



Shepard

EXHIBITOR SERVICE MANUAL

NGAUS General Conference & Exhibition

Reno-Sparks Convention Center | Reno, NV
August 19 - 21, 2023

L178580823

SHOW INFORMATION

NGAUS General Conference & Exhibition

L178580823

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

Booth Package

Items provided in your booth, per exhibitor:

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

Floor covering is mandatory per the Show Organizers guidelines. Booth spaces without carpet by Friday, August 18th at 4:30PM will have it automatically installed at the exhibitor's expense.

Show Colors

Show Drape Color(s): Black

Aisle Carpet Color: Tuxedo

Exhibit Show Schedule

GENERAL EXHIBITOR MOVE-IN

Wednesday, August 16, 2023 • 2:00PM to 4:30PM

Thursday, August 17, 2023 • 8:30AM to 4:30PM

Friday, August 18, 2023 • 8:30AM to 4:30PM

EXHIBIT HOURS

Saturday, August 19, 2023 • 10:00AM to 5:00PM

Sunday, August 20, 2023 • 8:00AM to 5:00PM

Monday, August 21, 2023 • 8:00AM to 12:00PM

EXHIBITOR MOVE OUT

Monday, August 21, 2023 • 12:00PM to 11:30PM

Tuesday, August 22, 2023 • 8:00AM to 12:00PM

FREIGHT REROUTE BEGINS*

*All outbound carriers must be checked in by this time

Tuesday, August 22, 2023 | 12:00PM

IMPORTANT DEADLINES

Discount Price Deadline for Custom Shepard Rentals

Thursday, July 20, 2023

Exhibitor Appointed Contractor Notification Deadline

Thursday, July 20, 2023

First Day for Warehouse Deliveries Without a Surcharge

Thursday, July 20, 2023

Discount Price Deadline for Standard Shepard Orders

Friday, July 28, 2023

Last Day for Warehouse Deliveries Without a Surcharge

Wednesday, August 9, 2023

Last Day for Warehouse Deliveries*

Monday, August 14, 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

Wednesday, August 16, 2023 | 8:00AM

Shipping Addresses

ADVANCE WAREHOUSE SHIPMENT ADDRESS

Exhibiting Co. Name & Booth Number
NGAUS General Conference & Exhibition
c/o TForce Freight c/o Shepard Exposition Services
8900 Terabyte Dr
Reno, NV 89521

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

DIRECT TO SHOW SITE SHIPMENT ADDRESS

c/o Shepard Exposition Services
Exhibiting Co. Name & Booth Number
NGAUS General Conference & Exhibition
Reno-Sparks Convention Center
4590 South Virginia Street
Reno, NV 89502

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ONLINE & DISCOUNT DEADLINE:* FRIDAY, JULY 28, 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)*

Wednesday, August 16, 2023 · 2:00PM to 4:30PM
Thursday, August 17, 2023 · 8:30AM to 4:30PM
Friday, August 18, 2023 · 8:30AM to 4:30PM
Saturday, August 19, 2023 · 10:00AM to 5:00PM
Sunday, August 20, 2023 · 8:00AM to 5:00PM
Monday, August 21, 2023 · 8:00AM to 11:30PM
Tuesday, August 22, 2023 · 8:00AM to 12:00PM

Exhibitor Move Out

Monday, August 21, 2023 · 12:00PM to 11:30PM
Tuesday, August 22, 2023 · 8:00AM to 12:00PM

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 **Tuesday, August 22, 2023 | 12:00PM**.

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 **Tuesday, August 22, 2023 | 12:00PM**.

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

Reno-Sparks Convention Center
4590 South Virginia Street
Reno, NV 89502

BUDGET BOOTH PACKAGE

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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 - Black**
(5004606)



2 - Upholstered Side Chairs
(50020)



1 - Wastebasket (50091)



1 - 10' x 10' Carpet - Eclipse
(5025543)

Step 1. Tell us how many packages you want.

CODE	QTY	ONLINE	DISCOUNT	REGULAR
50260		\$667.05	\$767.10	\$859.15

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.26%
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.


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Order online through the Shepard Exhibitor Portal at

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

1. Go to: <https://apps.shepardes.com/olk/intro.asp>
2. Select the Event.
3. Login from the Show Information page by clicking the  button.
4. Select your event, enter your email address and password then click Login.
User Name = **Your Email Address**
(provided by Event Management)
Password = **NGAUS2023**
5. Don't have an account, click "Create an Account."
6. Once logged in, please confirm your profile information. If you need to update your information, please contact us at clientservices@shepardes.com.
7. To order, utilize the grey category drop-down menus above the Welcome message.
8. After making your selections, click the add to cart button on the bottom right of the page.
9. To view your order click the Shopping Cart Icon at the top right of the page.
10. Confirm your order, click and complete the payment process.

Login

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

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

Select an Event

Select a Show ▼

Email Address

youremail@yourcompany.com ▼

Password

Login

[Forgot your password?](#)

Create an Account

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

Select an Event

Select a Show ▼

Creating an account will allow you to order online.

First, we will need your email address.

youremail@yourcompany.com 

METHOD OF PAYMENT

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Please review the information and complete your payment information online.

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

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

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

Complete your payment information online.

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

Discount Pricing Deadlines

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

Online: Friday, July 28, 2023 All paid orders placed online prior to the deadline date.

Discount Deadline: Friday, July 28, 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: **NGAUS General Conference & Exhibition**

EVENT CODE: **L178580823**

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

NGAUS General Conference & Exhibition

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

continued on the next page

TERMS & CONDITIONS (continued)

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

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

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

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

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

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

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

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

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

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

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

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

SAFETY FIRST PLAN

CREATING SAFE & SUCCESSFUL LIVE EVENTS IN A COVID WORLD.

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

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

Our Commitment!

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



Hand Hygiene

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



Safety Signage

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



Hand Sanitizing Stations

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



Exhibitor Service Center

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



Daily Safety Briefings

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



Social Distancing/No Contact Rule

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



COVID-19 Training

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



Team Meeting Areas

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

THIRD PARTY PAYMENT

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DEADLINE: THURSDAY, JULY 20, 2023

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

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

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

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

EXHIBITING COMPANY ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT EMAIL ADDRESS: _____ PHONE NUMBER: _____

EXHIBITING COMPANY AUTHORIZED NAME (please print): _____

SIGNATURE FROM EXHIBITING COMPANY: _____

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

☐ **ALL SERVICES**

☐ Booth Cleaning

☐ Material Handling

☐ Carpet

☐ Furniture

☐ Exhibit Rentals

☐ Overhead Rigging/Labor

☐ Installation/Dismantling Labor

☐ Logistics/Transportation

Other (please specify): _____

Step 3. Provide third party contact information.

3RD PARTY COMPANY NAME: _____

CONTACT NAME: _____

EXHIBITING COMPANY ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONTACT EMAIL ADDRESS: _____ PHONE NUMBER: _____

Step 4. Complete your payment information online.

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

EXHIBITOR APPOINTED CONTRACTOR (EAC)

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DEADLINE: THURSDAY, JULY 20, 2023

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

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT EMAIL ADDRESS: _____ PHONE NUMBER: _____

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

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

EXHIBITOR APPOINTED CONTRACTOR: _____

CONTACT NAME: _____ PHONE NUMBER: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DESCRIPTION OF PROPOSED SERVICE FOR EXHIBITOR: _____

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

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

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

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

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

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

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

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

EXHIBITOR SIGNATURE: _____



Email completed form to: clientservices@shepardes.com

shepardes.com | 13

TARGET INFORMATION

FIND YOUR TARGET DATE.

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

What is Targeting?

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

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

Shipping Labels

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

Certified Weight Tickets

Certified weight tickets are required for all shipments.

Crated Shipments to the Advance Warehouse

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

Shipments that arrive at the Advance Warehouse on or before **Monday, August 14, 2023** will be delivered to your booth prior to or during your assigned target date/time.

Shepard can not guarantee delivery of late warehouse freight received after **Monday, August 14, 2023** for delivery to your booth prior to or at your assigned target date/time.

Direct Shipments to Show Site

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

Off-Target Shipments

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

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

Unloading

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

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

TARGET CONFIRMATION

NGAUS General Conference & Exhibition

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

L178580823

TARGET DEADLINE: FRIDAY, JULY 28, 2023

Confirm your target move in date and time in two easy steps, then email in the form!

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

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

Step 1. Complete exhibiting company information.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

CONTACT EMAIL ADDRESS: _____

Assigned Target Date and Time

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

Need to request a new assigned target date or time?

Complete the Freight Target Change Request by:

Friday, July 28, 2023

Step 2. Provide shipment details.

Where are you shipping?

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

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

What is the weight of your shipment? _____

How many pieces are in your shipment? _____

Dimensions of largest piece of freight? _____

How many truck loads do you have? _____

Weight of largest piece of freight? _____

Name of Carrier _____

Carrier Contact Phone Number _____

If Shipping Direct to Facility/Show Site

☐ Flatbed ☐ Close Trailer ☐ Container

Is Special Equipment Required to Unload

☐ Crane ☐ Extended Forklift Blades ☐ Rollers ☐ Sling

☐ Other _____

Will you require a forklift in your booth space to unskid, assemble, or spot display/machinery?

☐ Yes ☐ No

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

Have you ordered carpet from Shepard?

☐ Yes ☐ No

Do you want your carpet installed prior to your target time?

☐ Yes ☐ No



Email completed form to: targets@shepardes.com

TARGET CHANGE REQUEST

NGAUS General Conference & Exhibition

L178580823

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

TARGET DEADLINE: FRIDAY, JULY 28, 2023

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

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

All Target change requests must be received no later than:

Friday, July 28, 2023

Step 1. Complete company information.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

CONTACT EMAIL ADDRESS: _____ NUMBER OF TRUCKLOADS: _____

Where are you shipping?

☐ Advanced Warehouse* ☐ Direct to Facility/Show Site

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

Step 2. Provide target information.

CURRENTLY ASSIGNED DATE: _____ CURRENTLY ASSIGNED TIME: _____

REQUESTED DATE AND TIME: _____

REASON FOR CHANGE: _____

MARSHALING YARD INFORMATION

NGAUS General Conference & Exhibition
Reno-Sparks Convention Center | Reno, NV
August 19 - 21, 2023

L178580823

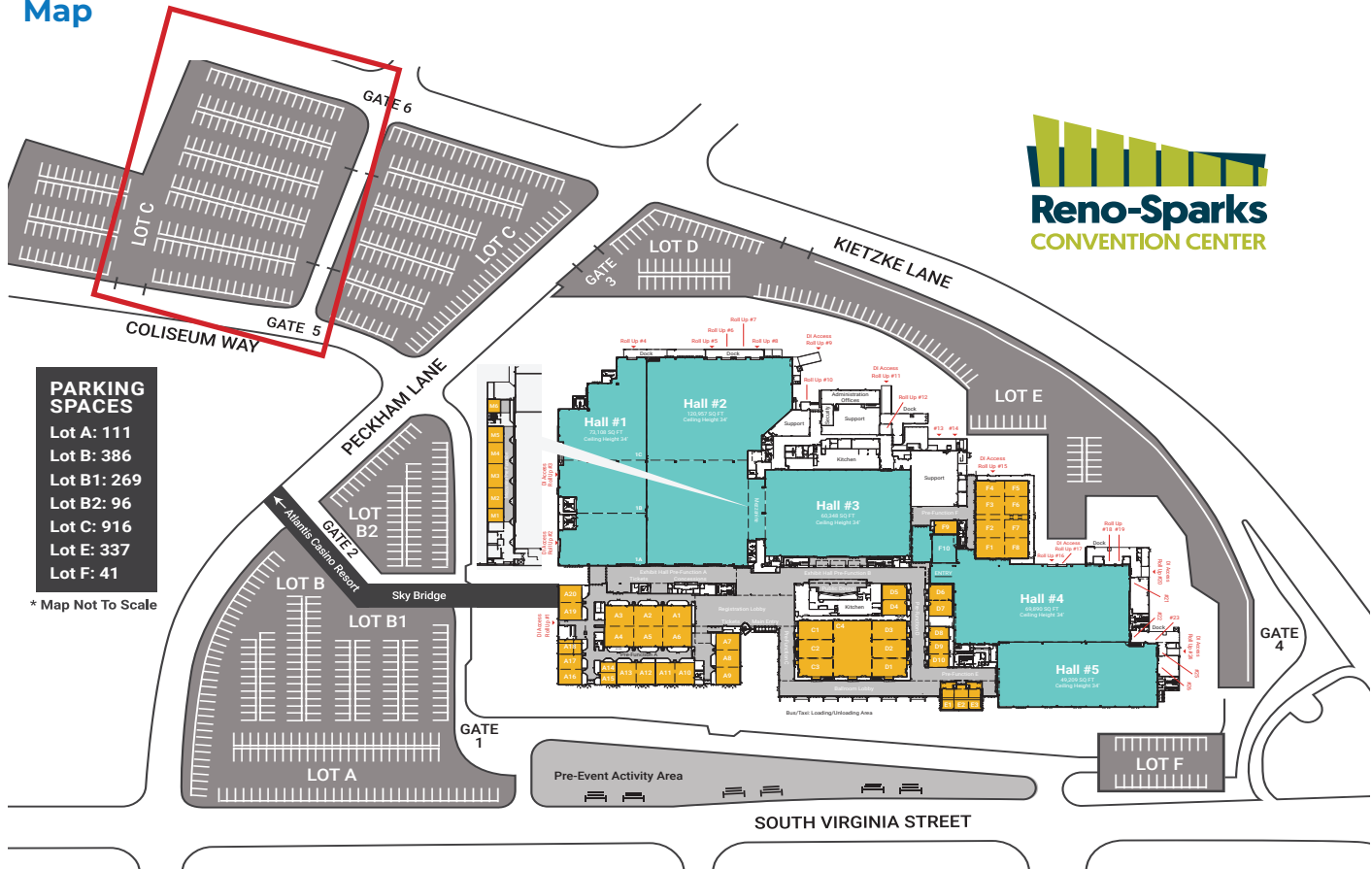
Show Site Address

Reno-Sparks Convention Center
4590 South Virginia Street
Reno, NV 89502

Marshaling Yard Address

Street Address
City, State Zip

Map



Marshaling Yard Hours of Operation

GENERAL MOVE IN

Tuesday, August 15, 2023
Wednesday, August 16, 2023
Thursday, August 17, 2023
Friday, August 18, 2023

Yard Open

12:00PM
6:30AM
6:30AM
6:30AM

Receiving Cut Off

4:30PM
3:00PM
3:00PM
3:00PM

Yard Close

4:30PM
3:30PM
3:30PM
3:30PM

EXHIBITOR MOVE-OUT

Monday, August 21, 2023
Tuesday, August 22, 2023

Yard Open

10:00AM
6:00AM

Yard Close

9:00PM
12:00PM

ALL DRIVERS MUST BE CHECKED IN BY: Tuesday, August 22, 2023 | 12:00PM

SHIPPING VS. MATERIAL HANDLING

Make freight management easy.
With Shepard, You Can.



What is shipping?

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



What is material handling?

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

Material Handling Process:

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

One easy way to keep charges low?

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

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

SHEPARD LOGISTICS

EFFICIENT. ON-TIME. GUARANTEED.

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

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



Inbound & Outbound Services

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



Material Handling

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



Value-Added Services

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

SHEPARD LOGISTICS SERVICES (SLS)

NGAUS General Conference & Exhibition

L178580823

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

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

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

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL ADDRESS: _____

Step 2. Where are we picking up the shipment?

COMPANY NAME: _____

STREET ADDRESS: _____ PHONE NUMBER: _____

CITY: _____ STATE: _____ ZIP CODE: _____

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

Any thing else we should know about your building?

Step 3. When are we picking up the shipment?

DATE: _____ HOURS OF OPERATION: _____

Step 4. Where is the shipment going?

☐ Advanced Warehouse ☐ Direct to Facility/Show Site

Step 5. What are we shipping?

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

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

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

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

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

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

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

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

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

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

IMPORT ARRIVAL DEADLINE ESTIMATES:

LCL SEA FREIGHT – 5 weeks before the show opens

FCL SEA FREIGHT – 4 weeks before the show opens

AIR FREIGHT – 3 weeks before the show opens



OUR INTERNATIONAL SHIPPING SERVICES INCLUDE:

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



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

Please contact us today
for a free quotation.

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

Canada

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

China

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

Denmark

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

Germany

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

Hong Kong

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

Italy

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

Japan

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

Korea

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

Portugal

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

Singapore

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

Spain

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

Taiwan

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

Turkey

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

United Arab Emirates

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

United Kingdom

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

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

www.dsv.com

OUTBOUND MATERIAL HANDLING AUTHORIZATION & LABEL REQUEST

NGAUS General Conference & Exhibition

L178580823

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

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

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

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

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

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

Step 2. Where is the shipment going?

COMPANY NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Step 3. How many pieces are in your shipment?

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

Step 4. What are we shipping?

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

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

Is there a loading dock? ☐ Yes ☐ No

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

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

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

Any thing else we should know about your building?

Step 5. How many labels do you need? _____

Step 6. Who is picking up your shipment?

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

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

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

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

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

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

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

ADVANCED SHIPPING LABEL

NGAUS General Conference & Exhibition

L178580823

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

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

ADVANCED WAREHOUSE	 Shepard
	ADVANCED WAREHOUSE
	TO:
	_____ (Exhibiting Company Name)
	_____ (Exhibiting Company Booth Number)
RUSH	c/o TForce Freight c/o Shepard Exposition Services 8900 Terabyte Dr Reno, NV 89521
	FOR:
	NGAUS General Conference & Exhibition
	Delivery Hours: Monday - Friday 8:00AM - 4:00PM
	First day freight can arrive without a surcharge: Thursday, July 20, 2023
	Last day freight can arrive without a surcharge: Wednesday, August 9, 2023

DIRECT SHIPPING LABEL

NGAUS General Conference & Exhibition

L178580823

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

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

**DIRECT TO
SHOW SITE**

RUSH

 **Shepard**

DIRECT TO SHOW SITE

TO:

(Exhibiting Company Name)

(Exhibiting Company Booth Number)

**c/o Shepard Exposition Services
Reno-Sparks Convention Center
4590 South Virginia Street
Reno, NV 89502**

FOR:

NGAUS General Conference & Exhibition

MUST NOT BE DELIVERED PRIOR TO:

Wednesday, August 16, 2023 | 8:00AM

ALL INCLUSIVE MATERIAL HANDLING RATES

NGAUS General Conference & Exhibition

L178580823

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

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

* Discount does not apply to shipments under 100 lbs. or shipments over 10,000 lbs. and local deliveries. Roundtrip SLS shipping is required to qualify for discount. (35572)

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

Per Pound Material Handling Rates All rates are per one pound. There is no minimum charge. Certified weight tickets are required on all shipments. The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule or if your carrier delivers your freight outside of these hours may result in additional fees.

How to Calculate Material Handling Services Material handling, whether used completely or in part are offered as a round trip service. The weight on your certified weight ticket is the amount you will be charged X the per pound material handling rate.

Advanced Warehouse Shipments**

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

FIRST DAY FREIGHT CAN ARRIVE: Thursday, July 20, 2023

LAST DAY FREIGHT CAN ARRIVE: Monday, August 14, 2023

CODE	ITEM	WEIGHT	PRICE/LB.	TOTAL
35010	Crated ONLY		\$1.45	

Direct to Facility/Show Site Shipments***

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

FIRST DAY FREIGHT CAN ARRIVE: Wednesday, August 16, 2023

CODE	ITEM	WEIGHT	PRICE/LB.	TOTAL
35030/35043	Crated or Uncrated		\$1.45	

Other Material Handling Services

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.26%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

ALL INCLUSIVE MATERIAL HANDLING

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

Special Handling Definitions

This is included in your per pound rate.

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

Constricted Space

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

Stacked Shipments

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

Mixed Shipments

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

Shipment Integrity

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

Carpet/Pad Only

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

No Documentation

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

Designated Piece Unloading

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

Padded Van Deliveries

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

Disposal Fee

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

Overtime/Double-time

This is included in your per pound rate.

