JUNE 22, 2023

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

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

Additional charges may be applied by Shepard due to regulations at the facility, ensuring structural integrity of sign, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc. Please note: Per riggers jurisdiction, a rigging crew (up to 3 riggers) may require a 4-hour minimum to install any hanging sign, truss and/or motors, or structures requiring hoisting. Rates are per lift and crew per hour.

Please note! Shepard can hang signs up to 150 lbs that do not require chains, hoists, or motors. If your sign or hanging structure falls outside of this criteria please place your order through Walter E. Washington Convention Center.

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, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day,

Step 1. Tell us about your hanging sign.

TYPE: ☐ Cloth ☐ Wood ☐ Truss ☐ Metal

☐ Other: _____

SHAPE: ☐ Circle ☐ Square ☐ Triangle ☐ Rectangle

☐ Other: _____

WEIGHT: _____

Step 2. Order overhead rigging crew.

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

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

OVERHEAD RIGGING INSTALLATION & REMOVAL						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	EST. TOTAL
69156	Rigging Install		\$801.36	\$921.55	\$1,032.15	
69157	Rigging Removal		\$801.36	\$921.55	\$1,032.15	

REQUESTED DATE OF INSTALL: _____ REQUESTED START TIME: _____

REQUESTED DATE OF REMOVAL: _____ REQUESTED START TIME: _____

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.00%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

LABOR RULES & REGULATIONS

Maryland/DC Area

LABOR

Maryland is NOT a "right-to-work" state. The installation and dismantling of prefabricated displays comes under the jurisdiction of the Carpenters 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

Carpenter union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, two (2) full-time exhibiting company employees may work without Carpenter Labor for one (1) hour on the installation (move in) and (1) one hour on the dismantle (move out), without union labor on booths that are larger than 10x10. Exhibitors may work in booths 10x10 or smaller without the use of union labor.

Exhibitors are not permitted to use Power Tools (electric drills, power saws, etc.) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc. are allowable for exhibitor use within the size and time frame limitation. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility or from Shepard Exposition Services.

MATERIAL/FREIGHT HANDLING JURISDICTION

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates that comes in via over the road carriers. It is Shepard's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Shepard Exposition Services. Rates for material handling services are enclosed in this exhibitor service manual.

One individual from each exhibiting company is permitted one trip to hand carry items into exhibit facility. The use of dollies, hotel baggage carts, flat trucks, and other mechanical equipment is not permitted.

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

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

GRATUITIES /BREAKS

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

IN GENERAL

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

SAFETY

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



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

AOSSM Annual Meeting

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

SHEPARD BLUE LABOR

M113020723

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 22, 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, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve Day, Christmas Day.

Shepard Blue Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68066	ST	\$180.75	\$207.85	\$232.80	
68067	OT	\$271.15	\$311.80	\$349.20	
68068	DT	\$361.55	\$415.80	\$465.70	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68070	ST	\$180.75	\$207.85	\$232.80	
68071	OT	\$271.15	\$311.80	\$349.20	
68072	DT	\$361.55	\$415.80	\$465.70	

**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		\$801.36	\$921.55	\$1,032.15	
68121	Scissor Lift Removal		\$801.36	\$921.55	\$1,032.15	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.00%
AMOUNT DUE	\$ _____

Step 1. Choose your service.

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

Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: _____

DISMANTLING NUMBER OF PEOPLE: _____

BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE: _____

Step 3. How many hours?***

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

INSTALLATION HOURS: _____ DISMANTLING HOURS: _____

BOTH INSTALLATION & DISMANTLING HOURS: _____

Step 4. When should the build be complete?

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

INSTALLATION DATE: _____ INSTALLATION TIME: _____

DISMANTLING DATE: _____ DISMANTLING TIME: _____

Step 5. Tell us about your exhibit.

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

BOOTH SIZE: _____ x _____

INBOUND FREIGHT: ☐ Advanced Warehouse ☐ Direct to Show Site

CARRIER NAME: _____

TRACKING OR PRO NUMBER: _____

ESTIMATED ARRIVAL DATE: _____

NUMBER OF PIECES: _____ ESTIMATED WEIGHT: _____

SET UP INFORMATION

COMPANY CONTACT NAME: _____

EMAIL: _____

CELL PHONE NUMBER: _____

DRAWINGS/PHOTOS/INSTRUCTIONS

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

GRAPHICS

☐ With Exhibit ☐ Shipped Separately

ELECTRICAL PLACEMENT (exhibitor is responsible to order)

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

CARPET

☐ Ordered from Shepard ☐ Exhibitor Owned ☐ Carpet Padding

OTHER SERVICES ORDERED

☐ Overhead Rigging ☐ Cleaning ☐ Audio Visual (AV)

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

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

NUMBER OF CRATES: _____ NUMBER OF CARTONS: _____

NUMBER OF FIBER CASES: _____ NUMBER OF PALLETS: _____

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

NAME OF CARRIER: _____

PHONE NUMBER: _____

DATE SCHEDULE TO PICKUP FREIGHT: _____

MUST ARRIVE AT DESTINATION BY: _____

IF YOUR CARRIER DOESN'T SHOW UP?

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



aoSSM
2023 ANNUAL MEETING
JULY 13-16 • WASHINGTON, DC

EXHIBITOR SUPERVISED LABOR

AOSSM Annual Meeting

M113020723

Walter E. Washington Convention Center | Washington, DC
July 13 - 15, 2023

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JUNE 22, 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, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve Day, Christmas Day.

Exhibitor Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68060	ST	\$139.05	\$159.90	\$179.10	
68061	OT	\$208.58	\$239.85	\$268.65	
68062	DT	\$278.10	\$319.80	\$358.20	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68063	ST	\$139.05	\$159.90	\$179.10	
68064	OT	\$208.58	\$239.85	\$268.65	
68065	DT	\$278.10	\$319.80	\$358.20	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	6.00%
AMOUNT DUE	\$ _____

Step 1. Choose your service.

☐ Installation ☐ Dismantling ☐ Both Installation & Dismantling

Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: _____

DISMANTLING NUMBER OF PEOPLE: _____

BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE: _____

Step 3. How many hours?***

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

INSTALLATION HOURS: _____ DISMANTLING HOURS: _____

BOTH INSTALLATION & DISMANTLING HOURS: _____

Step 4. Where is the carpet coming from?

☐ Ordered from Shepard ☐ Exhibitor Owned ☐ Carpet Padding

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

☐ Ladders ☐ Lifts ☐ Special Tools: _____

ADDITIONAL DETAILS: _____

Step 6. Tell us about the schedule?

Requested times are not guaranteed and are based on availability.

INSTALLATION REQUEST DATE: _____

START TIME: _____ END TIME: _____

DISMANTLE REQUEST DATE: _____

START TIME: _____ END TIME: _____

Step 7. Provide on-site contact information.

ON-SITE CONTACT NAME: _____

ON-SITE CONTACT PHONE NUMBER: _____

EMAIL ADDRESS: _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

Hi-Tech Electric is going green!

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website www.hi-techelectric.com to begin the order process.

If you still prefer to print out the service contract, please send it to dcexhibitorservices@hi-techelectric.com or fax them to 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!

801 Mount Vernon Place, NW
Washington, DC 20001
202-249-3600
202-249-3601 FAX



ELECTRICAL SERVICE CONTRACT



Washington, DC 20001

202-249-3600

202-249-3601 FAX

dcexhibitorservices@hi-techelectric.com

www.hi-techelectric.com – online

ordering available

Deadline Date for Incentive Rates:

June 22, 2023

Signature on page 2 is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. All credit card payments are subject to a 3.3% processing fee.

Fed ID # 88-0437088 **2022-2023**** 10/1/2022**

Event Name: AOSSM Annual Meeting 2023		Event Dates: July 13 th – 15 th , 2023	
Company Name		Booth No.	
Credit Card Billing Address (exact address for credit card)			
City / State / Zip		Phone	Country
Credit Card No	Exp Date	CVV Security Code	Check Number
VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/>	Cardholder Name as it appears on card (Please Print)		
Authorized Contact Name (Please Print)		Authorized Contact Email	

*******IN ORDER TO SECURE THE INCENTIVE RATE, PAYMENT MUST BE RECEIVED 21 DAYS AND ISLAND BOOTH FLOOR PLANS MUST BE SUBMITTED 14 DAYS BEFORE THE EVENT START DATE******

ELECTRICAL OUTLETS

Power strips and extension cords available to rent onsite

Please read page 2 regarding additional labor and material charges "Description of Outlet Location & Distribution Charges"
24 Hr Power and dedicated 20amp / 120v outlets are double the listed price

Description of Service	Total Outlets	Incentive	Base	24 Hr or Dedicated 20 amp	Overhead Service	Floor Service	Total Price
120 V Outlet - Maximum of One (1) connection per outlet							
5 Amp / 500 watts		\$115.00	\$141.00				
10 Amp /1000 watts		\$143.00	\$174.00				
20 Amp / 2000 watts		\$217.00	\$270.00				
208 V 1Ø Motor & Equipment Outlet - Maximum of One (1) connection per outlet							
20 Amp- <i>Minimum for European Power</i>		\$386.00	\$470.00				
30 Amp		\$522.00	\$641.00				
40 Amp		\$658.00	\$813.00				
50 Amp		\$726.00	\$905.00				
60 Amp		\$949.00	\$1,163.00				
100 Amp		\$1,176.00	\$1,437.00				
208 V 3Ø Motor & Equipment Outlet - Maximum of One (1) connection per outlet							
20 Amp		\$518.00	\$639.00				
30 Amp		\$774.00	\$908.00				
60 Amp		\$1,145.00	\$1,416.00				
100 Amp		\$2,077.00	\$2,502.00				
200 Amp		\$4077.00	\$5,098.00				

Transformer(s): Check off European Power column in this section. European Power is all 60HZ 208v transformers to 240 1ph European, 60HZ 480v-3ph transformer to 380v/3ph European. Hi-Tech Electric does not offer 50 HZ. Please check your equipment to see if it can operate at 60 HZ. Pricing for transformer includes the transformer and power. Labor, materials, and lift are additional to installation.

Description Of Service	Qty	Incentive	Base	European Power	Total Price
Boost 208V to 230V Euro Transformer 208V-240V 20amps		\$963.00	\$1,173.00		
European Transformer 480V -380V 480v-380v-30amps-100amps		\$2,358.00	\$3,056.00		
480V 3Ø Motor & Equipment Outlets					
25KW/Kilowatts 30A-480v		\$772.00	\$964.00		
50KW/Kilowatts 60A-480v		\$1,376.00	\$1,650.00		
100KW/Kilowatts 100A-480v		\$2,980.00	\$3,850.00		
200KW/Kilowatts 200A-480v		\$5,959.00	\$7,744.00		
Overhead Quartz Lights: <i>Please Use Exhibitor Rigging Order Form</i>					
See Terms and Conditions Section for Labor Rates					
Subtotal of Charges					\$
THIRD PARTY PAYMENT					
Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.					

Authorized Signature:

I agree that I am the Authorized Card Holder on behalf of the Exhibitor, and I accept Hi-Tech Electric's payment policies and terms of contract described below on pages 3-5.

Print Name:

Signature:

Booth No:

Date:

Labor Request Section:

Send mandatory PDF or DWG for all Island booths to: dcexhibitorservices@hi-techelectric.com	
<input type="checkbox"/> Floor Plan included with outlet locations/orientation <input type="checkbox"/> Floor Plan to follow Scaled floor plan showing all outlet locations and booth orientation required. Labor will not begin without floor plan, service locations, and booth orientation. *****Indicate all 24 hr and dedicated outlets on floor plan	Requested Installation Labor date: Requested Installation Time: Size of Booth: Type of Booth: Inline <input type="checkbox"/> Island <input type="checkbox"/> Peninsula <input type="checkbox"/> Other <input type="checkbox"/> Please note this is a request. Labor may start earlier or later depending on move-in factors.

TERMS AND CONDITIONS

Page (2) must be signed to schedule electrical installation
Additional Labor and Material Fees May Apply (See Terms and Conditions Below for Details)

ELECTRICAL LABOR RATES FOR OUTLET DISTRIBUTION AND CONNECTION

- \$108.00 per hour during Straight Time: 8am-4:30pm M-F
- \$206.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- Lift Rates: \$202.00 per hour (one hour minimum) plus operator's time.
- The minimum charge per booth is one (1) hour installation and ½ the total time for dismantle.
- The minimum charge per booth for the relocation, energizing, or 208v (specialty) equipment connection is ½ hour.

DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

- All electrical outlets will be installed on the floor at the baseline back wall of in-line pipe and draped booths unless otherwise ordered by the exhibitor. Installation that differs from back of the booth setup will incur labor and material charges.
- All inline booths will incur a price upcharge if the entirety of expo aisles are not installed directly above floor ports with 10' foot spacing. HTE is authorized to charge the price difference should the floor layout change and or if the standard price is selected.
- All electrical outlets for Island booths will be dropped from one main panel location per the exhibitor's floor plan. Delays in installation can occur if no main panel location or floor plan is provided.
- All Island booths will be charged labor to install, energize, and dismantle, as well as materials. *For a pre-show estimate based on the submitted diagram, see estimates section below.*
- All booths or displays requiring multiple outlet distribution and connection are chargeable on a time and material basis.
- Re-distribution of such installation, additional power drops, and/or additional locations will be charged on a time and material basis.
- All 208v outlets will require labor to install, energize/connect, and dismantle, as well as materials.
- All overhead services will require lift, labor, and materials.
- **24-hour power** and dedicated circuits are **double** the listed price. Indicate total outlets on order form.
- Electricity will be turned on within 30 minutes of show daily.
- **Unauthorized Power Usage:** Exhibitors using outlets without an order will be charged the base rate. A memo will be delivered onsite to all booths accessing outlets without an order.
- **Labor Rates:** All Labor Rates are subject to the current labor contract effective at time of performed labor.

HI-TECH ELECTRIC (HTE) JURISDICTION

- Only HTE equipment is allowed for electrical distribution.
- Exhibitors are not permitted to bring their own distribution system.
- HTE installs all motor and equipment hook-ups requiring hard wiring connections.
- HTE performs all installations and/or repair of electrical fixtures.
- HTE performs installations of all electrical motors and electrical apparatus to be energized.
- HTE electrical labor is required to inspect pre-wired equipment that connects to HTE distribution systems. Exhibitor must give HTE notice of intended use of pre-wired equipment and schedule an inspection by HTE. HTE is not responsible for any loss or damage resulting from the use or installation of pre-wired equipment. The exhibitor is responsible for any loss or damage caused by the use or installation of pre-wired equipment to Hi-Tech distribution systems.
- HTE provides labor for all overhead truss rigging and overhead booth lighting.
- HTE performs all installations of electrical cords under any booth space flooring.
- The exhibitor, Display House, and Show General Contractor will indemnify HTE for any and all work-related accidents.

SPECIAL EQUIPMENT

Special Equipment orders require 30 days' notice prior to move-in.

HI-TECH ELECTRIC MATERIALS

All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.

FLOOR COVERINGS

Unless otherwise directed, HTE personnel are authorized to cut floor coverings to permit installation of service. Hi-Tech Electric is not liable for any costs incurred by the exhibitor for such cuts.

RAMPING UTILITY LINES

All ramping of utility lines in booth are done on straight time plus materials. Laying of lines under carpet or floor or spotting from ceiling will incur additional labor charges. Minimum per removal of lines is 1 hour each. Floor plan is required with order to show location of lines.

ESTIMATES / REVISIONS

- Estimate requests are encouraged for budgeting purposes. Requests must be received 14 days in advance before move-in begins, in order to prevent delays in processing. A supporting floor plan(s) must accompany the estimate request. After the deadline, estimates may not be provided due to time restrictions, and are subject to a fee. Reductions made to an existing order are subject to a 10% surcharge.
- Check, wire or ACH payments for services require a mandatory estimate. Any balance will be charged to the credit card on file unless other arrangements are made.
- If an incentive rate quote is provided after the deadline, the customer will have 3 business days to pay on the quote before the base rate will automatically go into effect.

SUPERVISION FEES/INVOICES

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.
- Invoices are available upon request onsite at the service desk or via email. Please email dcexhibitorservices@hi-techelectric.com.

PAYMENT POLICY

- Full prepayment of services and a credit card on file are required to process any order.
- Payments must be received in full 21 days before show start to secure the incentive rate.
- All service orders must be paid in full by the move-in date.
- Accepted forms of payment are credit card, check, ACH, wire, cash. **PO is not an accepted form of payment.**
- The credit card on file will be processed for the final balance including labor and material upon installation completion unless HTE agreed to check or electronic payment. Those must be received by show opening; otherwise, the credit card on file will be charged for the balance.
- There is a 3.3% processing fee for credit card purchases.
- Check payments sent via mail, must be sent via FEDEX or UPS with tracking.
- Onsite payments must be submitted only to a Customer Service Representative or HTE Management.
- No credit or refund will be issued for connections installed and not used.
- Sending a payment without a quote and/or submitted contract does not secure the incentive rate pricing. This is also not advised.
- All balances must be settled prior to event closing. An outstanding balance may preclude the exhibitor from retaining HTE services at any future event domestically or internationally. Any amount not paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding balance is subject to in-house collections or to a credit reporting debt collection agency.
- Tipping or any gratuity or gift is not permitted to be accepted by any HTE personnel.

CANCELLATIONS

- Cancellation up to 21 days prior to event start date is subject to 20% charge of services ordered.
- Cancellation within 21 days of event start date is subject to 50% charge of services ordered.
- Once services are installed, there is no refund.
- Credit card refunds are subject to a 3.3% credit card processing fee.

CLAIMS AND INVOICE DISPUTES

Any claims or disputes with regards to the services provided by HTE will not be placed under review by HTE management unless filed by the exhibitor prior to the close of the exposition. Such dispute must be in writing by the Exhibitor and provided to HTE management. HTE management will conduct a billing audit and handle such disputes on a case by case basis.

DISCONNECTION / INTERRUPTION OF SERVICES

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the exhibitor *and* acknowledged by Hi-Tech Electric.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.
- For safety precautions, all Island Booth power will be turned off after the installation is completed and tested. Once carpet is installed, exhibitor will need to notify HTE for the energizing of electricity.

DELAYS

In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.

INDEMNITY

The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC or GLP for any and all work-related claims, accidents, losses, and damage.



Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

Hi-Tech Electric is going green!

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website www.hi-techelectric.com to begin the order process.

If you still prefer to print out the service contract, please send it to dcexhibitorservices@hi-techelectric.com or fax them to 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!

801 Mount Vernon Place, NW
Washington, DC 20001
202-249-3600
202-249-3601 FAX



PLUMBING SERVICE CONTRACT



801 Mount Vernon Place, NW
Washington, DC 20001
202-249-3600
202-249-3601 FAX

dcexhibitorservices@hi-techelectric.com
www.hi-techelectric.com

Deadline Date for Incentive Rates:

June 22, 2023

Signature on page 2 is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. All credit card payments are subject to a 3.3% processing fee.

Fed ID # 88-0437088 **2022 – 2023 **10/1/2022**

Event Name: AOSSM Annual Meeting 2023			Event Dates: July 13 th – 15 th , 2023		
Company Name			Booth No.		
Credit Card Billing Address (exact address for credit card)					
City / State / Zip			Phone		Country
Credit Card No	Exp Date	CVV Security Code	Check Number		
VISA <input type="checkbox"/>	MC <input type="checkbox"/>	AMEX <input type="checkbox"/>	Cardholder Name as it appears on card (Please Print)		
Authorized Contact Name (Please Print)			Phone	Authorized Contact Email	

***** PAYMENT AND PLUMBING PLANS MUST BE RECEIVED 21 DAYS BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES *****

AIR / WATER / DRAIN

Please read page 3 regarding additional labor and material charges "Description of Outlet Location & Distribution Charges"

Description Of Service	Total Outlets or Connections	Incentive	Base	24 Hour Service Add 50%	Total Price
Compressed Air: 90-100 lbs. PSI					
1. First outlet at rear of booth (24 hr Service: Add 50%)		\$276.00	\$330.00		
2. Additional outlets (24 hr Service: Add 50%)		\$216.00	\$263.00		
3. Number of connections		\$94.00	\$113.00		
*Size of connections					
*PSI (Required)					
*CFM (Required)					
Water 1/2" and 3/4"					
1. First outlet at rear of booth		\$276.00	\$330.00		
2. Additional outlets		\$216.00	\$263.00		
3. Number of connections		\$94.00	\$113.00		
*Size of connections					
*GPM					
Continuous Water & Drain		\$386.00	\$458.00		
Drain Outlets 1/2" & 3/4"					
1. First outlet at rear of booth		\$207.00	\$254.00		
2. Additional outlets		\$154.00	\$189.00		
3. Number of connections		\$94.00	\$113.00		
* Size of connections					

Description Of Service	Quantity	Incentive	Base	Total Price
Sinks & Water Heaters Booth Package				
1. Single Sink: Includes cold water, drain, labor/materials		\$975.00	\$1,328.00	
2. Double Sink: Includes cold water, drain, labor/materials		\$1,219.00	\$1,462.00	
3. Hot Water Heater/ 40 gallons (includes electric)		\$636.00	\$755.00	
* Based on straight time labor.25% of total will be added if installed between 4:30pm-8:00am M-F Plus Weekends & Holidays				
Fill and Drain				
1. Fill and Drain 0 -199 Gallons		\$154.00	\$189.00	
2. Fill and Drain 200 - 399 Gallons		\$229.00	\$282.00	
3. Fill and Drain 400 – Gallons and over		\$341.00	\$407.00	
Natural Gas				
1. First outlet at rear of booth Call for estimate of total invoice		\$419.00	\$631.00	
Subtotal of Charges				\$

See Terms and Conditions Section for Labor Rates

THIRD PARTY PAYMENT

Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.

Labor Request Section:

Send PDF or DWG for all Island booths to: dcexhibitorservices@hi-techelectric.com	
<p>[] Floor Plan included indicating all plumbing services</p> <p>[] Floor Plan to follow</p> <p>Scaled floor plan showing all outlet locations and booth orientation required. Labor will not begin without floor plan, service locations, and booth orientation.</p> <p>Indicate all 24 hr services on floor plan</p>	<p>Installation Labor date:</p> <p>Installation Time:</p> <p>Size of Booth:</p> <p>Type of Booth: Inline [] Island [] Peninsula [] Other []</p> <p><i>Please note this is a request. Labor may start earlier or later depending on move-in factors.</i></p>

Authorized Signature:

I agree that I am the Authorized Card Holder on behalf of the Exhibitor, and I accept Hi-Tech Electric's payment policies and terms of contract described below on pages 3-5.