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

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

Warehouse Overtime/Double-time

This is included in your per pound rate.

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

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

Early/Late Shipments to the Warehouse

SURCHARGE: 25% • 35003

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

Uncrated Shipments

This is included in your per pound rate.

Rate as shown on Material Handling Rate Form

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

Off-Target Deliveries

SURCHARGE:

15% • 35004

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

Marshaling Yard

This is included in your per pound rate.

FEE:

\$30 per Shipment • 35250

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

Reweigh of Shipments

This is included in your per pound rate.

FEE:

\$25.00 per forklift load • 35282

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

Empty Crate Storage

FEE:

\$25.00 per piece • 35105

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

Light Weight Shipments

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

Envelope Deliveries

FEE:

\$10.50 per envelope • 35007

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

Priority Empty Labels

FEE:

\$75.00 per label • 35064

Limited quantities available on a per event basis.

Mobile Spotting

FEE:

\$200 per round trip

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

ALL INCLUSIVE MATERIAL HANDLING

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

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

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

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

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

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

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

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

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

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

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

How do I calculate my Light Weight shipment?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

What is and why would I need liability insurance? Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

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

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

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

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

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

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

MACHINE RATES

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

Important Things to Know!

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

* All other freight will be billed at standard Material Handling Rates.

For all machine shipments, Shepard will do the following:

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

Labor Hours

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

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

Double Time (DT): Holidays

Holidays: NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

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

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

CODE	ITEM DESCRIPTION	WEIGHT	PER CWT RATE
35992	2,501 - 5,000 lbs.		\$46.85
35993	5,001 - 10,000 lbs.		\$42.65
35994	10,001 - 20,000 lbs.		\$40.50
35995	20,001 - 30,000 lbs.		\$38.40
35996	30,001 + lbs.		\$36.95

35586	Special Handling** 2,501 - 5,000 lbs.		\$60.90
35587	Special Handling** 5,001 - 10,000 lbs.		\$55.45
35588	Special Handling** 10,001 - 20,000 lbs.		\$52.65
35589	Special Handling** 20,001 - 30,000 lbs.		\$49.90
35590	Special Handling** 30,001 + lbs.		\$48.05

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.26%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____


 Email completed form to: orders@shepardes.com

MACHINE SHIPPING INFORMATION REQUEST

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FORM & MACHINE DIAGRAMS DEADLINE: THURSDAY, JULY 20, 2023

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

Step 1. How many machines are you shipping?

QUANTITY OF MACHINES: _____

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

☐ Top ☐ Bottom

Step 2. What is the weight of each machine?

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

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

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

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

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

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

Step 3. What are the dimensions of each machine?

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

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

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

☐ Photos Attached ☐ No Photos

Step 5. How is your machine being shipped?

☐ Flatbed ☐ Close Trailer ☐ Container

Step 6. Do you need special equipment to unload?

☐ Extended Forklift Blades ☐ Rollers ☐ Slings

☐ Other _____

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

☐ Yes ☐ No

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: targets@shepardes.com

shepardes.com | 30

CARTLOAD SERVICE

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

Cartload Service includes:

Includes:

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

Please remember:

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

Labor Hours

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

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

Double Time (DT): Holidays

Holidays: NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

CODE	ITEM	# OF TRIPS	RATE	TOTAL
35151	Dock to Booth ST		\$191.00	
35152	Booth to Dock ST		\$191.00	
35153	Dock to Booth OT		\$266.50	
35154	Booth to Dock OT		\$266.50	

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.26%

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

VEHICLE REQUEST FORM

NGAUS General Conference & Exhibition

L178580823

Reno-Sparks Convention Center | Reno, NV

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If you wish to display a vehicle in your booth at NGAUS General Conference & Exhibition, please fill out the form below and return to orders@shepardes.com.

Make sure you review details about the Mobile Spotting Fee section of the Exhibitor Services Manual.

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.

Exhibitor Information

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE: _____

EMAIL ADDRESS: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

VEHICLE INFORMATION (MAKE, MODEL, YEAR, COLOR, ETC.): _____

ARRIVAL DATE: _____

ARRIVAL TIME: _____

MOBILE SPOTTING FEE

NGAUS General Conference & Exhibition

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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:

Tuesday, August 22, 2023 | 12:00PM

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

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

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.26%

AMOUNT DUE \$ _____

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

PERSONALLY OPERATED VEHICLE (POV) UNLOADING INFORMATION

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



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



✓ **ALLOWED POVs INCLUDE:**

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



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



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



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



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



✓ **ALLOWED:**

- Hand Carried Boxes



NOT ALLOWED:

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



FORKLIFTS & GROUND RIGGING

NGAUS General Conference & Exhibition
L178580823

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

DISCOUNT DEADLINE:* FRIDAY, JULY 28, 2023

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

Labor Hours

Straight Time (ST):

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

Overtime (OT):

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

Double Time (DT):

Holidays:

NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

Step 1: Describe the work.

☐ Uncrating Materials ☐ Spotting Equipment ☐ Booth Work/Ground 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		\$318.05	\$365.75	\$409.65	
35039	OT Hourly Rental		\$395.60	\$454.95	\$509.55	
35067	DT Hourly Rental		\$473.20	\$544.20	\$609.50	

FORKLIFT RENTAL - UP TO 10,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35029	ST Hourly Rental		\$636.15	\$731.55	\$819.35	
35049	OT Hourly Rental		\$791.25	\$909.95	\$1,019.15	
35069	DT Hourly Rental		\$946.45	\$1,088.40	\$1,219.00	

FORKLIFT RENTAL - UP TO 15,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35455	ST Hourly Rental		\$795.15	\$914.40	\$1,024.15	
35456	OT Hourly Rental		\$989.05	\$1,137.40	\$1,273.90	
35457	DT Hourly Rental		\$1,183.05	\$1,360.50	\$1,523.75	

FORKLIFT RENTAL - UP TO 20,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35035	ST Hourly Rental		\$954.20	\$1,097.35	\$1,229.05	
35066	OT Hourly Rental		\$1,186.85	\$1,364.90	\$1,528.70	
35070	DT Hourly Rental		\$1,419.65	\$1,632.60	\$1,828.50	

FORKLIFT RENTAL - UP TO 30,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35255	ST Hourly Rental		\$1,272.25	\$1,463.10	\$1,638.65	
35256	OT Hourly Rental		\$1,582.45	\$1,819.80	\$2,038.20	
35257	DT Hourly Rental		\$1,892.90	\$2,176.85	\$2,438.05	

FORKLIFT RENTAL - 4 STAGE						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35593	ST Hourly Rental		\$477.10	\$548.65	\$614.50	
35594	OT Hourly Rental		\$593.40	\$682.40	\$764.30	
35595	DT Hourly Rental		\$709.85	\$816.35	\$914.30	

IN BOOTH SCISSOR LIFTS						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
68120	Scissor Lift Install		\$736.59	\$847.10	\$948.75	
68121	Scissor Lift Removal		\$736.59	\$847.10	\$948.75	

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		\$188.75	\$217.05	\$243.10	
35086	OT Hourly Rental		\$283.13	\$325.60	\$364.65	
35099	DT Hourly Rental		\$377.50	\$434.10	\$486.20	

GROUND RIGGERS & MATERIAL HANDLERS (PER MAN HOUR)						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35087	ST Hourly Rental		\$151.00	\$173.65	\$194.50	
35100	OT Hourly Rental		\$226.50	\$260.45	\$291.70	
35101	DT Hourly Rental		\$302.00	\$347.30	\$389.00	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.26%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____


 Email completed form to: orders@shepardes.com

ON-SITE STORAGE

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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	\$151.00	X		=	
35100	Labor - Overtime	\$226.50	X		=	
35101	Labor - Double Time	\$302.00	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	\$151.00	X		=	
35100	Labor - Overtime	\$226.50	X		=	
35101	Labor - Double Time	\$302.00	X		=	

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

EST TOTAL 1		EST TOTAL 2		EST STORAGE TOTAL
	+		=	

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

WAREHOUSE STORAGE

NGAUS General Conference & Exhibition

L178580823

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

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

Pricing

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

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

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

EMAIL ADDRESS: _____

Step 2. What needs to be stored?

TOTAL NUMBER OF PIECES TO BE STORED: _____

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

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.26%
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

BOOTH & CARPET CLEANING

NGAUS General Conference & Exhibition

L178580823

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

ONLINE & DISCOUNT DEADLINE:* FRIDAY, JULY 28, 2023

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

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

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

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

Booth Vacuuming

VACUUM ONCE						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47050	0-399 sq. ft.		\$0.50	\$0.60	\$0.65	
47051	400-900 sq. ft.		\$0.45	\$0.50	\$0.55	
47052	900+ sq. ft.		\$0.40	\$0.45	\$0.50	

VACUUM DAILY						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47055	0-399 sq. ft.		\$1.50	\$1.70	\$1.90	
47056	400-900 sq. ft.		\$1.35	\$1.55	\$1.75	
47057	900+ sq. ft.		\$1.25	\$1.45	\$1.60	

Porter Service

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

PORTER SERVICE						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47030	One Time Porter		\$0.55	\$0.65	\$0.75	
47031	Daily Porter		\$1.65	\$1.90	\$2.15	

Specialty Services

MOPPING & CARPET SHAMPOOING						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47042	Mop One Time		\$0.65	\$0.75	\$0.85	
47022	Mop Daily		\$1.65	\$1.90	\$2.15	
47013	Shampoo One Time		\$0.65	\$0.75	\$0.85	

DISPLAY WIPE DOWN (CHARGED PER HOUR)						
CODE	SERVICE	QTY IS 1	ONLINE	DISCOUNT	REGULAR	TOTAL
47043	One Time		\$164.25	\$188.90	\$211.55	
47044	Daily		\$447.95	\$515.15	\$576.95	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.26%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

EXHIBIT DISINFECTING SERVICES

NGAUS General Conference & Exhibition

L178580823

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

ONLINE & DISCOUNT DEADLINE:* FRIDAY, JULY 28, 2023

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

Clean + Disinfecting Services—specialized protocols to combat biological threats.

In response to the COVID-19 crisis, we elevated our cleaning services to ensure we effectively neutralize environments and safeguard participants from unwanted germs. Following GBAC Star accreditation guidelines and utilizing cleaning products approved by government regulatory agencies, we are committed to the highest standard of cleaning and disinfecting solutions.

As the General Services Contractor, Shepard has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide sanitizing or electrostatic fogging services on the show floor. Minimum 100 square foot order for all cleaning services. If you have any issues at all regarding cleaning services during the event, please contact the Shepard Service Desk immediately so that we can make it right. Please do not wait until the end of the event.

Display Wipe Down with Sanitizing Disinfectant

CODE	ITEM	PER HOUR	ONLINE	DISCOUNT	REGULAR	TOTAL
47070	One Time Wipe Down Disinfectant		\$170.57	\$196.15	\$219.70	

Disinfectant and sanitizing of furniture and product delivered to booths. Service provided one time prior to show open.

CODE	ITEM	SERVICE	ONLINE	DISCOUNT	REGULAR	TOTAL
47071	Daily Wipe Down Disinfectant		\$465.20	\$535.00	\$599.20	

Disinfecting and sanitizing of furniture and product delivered to booths. Service provided each day of the event, prior to show open. Cost covers service for each day of the event.

CODE	ITEM	PER HOUR	ONLINE	DISCOUNT	REGULAR	TOTAL
47072	Multi Visit Wipe Down Disinfectant		\$155.07	\$178.35	\$199.75	

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

Electrostatic Fogging

CODE	ITEM	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47073	Electrostatic Fogging per Sq. Ft.		\$1.00	\$1.15	\$1.30	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.26%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

BULK WASTE REMOVAL

NGAUS General Conference & Exhibition

L178580823

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

ONLINE & DISCOUNT DEADLINE:* FRIDAY, JULY 28, 2023

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

Abandoned Carpet/Floor Coverings and Display Materials

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

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

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

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

Waste Removal Package

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
47074	Waste Removal Package		\$455.55	\$523.90	\$586.75	

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

COMPANY NAME: _____ BOOTH NUMBER: _____

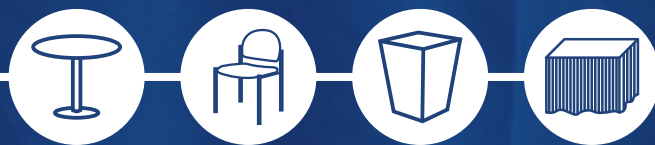
CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

SHEPARD FURNISHINGS & DECOR CATALOG



Dress up your space.
With Shepard, You Can.

TABLES

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

UNSKIRTED



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



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



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



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



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



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

SKIRTED

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



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



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



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



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



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



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

PEDESTAL & SIDE



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



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



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



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



Round Side Table
#50030
18" x 24"



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

CHAIRS

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

STOOLS & CHAIRS WITH ARMS



Director's Stool
#51090
Black Fabric,
Maple Wood



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



Padded Stool
#50024
Padded Stool with
Back, Grey Fabric



Director's Chair
#51086
Black Fabric,
Maple Wood



Upholstered Arm Chair
#50021
Upholstered Arm Chair,
Grey Fabric

CHAIRS WITHOUT ARMS



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



Upholstered Side Chair
#50020
Upholstered Side Chair,
Grey Fabric

DISPLAYS

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

FOR HANGING



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



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



Spiral Garment Rack
#50093
30" x 70"
Silver



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



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



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

#66149 (vert)
4' x 8'
White



6" Hooks for Peg Board
#50104
Silver



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

UPRIGHT, CROSSBARS & DRAPERY



8' High Upright with Base
#50088
Crossbar rented
separately



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



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



3' High Drape
#50074



8' High Drape
#50073

SHELVING



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



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



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

BARRIER

DISPLAYS & SHOWCASES

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

FOR SIGNS & LITERATURE



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



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



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



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



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

OTHER



Wastebasket
#50091



Mini Refrigerator
#50098



Drawing Bowl
#50185



Sand Bag
#51087

SHOW CASES



4' Full View Showcase
#50067

6' Full View Showcase
#50068



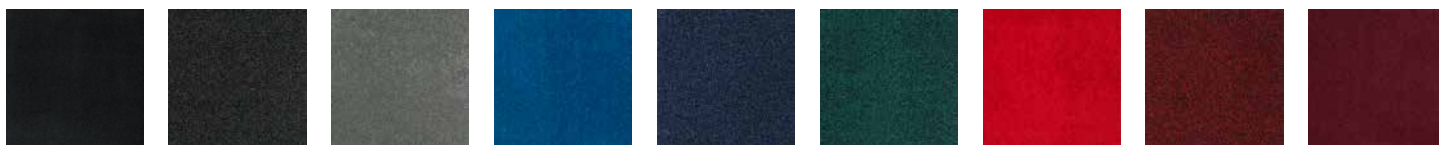
4' Quarterview Showcase
#50069

6' Quarterview Showcase
#50070

FLOORING

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

EXPO - 13 OZ



Black

Tuxedo

Grey

Blue

Eclipse

Peacock

Red

Cayenne

Burgundy

PREMIUM - 28 OZ



Black

Deep Navy

Silver Cloud

Charcoal

Red

Beige

PLUSH - 50 OZ



Black

Dark Grey

Silver Dollar

Sand

White

Electric Blue

Navy

Crimson

VINYL - CUSTOM ORDER ONLY



Rosemary
Stone

Snow

Maple

Silverwood

Walnut

Barnwood

SKIRT & DRAPE

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

SKIRT



Red



Burgundy



Gold



Green



Blue



Teal



White



Grey



Black

SKIRT - SPANDEX



Red



Blue

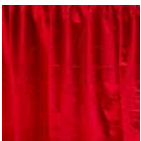


White



Black

DRAPE



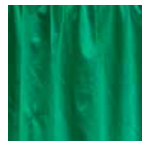
Red



Burgundy



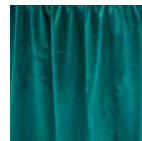
Gold



Green



Blue



Teal



White



Grey



Black

STANDARD FURNISHINGS

NGAUS General Conference & Exhibition

L178580823

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

ONLINE & DISCOUNT DEADLINE:* FRIDAY, JULY 28, 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			\$172.55	\$198.45	\$222.25	
50046	6' (l) x 24" (w) x 30" (h) Skirted Table			\$212.05	\$243.85	\$273.10	
50050	8' (l) x 24" (w) x 30" (h) Skirted Table			\$268.85	\$309.20	\$346.30	
50043	4' (l) x 24" (w) x 42" (h) Skirted Table			\$209.70	\$241.15	\$270.10	
50047	6' (l) x 24" (w) x 42" (h) Skirted Table			\$268.55	\$308.85	\$345.90	
50051	8' (l) x 24" (w) x 42" (h) Skirted Table			\$316.00	\$363.40	\$407.00	
50052	4th Side Skirt for 30" High Table			\$104.90	\$120.65	\$135.15	
50171	4th Side Skirt for 42" High Table			\$104.90	\$120.65	\$135.15	
50040	4' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$117.15	\$134.70	\$150.85	
50044	6' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$139.70	\$160.65	\$179.95	
50048	8' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$164.75	\$189.45	\$212.20	
50041	4' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$131.85	\$151.65	\$169.85	
50045	6' (l) 24" x (w) x 42" (h) UnSkirted Table		n/a	\$164.75	\$189.45	\$212.20	
50049	8' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$183.80	\$211.35	\$236.70	
51089	42" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$295.10	\$339.35	\$380.05	
50032	30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$275.90	\$317.30	\$355.40	
50030	Round Side Table - 24" (w) x 18" (h)		n/a	\$138.90	\$159.75	\$178.90	
50031	Square Side Table - 24" (w) x 18" (h)		n/a	\$138.90	\$159.75	\$178.90	
50706	30" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$360.95	\$415.10	\$464.90	
50707	42" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$376.30	\$432.75	\$484.70	
50700	White Fabric Table Cover w/ 6'x30" Table		03	\$299.60	\$344.55	\$385.90	
50700	Red Fabric Table Cover w/ 6'x30" Table		01	\$299.60	\$344.55	\$385.90	
50700	Blue Fabric Table Cover w/ 6'x30" Table		05	\$299.60	\$344.55	\$385.90	
50700	Black Fabric Table Cover w/ 6'x30" Table		06	\$299.60	\$344.55	\$385.90	

Seating

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50020	Side Chair Grey Fabric		n/a	\$106.75	\$122.75	\$137.50	
50021	Arm Chair Grey Fabric		n/a	\$145.65	\$167.50	\$187.60	
50024	Stool with Back Grey Fabric		n/a	\$177.40	\$204.00	\$228.50	
51086	Director's Chair Black Fabric		n/a	\$110.15	\$126.65	\$141.85	
51090	Director's Stool Black Fabric		n/a	\$197.20	\$226.80	\$254.00	
50705	Natural Feel Stool Maple Back, Black Fabric Seat		n/a	\$215.05	\$247.30	\$277.00	
50704	Natural Feel Chair, Maple Back, Black Fabric Seat		n/a	\$176.60	\$203.10	\$227.45	