Print Name:

Signature:

Booth No:

Date:

TERMS AND CONDITIONS

Page (2) must be signed to schedule Air / Water / Drain installation
Additional Labor and Material Fees May Apply (See Terms and Conditions below for details)

PLUMBING LABOR RATES FOR SERVICES ORDERED

1. \$108.00 per hour during Straight Time: 8am-4:30pm M-F
2. \$206.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
3. The minimum charge for plumbing service is one hour installation and ½ the total time for dismantle.
4. All drain dismantle labor hours will be equal to the Fill installation labor hours
5. The minimum charge per booth for the relocation of services and or equipment is ½ hour.

DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

Outlet Locations: All first outlets will be installed on the floor at the back wall of booth. Added outlets must be indicated on floor plan and will be charged on a time and material basis.

Special Equipment: Hi-Tech Electric (HTE) requires 30 days-notice prior to move-in to supply special regulators, strainers, traps, etc.

Hi-Tech Electric Materials: All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.

Service/ Repairs: HTE has exclusive jurisdiction to make Plumbing service connections or repairs.

Floor Coverings: Unless otherwise directed, HTE personnel are authorized to cut floor coverings to permit installations of service.

Equipment Requiring Water: All equipment using water must have an inlet and outlet properly tagged by exhibitor representative for installation by HTE.

Moisture/ Sediment/ Loss of Pressure: HTE is not responsible for the accumulation of moisture, oil, or water in air lines. Exhibitors should supply their own filter or equipment to handle moisture or water. HTE is not responsible for sediment, color, or taste of water in line. HTE is not responsible for loss of pressure. Pressure may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve or pump installed. HTE is not responsible for any costs associated with such accumulation in air lines or loss of pressure. Water filters are recommended and are available on request.

Cylinders: All cylinders must be firmly attached to exhibit. If cylinder must be made secure by HTE it is subject to a labor charge. A connection of a regulator to cylinder or equipment will be subject to a 1 hour minimum labor charge plus material at the prevailing labor rate.

Ramping of Utility Lines: All ramping of utility lines in booth are done on a time and material basis. Laying of lines under carpet or floor or spotting from ceiling will incur an additional labor charge.

ESTIMATES / REVISIONS

- Estimate requests are encouraged for budgeting purposes. Requests must be received 14 days in advance before move-in begins, in order to prevent delays in processing. A supporting floor plan(s) must accompany the estimate request. After the deadline, estimates may not be provided due to time restrictions, and are subject to a fee. Reductions made to an existing order are subject to a 10% surcharge.
- Check, wire or ACH payments for services require a mandatory estimate. Any balance will be charged to the credit card on file unless other arrangements are made.
- Reductions made to an existing order are subject to a 10% surcharge.

- If an incentive rate quote is provided after the deadline, the customer will have 3 business days to pay on the quote before the base rate will automatically go into effect.

SUPERVISION FEES/INVOICES

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.
- Invoices are available upon request onsite at the service desk or via email. Please email dcexhibitorservices@hi-techelectric.com.

PAYMENT POLICY

- Full prepayment of services and a credit card on file are required to process any order.
- Payments must be received in full 21 days before show start to secure the incentive rate.
- All service orders must be paid in full by the move-in date.
- Accepted forms of payment are credit card, check, ACH, wire, cash. **PO is not an accepted form of payment.**
- The credit card on file will be processed for the final balance including labor and material upon installation completion unless HTE agreed to check or electronic payment. Those must be received by show opening; otherwise, the credit card on file will be charged for the balance.
- There is a 3.3% processing fee for credit card purchases.
- Check payments sent via mail, must be sent via FEDEX or UPS with tracking.
- Onsite payments must be submitted only to a Customer Service Representative or HTE Management.
- No credit or refund will be issued for connections installed and not used.
- Sending a payment without a quote and/or submitted contract does not secure the incentive rate pricing. This is also not advised.
- All balances must be settled prior to event closing. An outstanding balance may preclude the exhibitor from retaining HTE services at any future event domestically or internationally. Any amount not paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding balance is subject to in-house collections or to a credit reporting debt collection agency.
- Tipping or any gratuity or gift is not permitted to be accepted by any HTE personnel.

CANCELLATIONS

- Cancellation up to 21 days prior to event start date is subject to 20% charge of services ordered.
- Cancellation within 21 days of event start date is subject to 50% charge of services ordered.
- Once services are installed, there is no refund for cancellation.
- Credit card refunds are subject to a 3.3% credit card processing fee.
- Cancellation may occur at HTE'S discretion if plumbing is not paid at least 2 business days before move-in due to insufficient time to pull and deliver inventory.

DISCONNECTION

All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor to (*and* acknowledged by) HTE.

CLAIMS AND/OR INVOICE DISPUTES

Any claims or disputes to charges with regards to the services provided by HTE will not be placed under review by HTE management unless filed by the Exhibitor prior to the close of the exposition. Such dispute must be in writing by the Exhibitor and provided to HTE management. HTE management will conduct a billing audit and handle such disputes on a case by case basis.

DELAYS

In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.

LABOR RATES

- All Labor Rates are subject to the current labor contract effective at time of performed labor.
- A four (4) hour minimum applies per plumbing call and is chargeable on a case by case basis,

INDEMNITY

The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC for any and all work-related claims, accidents, losses, and damage.



Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

Hi-Tech Electric is going green!

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website www.hi-techelectric.com to begin the order process.

If you still prefer to print out the service contract, please send it to dcexhibitorservices@hi-techelectric.com or fax them to 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!

801 Mount Vernon Place, NW
Washington, DC 20001
202-249-3600
202-249-3601 FAX



RIGGING SERVICE CONTRACT

Exhibitor Order



Signature on page 2 is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. All credit card payments are subject to a 3.3% processing fee.

Fed ID # 88-0437088 **2022-2023**10/1/22**

801 Mount Vernon Place NW
Washington, DC 20001
202-249-3600
202-249-3601 FAX
dcexhibitorservices@hi-techelectric.com
www.hi-techelectric.com

Deadline Date for Incentive Rates:

June 22, 2023

Event Name: AOSSM Annual Meeting 2023		Event Dates: July 13 th – 15 th , 2023	
Company Name		Booth No.	
Credit Card Billing Address (exact address for credit card)			
City / State / Zip		Phone	Country
Credit Card No	Exp Date	CVV Security Code	Check Number
VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/>		Cardholder Name as it appears on card (Please Print)	
Authorized Contact Name (Please Print)	Phone	Authorized Contact Email	

**** IN ORDER TO SECURE THE INCENTIVE RATE, PAYMENT MUST BE RECEIVED 21 DAYS AND RIGGING PLANS SUBMITTED 14 DAYS BEFORE THE EVENT START DATE****

TRUSS / MOTORIZED HOIST / RIGGING LABOR

Description Of Service	Qty	Incentive	Base		Total Price
Overhead Quartz Lights: <i>Booth Package for All Booths in Halls ABC Only</i> <i>Includes Power, Rigging, Labor & One Time Focus (One Time Focus labor must be scheduled on straight time)</i> 25% of total price added if installed between 4:30 pm – 8:00 am Monday – Friday, Holidays & Weekends					
Package Price Per Each Overhead Quartz Light: <i>For Hall ABC</i>		\$862.00	\$1,106.00		
Overhead Quartz Lights: <i>For Hall DE</i>		\$420.00	\$514.00		
Overhead Quartz Lights: Power, Rigging, Labor, Focus not included. Call for Quote					
TRUSS					
10X12X12 Truss		\$222.00	\$254.00		
Corner Blocks		\$147.00	\$167.00		
CHAIN MOTOR up to 1 Ton		\$613.00	\$650.00		
GLP provides all truss & motors for all overhead rigging					
Price includes power and points					
ROTATING MOTOR		\$613.00	\$650.00		
RIGGING POINTS Per Point		\$136.00	\$151.00		
Dimmer Boards / Custom Truss / Satellite Cable Run (Please call for Quote) Subtotal of Charges					\$

Authorized Signature:

I agree that I am the Authorized Card Holder on behalf of the Exhibitor, and I accept Hi-Tech Electric's payment policies and terms of contract described below on pages 3-5.

Print Name:

Signature:

Booth No:

Date:

Labor Request Section: 4 Hour Minimum per Man

See Terms and Conditions Section for Labor/Lift Rates

Installation Day/Date	No. Stagehands	No. Riggers		Dismantle Day/Date	No. Stagehands	No. Riggers
M				M		
T				T		
W				W		
Th				Th		
F				F		
Sa				Sa		
Su				Su		

TERMS AND CONDITIONS

RIGGING LABOR

- \$108.00 per hour during Straight Time: 8am-4:30pm M-F
- \$206.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- A four (4) hour minimum per man labor call applies.
- Lift Rates: \$202.00 per hour (one hour minimum) plus operator's time.
- Due to safety concerns, all exhibit lighting orders must be pre-hung before decorator move-in.

RIGGING JURISDICTION

- Rigging includes all motorized rigging-to-building structures.
- All exhibit hall rigging must provide a floor plan for approval by HTE/GLP
- **All chain motors** for rigging must be ordered through HTE/GLP. HTE/GLP only hangs structures over 200lbs unless the hanging item is a speaker, light or a piece of special equipment. Please email to dcexhibitorservices@hi-techelectric.com for a quote.
- **Rotating motors** are available by request; however, exhibitor may also bring their own rotating motor. Unless the rotating motor is both supplied and rigged by HTE/GLP, power is not included and requires a separate order for overhead power.
- All labor for rigging-to-building structures will be provided by HTE/GLP.
- No other contractor or persons may attach motorized equipment for rigging to building. HTE/GLP is not responsible for any loss or damage resulting from any other contractor or person attaching motorized equipment to the building.
- Failure to start labor as scheduled due to any delays with client-owned equipment will result in the hourly charges per man per hour of delay.
- A four (4) hour minimum applies per rigging labor call.

SPECIAL EQUIPMENT / ONSITE ORDERS

- HTE/GLP only hangs structures over 200lbs unless the hanging item is a speaker, light or special equipment.
- Special Equipment orders require 30 days' notice prior to move-in.
- Onsite orders increase by 50%.
- No lighting orders will be taken on-site after the first day of move in. **NO EXCEPTIONS**

HI-TECH ELECTRIC/GLP MATERIALS

All materials and equipment furnished by HTE/GLP shall remain the property of HTE/GLP and shall be removed only by HTE/GLP at the close of the show.

ESTIMATES / REVISIONS

- Estimate requests are encouraged for budgeting purposes. Requests must be received 14 days in advance before move in begins in order to prevent delays in processing. A supporting floor plan(s) must accompany the estimate request. After the deadline, estimates may not be provided due to time restrictions, and are subject to a fee.
- Estimate requests are subject to a minimum of one hour labor per revision.
- All rigging, truss lighting, and Hall DE lighting orders must be quoted.
- Rigging & lighting orders will not be accepted without sufficient drawings.
- If an incentive rate quote is provided after the deadline, the customer will have 3 business days to pay on the quote before the base rate will automatically go into effect.
- Check, wire or ACH payments for services require a mandatory estimate. Any balance will be charged to the credit card on file unless other arrangements are made.

SUPERVISION FEES/INVOICES

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.
- Invoices are available upon request onsite at the service desk or via email. Please email dcexhibitorservices@hi-techelectric.com.

PAYMENT POLICY

- Full prepayment of services and a credit card on file are required to process any order.
- Payments must be received in full 21 days before show start to secure the incentive rate.
- All service orders must be paid in full by the move-in date.
- Accepted forms of payment are credit card, check, ACH, wire, cash. **PO is not an accepted form of payment.**
- The credit card on file will be processed for the final balance including labor and material upon installation completion unless HTE agreed to check or electronic payment. Those must be received by show opening; otherwise, the credit card on file will be charged for the balance.
- There is a 3.3% processing fee for credit card purchases.
- Check payments sent via mail, must be sent via FEDEX or UPS with tracking.
- Onsite payments must be submitted only to a Customer Service Representative or HTE Management.
- No credit or refund will be issued for connections installed and not used.
- Sending a payment without a quote and/or submitted contract does not secure the incentive rate pricing. This is also not advised.
- All balances must be settled prior to event closing. An outstanding balance may preclude the exhibitor from retaining HTE/GLP services at any future event domestically or internationally. Any amount not paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding balance is subject to in-house collections or to a credit reporting debt collection agency.
- Tipping or any gratuity or gift is not permitted to be accepted by any HTE/GLP personnel.

THIRD PARTY PAYMENT

- Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled prior to the event closing.

CANCELLATIONS

- Cancellation up to 21 days prior to event start date is subject to 20% of services ordered.
- Cancellation within 21 days of event start date up until decorator move-in date is subject to 50% of services ordered.
- Once services are installed, there is no refund for cancellation.
- Credit card refunds are subject to a 3.3% credit card processing fee.
- Cancellation may occur at HTE/GLP's discretion if rigging is not paid at least 2 business days before move-in due to insufficient time to pull and deliver inventory.

DISCONNECTION / INTERRUPTION OF SERVICES

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor *and* acknowledged by GLP/HTE.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.

CLAIMS AND/OR INVOICE DISPUTES

Any claims or disputes to charges with regards to the services provided by HTE will not be placed under review by HTE management unless filed by the Exhibitor prior to the close of the exposition. Such dispute must be in writing by the Exhibitor and provided to HTE management. HTE management will conduct a billing audit and handle such disputes on a case-by-case basis.

INVOICING

Final invoices are not available until after the completion of move-out and all dismantle charges are processed and audited. This may take up to 7 business days after the event is closed.

DELAYS

In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, Hi-Tech Electric LLC/GLP is due payment for all executed work, labor, and materials.

INDEMNITY

The Exhibitor, Display House, and Show General Contractor will indemnify GLP/ Hi-Tech Electric, LLC for any and all work-related claims, accidents, losses, and damage.

INTERNET | TELEPHONE | CABLE TV

WALTER E. WASHINGTON

CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO
A SUCCESSFUL EVENT



Where TECHNOLOGY Meets HOSPITALITY

EXPERTISE

WE HAVE DESIGNED & INSTALLED
MORE NETWORKS
FOR MAJOR TRADESHOWS
THAN ANY OTHER ORGANIZATION

FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need**. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

24/7 NETWORK MONITORING

All ports on the Smart City network are **polled every minute for network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.





Is the exclusive provider of the following services:

INTERNET



TELEPHONE



CABLE TV



Need just a **BASIC** CONNECTION?

Our **BASIC INTERNET SERVICE**, ideal for
LIGHT INTERNET USAGE such as
web browsing and checking email via a wired connection.

SERVICE	INCENTIVE**	BASE	ON-SITE
Basic Internet	\$895	\$1,140	\$1,368
Additional Device	\$185	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE**	BASE	ON-SITE
Switch Rental	\$185	\$225	\$270
Patch Cables	\$50	\$62	\$74
Labor (Floor Work)	\$125	\$125	\$125

***NOT FOR STREAMING**

****ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Basic Internet Includes:

- 1.54 Mbps burstable to 3 Mbps per device
- Routers are not permitted on this service and will not work
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Basic Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted.

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

What if it's **MISSION CRITICAL?**

Our **DEDICATED WIRED SERVICES** are the
FASTEST AND MOST RELIABLE way
to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING			INCENTIVE*	BASE	ON-SITE
	SD	or HD	or UHD			
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$24,060	\$28,872

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- Wireless and Hardline routers are permitted
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides
SIMPLE & SECURE WIRELESS
connectivity ideal for checking emails, browsing the web,
processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 3 Mbps BURSTABLE TO 5 Mbps PER DEVICE*

DEVICE LIMIT	INCENTIVE**	BASE	ON-SITE
5 Device Limit	\$2,339	\$2,807	\$3,368
15 Device Limit	\$4,133	\$4,960	\$5,952
30 Device Limit	\$6,762	\$8,114	\$9,737
Additional Access Point Rental	\$750	\$750	\$750

* **NOT FOR STREAMING.**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911



orders.smartcitynetworks.com/wifi-splash-page-design

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines
HIGH BANDWIDTH WIRELESS
with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE

BANDWIDTH ALLOCATION	STREAMING			INCENTIVE *	BASE	ON-SITE
	SD	or HD	or UHD			
10 Mbps	3	N/A	N/A	\$8,800	\$10,560	\$12,672
20 Mbps	6	4	N/A	\$16,600	\$19,920	\$23,904
30 Mbps	10	6	1	\$24,200	\$29,040	\$34,848
40 Mbps	13	8	1	\$31,550	\$37,860	\$45,434
50 Mbps	16	10	2	\$39,050	\$46,860	\$56,232
Additional Access Point Rental	N/A	N/A	N/A	\$750	\$750	\$750

*** ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911



orders.smartcitynetworks.com/wifi-splash-page-design

NEED TELEPHONE OR CONFERENCE SERVICES?

Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE*	BASE	ON-SITE
Single Line Telephone - With or Without Device	\$275	\$345	\$414
Multi Line Telephone	\$415	\$520	\$624
Polycom Speaker Phone	\$465	\$575	\$690

*** ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, **electrical** services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

NEED CABLE TV SERVICES?



Smart City Networks is the exclusive provider of **CABLE TV SERVICES**. Visit our online ordering site to learn more.

Our cable services deliver high-definition channels with clear and crisp picture quality to satisfy even the most discerning of viewers.

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

****Cable services may require a deposit in some locations.**

ORDER NOW



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

FAQ

Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

© 2022 SMART CITY NETWORKS. ALL RIGHTS RESERVED. EFFECTIVE JULY 20, 2022 - DECEMBER 31, 2023 V072022

DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps



Our Promise ★★★★★

Smart City Networks is “Where Technology Meets Hospitality”. By anticipating and responding to our clients’ needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

“IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND.”

ATTENDEE WIRELESS SOLUTIONS

WALTER E. WASHINGTON CONVENTION CENTER

Smart City Networks offers an array of wireless services to support our show managers' technology needs. We have extended our Complimentary Wi-Fi service available throughout the facility. Complimentary Wi-Fi is a great resource for the transient attendee who is looking for light internet speeds for checking their email and browsing the web. Complimentary Wi-Fi should not be used for mission critical tasks.

COMPLIMENTARY WI-FI

- Available throughout the facility.
- Account registration required
- Email verification required
- Bandwidth supported for basic web browsing and email checking

Looking for a wireless solution to support your event app, branding opportunities and event engagement? A Smart City Attendee Wireless Buyout is your solution!

We offer several wireless attendee networks, each capable of supporting unlimited user accounts, scalable bandwidth, extended signal range, and easy authentication. It is the essential option to guarantee your attendee satisfaction. The network is supported with 24/7 monitoring from our Network Operations Center (NOC), along with the on-site technical team, offering a safe wireless solution for both your attendees and event staff. Another added benefit Smart City includes at no additional cost is a revenue-generating custom splash page that can be branded for your event or to a sponsor.

WIRELESS BUYOUTS

- Promote attendee engagement
- Sponsorship opportunities
- Advanced user analytics
- Usage tracking & reporting
- Dedicated 24/7 technical support
- Increased bandwidth capabilities
- Email collection
- Interstitial sponsorship pages
- Dedicated connections
- Superior user experience
- Available facility-wide, including the show floor
- Easy 1-step connection

Sponsorship Opportunities

All Smart City Wireless Buyouts include a complimentary custom splash page, providing show management a way to generate revenue through sponsorships. Sponsorships offer an excellent approach to leverage client branding and provide your customers with enhanced visibility within the venue for their event. The wireless buyout sponsorship is the highest revenue-generating opportunity for show managers that Smart City offers.



EXHIBITOR AUDIO VISUAL ORDER

Walter E. Washington Convention Center



Email: wccadmin@projection.com

Phone: 202-249-3711

Fax: 866-728-5938

Projection is the official in-house audio visual, computer, and video display supplier. Projection will be on-site from set up through dismantle.
Rates published are for the entire duration of the event. Advance Rate applies to orders received 15 days before the move-in date.

Computers & Accessories

Equipment	Qty	Advance Rate	Standard Rate	Total
PC Laptop: 14" Display, Current Windows, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock		\$500	\$600	\$
Mac Laptop: 15.4" Display, Current OS, iWork, Current Office, Ethernet, Wifi, USB Mouse, & Cable Lock		\$560	\$675	\$
Wireless Keyboard & Mouse Set		\$165	\$200	\$
Computer Audio Speakers		\$105	\$125	\$
Wireless Slide Advance Remote		\$90	\$110	\$

Computer / Video Flat Panel Displays

Equipment	Qty	Advance Rate	Standard Rate	Total
21.5" HD LCD: 1920 x 1080 Resolution Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount		\$510	\$615	\$
32" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand w/ Shelf		\$710	\$850	\$
46" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand w/ Shelf		\$910	\$1110	\$
55" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 72" Floor Stand w/ Shelf		\$1310	\$1575	\$
65" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 84" Floor Stand w/ Shelf		\$1710	\$2050	\$
70" HD LED: 1920 x 1080 Resolution - Internal Speakers Please check / circle stand <input type="checkbox"/> Table Top <input type="checkbox"/> Wall Mount <input type="checkbox"/> 84" Floor Stand w/ Shelf		\$2110	\$2530	\$

Video Equipment

Equipment	Qty	Advance Rate	Standard Rate	Total
Professional Digital Video Disc Player: with repeat function Please check <input type="checkbox"/> DVD / Blu-Ray <input type="checkbox"/> DVD - Region Free		\$210	\$250	\$

Audio Equipment

Equipment	Qty	Advance Rate	Standard Rate	Total
Wireless UHF Mic Kit Please check / circle option <input type="checkbox"/> Hand Held <input type="checkbox"/> Laveliere <input type="checkbox"/> Headset		\$360	\$430	\$
Small Booth Sound System Includes (1) Speaker, Floor Stand, 8-Channel Mixer, (1) Wired Hand Held Microphone with Stand		\$550	\$660	\$
Large Booth Sound System Includes (2) Speakers, Floor Stands, 8-Channel Mixer, (1) Wired Hand Held Microphone with Stand		\$780	\$940	\$

Miscellaneous Equipment

Equipment	Qty	Advance Rate	Standard Rate	Total
5,000 Lumen HD LCD Projector: 1920 x 1080 resolution		\$1700	\$2050	\$
Projection Support Package: Includes Tripod Screen, Bottom Skirt, AV Cart, Video Cables, Power Cables		\$210	\$250	\$
Tripod Screen with skirt: <input type="checkbox"/> 6' <input type="checkbox"/> 7' <input type="checkbox"/> 8'		\$130	\$160	\$
Monitor (AV) Cart with skirt: <input type="checkbox"/> 34" <input type="checkbox"/> 42" <input type="checkbox"/> 54"		\$80	\$100	\$

Equipment Rental Subtotal

\$

Booth Number

EXHIBITOR AUDIO VISUAL ORDER
Walter E. Washington Convention Center



Email: wccadmin@projection.com

Phone: 202-249-3711

Fax: 866-728-5938

Projection is the official in-house audio visual, computer, and video display supplier. Projection will be on-site from set up through dismantle.
Rates published are for the entire duration of the event. Advance Rate applies to orders received 15 days before the move-in date.