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

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.26%

AMOUNT DUE \$ _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

SPECIALTY, DISPLAYS & DRAPERY

NGAUS General Conference & Exhibition
L178580823

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

ONLINE & DISCOUNT DEADLINE:* FRIDAY, JULY 28, 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	\$59.15	\$68.00	\$76.15	
50245	Literature Rack Silver, Glass		n/a	\$218.15	\$250.85	\$280.95	
50175	Bag Rack, Chrome		n/a	\$288.85	\$332.20	\$372.05	
50092	Coat Rack, Chrome		n/a	\$102.60	\$118.00	\$132.15	
50093	Garment Rack, Chrome		n/a	\$288.85	\$332.20	\$372.05	
50427	Tensabarrier, Per Stem, Black		n/a	\$121.85	\$140.15	\$156.95	
50095	Sign Holder, 22" x 28" Chrome		n/a	\$134.55	\$154.75	\$173.30	
50185	Drawing Bowl, Clear		n/a	\$54.25	\$62.40	\$69.90	
50296	4' x 12" Display Riser White and Black		n/a	\$122.00	\$140.30	\$157.15	
50297	6' x 12" Display Riser White and Black		n/a	\$151.80	\$174.55	\$195.50	
50098	Mini Refrigerator, Approx. 3 cubic feet		n/a	\$460.70	\$529.80	\$593.40	
50067	4' Full View Showcase, White		n/a	\$1,088.50	\$1,251.75	\$1,401.95	
50068	6' Full View Showcase, White		n/a	\$1,200.50	\$1,380.55	\$1,546.20	
50069	4' Quarter View Showcase, White		n/a	\$1,088.50	\$1,251.75	\$1,401.95	
50070	6' Quarter View Showcase, White		n/a	\$1,200.50	\$1,380.55	\$1,546.20	
50060	4' x 8' Horizontal Posterboard Grey Fabric		n/a	\$352.50	\$405.35	\$454.00	
50061	4' x 8' Vertical Posterboard Grey Fabric		n/a	\$352.50	\$405.35	\$454.00	
50236	Grids 2' x 8' with Legs, Each		n/a	\$260.35	\$299.40	\$335.35	
50237	Grid 2' x 8' without Legs, Each		n/a	\$195.00	\$224.25	\$251.15	
50242	7-Ball Waterfall for Grids		n/a	\$17.95	\$20.65	\$23.15	
50104	6" Hooks (12) for Peg Boards		n/a	\$52.95	\$60.90	\$68.20	

50073	8' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$27.65	\$31.80	\$35.60	
50074	3' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$20.50	\$23.55	\$26.40	
50088	8' Upright with Base		n/a	\$38.15	\$43.85	\$49.10	
52065	3' Upright with Base		n/a	\$38.15	\$43.85	\$49.10	
50349	6'-10' Crossbar		n/a	\$25.35	\$29.15	\$32.65	
50348	7'-12' Crossbar		n/a	\$25.35	\$29.15	\$32.65	
50058	Sateen, per linear foot (minimum 5' linear feet rental)			\$23.65	\$27.20	\$30.45	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.26%
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

FLOORING

NGAUS General Conference & Exhibition

L178580823

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

ONLINE & DISCOUNT DEADLINE:* FRIDAY, JULY 28, 2023
PREMIUM PLUSH & PREMIUM VINYL DEADLINE: THURSDAY, JULY 20, 2023**

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46004	Premium Plush Carpet** - 50 oz. (per sq. ft.)*** Rental includes installation and removal of carpet and visqueen.			\$11.65	\$13.40	\$15.00	

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46005	Premium Vinyl** (per sq. ft.)*** Rental includes installation and removal of carpet and visqueen.			\$15.05	\$17.30	\$19.40	
46007	1/2" Padding for Vinyl (per sq. ft.)***		n/a	\$5.50	\$6.30	\$7.05	

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46001	Premium Carpet - 28 oz. Rental/Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$8.35	\$9.60	\$10.75	
46003	Premium Carpet - 28 oz. Rental 1000+ Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$7.30	\$8.40	\$9.40	
46002	Premium Carpet - 28 oz. Purchase Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$20.70	\$23.80	\$26.65	

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50255	Expo Carpet - 13 oz. (Regular & Speical Cut) 10' x 10'			\$294.75	\$338.95	\$379.60	
50256	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 20'			\$550.00	\$632.50	\$708.40	
50257	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 30'			\$820.35	\$943.40	\$1,056.60	
50258	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 40'			\$1,090.70	\$1,254.30	\$1,404.80	
50400	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 15'		Tuxedo ONLY	\$515.80	\$593.15	\$664.35	

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50580	Special Cut 0-399 Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$5.65	\$6.50	\$7.30	
50581	Special Cut 400-900 Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$5.25	\$6.05	\$6.80	
50582	Special Cut 900+ Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$4.75	\$5.45	\$6.10	

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50009	1/2" Padding		n/a	\$1.55	\$1.80	\$2.00	
50008	1" Padding		n/a	\$2.90	\$3.35	\$3.75	
50010	Visqueen		n/a	\$0.40	\$0.45	\$0.50	

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

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

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TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.26%

AMOUNT DUE \$ _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.com





CORT®

EVENTS

TRADESHOW

FURNISHINGS | 2022

Powered Seating



Naples Collection



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

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

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



Charge It!

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



Tech Tablet Chair

TCHGRY Tech Tablet Chair

(gray vinyl, white metal tablet, chrome base)

30.5" L 29" D 33.5" H

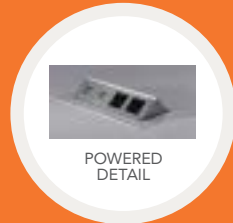
Also available without tablet (TCHP).



POWERED
DETAIL

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

Powered Communal Tables



Ventura Bar Tables, Powered

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



Styling Tip:

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

Ventura Cafe Tables, Powered

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



Use Ventura 6' Bar or Cafe Tables

in your design to facilitate conversations while physical distancing.



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

Powered Tables



Sydney

Powered
Cocktail Tables



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

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



Wireless Charging Table

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



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

Powered ⚡ Desks & Conference Tables



Tech Powered Desk & File Cabinet
(black metal, laminate)
A) TECH Tech Desk, Powered
60" L 30" D 30" H
B) TECH3B Tech Desk, Powered w/ 3 Drawer File Cabinet
60" L 30" D 30" H
C) TECH3 3 Drawer File Cabinet on Castors
16" L 20" D 28" H



D.



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

Also available without power.

Non-Powered Conference
Tables 5', 8', 10'
(black top, silver)
BKCT5N 5' 60" L 48" D 29" H
BKCT8N 8' 96" L 48" D 29" H
BKC10N 10' 120" L 48" D 29" H

E.



F.



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

Powered Products



Village Charging Hub



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



POWERED
DETAIL



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

Powered Pedestals

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



POWERED
DETAIL

Powered Locking Pedestals

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

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



POWERED
DETAIL

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

Soft Seating Collections

Valencia

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

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



Level The Field!:

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

Sterling

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

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



Soft Seating Collections

Cordoba

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

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



Fairfax

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

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



Soft Seating Collections

Allegro

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

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



Palm Beach

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



Key Largo

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

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

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



Soft Seating Collections


Baja

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

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

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



Powered Products 



Naples

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

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

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

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

Accent Chairs



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



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



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

Make it •
SWIVel



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



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



10'x20' - Meeting Booth

Accent Chairs

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



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



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

Create Space

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

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

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

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

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

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

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

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



A.



B.



C.



D.



E.



F.



CHAIRS

24.5"L 25.5"D 31.75"H



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

Frame finish black metal or oak-look.



M A R I N A

CHAIRS

17.5"L 19.5"D 35"H



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

All frames brushed metal.

Individual Seating

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



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



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.

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

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

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

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

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

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

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

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

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

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



V I B E

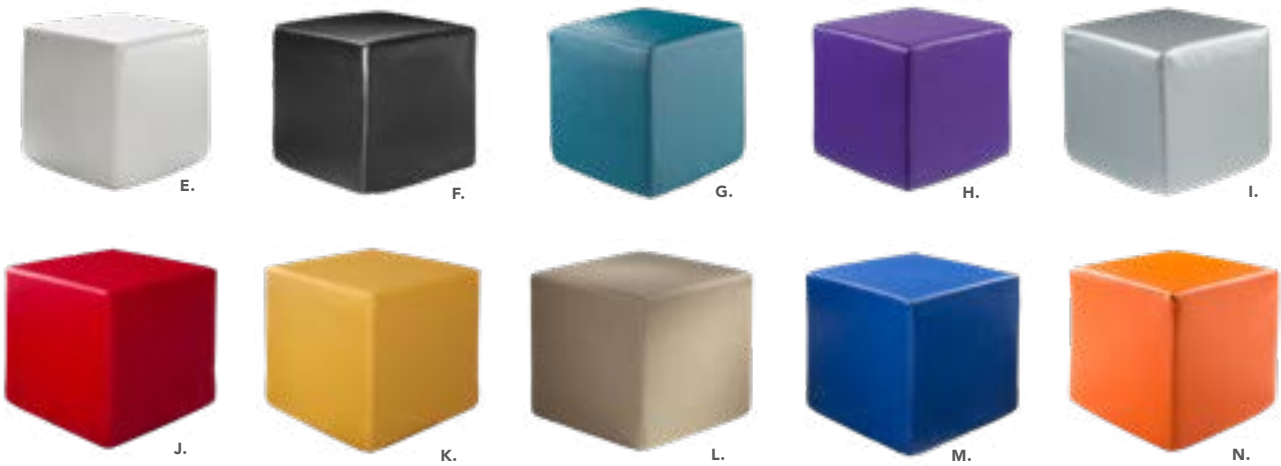
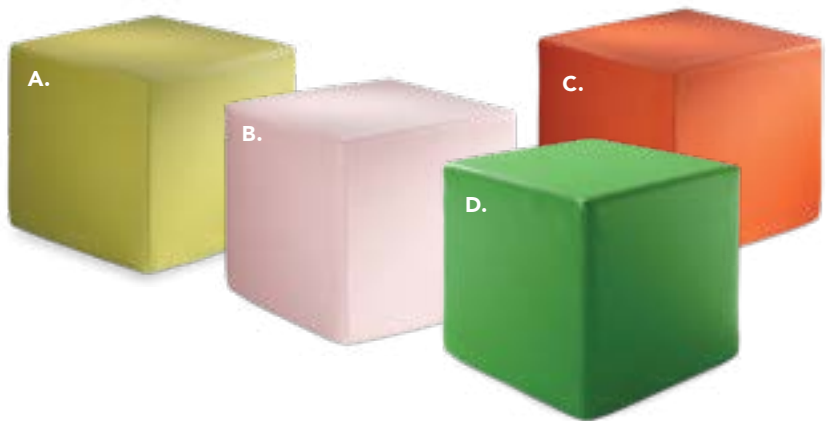
Provide a Pop!

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

CUBE

OTTOMANS

18"L18"D18"H



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



BEVERLY

SMALL BENCH

OTTOMANS

30"L20"D18"H



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



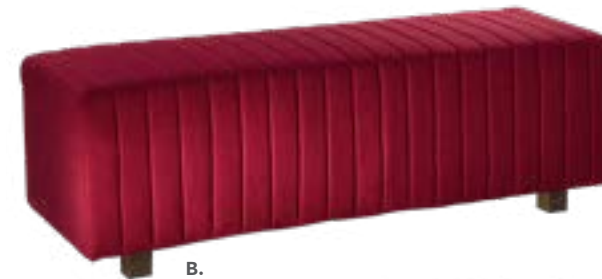
BENCH

OTTOMANS

60"L20"D18"H



A.



B.



C.



D.



E.



F.



G.

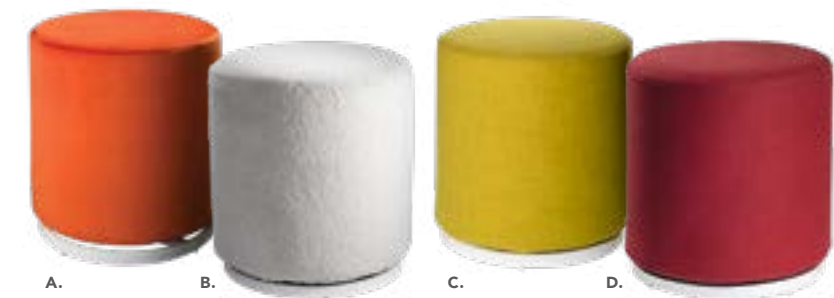
A) BVLYWH (white vinyl) **B) BVLYRD** (red fabric) **C) BVLYGR** (gray fabric) **D) BVLYOB** (ocean blue fabric)
E) BVLYBK (black vinyl) **F) BVLYLN** (linen fabric) **G) BVLYBN** (brown fabric)



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

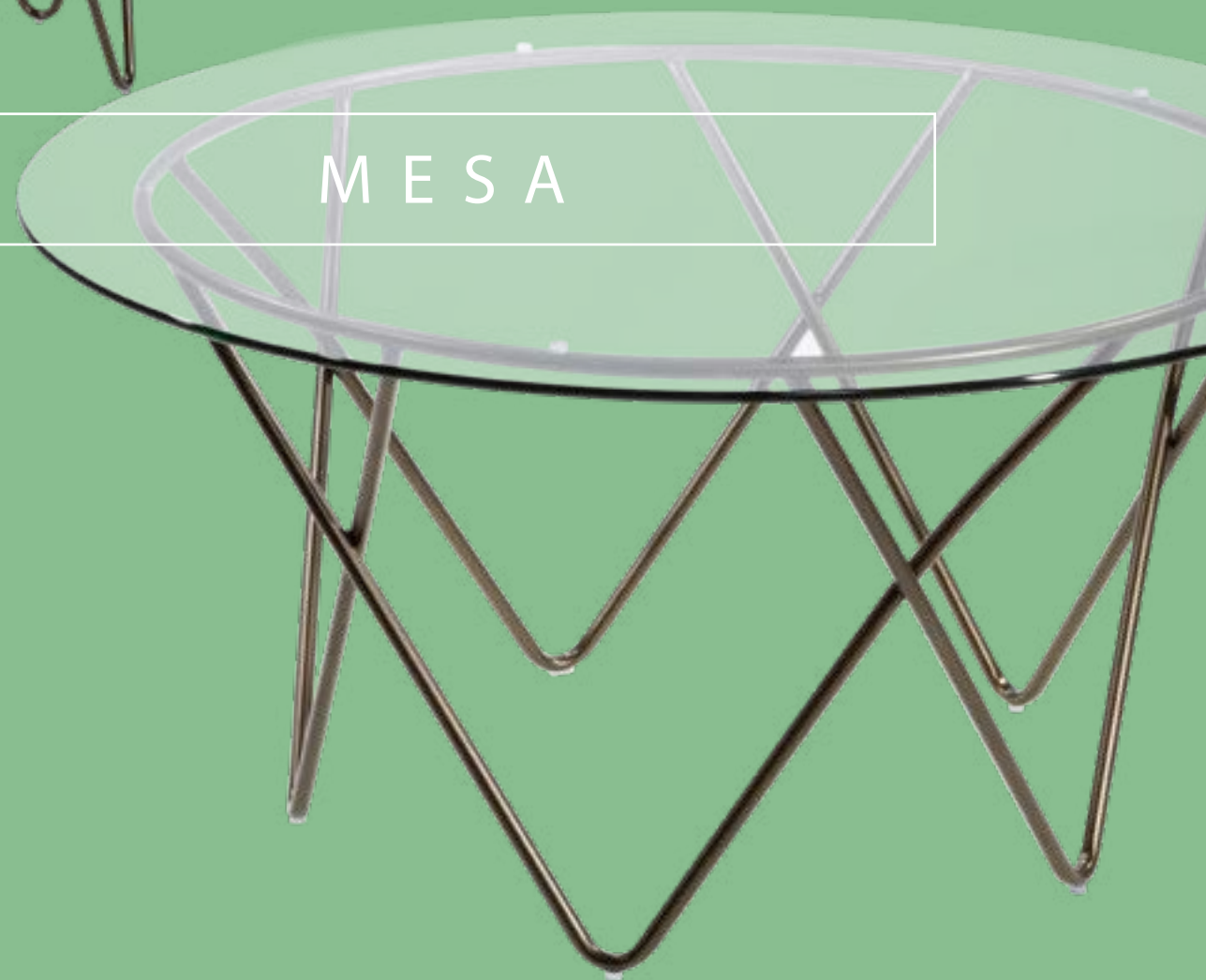
Square, circular, or curved - ottomans are a great way to design theater-style seating for demonstrations.

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





M E S A



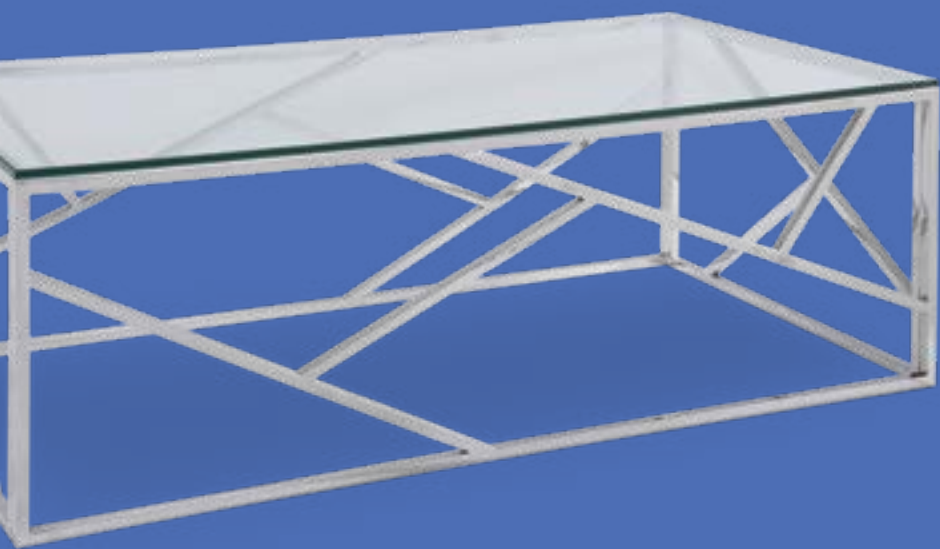
ACCENT

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.