Totals	
1) Equipment Rental Sub Total: from page 1	\$
2) District of Columbia Sales Tax: 6.0%	\$
3) Equipment Set / Strike Labor: OCCURS MON-FRI 9AM-4PM OCCURS MON-FRI Starting Before 9AM / After 4PM OCCURS ALL HOURS - SAT, SUN, HOLIDAY, ON-SITE 35% of Equipment Total or \$195 flat fee - whichever is greater. 45% of Equipment Total or \$295 flat fee - whichever is greater. 45% of Equipment Total or \$295 flat fee - whichever is greater. ** Equipment Set / Strike Labor includes Preparation, Delivery, Set-Up, On-Site Assistance, Strike, and Return.	\$
4) Order Total:	\$

Order Instructions

Customer / Exhibitor Information	
Company Name:	Ordered By:
Show / Event Name:	Phone:
Delivery Date:	Email:
Delivery Time: <input type="checkbox"/> 9AM-12PM <input type="checkbox"/> 1PM-4PM	On-Site Contact Name:
	On-Site Contact Cell Phone:

A representative of your company **MUST BE PRESENT** at the time of delivery for set up instructions and delivery verification.
Please note that equipment will not be left / set up in an unattended booth.

Payment Information	
Company Name:	Billing Address:
Name on Credit Card:	City: State: ZIP:
Card Type: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX	Card Number:
Authorized Signature:	Card Expiration: MM / YY Security Code:

Remit Payment To

Projection
Walter E. Washington Convention Center
801 Mount Vernon Pl. NW
Washington, DC 20001
Phone: 202-249-3711
www.projection.com

Complete this form
and return for order confirmation
By Email: wccadmin@projection.com
By Fax: 866-728-5938

EXHIBITOR AUDIO VISUAL ORDER
Walter E. Washington Convention Center



Email: wccadmin@projection.com

Phone: 202-249-3711

Fax: 866-728-5938

Projection is the official in-house audio visual, computer, and video display supplier. Projection will be on-site from set up through dismantle.
Rates published are for the entire duration of the event. Advance Rate applies to orders received 15 days before the move-in date.

Rental Agreement

All equipment rentals are based on event rates and apply to event days only. Equipment rental prices do not include labor, delivery, electrical services, or removal of equipment from your booth. It is understood and agreed that EXHIBITOR is renting PROJECTION equipment for a specified period of time and is responsible for its safe return. EXHIBITOR hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and / or damage to said property. All rental equipment must be returned to PROJECTION in the same condition as it was in at the time of delivery to EXHIBITOR, reasonable wear and tear excluded. EXHIBITOR will immediately notify PROJECTION of any damage to the rental equipment, and EXHIBITOR hereby agrees to be billed for any damage to, or loss of, rental equipment damaged while in EXHIBITOR's care, custody and / or control. In no event shall EXHIBITOR permit any equipment to be used and/or possessed by other exhibiting parties other than the named EXHIBITOR without prior consent of PROJECTION in each instance.

Cancellation

Cancellation of equipment rental and services must be received 72 hours prior to delivery date to avoid a minimum one-day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and a minimum one-day charge on equipment will apply.

PLEASE NOTE:

ALL PAYMENT, INCLUDING APPLICABLE TAX, IS DUE AT THE TIME SERVICES ARE ORDERED. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

Payment Terms

Full payment, including any applicable tax, is due at the time services are ordered. All payments must be in U.S. dollars. Orders received without advance payment or after the deadline date will incur additional charges as indicated on the order form. All materials and equipment are on a rental basis for the duration of the event and remain the property of PROJECTION except where specifically identified as a sale. It is the EXHIBITOR'S responsibility to advise our Exhibit Service Personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If you are exempt from payment of sales tax, PROJECTION requires you to forward an exemption certificate for the state in which the services are to be used. Resale certificate are not valid unless EXHIBITOR is rebilling these charges to its customers. For International exhibitors, PROJECTION requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show.

These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF VA. In the event of any dispute between the EXHIBITOR and PROJECTION relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to PROJECTION for its services, as an offset against the amount of any alleged loss or damage. Any claims against PROJECTION shall be considered a separate transaction, and shall be resolved on its own merits. PROJECTION reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR'S estimate of charges and the actual charges incurred by EXHIBITOR, or for any charges that PROJECTION may be obligated to pay on behalf of EXHIBITOR, including without limitation, any shipping charges.

Unpaid Balances

Should there be any pre-approved unpaid balance after the close of the event, terms will be net, due and payable in Springfield, VA upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a prepayment basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by PROJECTION shall be either applied to reduce the principal unpaid balance or refunded to the payer.

Agreement

I HAVE READ THE FOLLOWING TERMS AND CONDITIONS

Authorized Signature:

Date:

Company Name:

Booth #:



XPress Connect Family

Exhibiting success is much more than just purchasing a booth and showing up at the event. Meeting qualified prospects and turning them into loyal customers is the true measure of exhibiting success. CDS' XPress Connect lead retrieval equipment and programs are the keys to a highly productive onsite experience.

Top Features



Literature Fulfillment

Email links quickly with all the information customers and prospects request



Custom Qualifiers

Customize your qualifying questions and responses to build full prospect profiles



Instant Email Follow-up

Follow-up with hot prospects who visit your booth



Rate Leads

Identify top prospects and customers by assigning a rating



Schedule Appointments

Set up follow-up meetings with leads and close more deals



VIP Alerts

Receive a text alert when anyone you identify as a VIP enters your booth



Exhibitor Portal

Leads, analytics, instructions, and best practices online all the time

Order Today and don't miss a single lead:

www.xpressleadpro.com Showcode: **aosm0723**



XPress
Connect **App**

Our full-featured lead retrieval system running on **YOUR** Apple or Android mobile device.



XPress
Connect **Plus**

Full-featured lead retrieval system running on **OUR** large screen Android phone.

Connect Comparison

	App	Plus
Scan anywhere, any time	✓	✓
Custom qualifiers**	✓	✓
Literature fulfillment**	✓	✓
Real-time leads	✓	✓
Reporting portal	✓	✓
Instant email follow-up	✓	
Rate leads	✓	✓
VIP alerts	✓	✓
Schedule appointments	✓	
Add images to leads	✓	
Audio notes	✓	✓
Optional Bluetooth printer*	✓	✓
Online and offline modes	✓	✓

**additional fees may apply



.....
LOCAL GOOD FOOD
.....

EXHIBITOR MENU



WALTER E. WASHINGTON CONVENTION CENTER

[VIEW MENU »](#)

W E L C O M E



W E L C O M E

ARAMARK IS THE PREMIER EXHIBITOR PARTNER AT THE WALTER E. WASHINGTON CONVENTION CENTER IN THE HEART OF OUR NATION'S CAPITAL.

From intimate private meetings, to grand events, your event will benefit from our innovative approach, professional talent, exceptional agility and unparalleled results.

As the exclusive food and beverage provider for the Walter E. Washington Convention Center, Aramark has partnered with Events DC to develop an innovative new food and beverage brand, called "DC Eats." The DC Eats brand represents a commitment to creating a distinct and authentic experience that embodies Washington, DC's diversity, cultural heritage and flourishing culinary scene.

As an innovator in the marketplace, we continue to push the envelope on transforming the food and beverage experience with new and innovative catering menus and retail food concepts, with an emphasis on local, quality, convenience, healthy and personalization.

LAUREN NOWECK

Director of Sales

office 202-249-3561

email Noweck-lauren@aramark.com

START »



CONTENTS

BREAKFAST & BREAKS

BREAKFAST SANDWICHES 7
BREAKFAST BUFFETS 7

BISTRO SELECTIONS

SALADS 8
PLATTERS 8

BOXES

TRADITIONAL BOX LUNCHES 9
BREAKFAST, DINNER AND SNACK BOXES 9

A LA CARTE

BEVERAGES 10
BAKERY 11
FROM THE PANTRY 11

EXHIBITOR FAVORITES

CAPPUCCINOS & SMOOTHIES 13
DOUGHNUTS & ICE CREAM 14
COOKIES & CANNOLIS 15
GELATO & COBBLERS 17

RECEPTION

RECEPTION DISPLAYS 18
HORS D'OEUVRES 19

BAR

HOSTED EXHIBITOR BAR 21
CASH BAR 21

GENERAL INFORMATION

GENERAL 22



BREAKFAST

MINIMUM OF 25 GUESTS

SANDWICHES

BREAKFAST BURRITO **\$10.00**

Cage Free Scrambled Eggs,
Pepper Jack Cheese and Ham
Served with Salsa

BISCUIT BREAKFAST SANDWICH **\$10.00**

Buttermilk Biscuit topped with Cage-Free Eggs,
Cheese and Smoked Turkey

ENGLISH MUFFIN BREAKFAST SANDWICH **\$10.00**

Cage-Free Eggs, Canadian Bacon and Cheese

BREAKS

MINIMUM OF 25 GUESTS

BUFFETS

RISE AND SHINE MORNING PACKAGE **\$18.00**

Assorted Individual Yogurts,
Sliced Fruits and Seasonal Berries
Freshly Baked Danishes, Muffins and
Croissants with Preserves

EYE OPENER ENERGY BREAK **\$10.00**

Whole Seasonal Fruits
Assorted Individual Yogurts and
Healthy Trail Mix in Individual Bags

POWER BREAK **\$16.00**

A selection of Whole Grain and Oat Muffins
Sliced Breakfast Breads, Dried Fruits
and Granola Bars
Whole Seasonal Fruits

NOSTALGIC CANDY BREAK **\$14.00**

Jelly Beans, Twizzlers, and Hershey Mini's,
Starburst Fruit Chews and Assorted Hard Candies

A 24% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.

BISTRO

SALADS

Serves 10-12 guests

SPINACH SALAD \$90.00

Caramelized Shallots, Toasted Pecans,
Goat Cheese and Citrus Vinaigrette

HEARTS OF ROMAINE CAESAR SALAD \$85.00

Romaine, Garlic Croutons,
Shaved Parmesan and Caesar Dressing

CRISP ICEBERG SALAD \$85.00

Bacon Lardons, Oven-Dried Tomatoes,
Red Onions, Cracked Black Pepper,
Chive Buttermilk Ranch

RED BLISS POTATO SALAD OR COLE SLAW \$80.00

PLATTERS

SANDWICH PLATTERS

12 sandwiches cut in half

Individually packaged Potato Chips
Deli Mustard and Mayonnaise packets
accompany all sandwich platters

TRADITIONAL SANDWICH PLATTER \$195.00

Roasted Turkey and Cheddar Cheese
Black Forest Ham and Swiss Cheese
Grilled Vegetables and Herb Aioli
Potato Buns

GOURMET WRAP PLATTER \$225.00

Premium Roast Turkey
with Provolone and Pesto Sauce
Southwest Roast Beef
with Roasted Peppers and Chipotle Aioli
Grilled Vegetables
with Baby Spinach and Balsamic Glaze

PREMIUM DELICATESSEN PLATTER \$215.00

Rosemary Grilled Chicken
with Mesclun Greens, Sundried Tomatoes and
Olive Tapenade on Multigrain Bread
Roast Beef
with Sliced Cheddar, Arugula, Tomato and
Horseradish Cream on Italian Sub Roll
Hummus
with Roasted Eggplant, Zucchini and
Peppers on Focaccia Bread

A 24% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.

TRADITIONAL BOX

TO INCLUDE

Potato Chips, Whole Fruit,
Freshly Baked Cookie and Bottled Water

ASIAGO TURKEY SANDWICH \$34.00

Roasted Turkey, Asiago Cheese, Onions,
Spinach Artichoke Hearts, Focaccia Roll

ROAST BEEF AND CHEDDAR \$34.00

Roast Beef and Cheddar, Lettuce,
Horseradish Sauce on Pretzel Hero

BLACK FOREST HAM AND MUENSTER CHEESE \$34.00

Green Leaf Lettuce, Tomato, Grain Mustard,
Multigrain Roll

TUNA WRAP \$34.00

Green Leaf Lettuce, Tomato, Plain Wrap

GRILLED CHICKEN SALAD \$34.00

Lettuce, Brioche Bun

ITALIAN COMBO \$34.00

Prosciutto, Genoa Salami, Capicola, Provolone
Cheese, Green Leaf Lettuce, Tomato, Sun-dried
Tomato Spread, Seeded Semolina Bread



Gluten Free

A 24% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.

SPECIALTY BOX

TO INCLUDE

Fresh Fruit Cup, Potato Chips
and Bottled Water

GRILLED CHICKEN CAESAR SALAD \$38.00

Romaine Lettuce, Grilled Chicken,
Shredded Parmesan Cheese and Caesar Dressing

SOUTHWESTERN CHICKEN SALAD \$38.00

Grilled Chicken, Pepper Jack Cheese,
Black Bean and Corn Salsa, Pico De Gallo
Butternut Ranch Dressing

GRILLED VEGETABLES WITH LEMON HUMMUS WRAP \$38.00

Olive Tapenade, Roasted Peppers

TOMATO BASIL AND MOZZARELLA \$38.00

Extra Virgin Olive Oil and Balsamic Drizzle,
Ciabatta Roll

CHICKPEA SALAD WITH ARUGULA \$38.00

Lemon and Sweet Bell Peppers with
Champagne Vinaigrette



Vegan

BREAKFAST, DINNER AND SNACK BOXES

GRAB AND GO BREAKFAST \$26.00

Whole Wheat Blueberry Muffin, Fresh Fruit Salad,
Chobani Vanilla Low Fat Yogurt
Orange Juice

SNACK TRIO \$22.00

Hummus and Pretzels, Carrot and
Celery Sticks with Low-fat Ranch Dressing
and Fresh Fruit Salad

PICNIC DINNER \$40.00

Chilled Apple Brined Chicken with Baby Arugula
and Honey Champagne Vinaigrette
Fingerling Potato Salad with Grain Mustard and
Roasted Brussel Sprouts with Dried Cranberries
French Dinner Roll with Whipped Butter
Three Berry Tart with Vanilla Cream
Pure Leaf Peach Iced Tea

A LA CARTE

BEVERAGES

GALLON UNITS

Fresh Brewed Coffee	5-gallon unit /approx. 65 cups	\$370.00
Fresh Brewed Decaf Coffee	3-gallon unit /approx. 40 cups	\$222.00
Assorted Hot Tea	3-gallon unit /approx. 40 cups	\$222.00
Iced Tea	3-gallon unit /approx. 38 cups	\$144.00
Lemonade	3-gallon unit /approx. 38 cups	\$144.00
Tropical Fruit Punch	3-gallon unit /approx. 38 cups	\$144.00
Aqua Fresca	3-gallon unit /approx. 38 cups	\$195.00
Watermelon, Pineapple or Cantaloupe		

WATER & RENTAL

Water Jug	5-gallon / Use with water cooler	\$25.00
Use with water cooler		
Water Cooler Daily Rental		\$75.00
Customer responsible for electrical requirements, 120volt		
Ice		
20lbs of Ice		\$30.00
40lbs of Ice		\$50.00

KEURIG® K-CUPS

KEURIG® K-CUPS

\$185.00 (per day)

Coffee Service, Includes machine rental

Assortment of 24 Green Mountain K-Cups

Includes 5 gallon water jug

Sweeteners, Creamers, Bio-Degradable Cups, Lids,
Sleeves, Stirrers and Napkins

Power Requirements: 1 each, 120volt/20amps


BY THE CASE (24)

Assorted Individual Juices	\$144.00
Apple, Cranberry, Orange, Grapefruit	
Assorted Soft Drinks	\$132.00
Pepsi Only	
Bottled Water	\$108.00
Sparkling Mineral Water	\$120.00
Energy Drink	\$168.00
Starbucks® Frappuccino	\$168.00

A LA CARTE

BAKERY

(Priced by the dozen)

Assorted Bagels	\$60.00	Assorted Dessert Squares	\$48.00
Assorted Freshly Baked Scones	\$54.00	Raspberry Cheesecake Swirl, Pecan, Apple, and Lemon	
Whole Wheat Croissants	\$60.00	Cupcakes	\$72.00
Assorted Fruit and Cheese Danishes	\$54.00	Logo Cupcakes*	\$84.00
Freshly Baked Miniature Danishes		*Custom Artwork Available upon Request	
House-Made Muffins	\$60.00		
Assorted Donuts	\$54.00		
Assorted Homestyle Cookies	\$56.00		
Chocolate Chip Brownies	\$56.00		
Butterscotch Blondies	\$56.00		
Assorted Gourmet Biscotti	\$56.00		
 Gluten Free Blueberry Muffins	\$60.00		
 Gluten Free Chocolate Chip Cookies	\$60.00		
 Gluten Free Chocolate Brownies	\$60.00		
 Vegan Cornetto Pastries	\$60.00		
 Vegan Oatmeal Cookies	\$60.00		



FROM THE PANTRY

(Priced by the dozen)

Assorted Fruit Yogurt	\$60.00	Bags of Potato Chips	\$42.00
Layered Yogurt Parfait	\$90.00	Bags of Pretzels	\$42.00
Granola and Berries		Bags of Trail Mix	\$46.00
Whole Fresh Fruits	\$48.00	Traditional Chex® Snack Mix	\$42.00
Quaker Chewy Granola	\$48.00		
Assorted Kind Bars	\$72.00		
Smartfood® Popcorn White Cheddar	\$42.00		
Rice Krispy Treats	\$46.00		
Assorted Candy Bars	\$54.00		
Potato Chips and French Onion Dip (serves 10)	\$45.00		
Tortilla Chips with Fresh Pico de Gallo (serves 10)	\$55.00		



PER POUND

Miniature Chocolate Candy Bars	\$42.00
Assorted Individually Wrapped Hard Candy	\$45.00
Roasted Cocktail Nuts	\$42.00

A 24% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.



Cappuccinos or Smoothies Doughnuts & Ice cream Cookies & Cannolis Gelato & Cobblers

CAPPUCCINOS OR SMOOTHIES

CAPPUCCINOS / LATTES

8oz drinks
CONDIMENT TRAY TO OFFER
Stirrers, napkins, white sugar and Splenda

EXHIBITOR TO PROVIDE
Hospitality counter or rent a skirted table (6'l x 2' w x 42"h)
Power: (2) 120v/20 amp lines

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H
Each Single Group Machine: 22.24" x 18.7" x 23.03"
Work Space: 40" x 24" x H (N/A)
(space for small refrigerator or cooler)

FRAPPES

8oz drinks
Client to select two flavors for duration of the show

FLAVORS
Vanilla, Mocha, Caramel, Seasonal

EXHIBITOR TO PROVIDE
Hospitality counter or rent a skirted table (6'l x 2' w x 42"h)
Power: (2) 120v/20 amp lines

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H
51" x 24" x H (N/A)

SMOOTHIES

7oz drinks
Client to select two flavors for duration of the show

FLAVORS
Strawberry, Mango, Pineapple/Coconut, Mixed Berry

CUPS & NAPKINS FOR CUSTOM LOGO
Minimum order / 4 week lead time. File types are AI, EPS, or PDF.
ALL QTY 2,500

CUSTOM BRANDED 8OZ HOT CUPS TBD
Full-Color Wrap Printed Cups
Imprint Area: 7" x 2.88"

CUSTOM STICKERS FOR 7 oz COLD CUPS TBD
Full-Color Printed Stickers
Imprint Area: 2.5" x 1.5"

5" X 5" CUSTOM BRANDED NAPKINS TBD
1-Color Printed Napkins
Imprint Area: 3.5" x 3.5

SERVICE (Includes 3 hours of service or 250 drinks)	\$1,820
EACH ADDITIONAL HOUR(S) Continued service beyond the 3 hour service package	\$150
ADDITIONAL CUPS (ordered in advance/100 increments)	\$400
ADDITIONAL CUPS (ordered on-site/100 increments)	\$600
PREMIUM CAPPUCCINO SERVICE Includes Flavored syrups, mochas, hot chocolates & lattes	\$300
TRADESHOW DELIVERY/SET UP FEE One-time charge for station set up one day prior to service	\$275
CAPPUCCINO /LATTE : DELAY IN SET UP (per 15 min interval) (excessive wait time due to not being able to set up on time)	\$150
DRIP COFFEE SERVICE ON REQUEST Ask sales manager for details and costs	

A 24% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.

DOUGHNUTS & ICE CREAM

FRESH MADE DOUGHNUTS

ASSORTED FLAVORS INCLUDE

Strawberry Glazed,
Funfetti, Milk Chocolate
Peanut, Brown Butter,
Vanilla Bean Glazed,
Vanilla Bean Crème Brûlée

SERVICE \$1,350

(Includes 2 hours of service or 12 dozen assorted doughnuts)

EACH ADDITIONAL HOUR(S) \$150

Continued service beyond the 2 hour service package

ADDITIONAL DOUGHNUTS \$300

(must be ordered in advance/ 3 dozen increments)

TRADESHOW DELIVERY/
SET UP FEE \$275

One-time charge for station set up one day prior to service

Doughnut menu changes by season

EXHIBITOR TO PROVIDE

Standard (8') table for the donut display case and storage space to keep store some backup doughnuts. (24" wide x 16" Deep)

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H

Display Unit: 9" x 19" x 15.7"
Work Space: 16" x 24" x H (N/A)

NICECREAM

Nicecream is a DC-Metro-based retail and catering ice cream company changing the way we enjoy dessert. Nicecream's ice cream is made with locally sourced milk and cream delivered from a family farm each week. Fresh cream, combined with fresh fruit, homemade ingredients, and frozen with liquid nitrogen creates an experience your guests will never forget. Nicecream's entire dessert is made in front of guest's eyes, creating an elegant, distinctive, fun-filled environment, and an incredible award-winning product.

INCLUDES 2 FLAVORS

Additions available to include Toppings Bar or Additional Flavors.

FLAVORS INCLUDES

Vanilla Bean, Milk Chocolate, Salted Caramel, Banana Cream, Peanut Butter Cup, Honey Lavender, Nutella

(2) ATTENDANT SERVICE 200 GUEST \$1,900

(Includes 2 hours of service for 200 guests/4oz serving)

400 GUEST \$3,150

(Includes 2 hours of service for 400 guests/4oz serving)

EACH ADDITIONAL HOUR(S) \$265

Continued service beyond the 4 hour service package

ADDITIONAL SERVINGS \$400

(ordered in advance/50 increments)

ADDITIONAL FLAVOR \$475

TOPPINGS BAR \$625

TRADESHOW DELIVERY/SET UP FEE \$275

One-time charge for station set up one day prior to service

EXHIBITOR TO PROVIDE

Hospitality counter or rent a skirted table (8') L x W x H
Power: (3) 120V/20 amp line

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H

Display Unit: 9" x 19" x 15.7"
Work Space: 16" x 24" x H (N/A)

A 24% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.