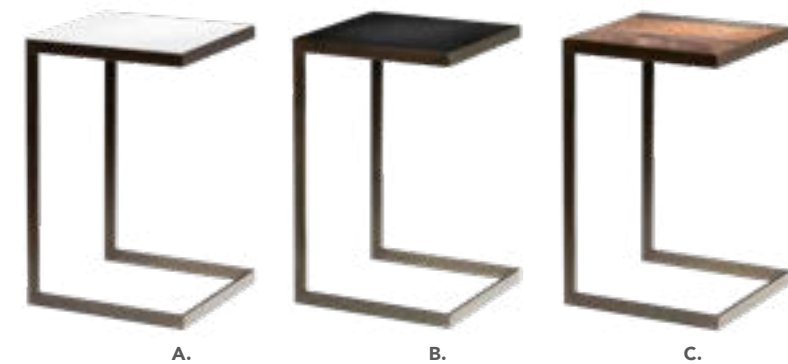


TAOS | SEDONA

SIDE

TABLES

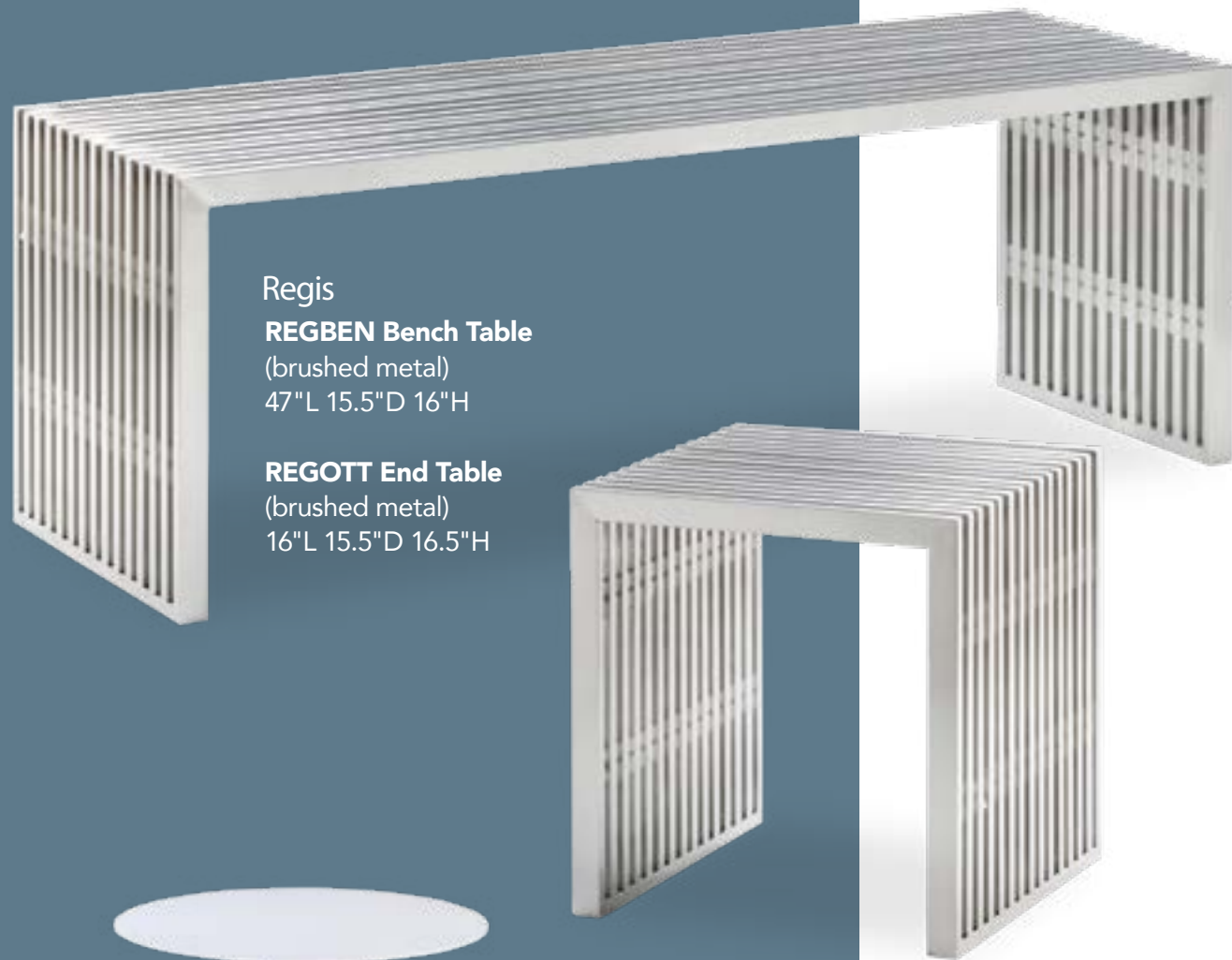
15.75 "L 15.75 "D 24 "H



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
REG BEN Bench Table
(brushed metal)
47"L 15.5"D 16"H

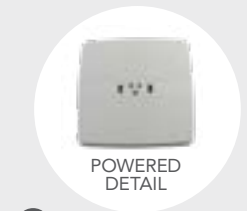
REGOTT End Table
(brushed metal)
16"L 15.5"D 16.5"H



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

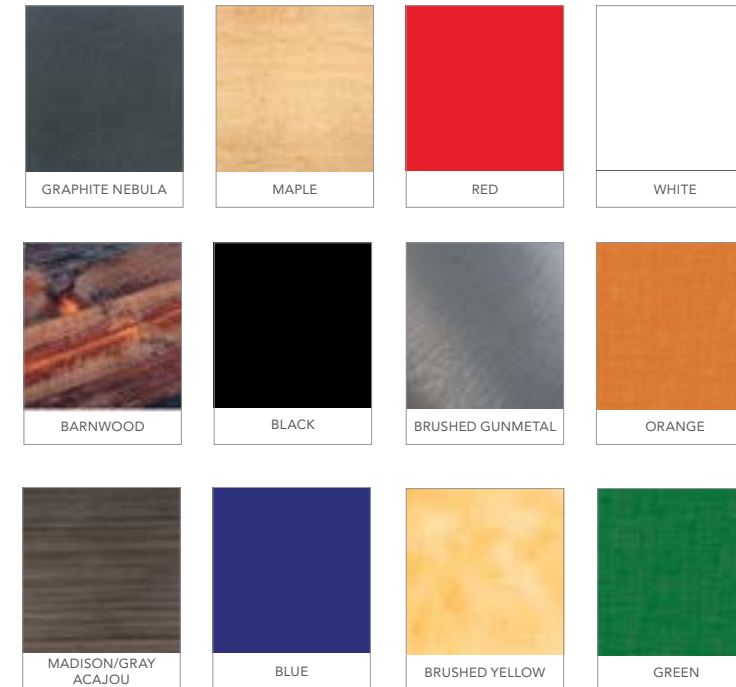
36GRHB (graphite nebula)

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

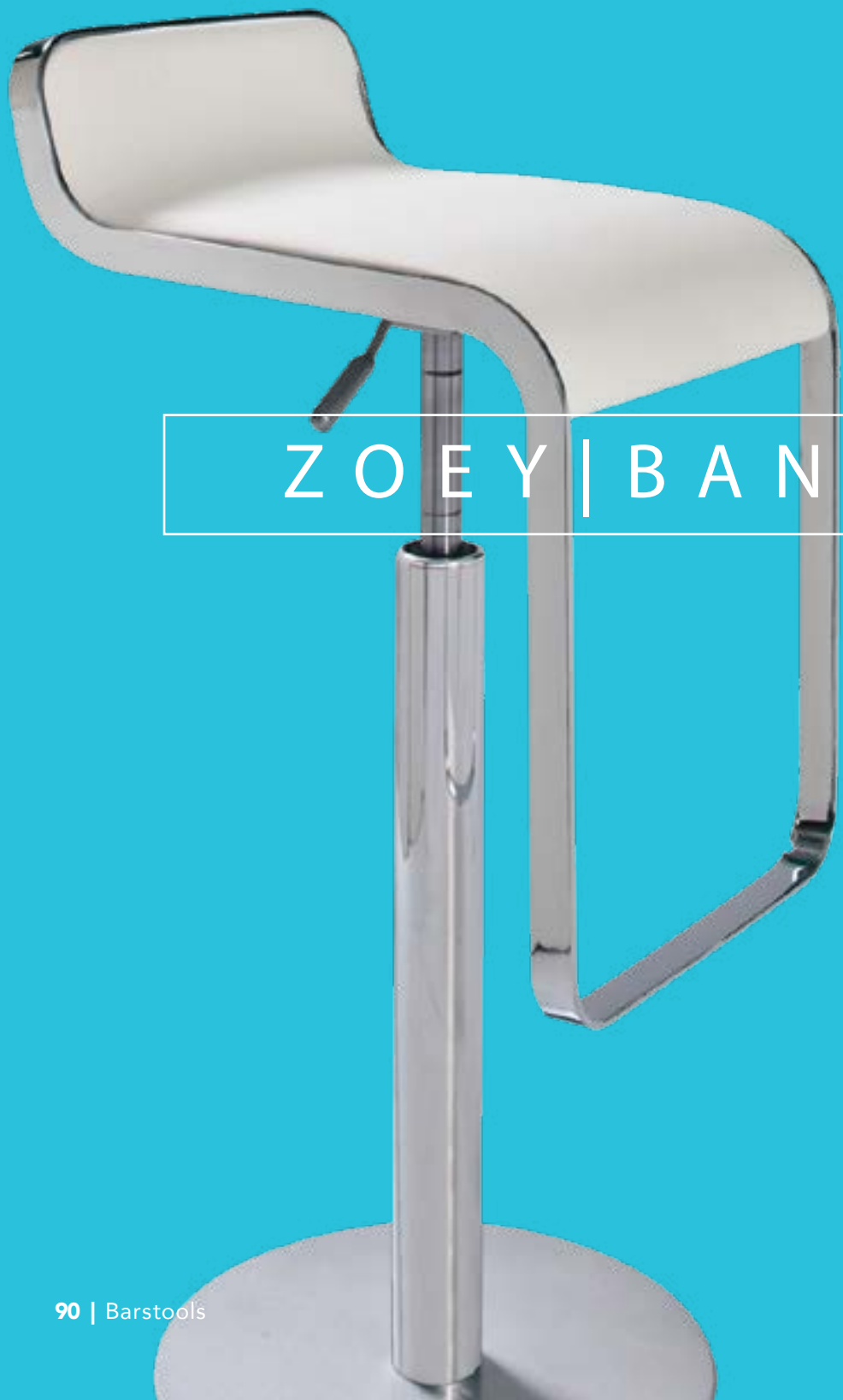
BARSTOOL

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

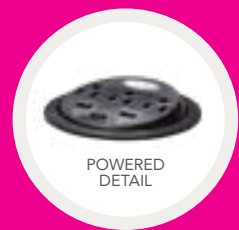


DESK BACK



- 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



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)

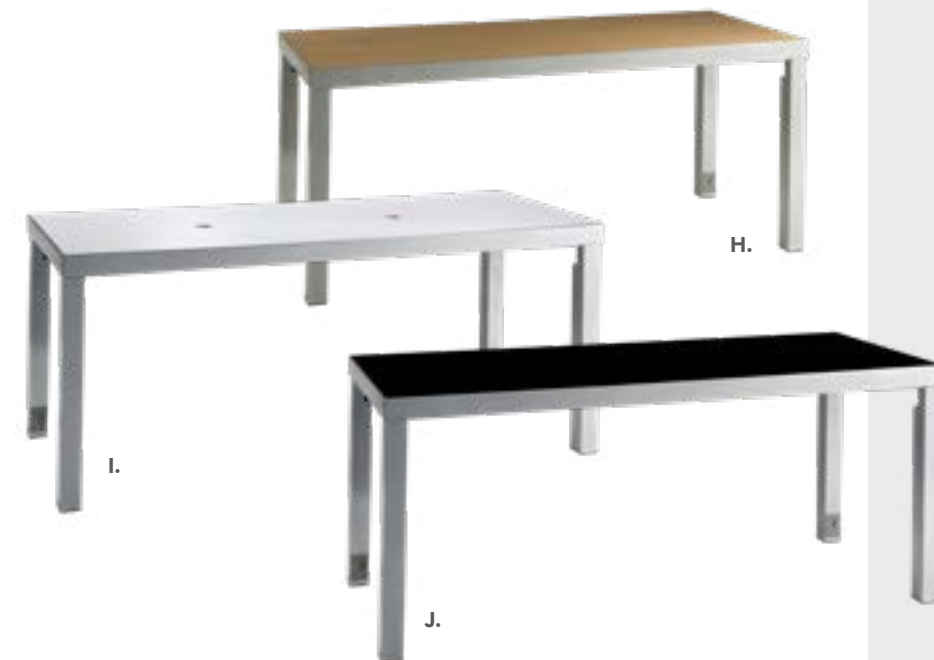


TABLE TOP OPTIONS

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)

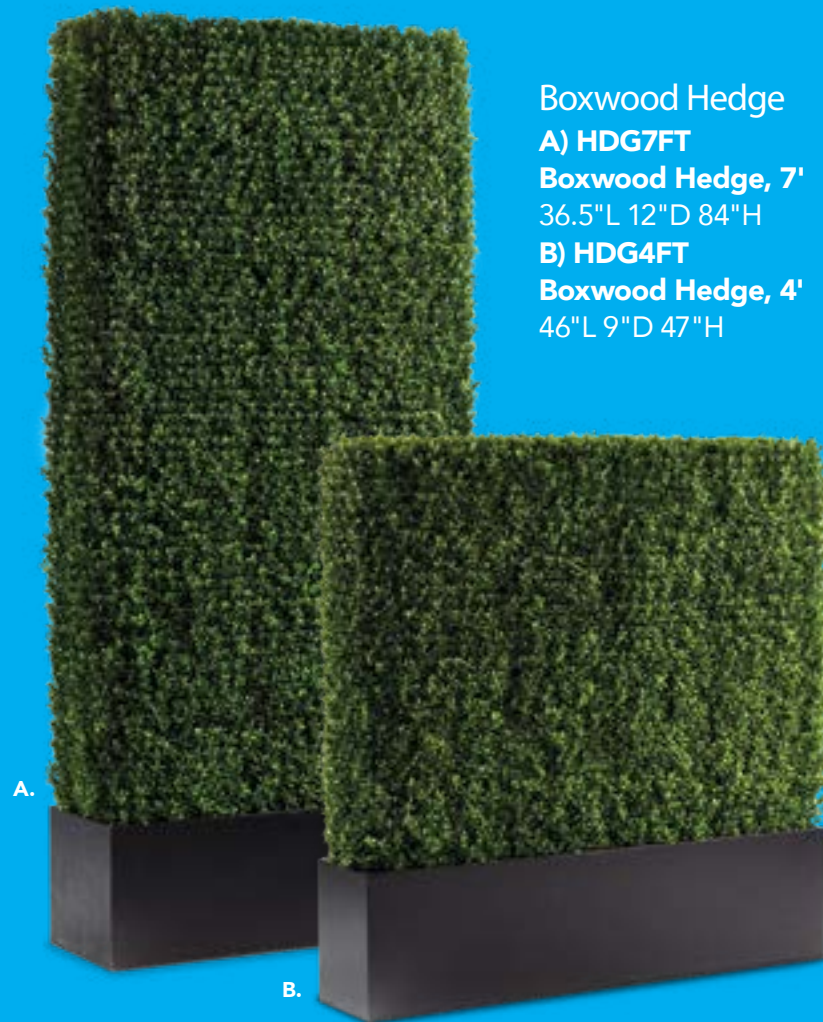


Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

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.



20'x20' -
Executive Meeting Booth

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



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



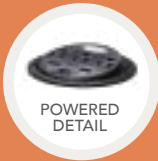
Posh Shelving
PSHCCS 36"L 18"D 72"H
(chrome, acrylic)



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



Midtown Counter & Bar



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



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



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

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



Boxwood Hedges

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

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



Accent Chairs | p 36
Accent Tables | p 64

Keep it Green

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



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

Dividers

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



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



Bars | p 114



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

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

Attract, Connect and Inspire.

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



B.



C.



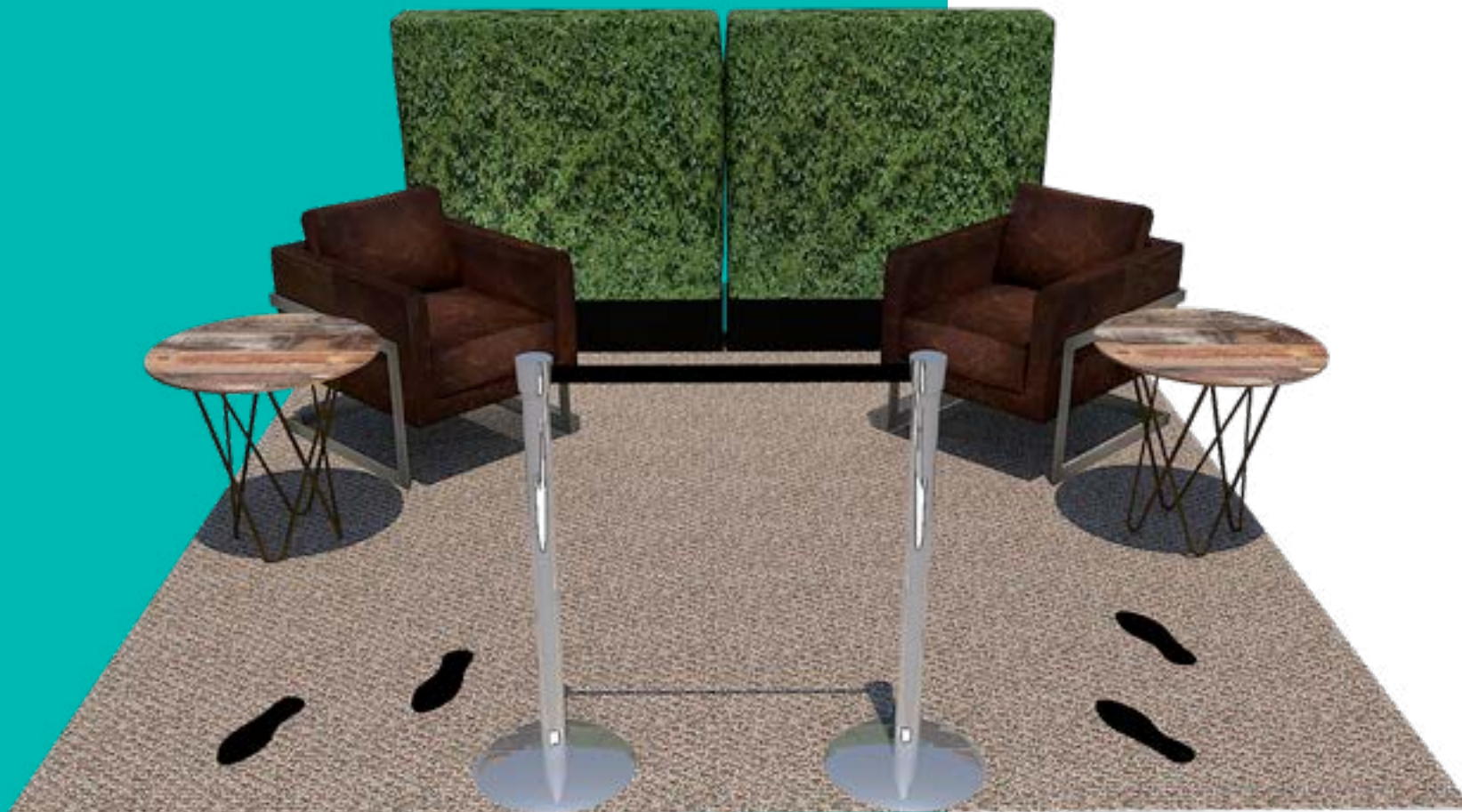
E.



Sofas | p 26



Dividers



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



A.

Stanchion w/ Retractable Belt

A) STNCH1

(black, chrome) 96"L 37"H

Rented individually; two needed to complete a section.

B) STNSGN Stanchion Sign Holder

(black, chrome) 10"L 13"H



Conference Tables | p 100
Executive Seating | p 98

C.

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



D.