Cappuccinos or Smoothies Doughnuts & Ice cream Cookies & Cannolis Gelato & Cobblers

COOKIES & CANNOLIS

FRESH BAKED COOKIES

FLAVORS

Chocolate Chip, Oatmeal Raisin,
Macadamia White Chocolate Chip,
Peanut Butter

SERVICE \$2,080

(Includes 4 hours of service or 400 cookies)

EACH ADDITIONAL HOUR(S) \$200

Continued service beyond the 4 hour service package

ADDITIONAL COOKIES \$400

(ordered in advance/100 increments)

ADDITIONAL COOKIES \$550

(ordered on-site/100 increments)

TRADESHOW DELIVERY/SET UP FEE \$275

One-time charge for station set up one day prior to service

EXHIBITOR TO PROVIDE

Hospitality counter or rent a skirted table (6'L x 2'W x 42"H)

Power: (1) 10 amp line for oven & (1) 10 amp line of dedicated 24 hr power for freezer

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H

Oven Shroud: 21" x 25.5" x 26"

Freezer: 37" x 23" x 34"

(Stored next to station or in booth closet)

Work Space: 51" x 24" x H (N/A)

FRESH PIPED MINI CANNOLIS

Client to select a dipping option for duration of the show

DIPPING OPTIONS

Chocolate Morsels & Red/White/Blue Sprinkles (included)

Pantone Matched Sprinkles (additional charge)

SERVICE \$1,750

(Includes 2 hours of service or 200 servings)

EACH ADDITIONAL HOUR(S) \$200

Continued service beyond the 2 hour service package

ADDITIONAL SERVINGS \$400

(must be ordered 48 hours in advance/100 increments)

PANTONE MATCHED SPRINKLES \$200

(per day)

TRADESHOW DELIVERY/SET UP FEE \$275

One-time charge for station set up one day prior to service

EXHIBITOR TO PROVIDE

Hospitality counter or rent a skirted table (6'L x 2'W x 42"H)

Power: (1) 10 amp line

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H

Refrigerated Display Case: 71.5" x 14.5" x 11.5"

Work Space: 24" x 24" x H (N/A)

ARAMARK TO PROVIDE

Access to on-site ice machine

A 24% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.



Cappuccinos or Smoothies Doughnuts & Ice cream Cookies & Cannolis Gelato & Cobblers

GELATO & COBBLERS

GELATO / DOLCI GELATI

Client to select two flavors for duration of the show

FLAVORS

Lemon Custard, Stracietella (Chocolate Chip), Strawberry, Brown Butter, Vanilla Bean, Toasted Coconut

FRESH BAKED FRUIT COBBLERS

INCLUDES 2 FLAVORS

Additions available to include Toppings Bar or Additional Flavors.

FLAVORS INCLUDES

Apple, Cherry, Peach

SERVICE **\$1,750**

(Includes 1-4 hours of service or 200 / 4oz cups)

EACH ADDITIONAL HOUR(S) PER HOUR **\$300**

Continued service beyond the 4 hour service package

ADDITIONAL CUPS **\$550**

(must be ordered 48 hours in advance/100 increments)

ADDITIONAL FLAVOR **\$200**

TRADESHOW DELIVERY/SET UP FEE **\$275**

One-time charge for station set up one day prior to service

(2) ATTENDANT SERVICE **\$2,800**

(Includes 4 hours of service for 200/4oz serving)

EACH ADDITIONAL HOUR(S) PER HOUR **\$200**

Continued service beyond the 4 hour service package

ADDITIONAL COBBLERS **\$650**

(must be ordered 96 hours in advance/100 servings)

TRADESHOW DELIVERY/SET UP FEE **\$275**

One-time charge for station set up one day prior to service

EXHIBITOR TO PROVIDE

Hospitality counter or rent a skirted table (6'L x 2'W x 42"H)

Power: (1) 10 amp lines with dedicated power for 24 hours for Freezer

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H

Counter Freezer: 19.3" x 19" x 26"

Work Space: 51" x 24" x H (N/A)

ARAMARK TO PROVIDE

Access to on-site ice machine

EXHIBITOR TO PROVIDE

Hospitality counter or rent a skirted table (6'L x 2'W x 42"H)

Power: (1) 10 amp line for oven (1) 10 amp line for refrigeration

EQUIPMENT & WORK SPACE DIMENSIONS L x W x H

Oven Shroud: 21" x 25.5" x 26"

Serving Block: 24" x 18" x 3"

Work Space: 27" x 24" x H (N/A)

A 24% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.



RECEPTION DISPLAYS	
SERVES 25 GUESTS	
CRUDITES	\$190.00
Seasonal Vegetables and Buttermilk Ranch	
HERITAGE CHEESE	\$250.00
Selection of Imported and Domestic Cheese with Grapes, Dried Fruits, Fig Compote	
Water Crackers and Sliced French Bread	
SLICED SEASONAL FRUITS AND BERRIES DISPLAY	\$250.00
Orange Honey Yogurt Dipping Sauce	
ROASTED GARLIC HUMMUS	\$160.00
Served with Crisp Pita Chips and Marinated Olives	
ROASTED & GRILLED VEGETABLES	\$200.00
Garlic Roasted Peppers, Grilled Zucchini, Yellow Squash Roasted, Eggplant, and Marinated Artichokes	



RECEPTION HORS D'OEUVRES

ALL ITEMS HAVE A 50 PIECE MINIMUM

COLD

BRUSCHETTA	\$6.00
Roma Tomatoes and Basil	
PEPPERCORN ENCRUSTED BEEF TENDERLOIN	\$6.00
Garlic Crostini and Grain Mustard	
SPICY TUNA TARTAR WITH GINGER	\$6.50
Wonton Crisp	
SMOKED SALMON	\$6.50
Potato Pancake with Chive Crème Fraîche.	
TRUFFLE DEVILED EGG	\$6.50
PEPPERED BASIL GOAT CHEESE	\$6.00
Flatbread	
CURRIED CHICKEN SALAD IN FILO CUP	\$6.50
Grapes and Raisins	
SCALLOP CEVICHE	\$6.50
Chili Pepper and Lime	
SHRIMP COCKTAIL SHOOTERS	\$7.00
Garden Gazpacho	
TOMATO AND MOZZARELLA SKEWERS	\$6.50
Fresh Basil and EVOO	

HOT

SPINACH AND FETA PHYLLO TRIANGLES	\$6.00
BEEF EMPANADA	\$7.00
Braised Beef, Salsa Rojo	
COCONUT SHRIMP	\$8.00
Thai Chili Sauce	
QUATTRO FORMAGGIO MAC N' CHEESE BITES	\$6.50
CHICKEN SATAY	\$7.00
Teriyaki Glaze	
POTATO AND CHEESE PIEROGIS	\$6.00
Jalapeño Sour Cream	
CHICKEN POT STICKERS WITH LEMON GRASS	\$6.00
Hoisin Glaze	
LAMB CHOP LOLLIPOPS	\$8.00
Rosemary and Mustard	
MARYLAND STYLE CRAB CAKES	\$8.00
Creole Remoulade	
VEGETABLE SPRING ROLLS	\$6.00
Sweet and Sour Sauce	
EDAMAME AND SWEET CORN QUESADILLA	\$6.00
Lime Crema	
BRIE AND PEARS	\$6.00
Baked in Filo	
PORTOBELLO MUSHROOM PASTRY FLOWER	\$6.00
Sun Dried Tomato and Ricotta Cheese	
POTATO AND PEA SAMOSA	\$6.00
Mango Coulis	
MINIATURE BLACK ANGUS CHEESEBURGERS	\$7.00

*Consuming raw or undercooked meats, poultry, seafood, shellfish or eggs may increase your risk of foodborne illness.

A 24% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.

BAR PACKAGES

HOSTED EXHIBITOR BAR

Our onsite personnel must dispense all beverages.

Bartenders are staffed one (1) per 100 guests for hosted bars and bars using drink tickets. Bartenders are charged at \$185.00 for four hours of service and \$50.00 per hour/per bartender will apply thereafter.

All local taxes and fees apply. Pricing is subject to change.

PRICING

SPIRIT

Standard	\$12.00
Premium	\$13.00
Super Premium	\$14.00

BEER

By the case (24)

Domestic	\$192.00
Imported	\$216.00
Craft	\$240.00
Non Alcoholic	\$168.00

WINE

By the Bottle

Standard	\$50.00
Premium	\$60.00
Super Premium	\$70.00

NON-ALCOHOLIC

By the case (24)

Assorted Soft Drinks	\$132.00
Bottled Water	\$108.00
Sparkling Water	\$120.00
Assorted Fruit Juices	\$144.00

CASH BAR

Our onsite personnel must dispense all beverages. Bartenders are staffed one (1) per 125 guests for cash bars. Bartenders are charged at \$185.00 for four hours of service and \$50.00 per hour/per bartender will apply thereafter.

Cashiers are required for every 2 bartenders. Cashiers are charged at \$185.00 for four hours of service and \$50.00 per hour/per bartender will apply thereafter.

All local taxes and fees apply. Pricing is subject to change.

PRICING

SPIRIT

Standard	\$12.50
Premium	\$13.50
Super Premium	\$14.50

BEER-

Domestic	\$8.50
Imported	\$9.50
Craft	\$10.50
NA Beer	\$7.50

WINE by the Glass

Standard	\$10.50
Premium	\$12.50
Super Premium	\$14.50

NON-ALCOHOLIC

Assorted Soft Drinks	\$6.00
Bottled Water	\$5.00
Assorted Fruit Juices	\$6.50

OPEN BAR PACKAGES

Our onsite personnel must dispense all beverages. Bartender are staffed one (1) per 100 guests for hosted bars and bars using drink tickets. Bartenders are charged at \$185.00 for four hours of service and \$50.00 per hour/per bartender will apply thereafter.

HOURS

One	\$25.00 per person
Two	\$50.00 per person
Three	\$55.00 per person
Four	\$60.00 per person
Five	\$65.00 per person

ADD

Premium Open Bar	\$2.00 per person
Super Premium Open Bar	\$5.00 per person

A 24% Administration Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.
All orders are subject to a \$70 Delivery Fee, per delivery. Prices are subject to change without notice.

GENERAL INFORMATION

SERVICE FEES

Delivery Fee \$70.00 per Service
China Service Fee For Events in the Exhibit Halls \$3.50 per person
Storage Fee Ask your Sales Manager for details \$75.00 per day/flat, minimum

FOOD & BEVERAGE CONTRACT

The Catering Services Agreement (contract) outlines the specific agreement between the client and the Convention Center Catering Department. The signed Catering Services Agreement and a deposit based on estimated food and beverage charges are due 60 days in advance of the first scheduled service.

FOOD & BEVERAGE SPECIFICATIONS

To ensure the proper planning of your event, we request that all food and beverage specifications be received in writing by our office no less than 21 business days prior to the date of your first scheduled service.

Your Catering Sales Manager will review your food and beverage specifications and, in turn, provide you with written confirmation of the services via separate event orders for each function.

These event orders will form part of your contract and are to be confirmed, signed and returned 14 days in advance of the first scheduled service along with 100% of the payment due.