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



Accent Chairs | p 36
Accent Tables | p 64

Making You Look Good, By Design.™

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

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



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

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SOFT SEATING COLLECTIONS


NGAUS General Conference & Exhibition
Reno-Sparks Convention Center | Reno, NV
August 19 - 21, 2023

L178580823


ONLINE & DISCOUNT DEADLINE:* FRIDAY, JULY 28, 2023


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

Loveseats

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLVWHT	Baja Loveseat - White Vinyl		\$1,249.65	\$1,437.10	\$1,609.55	
KEYLOV	Key Largo Loveseat - Black Fabric, Wood		\$575.65	\$662.00	\$741.45	
NPLLOV	Naples Loveseat - Black Vinyl		\$1,103.40	\$1,268.90	\$1,421.15	
NPLLOP	 POWERED Naples Loveseat - Black Vinyl		\$1,375.00	\$1,581.25	\$1,771.00	
COLVTP	Cordoba Loveseat		\$883.30	\$1,015.80	\$1,137.70	

Sofas

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
SFA002	Allegro Sofa - Blue Fabric, Brushed Metal		\$1,097.60	\$1,262.25	\$1,413.70	
BSFWHT	Baja Sofa - White Vinyl		\$1,328.55	\$1,527.85	\$1,711.20	
FAIRSW	Fairfax Sofa - White Vinyl, Brushed Metal		\$748.60	\$860.90	\$964.20	
KEYSOF	Key Largo Sofa - Black Fabric, Wood		\$742.60	\$854.00	\$956.50	
NPLSOF	Naples Sofa - Black Vinyl		\$1,312.30	\$1,509.15	\$1,690.25	
NPLLOP	 POWERED Naples Sofa - Black Vinyl		\$1,598.65	\$1,838.45	\$2,059.05	
PALSOF	Palm Beach Sofa - White Vinyl		\$1,042.40	\$1,198.75	\$1,342.60	
STESOF	Sterling Sofa - Grey Fabric		\$1,237.55	\$1,423.20	\$1,594.00	
VALSOF	Valencia Sofa - Coffee Brown Velvet		\$698.40	\$803.15	\$899.55	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.26%
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: _____

ACCENT CHAIRS


NGAUS General Conference & Exhibition
Reno-Sparks Convention Center | Reno, NV
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CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CHR002	Allegro Chair - Blue Fabric, Brushed Metal		\$770.00	\$885.50	\$991.75	
ATHCHA	Atherton Chair - Brown Leather, Black Metal		\$638.15	\$733.85	\$821.90	
BCHWHT	Baja Chair - White Vinyl		\$853.05	\$981.00	\$1,098.70	
BOWCHA	Bowery Chair - Ochre Fabric		\$599.40	\$689.30	\$772.00	
CNTCHR	Century Chair - Gray Velvet		\$610.85	\$702.50	\$786.80	
FAIRCW	Fairfax Chair - White Vinyl, Brushed Metal		\$539.85	\$620.85	\$695.35	
KEYCHR	Key Largo Chair - Black Fabric, Wood		\$492.15	\$565.95	\$633.85	
LABREA	La Brea Swivel Chair - Charcoal Gray Fabric, Chrome		\$644.15	\$740.75	\$829.65	
LENCHA	Lena Chair - Moss Green Leather, Bronze		\$537.90	\$618.60	\$692.85	
BCW	Madrid Chair - White Vinyl, Chrome		\$1,172.15	\$1,347.95	\$1,509.70	
MONCHA	Montreal Chair - Blue, Black Metal		\$658.70	\$757.50	\$848.40	
MNCHCH	Munich Armless Chair - Gray Fabric, Black		\$885.80	\$1,018.65	\$1,140.90	
NPLCHP	 POWERED Naples Chair - Black Vinyl		\$993.20	\$1,142.20	\$1,279.25	
NPLCHR	Naples Chair - Black Vinyl		\$915.65	\$1,053.00	\$1,179.35	
STECHA	Sterling Chair - Gray Fabric		\$850.10	\$977.60	\$1,094.90	
SWAN	Swanson Swivel Chair - White Vinyl, Chrome		\$560.65	\$644.75	\$722.10	
TCHP	Tech Chair, No Tablet - Gray Vinyl, Chrome Base		\$469.50	\$539.90	\$604.70	
TCHGRY	 POWERED Tech Tablet Chair - Gray Vinyl, White Metal Tablet, Chrome Base		\$458.10	\$526.80	\$590.00	
VALCHA	Valencia Chair - Spice Orange Velvet		\$469.85	\$540.35	\$605.20	
WENCHA	Wentworth Swivel Chair - Brown Vinyl		\$515.20	\$592.50	\$663.60	
BNMCOW	Brooklyn Meeting Chair		\$412.40	\$474.25	\$531.15	
BNMCSW	Brooklyn Meeting Chair, Swivel		\$412.40	\$474.25	\$531.15	
COCHTP	Cordoba Chair		\$618.55	\$711.35	\$796.70	

 = 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)	8.26%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____
CONTACT NAME: _____
EMAIL ADDRESS: _____

INDIVIDUAL SEATING

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L178580823

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CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLDCRD	Blade Chair - Red		\$105.70	\$121.55	\$136.15	
BLDCSB	Blade Chair - Sky Blue		\$105.70	\$121.55	\$136.15	
SC3	Brewer Chair - Onyx, Chrome		\$274.30	\$315.45	\$353.30	
XCHR	Christopher Chair - White Vinyl, Chrome		\$164.05	\$188.65	\$211.30	
DUET	Duet Stack Chair - Black, Chrome		\$101.40	\$116.60	\$130.60	
LMCHR	Laguna Chair - Maple, Chrome		\$232.65	\$267.55	\$299.65	
LUCHCL	Lucent Chair - Frosted Acrylic, Chrome		\$284.70	\$327.40	\$366.70	
MALGRN	Malba Chair - Green, Chrome		\$178.95	\$205.80	\$230.50	
MALGRY	Malba Chair - Gray, Chrome		\$178.95	\$205.80	\$230.50	
MARCBE	Marina Chair - Ocean Blue Fabric, Brushed Metal		\$230.45	\$265.00	\$296.80	
MARCBK	Marina Chair - Black Vinyl, Brushed Metal		\$230.45	\$265.00	\$296.80	
MARCBR	Marina Chair - Brown Fabric, Brushed Metal		\$230.45	\$265.00	\$296.80	
MARCRD	Marina Chair - Red Fabric, Brushed Metal		\$230.45	\$265.00	\$296.80	
MARCWH	Marina Chair - White Vinyl, Brushed Metal		\$230.45	\$265.00	\$296.80	
PASCHR	Pasadena Chair - White Molded Plastic w/Chrome Tower Base		\$371.45	\$427.15	\$478.40	
SC10	Razor Armless Chair - White		\$122.30	\$140.65	\$157.55	
RSTDIN	Rustique Chair w/ Arms - Gunmetal		\$205.75	\$236.60	\$265.00	
CS4	Syntax Chair - Black, Chrome		\$325.10	\$373.85	\$418.70	
ZENCHR	Zenith Chair - White, Chrome		\$262.40	\$301.75	\$337.95	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.26%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

BENCHES & OTTOMANS

NGAUS General Conference & Exhibition
Reno-Sparks Convention Center | Reno, NV
August 19 - 21, 2023

L178580823

ONLINE & DISCOUNT DEADLINE:* FRIDAY, JULY 28, 2023

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Beverly Benches

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BVSMBK	Beverly Small Bench Ottoman - Black Vinyl		\$330.50	\$380.05	\$425.65	
BVSMBL	Beverly Small Bench Ottoman - Ocean Blue Fabric		\$330.50	\$380.05	\$425.65	
BVSMBN	Beverly Small Bench Ottoman - Brown Fabric		\$330.50	\$380.05	\$425.65	
BVSMGN	Beverly Small Bench Ottoman - Olive Green Fabric		\$330.50	\$380.05	\$425.65	
BVSMGY	Beverly Small Bench Ottoman - Grey Fabric		\$330.50	\$380.05	\$425.65	
BVSM LN	Beverly Small Bench Ottoman - Linen Fabric		\$330.50	\$380.05	\$425.65	
BVSM LV	Beverly Small Bench Ottoman - Lavender Fabric		\$330.50	\$380.05	\$425.65	
BVSMOR	Beverly Small Bench Ottoman - Orange Fabric		\$330.50	\$380.05	\$425.65	
BVSMRD	Beverly Small Bench Ottoman - Red Fabric		\$330.50	\$380.05	\$425.65	
BVSMWH	Beverly Small Bench Ottoman - White Vinyl		\$330.50	\$380.05	\$425.65	
BVSMYL	Beverly Small Bench Ottoman - Yellow Fabric		\$330.50	\$380.05	\$425.65	
BVLYBK	Beverly Bench - Black Vinyl		\$632.30	\$727.15	\$814.40	
BVLYBN	Beverly Bench - Brown Fabric		\$632.30	\$727.15	\$814.40	
BVLYGR	Beverly Bench - Grey Fabric		\$632.30	\$727.15	\$814.40	
BVLYLN	Beverly Bench - Linen Fabric		\$632.30	\$727.15	\$814.40	
BVLYOB	Beverly Bench - Ocean Fabric		\$632.30	\$727.15	\$814.40	
BVLYRD	Beverly Bench - Red Fabric		\$632.30	\$727.15	\$814.40	
BVLYWH	Beverly Bench - White Vinyl		\$632.30	\$727.15	\$814.40	

Metal Bench

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
REG BEN	Regis Bench/Table - Brushed Metal		\$450.35	\$517.90	\$580.05	

Ottomans

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
END01B	Endless Curved Ottoman - Black Vinyl, Chrome		\$656.15	\$754.55	\$845.10	
END01W	Endless Curved Ottoman - White Vinyl, Chrome		\$656.15	\$754.55	\$845.10	
END02B	Endless Square Ottoman - Black Vinyl, Chrome		\$411.60	\$473.35	\$530.15	
END02W	Endless Square Ottoman - White Vinyl, Chrome		\$411.60	\$473.35	\$530.15	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.26%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



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CUBE & SWIVEL OTTOMANS

NGAUS General Conference & Exhibition
Reno-Sparks Convention Center | Reno, NV
August 19 - 21, 2023

L178580823

ONLINE & DISCOUNT DEADLINE:* FRIDAY, JULY 28, 2023

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Vibe Cubes

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VIB01	Vibe Cube - Green		\$220.75	\$253.85	\$284.30	
VIB02	Vibe Cube - Blue		\$220.75	\$253.85	\$284.30	
VIB04	Vibe Cube - Red		\$220.75	\$253.85	\$284.30	
VIB05	Vibe Cube - Yellow		\$220.75	\$253.85	\$284.30	
VIB08	Vibe Cube - Orange		\$220.75	\$253.85	\$284.30	
VIB09	Vibe Cube - White Waterproof		\$220.75	\$253.85	\$284.30	
VIB10	Vibe Cube - Black Waterproof		\$220.75	\$253.85	\$284.30	
VIB11	Vibe Cube - Steel Blue Vinyl		\$220.75	\$253.85	\$284.30	
VIB12	Vibe Cube - Silver Vinyl		\$220.75	\$253.85	\$284.30	
VIB13	Vibe Cube - Purple Vinyl		\$220.75	\$253.85	\$284.30	
VIB14	Vibe Cube - Cirtus Green		\$220.75	\$253.85	\$284.30	
VIB15	Vibe Cube - Taupe Vinyl		\$220.75	\$253.85	\$284.30	
VIB16	Vibe Cube - Spice Orange		\$220.75	\$253.85	\$284.30	
VIB17	Vibe Cube - Desert Rose		\$220.75	\$253.85	\$284.30	

Marche Swivel

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MAR001	Marche Swivel - White		\$292.20	\$336.05	\$376.40	
MAR002	Marche Swivel - Grey		\$292.20	\$336.05	\$376.40	
MAR003	Marche Swivel - Linen		\$292.20	\$336.05	\$376.40	
MAR004	Marche Swivel - Raspberry		\$292.20	\$336.05	\$376.40	
MAR005	Marche Swivel - Red		\$292.20	\$336.05	\$376.40	
MAR006	Marche Swivel - Rose Qtz		\$292.20	\$336.05	\$376.40	
MAR007	Marche Swivel - Plum		\$292.20	\$336.05	\$376.40	
MAR008	Marche Swivel - Meadow Green		\$292.20	\$336.05	\$376.40	
MAR009	Marche Swivel - Pear		\$292.20	\$336.05	\$376.40	
MAR010	Marche Swivel - Blue		\$292.20	\$336.05	\$376.40	
MAR011	Marche Swivel - Orange		\$292.20	\$336.05	\$376.40	
MAR012	Marche Swivel - Forest Green		\$292.20	\$336.05	\$376.40	
MAR013	Marche Swivel - Teal Velvet		\$292.20	\$336.05	\$376.40	
MAR014	Marche Swivel - Distressed Brown		\$292.20	\$336.05	\$376.40	
MAR015	Marche Swivel - Black Vinyl		\$292.20	\$336.05	\$376.40	
MAR016	Marche Swivel - Ivory Faux Sheep Fur		\$292.20	\$336.05	\$376.40	

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TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.26%
AMOUNT DUE	\$ _____

COMPANY NAME: _____ BOOTH NUMBER: _____

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ACCENT TABLES: COCKTAIL & END

NGAUS General Conference & Exhibition

L178580823



Reno-Sparks Convention Center | Reno, NV

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ONLINE & DISCOUNT DEADLINE:* FRIDAY, JULY 28, 2023

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Cocktail Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ALC100	Alondra Cocktail Table - Glass Top, Chrome		\$524.85	\$603.60	\$676.05	
ALC200	Alondra Cocktail Table - Brandy Maple Top, Chrome		\$524.85	\$603.60	\$676.05	
CIC	Geo Cocktail Table - Glass Top, Chrome		\$393.70	\$452.75	\$507.10	
CIFWB	Geo Cocktail Table - Brandy Maple Top, Black		\$459.30	\$528.20	\$591.60	
MESCTB	Mesa Cocktail Table - Black Top, Bronze		\$304.05	\$349.65	\$391.60	
MESCTG	Mesa Cocktail Table - Glass Top, Bronze		\$304.05	\$349.65	\$391.60	
MESCTW	Mesa Cocktail Table - Barnwood Top, Bronze		\$304.05	\$349.65	\$391.60	
CIE	Silverado Cocktail Table - Glass Top, Chrome		\$435.45	\$500.75	\$560.85	
CIW	Sydney Cocktail Table - White Top, Brushed Steel		\$441.40	\$507.60	\$568.50	
CIY	Sydney Cocktail Table - Black Top, Brushed Steel		\$441.40	\$507.60	\$568.50	
CIWP	 POWERED Sydney Cocktail Table - White Top, Brushed Steel		\$560.65	\$644.75	\$722.10	
CIYP	 POWERED Sydney Cocktail Table - Black Top, Brushed Steel		\$560.65	\$644.75	\$722.10	
SYDBEC	Sydney Cocktail Table - Blue Top, Brushed Steel		\$447.35	\$514.45	\$576.20	
SYDWDC	Sydney Cocktail Table - Barnwood Top, Brushed Steel		\$406.65	\$467.65	\$523.75	

End Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ALE100	Alondra End Table - Glass Top, Chrome		\$378.80	\$435.60	\$487.85	
ALE200	Alondra End Table - Brandy Maple Top, Chrome		\$378.80	\$435.60	\$487.85	
CUBPOW	 POWERED Wireless Charging Table - White, AC Plug In		\$675.15	\$776.40	\$869.55	
EIC	Geo End Table - Glass Top, Chrome		\$387.75	\$445.90	\$499.40	
EIFWB	Geo End Table - Brandy Maple Top, Black		\$399.65	\$459.60	\$514.75	
MESETB	Mesa End Table - Black Top, Bronze		\$200.85	\$231.00	\$258.70	
MESETG	Mesa End Table - Glass Top, Bronze		\$200.85	\$231.00	\$258.70	
MESETW	Mesa End Table - Barnwood Top, Bronze		\$200.85	\$231.00	\$258.70	
REGOTT	Regis End Table - Brushed Metal		\$331.10	\$380.75	\$426.45	
EIE	Silverado End Table - Glass, Chrome		\$414.55	\$476.75	\$533.95	
EIW	Sydney End Table - White Top, Brushed Steel		\$399.65	\$459.60	\$514.75	
EIY	Sydney End Table - Black Top, Brushed Steel		\$399.65	\$459.60	\$514.75	
SYDBEE	Sydney End Table - Blue Top, Brushed Steel		\$393.15	\$452.10	\$506.35	
SYDWDE	Sydney End Table - Barnwood Top, Brushed Steel		\$393.15	\$452.10	\$506.35	

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

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TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.26%
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COMPANY NAME: _____ BOOTH NUMBER: _____

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ACCENT TABLES: SIDE

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Side Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
AURA	Aura Round Table - White Metal		\$226.60	\$260.60	\$291.85	
SEDBBK	Sedona Side Table - Black Top, Bronze		\$202.70	\$233.10	\$261.05	
SEDBWD	Sedona Side Table - Wood Top, Bronze		\$202.70	\$233.10	\$261.05	
SEDBWH	Sedona Side Table - White Top, Bronze		\$202.70	\$233.10	\$261.05	
TAOBBK	Taos Side Table - Black Top, Bronze		\$202.70	\$233.10	\$261.05	
TAOBWD	Taos Side Table - Wood Top, Bronze		\$202.70	\$233.10	\$261.05	
TAOBWH	Taos Side Table - White Top, Bronze		\$202.70	\$233.10	\$261.05	
TMBTBL	Timber Table - Wood		\$268.45	\$308.70	\$345.75	

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AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

BAR TABLES, BARS & COUNTERS

NGAUS General Conference & Exhibition

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30" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBB	30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top		\$393.15	\$452.10	\$506.35	
30BEBB	30" Round Bar Table w/ Standard Black Base - Blue Top		\$393.15	\$452.10	\$506.35	
30BKSB	30" Round Bar Table w/ Standard Black Base - Black Top		\$393.15	\$452.10	\$506.35	
30GSBB	30" Round Bar Table w/ Standard Black Base - Green Top		\$393.15	\$452.10	\$506.35	
30OSBB	30" Round Bar Table w/ Standard Black Base - Orange Top		\$393.15	\$452.10	\$506.35	
30WDBB	30" Round Bar Table w/ Standard Black Base - Barnwood Top		\$393.15	\$452.10	\$506.35	
30WH42	30" Round Bar Table w/ Standard Black Base - White Top		\$408.55	\$469.85	\$526.25	
30YBBB	30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top		\$393.15	\$452.10	\$506.35	
VTB	30" Round Bar Table w/ Standard Black Base - Red Top		\$387.75	\$445.90	\$499.40	
VTJ	30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$387.75	\$445.90	\$499.40	
VTK	30" Round Bar Table w/ Standard Black Base - Maple Top		\$387.75	\$445.90	\$499.40	
VTA	30" Round Madison Bar Table w/ Standard Black Base - Gray Acajou Top		\$387.75	\$445.90	\$499.40	
P30BWH	 POWERED 30" Round Cafe Table w/ Standard Black Base - White Top		\$794.25	\$913.40	\$1,023.00	

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		\$387.75	\$445.90	\$499.40	
VTN	36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$414.55	\$476.75	\$533.95	
VTW	36" Round Bar Table w/ Standard Black Base - White Top		\$414.55	\$476.75	\$533.95	
VTP	36" Round Bar Table w/ Standard Black Base - Maple Top		\$414.55	\$476.75	\$533.95	

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		\$474.55	\$545.75	\$611.25	
30BEHB	30" Round Bar Table w/ Hydraulic Base - Blue Top		\$474.55	\$545.75	\$611.25	
30BKHB	30" Round Bar Table w/ Hydraulic Base - Black Top		\$474.55	\$545.75	\$611.25	
30BRHB	30" Round Bar Table w/ Hydraulic Base - Red Top		\$471.25	\$541.95	\$607.00	
30GRHB	30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$471.25	\$541.95	\$607.00	
30GSHB	30" Round Bar Table w/ Hydraulic Base - Green Top		\$474.55	\$545.75	\$611.25	
30MTHB	30" Round Bar Table w/ Hydraulic Base - Maple Top		\$513.00	\$589.95	\$660.75	
30OSHB	30" Round Bar Table w/ Hydraulic Base - Orange Top		\$474.55	\$545.75	\$611.25	
30WDHB	30" Round Bar Table w/ Hydraulic Base - Barnwood Top		\$474.55	\$545.75	\$611.25	
30WHHB	30" Round Bar Table w/ Hydraulic Base - White Top		\$510.05	\$586.55	\$656.95	
30YSHB	30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top		\$474.55	\$545.75	\$611.25	
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top		\$471.25	\$541.95	\$607.00	

36" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHB	36" Round Bar Table w/ Hydraulic Base - Black Top		\$474.55	\$545.75	\$611.25	
36GRHB	36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$513.00	\$589.95	\$660.75	
36MTHB	36" Round Bar Table w/ Hydraulic Base - Maple Top		\$513.00	\$589.95	\$660.75	
36WTHB	36" Round Bar Table w/ Hydraulic Base - White Top		\$513.00	\$589.95	\$660.75	

BAR TABLES, BARS & COUNTERS CONTINUED

NGAUS General Conference & Exhibition
L178580823

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Metal Bar Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
RSTSQT	Rustique Square Metal Bar Table - Gunmetal		\$429.50	\$493.90	\$553.15	

Ventura Communal Bar Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTBNP	Ventura Communal Bar Table - Black Top, Silver		\$1,040.95	\$1,197.10	\$1,340.75	
VNTMNP	Ventura Communal Bar Table - Maple Top, Silver		\$1,040.95	\$1,197.10	\$1,340.75	
VNTWNP	Ventura Communal Bar Table - White Top, Silver		\$1,040.95	\$1,197.10	\$1,340.75	
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes - Maple Top, Silver		\$1,040.95	\$1,197.10	\$1,340.75	
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes - White Top, Silver		\$1,040.95	\$1,197.10	\$1,340.75	
VNTBLK	 POWERED Ventura Communal Bar Table, Powered - Black Top, Silver		\$1,228.80	\$1,413.10	\$1,582.65	
VNTWHT	 POWERED Ventura Communal Bar Table, Powered - White Top, Silver		\$1,228.80	\$1,413.10	\$1,582.65	

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

Bars

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTBLPI	Midtown Bar, Lighted w/ Plug In - Taupe Glass Top, Pewter		\$2,318.15	\$2,665.85	\$2,985.75	
MTBUUL	Midtown Bar, Unlighted - Taupe Glass Top, Pewter		\$2,169.10	\$2,494.45	\$2,793.80	