ALLERGY, ALTERNATE DIETARY MEALS

The Walter E. Washington Convention Centre is committed to offering a wide range of food options for our guests. Part of this commitment includes meeting the needs of guests who have special dietary restrictions. Additional costs may apply based on meal requirement (Kosher, Halal). Our kitchen will make every effort to accommodate cultural and medical dietary requests received no later than the final guarantee deadline.

If at the time of service, the number of alternate meals (including vegetarian) exceeds the number on your dietary list, an additional fee of \$40 per entrée (exclusive of tax and gratuity charge) will be applied. We cannot guarantee we will be able to meet all requests, but we will attempt to satisfy your guests' needs to the best of our ability.

With an increase in demand for gluten-free and wheat-free requests, we strongly recommend you provide a small percentage by building these items into your order.

ADMINISTRATIVE CHARGE

The Licensee shall pay to the Licensor an administrative charge in an amount of 24% on all food and beverage charges. Administrative fee is subject to applicable taxes currently at 10%.

The administrative charge is not intended to be tip, gratuity, or service charge for the benefit of service employees and no portion of this administrative charge is distributed to employees.

TAXES

Washington DC currently taxes both Food and Beverage including Alcoholic Beverages at 10%. Labor fees are subject to applicable taxes currently at 6%. If the Licensee is an entity claiming exemption from taxation, the Licensee must deliver to the Caterer satisfactory evidence of such exemption prior to the event(s) in order to be relieved of its obligation to pay state and local retail sales tax. Please note: Washington DC sales tax exemption only can be applied.

PAYMENT POLICY

Aramark's policy requires full payment along with the signed food and beverage event plan in advance.

Aramark accepts certified or cashier's checks, money orders, American Express, MasterCard and Visa as payment for products and services. If payment is received within less than five (5) business days prior to the event, certified funds, credit card payment or a wire transfer will be required. If the customer prefers to pay by company check or wire transfer, a credit card authorization form is required to facilitate on-site orders. A 3% processing fee applies to all credit card charges.

All remaining charges, including additional charges incurred on site are due within 30 days of the date of your invoice. If payment is not received within the time specified, a late charge of 1.5% per month will be added to the balance.

CANCELLATION POLICY

Cancellation of any convention or individual event must be sent in writing to your designated Aramark Sales Professional. Any cancellation received less than 3 days of the first scheduled event will result in a fee payable to Aramark equal to 100% of the estimated food and beverage charges

SERVICE WARE

All booth services include the appropriate variety of high-grade disposable service ware.

China Service may be requested from your catering sales manager for the exhibit halls for an additional fee of \$3.50 per person

SERVICE TIMES

Meal services are based on the following time guidelines

SERVICE	HOURS
Buffet Breakfast or Lunch	2 hours
Continental Breakfast	2 hours
Coffee Service	2 hours
Meeting Breaks	1 hour
Receptions	2 hours

Seated or buffet meals require 2 hours setup time in advance of the function. Extended or reduced service times, early set-up times, or delays in service time start may result in additional labor charges. Functions requiring continuous (all-day) service will incur a labor charge for the service hours

HOLIDAY SERVICE

There will be an automatic additional labor fee for food and beverage service or preparatory days on the following federal holidays: New Year's Eve and Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

TABLES AND ELECTRIC

Aramark does not provide skirted service tables or electrical hook-ups in your exhibit space, including meeting rooms used for exhibit space. Please contact the appropriate contractor for these items.

EXHIBITOR F&B POLICY

Aramark is the exclusive provider of all food and beverage at the Walter E. Washington Convention Center. As such, any requests to bring in food and beverage will be at Aramark's discretion and will be considered on a case-by-case basis. Appropriate corkage fees will apply.

Please consult with your designated catering sales manager concerning this.





WALTER E. WASHINGTON CONVENTION CENTER

801 Mt Vernon Pl NW, Washington, DC 20001



Exhibitor Order Form (1 form per service please)

Event Name _____ Booth Number _____
Location of Booth _____ Booth Name _____
Contact Name _____ Phone Number _____
On-Site Contact _____ Email _____

ORDER : Labor fee of \$65 per delivery will apply

Date of Delivery: _____ Time of Delivery _____ am/pm Ending Time _____
am/pm

1. Quantity _____ Item: _____
2. Quantity _____ Item: _____
3. Quantity _____ Item: _____
4. Quantity _____ Item: _____
5. Quantity _____ Item: _____

METHOD OF PAYMENT:

- ☐ Credit Card
- ☐ Check
- ☐ Wire

Booth Exhibitor Catering is not based on consumption.

Orders submitted without all information requested will not be processed. Signature:

A 23% Service Charge and 10% Food Sales Tax & 6% Non-Food Sales Tax will be charged on all orders.

All orders are subject to a \$65 Delivery Fee, per delivery. Prices are subject to change without notice. Orders submitted later than 21 business days prior to event are charged a 22% Late Ordering Fee.

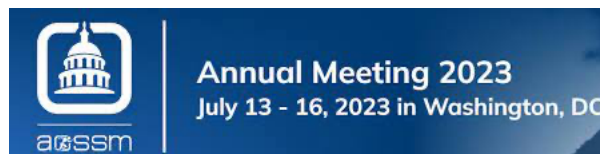
Orders cancelled within 72 hours of event will not be refunded.

The administrative charge is not intended to be tip, gratuity, or service charge for the benefit of service employees and no portion of this administrative charge is distributed to employees.

Please email order form to WEWCCExhibitororders@aramark.com



Email this form to:
Urban Jungle, Inc.
 P.O. Box 6165
 McLean, VA 22106
 703-241-8545 phone
 info@urbanjungleinc.com
 [Tax ID #: 54-1796144]



QTY	ITEM	By 06/30*	SHOW PRICE	TOTAL
	Floral Arrangement (approx. 12" H)	\$ 70.00	\$ 80.00	
	Floral Arrangement (approx. 18" H)	\$ 85.00	\$ 95.00	
	Custom Floral Arrangement (tell us what you want)	Call / email	Call / email	
	Bud Vases (list color preference)	\$ 25.00	\$ 30.00	
	Tropical Arrangements	\$ 75.00	\$ 90.00	
	Roses, arranged, one dozen (color_____)	\$ 75.00	\$ 85.00	
	Orchid Plants (Small_____ Large_____)	\$50 / \$75.00	\$60 / \$85.00	
	Mum Plants (white_____ yellow_____ lavender_____)	\$ 25.00	\$ 30.00	
	Azaleas (red_____ pink_____ white_____)	\$ 40.00	\$ 45.00	
	Bromeliads (Red, pink, yellow, other)	\$ 35.00	\$ 40.00	
	Seasonal Plants (kalanchoe, gloxinia, cyclamen, etc.)	\$ 35.00	\$ 40.00	
	Small (6"pot) Ivy_____ Pothos_____	\$ 25.00	\$ 30.00	
	Large Fern_____ Ivy_____ Pothos_____	\$ 35.00	\$ 40.00	
	Glass Bowl for Cards (yours to keep)	\$ 25.00	\$ 30.00	
	Pkg A: (1) 6' Ficus topped w/ greens and color	\$ 140.00	\$ 155.00	
	Pkg B: (2) 3' plants and (1) Blooming plant	\$115.00	\$ 130.00	
	Pkg C: large container w/ivy and blooming plants	\$ 115.00	\$ 130.00	
	2' Green Plants	\$ 35.00	\$ 45.00	
	3' Green Plants	\$ 45.00	\$ 55.00	
	4' Green Plants	\$ 55.00	\$ 65.00	
	5' Green Plants	\$ 65.00	\$ 75.00	
	6' Green Plants	\$ 75.00	\$ 85.00	
	7' Green Plants	\$ 100.00	\$ 110.00	
	8' - 10' Green Plants	\$120.00	\$135.00	
Decorative Containers: White Black Wicker ♦ Call for prices on brass, chrome, terra cotta pots			SUB TOTAL	\$
Call or email to discuss succulent arrangements		Delivery Fee 10%		\$
		***Credit Card Fee 2.5%		
www.urbanjungleinc.com info@urbanjungleinc.com	Email or call for catalogue of flowerboxes, ivy walls, topiaries, etc.	TOTAL AMOUNT DUE		\$

Please remit payment to URBAN JUNGLE, Inc.

Rental Price includes: Container, top-dressing, delivery and pick-up. **All orders must be paid in full.** No adjustments will be made after the show closes. All green plants are rental items and are the property of Urban Jungle, Inc. Show site cancellations will incur a 100% cancellation fee. ***If tax-exempt in state of delivery, your certificate must be included with this order form.***

☐ **HAVE AN URBAN JUNGLE REP SEE US AT OUR BOOTH:** Date_____ Time_____

Exhibitor: _____
 Third Party: _____
 Address: _____
 City, State, ZIP: _____

Telephone #: _____
 Mobile # _____
 PO # _____
 email**: _____

Show Name: 2023 AOSSM Annual Meeting
 Show Dates: July 13-15, 2023

Location: Walter E Washington Convention Center
 Booth #: _____

Payment Info: (circle one) AX VISA MC CHECK
 Credit Card #: _____
 Name on Card: _____

Exp. Date: _____ Security # _____
 Billing Zip: _____

*****Email is required for confirmation and final invoices.***
****Orders must be received two weeks prior to show date for advance price!***



Booth Cleaning - Order Form

This order form and payment must be postmarked or emailed **21 days prior** to the event start date. All orders must be submitted with a signed Service Order Payment Form. Please remit checks to the mailing address listed on the second page. Credit Card information will need to be added or provided over the telephone.

Email the COMPLETED & SIGNED forms to: aramarkevs@aramark.com

Event Name: _____

Event Dates: _____

Company Name _____

Booth # _____

Event Contact _____

E-mail Address _____

Phone Number _____

I AUTHORIZE CHARGING ANY UNPAID BALANCE TO MY CREDIT CARD SUBMITTED ON THE SERVICE ORDER PAYMENT FORM.

SIGNATURE _____

DATE _____

ALL CLEANING AND JANITORIAL SERVICES MUST BE PERFORMED BY ARAMARK (minimum charge 100sq. Ft. per booth)

ALL BOOTHS ARE VACUUMED PRIOR TO THE FIRST DAY THE EXHIBIT HALLS OPEN FOR THE EVENT

Please Indicate Type of Cleaning Required	Rates	Booth	Number	Tax	Total
TYPE OF FLOOR: HARD CARPET	Sq./ft	Sq./ft	of Days	%	Amount
End of Show Day Booth Cleaning (Vacuuming/mopping booth floor and trash removal)	\$0.65			6	
Shampoo Booth Carpet (After show hours)	\$1.20			6	
Porter Service (Event Hours Only)	Per Day	Sq/ft	Days	Tax %	Total
Sweep floor/empty wastebaskets (rates per day)	\$150.00	Under 500		6	
	\$190.00	501-1500		6	
	\$230.00	1501-2500		6	
*Booths over 3,500 sq/ft must order Custom Service	\$270.00	2501-3500		6	
Custom Porter Services (Dedicated Attendant)	Hours	Per Hour	Days	Tax %	Total
Sweep floor/empty wastebaskets (2 hour minimum)		\$56.00		6	

TOTAL \$

Special Instructions _____

RATES WILL INCREASE BY 30% AFTER THE DEADLINE

Check/Credit Card #:	 Ivan Donoso 801 Mt. Vernon Pl NW Washington, DC 20001 Phone: 202-249-3980 E-mail: aramarkeys@aramark.com
Expiration Date: CVV#:	
Name:	
Address:	
Phone Number:	