Counters

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In - Taupe Glass Top, Pewter		\$2,318.15	\$2,665.85	\$2,985.75	
MTCPUL	Midtown Powered Counter, Unlighted - Taupe Glass Top, Pewter		\$2,182.60	\$2,510.00	\$2,811.20	

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TOTAL ESTIMATE	\$ _____
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CAFÉ TABLES

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30" Round Café Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBC	30" Round Cafe Table w/ Standard Black Base - Brushed Gunmetal Top		\$352.50	\$405.35	\$454.00	
30BEBC	30" Round Cafe Table w/ Standard Black Base - Blue Top		\$352.50	\$405.35	\$454.00	
30BKSC	30" Round Cafe Table w/ Standard Black Base - Black Top		\$352.50	\$405.35	\$454.00	
30GSBC	30" Round Cafe Table w/ Standard Black Base - Green Top		\$352.50	\$405.35	\$454.00	
30OSBC	30" Round Cafe Table w/ Standard Black Base - Orange Top		\$352.50	\$405.35	\$454.00	
30WDBC	30" Round Cafe Table w/ Standard Black Base - Barnwood Top		\$352.50	\$405.35	\$454.00	
30WH29	30" Round Cafe Table w/ Standard Black Base - White Top		\$372.80	\$428.70	\$480.15	
30YSBC	30" Round Cafe Table w/ Standard Black Base - Brushed Yellow Top		\$352.50	\$405.35	\$454.00	
ZTA	30" Round Madison Cafe Table w/ Standard Black Base - Gray Acajou Top		\$363.85	\$418.45	\$468.65	
ZTB	30" Round Cafe Table w/ Standard Black Base - Red Top		\$351.95	\$404.75	\$453.30	
ZTJ	30" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$351.95	\$404.75	\$453.30	
ZTK	30" Round Cafe Table w/ Standard Black Base - Maple Top		\$351.95	\$404.75	\$453.30	
P30CWH	 POWERED 30" Round Cafe Table w/ Standard Black Base - White Top		\$794.25	\$913.40	\$1,023.00	

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		\$384.75	\$442.45	\$495.55	
ZTN	36" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$384.75	\$442.45	\$495.55	
ZTP	36" Round Cafe Table w/ Standard Black Base - Maple Top		\$384.75	\$442.45	\$495.55	
ZTQ	36" Round Cafe Table w/ Standard Black Base - White Top		\$384.75	\$442.45	\$495.55	

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		\$473.85	\$544.95	\$610.35	
30BEHC	30" Round Cafe Table w/ Hydraulic Base - Blue Top		\$474.55	\$545.75	\$611.25	
30BKHC	30" Round Cafe Table w/ Hydraulic Base - Black Top		\$473.85	\$544.95	\$610.35	
30BRHC	30" Round Cafe Table w/ Hydraulic Base - Red Top		\$471.25	\$541.95	\$607.00	
30GRHC	30" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$513.00	\$589.95	\$660.75	
30GSHC	30" Round Cafe Table w/ Hydraulic Base - Green Top		\$473.85	\$544.95	\$610.35	
30MTHC	30" Round Cafe Table w/ Hydraulic Base - Maple Top		\$471.25	\$541.95	\$607.00	
30OSHC	30" Round Cafe Table w/ Hydraulic Base - Orange Top		\$473.85	\$544.95	\$610.35	
30WDHC	30" Round Cafe Table w/ Hydraulic Base - Barnwood Top		\$474.55	\$545.75	\$611.25	
30WHHC	30" Round Cafe Table w/ Hydraulic Base - White Top		\$510.05	\$586.55	\$656.95	
30YSHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Yellow Top		\$473.85	\$544.95	\$610.35	
30MAHC	30" Round Madison Cafe Table w/ Hydraulic Base - Gray Acajou Top		\$471.25	\$541.95	\$607.00	

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36" Round Café Table with Chrome Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHC	36" Round Cafe Table w/ Hydraulic Base - Black Top		\$513.00	\$589.95	\$660.75	
36GRHC	36" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$513.00	\$589.95	\$660.75	
36MTHC	36" Round Cafe Table w/ Hydraulic Base - Maple Top		\$513.00	\$589.95	\$660.75	
36WTHC	36" Round Cafe Table w/ Hydraulic Base - White Top		\$513.00	\$589.95	\$660.75	

Ventura Communal Café Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTCBN	Ventura Communal Cafe Table - Black Top, Silver		\$799.85	\$919.85	\$1,030.25	
VNTCMN	Ventura Communal Cafe Table - Maple Top, Silver		\$799.85	\$919.85	\$1,030.25	
VNTCWN	Ventura Communal Cafe Table - White Top, Silver		\$799.85	\$919.85	\$1,030.25	
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes - Maple Top, Silver		\$799.85	\$919.85	\$1,030.25	
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes - White Top, Silver		\$799.85	\$919.85	\$1,030.25	
VNTCBK	 POWERED Communal Ventura Cafe Table - Black Top, Silver		\$908.25	\$1,044.50	\$1,169.85	
VNTCWH	 POWERED Communal Ventura Cafe Table - White Top, Silver		\$908.25	\$1,044.50	\$1,169.85	

 = **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)	8.26%
AMOUNT DUE	\$ _____

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EMAIL ADDRESS: _____

BAR STOOLS

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Bar Stools

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BSS	Banana Barstool - Black, Chrome		\$390.70	\$449.30	\$503.20	
BST	Banana Barstool - White, Chrome		\$390.70	\$449.30	\$503.20	
BLDBRD	Blade Barstool - Red		\$203.35	\$233.85	\$261.90	
BLDBSB	Blade Barstool - Sky Blue		\$203.35	\$233.85	\$261.90	
XBAR	Christopher Barstool - White Vinyl, Chrome		\$283.25	\$325.75	\$364.85	
LMBAR	Laguna Barstool - Maple, Chrome		\$292.20	\$336.05	\$376.40	
ROLLBL	Lift Barstool - Black Vinyl, Chrome		\$331.10	\$380.75	\$426.45	
ROLLGY	Lift Barstool - Gray Vinyl, Chrome		\$331.10	\$380.75	\$426.45	
ROLLRD	Lift Barstool - Red Vinyl, Chrome		\$331.10	\$380.75	\$426.45	
ROLLWH	Lift Barstool - White Vinyl, Chrome		\$331.10	\$380.75	\$426.45	
LUBSCL	Lucent Barstool - Frosted Acrylic, Chrome		\$406.65	\$467.65	\$523.75	
MARBBE	Marina Barstool - Ocean Blue Fabric, Brushed Metal		\$330.50	\$380.05	\$425.65	
MARBBK	Marina Barstool - Black Vinyl, Brushed Metal		\$330.50	\$380.05	\$425.65	
MARBBR	Marina Barstool - Brown Fabric, Brushed Metal		\$330.50	\$380.05	\$425.65	
MARBRD	Marina Barstool - Red Fabric, Brushed Metal		\$330.50	\$380.05	\$425.65	
MARBWH	Marina Barstool - White Vinyl, Brushed Metal		\$330.50	\$380.05	\$425.65	
RSTSTL	Rustique Barstool - Gunmetal		\$226.60	\$260.60	\$291.85	
BS001	Shark Barstool - White, Chrome		\$498.05	\$572.75	\$641.50	
BSR	Syntax Barstool - Black, Chrome		\$354.90	\$408.15	\$457.15	
ZENBAR	Zenith Barstool - White, Chrome		\$262.40	\$301.75	\$337.95	
BS002	Zoey Barstool - White, Chrome		\$456.35	\$524.80	\$587.80	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.26%
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: _____

CONFERENCE & WORK TABLES

NGAUS General Conference & Exhibition
L178580823




Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

ONLINE & DISCOUNT DEADLINE:* FRIDAY, JULY 28, 2023


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

Conference Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BKCT10N	10' Table - Black Top, Silver		\$1,016.45	\$1,168.90	\$1,309.15	
BKCT10P	 POWERED 10' Table - Black Top, Silver		\$1,269.45	\$1,459.85	\$1,635.05	
CB8	42" Round Madison Table - Gray Acajou, Black		\$532.55	\$612.45	\$685.95	
42BKCT	42" Round Table - Black Top, Black		\$547.60	\$629.75	\$705.30	
CONF42	42" Round Table - White Top		\$602.55	\$692.95	\$776.10	
BKCT5N	5' Table - Black Top, Silver		\$510.55	\$587.15	\$657.60	
BKCT5P	 POWERED 5' Table - Black Top, Silver		\$660.95	\$760.10	\$851.30	
BKCT8N	8' Table - Black Top, Silver		\$1,016.45	\$1,168.90	\$1,309.15	
BKCT8P	 POWERED 8' Table - Black Top, Silver		\$1,269.45	\$1,459.85	\$1,635.05	
36ATO	Atomic 36" Round Table - Glass Top, Chrome		\$498.05	\$572.75	\$641.50	
42ATO	Atomic 42" Round Table - Glass Top, Chrome		\$498.05	\$572.75	\$641.50	
CE2	Geo Table, Rectangle - Glass Top, Chrome		\$706.80	\$812.80	\$910.35	
CF2	Geo Table, Rectangle - Glass Top, Black		\$706.80	\$812.80	\$910.35	
CE1	Geo Table, Rounded Square - Glass Top, Chrome		\$498.05	\$572.75	\$641.50	
CF1	Geo Table, Rounded Square - Glass Top, Black		\$498.05	\$572.75	\$641.50	
MADC05	Madison 5' Table - Gray Acajou, Chrome		\$754.55	\$867.75	\$971.90	
MADC08	Madison 8' Table - Gray Acajou, Chrome		\$1,506.10	\$1,732.00	\$1,939.85	
MADC10	Madison 10' Table - Gray Acajou, Chrome		\$1,506.10	\$1,732.00	\$1,939.85	

Work Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
WD3	Work Table - White Top, White		\$519.00	\$596.85	\$668.45	

 = **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.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.26%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

EXECUTIVE SEATING, DESKS & STORAGE

NGAUS General Conference & Exhibition
L178580823

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023



ONLINE & DISCOUNT DEADLINE:* FRIDAY, JULY 28, 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		\$434.35	\$499.50	\$559.45	
GENCHA	Genesis Chair - Black		\$379.05	\$435.90	\$488.20	
PROGB	Pro Executive Guest Chair - Black Vinyl, Chrome		\$408.55	\$469.85	\$526.25	
PROEXB	Pro Executive High Back Chair - Black Vinyl, Chrome		\$581.55	\$668.80	\$749.05	
PROEXE	Pro Executive High Back Chair - White Vinyl, Chrome		\$581.55	\$668.80	\$749.05	
PROMDB	Pro Executive Mid Back Chair - Black Vinyl, Chrome		\$381.75	\$439.00	\$491.70	
PROMID	Pro Executive Mid Back Chair - White Vinyl, Chrome		\$369.80	\$425.25	\$476.30	
TASKST	Task Stool - Black Fabric, Black		\$230.45	\$265.00	\$296.80	

Desks

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
TECH	 POWERED Tech Desk - Black Metal, Black Laminate w/ Electrical Unit		\$706.80	\$812.80	\$910.35	
TECH3B	 POWERED Tech Desk w/ 3 Drawer File Cabinet - Black Metal, Black Laminate w/ Electrical Unit		\$873.90	\$1,005.00	\$1,125.60	
JD8	Madison Executive Desk - Gray Acajou, Chrome		\$951.45	\$1,094.15	\$1,225.45	

Storage

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BC8	Madison Bookcase - Gray Acajou, Chrome		\$688.90	\$792.25	\$887.30	
TECH3	Cabinet on Castors - Black Top, Black Metal		\$232.65	\$267.55	\$299.65	

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

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TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.26%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

DIVIDERS

L178580823

NGAUS General Conference & Exhibition

Reno-Sparks Convention Center | Reno, NV

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ONLINE & DISCOUNT DEADLINE:* FRIDAY, JULY 28, 2023

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Boxwood Hedges

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
HDC4FT	4' Boxwood Hedge		\$691.35	\$795.05	\$890.45	
HDC7FT	7' Boxwood Hedge		\$1,125.25	\$1,294.05	\$1,449.35	

Stanchions

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
STNSGN	Stanchion Sign Holder - Chrome		\$61.55	\$70.80	\$79.30	
STNCHI	Stanchion w/ Retractable Belt - Black, Chrome		\$70.60	\$81.20	\$90.95	

Dividers

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
DIVBAR	Bar/Counter Divider - Clear, Black		\$198.30	\$228.05	\$255.40	
DIVFRE	Freestanding Divider - Clear, Silver		\$398.85	\$458.70	\$513.75	
DIVFCR	Freestanding Corner Divider - Clear, Silver		\$797.65	\$917.30	\$1,027.40	
DIVFWL	Freestanding Wall Divider - Clear, Silver		\$398.85	\$458.70	\$513.75	
DIVFST	Sofa/Table Divider - Clear, Silver		\$357.85	\$411.55	\$460.95	
DIVFWB	Freestanding Whiteboard Divider - White, Silver		\$496.80	\$571.30	\$639.85	
MIRWHT	Miramar Divider - White Molded Plastic		\$510.55	\$587.15	\$657.60	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.26%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

ACCESSORIES

NGAUS General Conference & Exhibition

L178580823


Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

ONLINE & DISCOUNT DEADLINE:* FRIDAY, JULY 28, 2023

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Charging Hub

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VILHUB	 POWERED Village Charging Hub - Cream		\$298.55	\$343.35	\$384.55	

Lamps


CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
LA14	Mason Silver Table Lamp - Brushed Silver		\$226.60	\$260.60	\$291.85	
LA15	Mason Silver Floor Lamp - Brushed Silver		\$345.95	\$397.85	\$445.60	

Pedestals

PDL36B	 POWERED 36" Locking Pedestal - Black		\$790.35	\$908.90	\$1,017.95	
PDL36W	 POWERED 36" Locking Pedestal - White		\$790.35	\$908.90	\$1,017.95	
PDL42B	 POWERED 42" Locking Pedestal - Black		\$936.50	\$1,076.95	\$1,206.20	
PDL42W	 POWERED 42" Locking Pedestal - White		\$936.50	\$1,076.95	\$1,206.20	

Shelving

PSHCCS	Posh Shelving - Chrome, Acrylic		\$808.30	\$929.55	\$1,041.10	
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 = **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.
 NOTE: Items may be discontinued without notice at any time.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.26%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

GRAPHICS & SIGNS

NGAUS General Conference & Exhibition

L178580823

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

DISCOUNT DEADLINE:* THURSDAY, JULY 20, 2023

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

Sign prices are based on customer supplying print-ready graphics in the requested format.

Please see our Graphic Guidelines page for specific file/artwork information and the Graphic Upload page for a step by step guide on uploading your artwork.

Foam Core Signs, Single Sided

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70009	22" x 28" Vertical		\$220.50	\$253.55	\$284.00	
70010	22" x 28" Horizontal		\$220.50	\$253.55	\$284.00	
70011	28" x 44" Vertical		\$335.85	\$386.25	\$432.60	
70012	28" x 44" Horizontal		\$335.85	\$386.25	\$432.60	
70027	38.25" x 90.75" Meter Board, Trovicel Panel		\$679.65	\$781.60	\$875.40	
70138	39" x 84" Meter Board, Ultraboard		\$394.85	\$454.10	\$508.60	

Printed Vinyl Banners (per sq. ft.)

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70065	Vertical with Grommets		\$27.95	\$32.15	\$36.00	
70071	Horizontal with Grommets		\$27.95	\$32.15	\$36.00	
70066	Vertical with Pockets		\$30.10	\$34.60	\$38.75	
70072	Horizontal with Pockets		\$30.10	\$34.60	\$38.75	

Table Clings

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70034	36" x 36" Round Table Cling <i>Table clings are made to fit our standard pedestal table tops.</i>		\$234.50	\$269.65	\$302.00	

Accessories

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70017	4' x 8' Blank Foamcore		\$59.85	\$68.85	\$77.10	
70021	Velcro/per ft. (Minimum of 5')		\$3.85	\$4.45	\$5.00	
70004	7" x 44" ID Sign		\$65.95	\$75.85	\$84.95	
50094	Floor Easel		\$59.15	\$68.00	\$76.15	
50095	22" x 28" Chrome Sign Holder		\$134.55	\$154.75	\$173.30	
50508	Cardboard Meter Board Base, Black		\$26.30	\$30.25	\$33.90	

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.26%

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.

NGAUS General Conference & Exhibition

Reno-Sparks Convention Center | Reno, NV

L178580823

August 19 - 21, 2023

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

Before Sending Files

1. Please name your files for easy identification using the following format:

Company Name_Booth#_Panel Letter

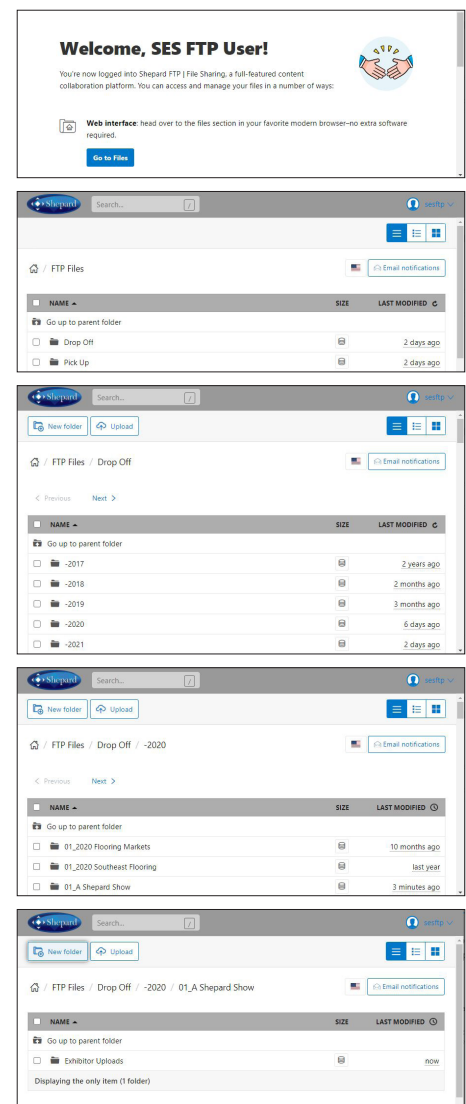
example: Shepard_Booth1905_Panel A.pdf

2. Packaged files should be compressed (.zip) and include document, fonts and images needed.

Submitting Your Files

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

Failure to follow these steps could result in delayed graphics.



SHEPARD GRAPHIC GUIDELINES

DIRECT TO SUBSTRATE PRINTING.

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





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

Document Size & Specs

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

Acceptable File Formats

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

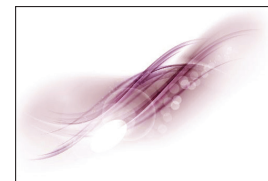
PROGRAM	FILE EXTENSION	SPECIAL CONSIDERATIONS
 Acrobat	.pdf	Must be high resolution with fonts embedded.
 InDesign	.indd or .idml	Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
 Illustrator	.ai or .eps	Vector artwork. Images embedded and fonts changed to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

Color

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



RGB Color Space.



CMYK Color Space.

Fonts & Links

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

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

SHEPARD GRAPHIC GUIDELINES

CONTINUED

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

Vector

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

Raster

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



Vector Logo at 100% scale.



Vector Logo at 200% scale.



Raster Logo at 100% scale.



Raster Logo at 200% scale.

Resolution

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

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

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

Before Sending Files

- Please name your files appropriately for easy identification.

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

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

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

Submitting Your Files

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

Website: files.shepardes.com

Login: [sesftp](#)

Password: [ftpftp](#)

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

ELEVATE YOUR EXHIBIT

With Shepard, You Can.

What are *your* exhibit goals?

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

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



High-impact Exhibits

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

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



Offering innovative exhibit frameworks...and more!

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



Why Shepard?

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

SHIELDS & BARRIERS

NGAUS General Conference & Exhibition

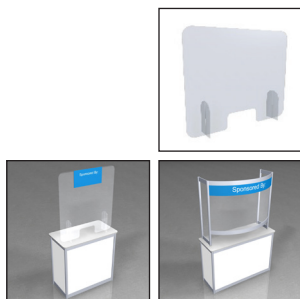
L178580823

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JULY 20, 2023

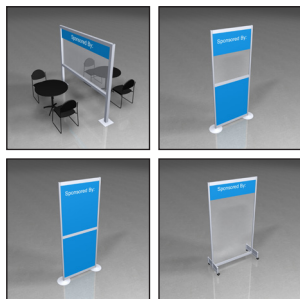
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Counters and Furnishings not included.



Counters not included.

Plexi Shields

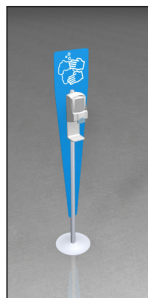
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66651	Standard Plexi Shield (CVPS1) 40" (l) x 36" (h)		\$407.40	\$468.50	\$524.70	
66652	Tall Plexi Shield (CVPS2) 40" (l) x 44" (h)		\$501.40	\$576.60	\$645.80	
66653	Curved Plexi Shield (CVPS3) 4' 8.75" (l) x 4' (h) x 2' 2.25" (d)		\$626.75	\$720.75	\$807.25	



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		\$626.75	\$720.75	\$807.25	
66655	Plexi/Trovice Panel Wall Divider (CVDW2) 3' 4.5" (l) x 8' high x Approx. 6" (d) base		\$438.75	\$504.55	\$565.10	
66656	Trovice/Trovice Wall Divider (CVDW3) 3' 4.5" (l) x 8' (h) x 1' 9" (d) base		\$376.05	\$432.45	\$484.35	
66657	Plexi Rolling Baffle (CVDW4) 4' 2.5" (l) x 7' (h) x 1' 9" (d) base		\$783.40	\$900.90	\$1,009.00	

Sanitizer Kiosk



CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66650	Sanitizer Kiosk A (CVSK1) 40" (l) x 36" (h)		\$470.10	\$540.60	\$605.45	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.26%
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: _____

EXHIBIT COUNTER RENTALS

NGAUS General Conference & Exhibition

L178580823

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

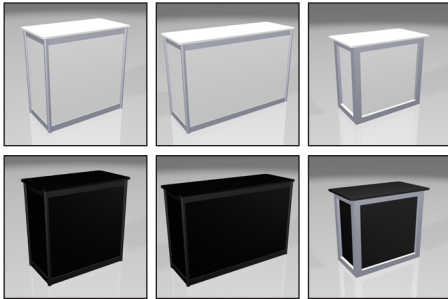
ONLINE & DISCOUNT DEADLINE:* THURSDAY, JULY 20, 2023

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

Choose Your Counter & Customize to Fit Your Exhibit!

AVAILABLE COLORS FOR ALL PRODUCTS:

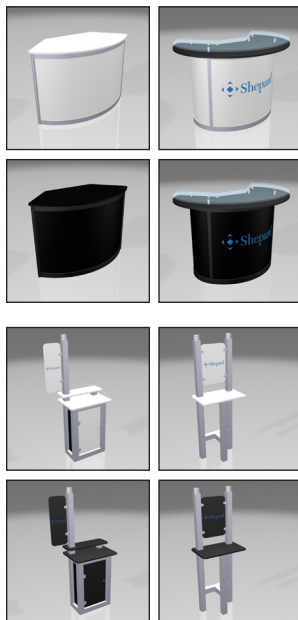
Metal Colors: Silver (15) and **Panel Colors:** White (03) or Black (06)



Locking Cabinets

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6628203 (w) 6628206 (b)	1 Meter Locking Cabinet (LC1) 3' 6" (l) x 3' 6" (h) x 1' 9" (d) Graphic Size: 968mm x 898mm		\$1,030.80	\$1,185.40	\$1,327.65	
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		\$1,250.85	\$1,438.50	\$1,611.10	
6628403(w) 6628406 (b)	Locking Cabinet (LC3) 3' 9" (l) x 3' 6" (h) x 2' 3" (d) Graphic Size: 922mm x 872mm		\$760.40	\$874.45	\$979.40	

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		\$1,060.00	\$1,219.00	\$1,365.30	
6627603 (w) 6627606 (b)	Reception Counter (RC3) 5' 2.75" (l) x 42" (h) x 3' 5.5" (d) Graphic Size: 1080mm x 898mm		\$2,299.50	\$2,644.40	\$2,961.75	

Computer Stands - Silver Metal Only (graphic included!)

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6628503 (w) 6628506 (b)	Computer Stand 1 (CS1) 3' (l) x 6' 3" (h) x 1' 9" (d) Graphic Size: 250mm x 700mm		\$1,337.25	\$1,537.85	\$1,722.40	
6628603 (w) 6628606 (b)	Computer Stand 2 (CS2) 2' 3" (l) x 6' 3" (h) x 1' 6" (d) Graphic Size: 380mm x 580mm		\$779.45	\$896.35	\$1,003.90	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.26%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com

PRODUCT DISPLAYS & CHARGING STATION RENTALS

NGAUS General Conference & Exhibition
L178580823

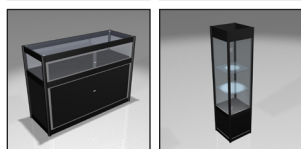
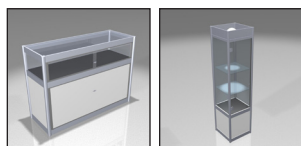
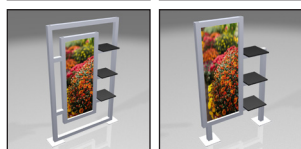
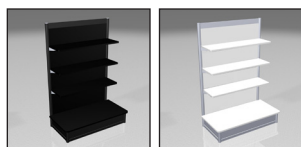
Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JULY 20, 2023

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

Choose Your Unit & Customize to Fit Your Products!

AVAILABLE COLORS FOR ALL PRODUCTS:
Metal Colors: Black (06) or Silver (15) and **Panel Colors:** White (03) or Black (06)

Product Displays

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627703 (w) 6627706 (b)	Gondola 3' 6" (l) x 4' 6" (h) x 1' 3" (d)		\$722.35	\$830.70	\$930.40	
6627803 (w) 6627806 (b)	GL1 5' 4" (l) x 8' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$714.05	\$821.15	\$919.70	
6627903 (w) 6627906 (b)	GL2 4' 3" (l) x 7' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$1,230.85	\$1,415.50	\$1,585.35	

Showcases

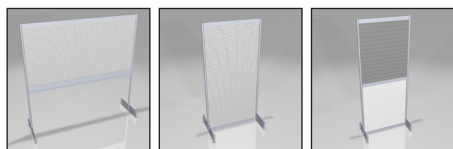
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627003 (w) 6627006 (b)	Quarterview Showcase (Qtrview) 4' 6" (l) x 3' 3" (h) x 1' 9" (d)		\$1,390.75	\$1,599.35	\$1,791.25	
6627203 (w) 6627206 (b)	Square Showcase (Square) 1' 9" (l) x 7' (h) x 1' 9" (d)		\$1,501.00	\$1,726.15	\$1,933.30	

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		\$2,362.80	\$2,717.20	\$3,043.25	Black ONLY

Perforated/Peg Boards

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR
66148	8' x 4' Pegboard Panel (PerfH)		\$351.20	\$403.90	\$452.35
66149	4' x 8' Pegboard Panel (PerfV)		\$351.20	\$403.90	\$452.35
50104	6" Pegs - 1 dozen (6"Pegs)		\$57.35	\$65.95	\$73.85
66147	3.5' x 8' Slat Wall, Grey (Slatwall)		\$351.20	\$403.90	\$452.35


TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.26%

AMOUNT DUE \$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

INLINE BOOTH RENTALS

NGAUS General Conference & Exhibition

L178580823

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

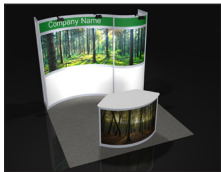
ONLINE & DISCOUNT DEADLINE:* THURSDAY, JULY 20, 2023

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Turnkey Rental Designs Make Exhibiting Easier!

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

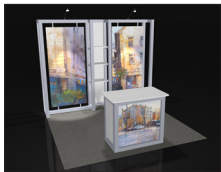
Don't see what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Please contact an Exhibit Team member with any questions or customization requests.



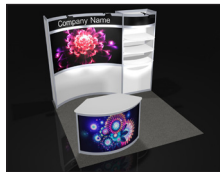
The Eddie



The Jonathon



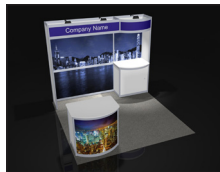
The Pierce



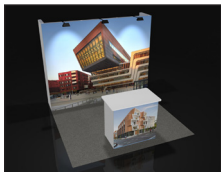
The Madison



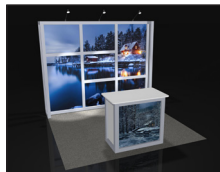
The Grant



The Harrison



The Hamilton



The Lucy

Inline Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66470	The Eddie - 10' x 10'		\$4,192.80	\$4,821.70	\$5,400.30	
66471	The Eddie - 10' x 20'		\$6,827.65	\$7,851.80	\$8,794.00	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66474	The Jonathon - 10' x 10'		\$2,925.00	\$3,363.75	\$3,767.40	
66475	The Jonathon - 10' x 20'		\$5,119.95	\$5,887.95	\$6,594.50	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66477	The Pierce - 10' x 10'		\$3,628.15	\$4,172.35	\$4,673.05	
66478	The Pierce - 10' x 20'		\$6,888.80	\$7,922.10	\$8,872.75	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66484	The Madison - 10' x 10'		\$4,399.75	\$5,059.70	\$5,666.85	
66485	The Madison - 10' x 20'		\$5,214.45	\$5,996.60	\$6,716.20	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66486	The Grant - 10' x 10'		\$4,644.05	\$5,340.65	\$5,981.55	
66487	The Grant - 10' x 20'		\$6,436.60	\$7,402.10	\$8,290.35	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66492	The Harrison - 10' x 10'		\$4,269.40	\$4,909.80	\$5,499.00	
66493	The Harrison - 10' x 20'		\$6,273.60	\$7,214.65	\$8,080.40	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66467	The Hamilton - 10' x 10'		\$2,975.00	\$3,421.25	\$3,831.80	
66468	The Hamilton - 10' x 20'		\$5,211.90	\$5,993.70	\$6,712.95	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66473	The Lucy - 10' x 10'		\$2,688.75	\$3,092.05	\$3,463.10	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.26%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com

FABEX BOOTH RENTALS

NGAUS General Conference & Exhibition

L178580823

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JULY 20, 2023

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

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

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

Please contact an Exhibit Team member with any questions.



FX21



FX2H1



FX22



FX2H2

10' x 10' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66557	10' x 10' Booth (FX21)		\$2,764.75	\$3,179.45	\$3,561.00	
66561	10' x 10' Booth with Header (FX2H1)		\$3,382.95	\$3,890.40	\$4,357.25	

GRAPHIC SIZE SPECIFICATIONS

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

10' x 20' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66559	10' x 20' Booth (FX22)		\$4,792.20	\$5,511.05	\$6,172.40	
66567	10' x 20' Booth with Header (FX2H2)		\$5,345.25	\$6,147.05	\$6,884.70	

GRAPHIC SIZE SPECIFICATIONS

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.26%
AMOUNT DUE	\$ _____

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CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com

FABEX BACKLIT BOOTH RENTALS

NGAUS General Conference & Exhibition

L178580823

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JULY 20, 2023

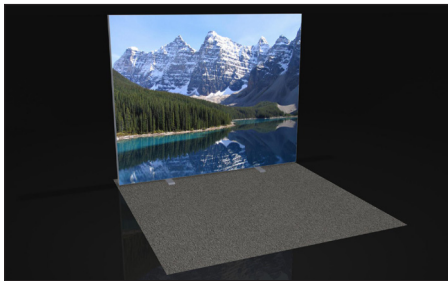
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Freestanding 8' High Backlit Backwalls with Full Color Graphics

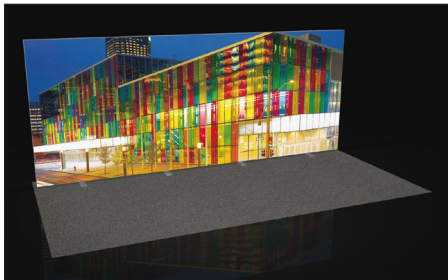
Carpet/flooring, furnishings, electrical and accessories not included. Please use the appropriate order forms to order these items.

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

Please contact an Exhibit Team member with any questions.



FX11



FX12



FX13

Freestanding 8' High Backlit Backwalls with Full Color Graphics

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66564	8' x 10' Backlit Backwall with Graphics (FX11) Graphic Size: 2992mm x 2436mm		\$2,787.85	\$3,206.05	\$3,590.80	
66565	8' x 20' Backlit Backwall with Graphics (FX12) Graphic Size: 5992mm x 2436mm		\$4,308.35	\$4,954.60	\$5,549.15	
66566	8' x 30' Backlit Backwall with Graphics (FX13) Graphic Size: 8992mm x 2436mm		\$5,828.95	\$6,703.30	\$7,507.70	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.26%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com

ISLAND BOOTH RENTALS

NGAUS General Conference & Exhibition

L178580823

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JULY 20, 2023

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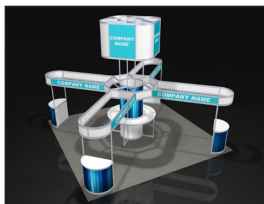
Turnkey Rental Designs Make Exhibiting Easier!

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

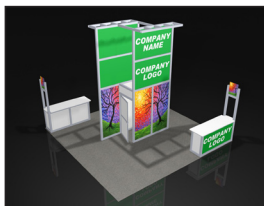
Please contact an Exhibit Team member with any questions.



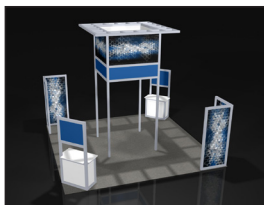
The Monroe



The Washington



The Tyler



The Garfield

Island Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66494	The Monroe		\$10,673.25	\$12,274.25	\$13,747.15	
66368	The Washington		\$15,317.45	\$17,615.05	\$19,728.85	
66495	The Tyler		\$11,398.50	\$13,108.30	\$14,681.30	
66496	The Garfield		\$11,162.10	\$12,836.40	\$14,376.75	

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.26%

AMOUNT DUE \$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

FABRIC HANGING SIGNS

NGAUS General Conference & Exhibition

L178580823

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JULY 20, 2023

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

All rentals include:**

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

** Rigging not included

DON'T FORGET!

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



Circle



Square



Triangle



Wave

Circle Hanging Signs

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69140	10' x 48" Circle Hanging Sign (HSC10)		\$6,721.75	\$7,730.00	\$8,657.60	
69142	16' x 48" Circle Hanging Sign (HSC16)		\$10,683.15	\$12,285.60	\$13,759.85	

Square Hanging Sign

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69143	10' x 48" Square Hanging Sign (HSS10)		\$8,173.65	\$9,399.70	\$10,527.65	

Triangle Hanging Sign

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69144	10' x 48" Triangle Hanging Sign (HST10)		\$6,614.15	\$7,606.25	\$8,519.00	

Wave Hanging Signs

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69145	10' x 48" Single Sided Wave Hanging Sign (HSWS)		\$2,912.80	\$3,349.70	\$3,751.65	
69146	10' x 48" Double Sided Wave Hanging Sign (HSWD)		\$3,876.00	\$4,457.40	\$4,992.30	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.26%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com

ADVANCED SHIPPING HANGING SIGN LABEL

August 19 - 21, 2023

L178580823

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

ADVANCED
WAREHOUSE
RUSH

ADVANCED WAREHOUSE HANGING SIGN

TO:

(Exhibiting Company Name)

(Exhibiting Company Booth Number)

**c/o TForce Freight c/o Shepard Exposition
Services
8900 Terabyte Dr
Reno, NV 89521**

FOR:

NGAUS General Conference & Exhibition

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

First day freight can arrive without a surcharge:

Thursday, July 20, 2023

Last day freight can arrive without a surcharge:

Wednesday, August 9, 2023

STRUCTURAL INTEGRITY STATEMENT

NGAUS General Conference & Exhibition

L178580823

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

ONLINE & DISCOUNT DEADLINE:* FRIDAY, JULY 28, 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:

Reno-Sparks Convention Center

4590 South Virginia Street

Reno, NV 89502

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: clientservices@shepardes.com



HANGING SIGNS 101

THINGS TO KNOW.

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

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

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

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

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

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

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

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

Hanging Sign Checklist

- ☐ Submit Method of Payment Online
- ☐ Order Assembly labor to have your sign built by Shepard Certified Riggers
- ☐ Order Rigging Install and Removal labor for all Hanging Signs, Truss and Motors
- ☐ Order necessary Chain Motors, Rotating Motors and Truss
- ☐ Place electrical orders (if necessary)
- ☐ Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead
- ☐ Package Hanging Sign(s) in a separate container from exhibit materials
- ☐ Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual
- ☐ Ship Hanging Sign(s) to the Advance Warehouse by: **Wednesday, August 9, 2023**

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

HANG SIGN ASSEMBLY/DISASSEMBLY

NGAUS General Conference & Exhibition

L178580823

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

ONLINE & DISCOUNT DEADLINE:* FRIDAY, JULY 28, 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		\$157.94	\$181.65	\$203.45	
69151	OT		\$236.91	\$272.45	\$305.15	
69152	DT		\$315.88	\$363.25	\$406.85	

SIGN DISASSEMBLY LABOR - EXHIBITOR SUPERVISED						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69153	ST		\$157.94	\$181.65	\$203.45	
69154	OT		\$236.91	\$272.45	\$305.15	
69155	DT		\$315.88	\$363.25	\$406.85	

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 Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, 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		\$205.32	\$236.10	\$264.45	
69191	OT		\$307.98	\$354.15	\$396.65	
69192	DT		\$410.64	\$472.25	\$528.90	

SIGN DISASSEMBLY LABOR - SHEPARD SUPERVISED						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69193	ST		\$205.32	\$236.10	\$264.45	
69194	OT		\$307.98	\$354.15	\$396.65	
69195	DT		\$410.64	\$472.25	\$528.90	

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)	8.26%
AMOUNT DUE	\$ _____

OVERHEAD RIGGING LABOR

NGAUS General Conference & Exhibition**L178580823**

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

ONLINE & DISCOUNT DEADLINE: *FRIDAY, JULY 28, 2023

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

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

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

Labor Hours

Straight Time (ST):

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

Overtime (OT):

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

Double Time (DT):

Holidays

Holidays:

NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

Important Information

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

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

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

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

Step 1. Tell us about your hanging sign.

TYPE: ☐ Cloth ☐ Wood ☐ Truss ☐ Metal☐ Other: _____**SHAPE:** ☐ Circle ☐ Square ☐ Triangle ☐ Rectangle☐ Other: _____**WEIGHT:** _____

Step 2. Order overhead rigging crew.

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

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

OVERHEAD RIGGING INSTALLATION & REMOVAL						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	EST. TOTAL
69156	Rigging Install		\$736.59	\$847.10	\$948.75	
69157	Rigging Removal		\$736.59	\$847.10	\$948.75	

REQUESTED DATE OF INSTALL: _____ REQUESTED START TIME: _____

REQUESTED DATE OF REMOVAL: _____ REQUESTED START TIME: _____

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.26%
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

OVERHEAD RIGGING EQUIPMENT

NGAUS General Conference & Exhibition

L178580823

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

ONLINE & DISCOUNT DEADLINE:* THURSDAY, JULY 20, 2023

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

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

Truss**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
6909415	12" Silver Box Truss (Per Ft.)		\$25.60	\$29.45	\$33.00	
6909406	12" Black Box Truss (Per Ft.)		\$25.60	\$29.45	\$33.00	
69038	12" Silver Corner Block		\$96.00	\$110.40	\$123.65	
6903806	12" Black Corner Block		\$96.00	\$110.40	\$123.65	
70067	Design Fee (Hourly)		\$176.00	\$202.40	\$226.70	

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

Truss Details

QTY: _____ SIZE: _____

Motors

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

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

Include the following items with your Truss and Motor Order:

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.26%
AMOUNT DUE	\$ _____

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

LABOR RULES & REGULATIONS

Reno, Nevada

LABOR

The installation and dismantling of prefabricated displays comes under the jurisdiction of a 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

Union labor claims jurisdiction for the erection, touch-up, dismantling, and repair of all exhibits when this work is done by persons other than your full-time personnel. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes.

Jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products nor the performance, testing, maintenance or repairs of your products.

If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or a payroll stub.

This rule prohibits the utilization of workers hired from a non-licensed and insured company. Prior proof and approval will be required.

MATERIAL/FREIGHT HANDLING JURISDICTION

The local Union claims jurisdiction for the loading and unloading of all trucks, trailers, and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. It also has the jurisdiction for unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

Shepard has the responsibility of receiving and handling all exhibit materials and empty crates. It is our responsibility to manage docks and schedule vehicles for

the smooth and efficient move-in/move-out of the trade show. Shepard will not be responsible for any materials it does not handle.

An exhibitor may "hand carry" material provided they do not use material handling equipment to assist them. When exhibitors choose to "hand carry" material, they may not be permitted access to the loading dock/freight door areas.

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

GRATUITIES /BREAKS

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

IN GENERAL

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

SAFETY

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

SHEPARD BLUE LABOR

NGAUS General Conference & Exhibition

L178580823

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

ONLINE & DISCOUNT DEADLINE:* FRIDAY, JULY 28, 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 Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

Shepard Blue Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68066	ST	\$164.25	\$188.90	\$211.55	
68067	OT	\$246.40	\$283.35	\$317.35	
68068	DT	\$328.50	\$377.75	\$423.10	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68070	ST	\$164.25	\$188.90	\$211.55	
68071	OT	\$246.40	\$283.35	\$317.35	
68072	DT	\$328.50	\$377.75	\$423.10	

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

IN BOOTH SCISSOR LIFTS						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
68120	Scissor Lift Install		\$736.59	\$847.10	\$948.75	
68121	Scissor Lift Removal		\$736.59	\$847.10	\$948.75	

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.26%

AMOUNT DUE \$ _____

Step 1. Choose your service.

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

Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: _____

DISMANTLING NUMBER OF PEOPLE: _____

BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE: _____

Step 3. How many hours?***

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

INSTALLATION HOURS: _____ DISMANTLING HOURS: _____

BOTH INSTALLATION & DISMANTLING HOURS: _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.comshepardes.com | 131

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)

EXHIBITOR SUPERVISED LABOR

NGAUS General Conference & Exhibition

L178580823

Reno-Sparks Convention Center | Reno, NV

August 19 - 21, 2023

ONLINE & DISCOUNT DEADLINE:* FRIDAY, JULY 28, 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 Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving, Christmas Eve, Christmas Day.

Exhibitor Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68060	ST	\$126.35	\$145.30	\$162.75	
68061	OT	\$189.53	\$217.95	\$244.10	
68062	DT	\$252.70	\$290.60	\$325.45	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68063	ST	\$126.35	\$145.30	\$162.75	
68064	OT	\$189.53	\$217.95	\$244.10	
68065	DT	\$252.70	\$290.60	\$325.45	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.26%
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

National Guard Association of United States

Reno-Sparks Convention Center

August 18-21, 2023



ORDER ELECTRICAL ONLINE!

Take advantage of discounted rates!

Order your electrical services online by

07 / 28 / 2023

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Quick, secure, and easy to use!

You may receive an email to finalize your order from

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EDLEN
The Power People

Edlen Electrical Exhibition Services

6705 South Eastern Avenue, Las Vegas, NV 89119

702.385.6911 • lasvegas@edlen.com • www.edlen.com

Event Client – IT Services



DATE: _____	
Company Name: _____	
Event Name: _____	Booth/Room #: _____
Event Dates: _____	
Billing Contact: _____	
Billing Address: _____	
City, State/Country, Zip Code: _____	
Billing Phone: _____	
Billing Email: _____	
Onsite Contact: _____	Onsite Phone Number: _____

INSTRUCTIONS: Complete and return this form to the IT Department at the Reno-Sparks Convention Center:
ITOrders@RenoTahoeUSA.com.

All services are billed per device, per day. Payment for services must be made within 14 days of the first day of move-in for pre-order pricing or within 72 hours of the first day of move-in for standard pricing.

CANCELLATIONS: accepted until 48 hours prior to move-in.

Prices subject to change.

PAYMENT INFORMATION:

Payment in full is required with your order. Payments not received 14 days prior to show will be collected at the standard rate. Services will not be provided until payment is received. Review Terms and Conditions to find additional information concerning your order.

Payment may be made by credit card. Credit card payments will incur a 3% processing fee. RSCVA will email an invoice that will allow payment via link with the card of your choice. Please do not email your credit card information with this form. For additional information, please contact your Sales Event Manager.

INTERNET NETWORK SERVICES • WIRELESS SERVICE

You must be able to connect to an open (no password) wireless network to be able to use our public wireless services. If your device cannot connect to an open wireless network, please see below for ordering a custom wireless network.

Preordering wireless services does not provide any discount. Choosing this option will give you voucher code(s) that will be used on-site when connecting your wireless devices instead of having to enter credit card information to connect each device. Instructions on how to use your vouchers to choose a plan on the public Wi-Fi will be emailed to you along with your codes. Please purchase additional days if you require service during load in days. "# of Days" are considered a 24 hour period.

RSCC-Public-Wi-Fi (Per Device)	PRE-ORDER & ON-SITE	# OF DAYS	# OF DEVICES	TOTAL
BASIC – 1mpbs / Emails, Text Messaging	Complimentary	N/A	N/A	N/A
STANDARD – 3mbps / Credit Card Processing, Streaming Music	\$19.95			
PREMIUM – 5-8mbps / Faster File Downloads, Video Streaming	\$29.95			
ELITE – 10mbps / Zoom, Livestream	\$39.95			

Event Client – IT Services

INTERNET NETWORK SERVICES - CUSTOMIZED WIRELESS SERVICE

Customized Wireless Network(s) are available for creation with a minimum of 3 business days advanced purchase. You will still have to purchase wireless service for your devices that connect through this customized network. See above list for pricing. Order will be available by noon the day prior to first paid day of use.

Custom Wireless Network – No Splash Page	PRE-ORDER	STANDARD
	\$300	\$450

INTERNET NETWORK SERVICES - SHARED HARD WIRED SERVICE

Orders include one Ethernet cable connection. Each order has a secured connection to the network but has a shared bandwidth for all orders at that purchased speed level. Order will be available by noon the day prior to the first day of paid use.

Shared Wired Connections. No Router Allowed	PRE-ORDER	STANDARD	# OF DAYS	# OF DROPS	TOTAL
Up to 10mbps – Emails and Web Browsing	\$245	\$350			
Up to 25mbps – Fast Web Browsing	\$335	\$550			
Up to 50mbps – Reliable Media Streaming	\$665	\$950			
Up to 100mbps – Multiple Live Streaming Devices, Large Downloads	\$1,085	\$1,550			

INTERNET NETWORK SERVICES - DEDICATED HARD WIRED SERVICE

Orders include one Ethernet cable connection per device. Order will be available by noon the day prior to the first day of paid use.

Dedicated wired connection (non-shared dedicated bandwidth)	PRE-ORDER	STANDARD	# OF DAYS	# OF DEVICES	TOTAL
Up to 10mbps – Emails and Web Browsing	\$850	\$1,250			
Up to 25mbps – Fast Web Browsing	\$1,550	\$2,300			
Up to 50mbps – Reliable Media Streaming	\$2,550	\$3,800			
Up to 100mbps – Multiple Live Streaming Devices, Large Downloads	\$4,050	\$6,050			

ADDITIONAL NETWORK SERVICES

*Overtime rate of an additional 25% may apply after business hours 8AM-5PM M-F	PRE-ORDER	STANDARD	# OF DAYS	# OF DEVICES	TOTAL
Ethernet Cable – Up to 50ft.	\$30	\$45			
Ethernet Cable – Up to 100ft.	\$50	\$75			
Switch Rental – Up to 24 Ports	\$150	\$225			
IT Support Services – Per Hour & Per Person	\$300	\$450			

TELEPHONE SERVICE

	PRE-ORDER	STANDARD	# OF DAYS	QTY.	TOTAL
Analog Phone - Dial '9'	\$250	\$375			
Conference Phone Set – Includes Setup	\$300	\$450			
GRAND TOTAL:					

Event Client – IT Services



AUTHORIZED SIGNATURE: _____

Date: _____

Event Client - Exhibitor AV Rentals

DATE

Company Name: _____
Event Name: _____ **Booth/Room #:** _____
Event Dates: _____
Billing Contact: _____
Billing Address: _____
City, State/Country, Zip Code: _____
Billing Phone: _____
Billing Email: _____
Onsite Contact: _____ **Onsite Phone Number:** _____

Set-up Date: _____ **Time:** _____ **M T W Th F SA SU**
Strike Date: _____ **Time:** _____ **M T W Th F SA SU**
Room / Booth # _____ **Show Name:** _____

Quantity	No. of Days	Description Video Package	Unit Price	Line Total
		HD LCD (4800 Lumen) w/8x8 Tripod Screen	\$550	
		32" LCD Monitor w/ stand	\$300	
		43" LED Monitor w/ stand	\$400	
		55" LED Monitor w/ stand	\$500	
		65" LED Monitor w/ stand	\$650	
		VIDEO		
		HD LCD (94800 Lumen) Projector	\$500	
		8 x 8 Tripod Screen	\$100	
		12 x 12 Cradle Screen	\$175	
		SOUND		
		Wireless Hand or Lav. Mic	\$150	
		PC Audio Patch	\$35	
		Background Music Patch	\$50	
		House Audio Patch	\$75	
		4 Channel Audio Mixer	\$40	
		1 PA Speaker & a 4 Channel Mixer	\$175	
		2 PA Speakers & a 4 Channel Mixer	\$275	
		LIGHTING & ELECTRICAL		
		A/C Cable ONLY	\$20	
		Power Strip ONLY	\$25	
		LED Up-Lights (2 LED Lighting Bars)	\$150	
		Leko Light w/ I-Beam Clamp	\$75	

*Delivered by end of business the day prior

**Rental fee will apply if cancelled less than 48 hours from set-up time.

***All rental prices are per day.

AV Manager: Mark Harrington, Phone 775-827-7778, Fax 775-827-7701

Email: ITorders@renotahoeusa.com

Setup & Strike
Total

\$60.00



City/State/Zip

[illegible]



NV PILB #700 / CA PPO #16693

CREDIT CARD AUTHORIZATION

775.786.1122

16 DIGIT CARD NUMBER:

(NO SPACES OR DASHES)

CARD EXPIRATION:

MONTH: YEAR: INVOICE:

(UPPER RIGHT CORNER OF ESTIMATE/INVOICE)

AMOUNT TO BE CHARGED: \$ THREE DIGIT SECURITY CODE (ON THE BACK OF CARD EXCEPT AMERICAN EXPRESS): 4 DIGIT SECURITY CODE ON FRONT OF AMERICAN EXPRESS NAME ON CREDIT CARD: BILLING ADDRESS: CITY: STATE: ZIP CODE:

PLEASE SELECT ONE OF THE FOLLOWING CREDIT CARDS:

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RECEIPT FAXED OR EMAILED BACK:

☐ YES☐ NO☐ PLEASE CHARGE MY CARD FOR THE REMAINING BALANCE ON MY FINAL INVOICE AND SEND ME A RECEIPT.

AUTHORIZING SIGNATURE: _____

DATE:

PRINT

PLEASE FILL OUT THE ENTIRE FORM AND FAX TO 775-786-2726



NGAUS 145th General Conference & Exhibition
August 18-21, 2023
Reno, NV

ATS AMERICAN
TRADESHOW SERVICES

LEAD RETRIEVAL ORDER FORM

DISCOUNT DEADLINE: FRIDAY, JULY 21, 2023

Click here to
ORDER ONLINE

- Instantly capture attendee contact info! Just **"Point and Scan"** the badges QR Code
- Personalize Leads by using our **"Custom Qualifiers"** with the ability for note taking
- Real-time lead data & analytics make following up a breeze; easy and efficient
- Leads stored in the cloud for up to 60 months



Handheld
"State of the Art"
Honeywell Scanner

MobilePlus™



Use our iPad &
our LeadsPlus
Application

iPad® Mini Plus™



Use your own
IOS or Andoid
Devices

LeadsPlus™ App

ITEM	DIS. DEADLINE	SHOW RATE	QTY	SUBTOTAL
Mobile Plus	\$ 369.00	\$ 419.00	_____	\$ _____
iPad Mini Plus	\$ 449.00	\$ 499.00	_____	\$ _____
LeadsPlus App	\$ 359.00	\$ 409.00	_____	\$ _____
(First License)				
LeadsPlus App	\$ 99.00	\$ 149.00	_____	\$ _____
(Additional License)				
LeadsPlus App Bundles:				
3 Pack	\$ 499.00	\$ 549.00	_____	\$ _____
6 Pack	\$ 799.00	\$ 849.00	_____	\$ _____
10 Pack	\$ 999.00	\$ 1049.00	_____	\$ _____
Mobile Plus Add-Ons:				
		Post Dis. Deadline		
Z-Printer Plus	\$ 75.00	\$ 95.00	_____	\$ _____
Custom Survey	\$ 60.00	\$ 80.00	_____	\$ _____
Delivery & Setup	\$ 65.00	\$ 85.00	_____	\$ _____

Click here to ORDER ONLINE

Username: NGAUS2023 | Password: 7021

Sub-Total = \$ _____
RNLV Sales Tax 8.27% = \$ _____
Total Due (in US Funds) = \$ _____

(PLEASE PRINT)

BOOTH NO. _____

COMPANY _____

EMAIL(S) _____

ADDRESS _____

CITY, STATE, ZIP, COUNTRY _____

ORDER CONTACT _____

PHONE NO. _____

ONSITE CONTACT _____

ONSITE CELL PHONE _____

CREDIT CARD NO.: ☐ AMERICAN EXPRESS ☐ MasterCard ☐ VISA

CARDHOLDER NAME: _____

EXPIRATION DATE: _____ / _____ SECURITY CODE: _____

CARDHOLDER SIGNATURE: _____

Visit Us at: www.american-tradeshow.com Email Orders to: orders@american-tradeshow.com
Questions? Please call: 985-240-5507 Fax: 985-809-1888
Mail Checks to: ATTN - American Tradeshow Services | 217 General Patton Ave. Mandeville, LA 70471

LEAD RETRIEVAL 101

How are you capturing and following up with all of the leads collected at your booth?

"Maximize your ROI by using ATS Lead Retrieval services."

Badges at events act as a form of identification and most importantly, electronic business cards. In an effort to streamline session attendance tracking & exhibitor lead capture show managers incorporate QR barcodes fully encoded with attendee contact info as well as important demographic data allowing the exhibitors to easily qualify and follow up.

.....

Why use event provided Lead Retrieval services?

- Easy to scan & capture attendee contact + key demographic information.
- Digital qualifiers & note taking
- Lead data available in real-time & post event (saved in Cloud for up to 60 months)
- Onsite technical support included
- Easily manage your exhibit booth team's leads
- Customization and seamless integrations into your existing CRM system available.



Dedicated device
to capture leads
Just Point & Scan

MobilePlus™



Large format
device to capture
leads
Just Point & Scan

iPad MiniPlus™



Use your own
device to capture
leads
Just Point & Scan

LeadsPlus™ App



**AMERICAN
TRADESHOW SERVICES**

2023 CATERING MENU



Our culinary team is thrilled to welcome you to Reno-Sparks Convention Center and provide you with the utmost food and beverage experience.

We have true artisans who work hard to provide the Reno-Sparks Convention Center with their highest quality products, allowing us to offer our guests a transformative culinary experience. The international evolution on food sustainability and dietary preferences is top of mind for our culinary team and accommodating these preferences for our guests is our priority.

This menu is designed to offer many alternatives and we encourage you to contact your Catering Manager for more details during the planning stages of your event.

We are here to make your event a great success. Let us show you what we can offer!

Enjoy,



BREAKFAST

CONTINENTAL

Buffets serve a minimum of 25 guests. Prices listed are per guest. Fresh brewed coffee, tea and decaf, fresh squeezed orange juice.

JUST WAKING UP \$20++

seasonal fruit & berries | assorted mini-danishes & croissants
assorted mini muffins | Greek fruit yogurt

TIME TO GET GOING \$19++

seasonal whole fruit | Greek fruit yogurt
house made granola | assorted mini muffins
assorted breakfast bars

ACCOMPANIMENTS

A perfect accompaniment to your continental breakfast.

BREAKFAST BURRITO \$8++

house chorizo | cage-free scrambled eggs
country potatoes | cheddar cheese | flour tortilla
house salsa

WARM STEEL-CUT OATMEAL \$6++

raisins | brown sugar | milk | non-dairy milk on request

BRIOCHE FRENCH TOAST \$8++

fresh strawberries | chocolate hazelnut | powdered sugar

ASSORTED LOCAL DONUTS \$5++

PLATED BREAKFAST

Buffets serve a minimum of 25 guests. Prices listed are per guest. Fresh brewed coffee, tea and decaf, fresh squeezed orange juice.

TRADITIONAL BREAKFAST WITH SAUSAGE OR BACON \$25++

cage-free scrambled eggs
country potatoes
applewood smoked bacon **or** breakfast sausage
freshly baked breakfast pastries **or** seasonal fruit cup

BUFFETS

Buffets serve a minimum of 25 guests. Prices listed are per guest. Fresh brewed coffee, tea and decaf, fresh squeezed orange juice.

BREAKFAST MEATS & EGGS

\$29++

seasonal fruit & berries
assorted mini danishes
mini butter croissants
assorted mini muffins
cage-free scrambled eggs
applewood smoked bacon
OR breakfast sausage
country potatoes

FRITTATAS \$32++

seasonal fresh fruit
assorted breakfast breads
assorted mini muffins
Greek yogurt parfaits
chicken apple sausage frittata
spinach-mushroom egg white frittata
country potatoes | tomato jam

FARM FRESH SCRAMBLED EGGS AND MEATS \$27++

seasonal fruit & berries
assorted mini danishes
cage-free scrambled eggs
applewood smoked bacon
OR breakfast sausage
cheesy country potatoes

 Vegetarian  No Gluten Ingredients  Vegan  Contains Nuts  Dairy Free

++ 8.27% local taxes and 21% admin fees

2023 Reno-Sparks Convention Center Catering Menu

LUNCH

BOXED

All selections include chips, whole fresh fruit, cookie, bottled water. Serves a minimum of 25 guests.
Prices listed are per guest.

ROASTED TURKEY SANDWICH \$26++

oven roasted turkey | Swiss cheese | farm greens | tomato aioli
pretzel roll

ITALIAN STALLION \$28++

Italian salami | country ham | prosciutto | mozzarella
farm greens | roasted peppers | tomato
garlic aioli | ciabatta roll

VEGETARIAN SANDWICH \$25++

grilled zucchini and squash | roasted peppers | provolone
farm greens | tomato | garlic aioli | ciabatta roll

CHICKEN CAESAR SALAD \$26++

romaine | blackened chicken breast | shaved parmesan cheese
garlic croutons | caesar dressing

BUFFET COLD

Buffets serve a minimum of 25 guests. Prices listed are per guests. All selections include iced tea, hot water and
assorted tea, regular and decaffeinated coffee.

BUTCHER BLOCK \$32++

romaine | applewood smoked bacon | croutons | white beans
shaved parmesan | lemon-caper vinaigrette

roasted potato | red onion | applewood smoked bacon
fresh herbs | mustard dressing

shaved flank steak | cheddar | horseradish
pickled onions | tomato | farm greens | pretzel roll

oven roasted turkey | Swiss cheese | farm greens | tomato
red onion | aioli | pretzel roll

eggplant caviar | grilled vegetables | feta cheese
flat bread

smoked paprika kettle chips | assorted pies and cakes
seasonal whole fresh fruit

"BATTLE BORN" DELI \$29++

house prepared seasonal soup

salad bar | assorted vegetables and toppings
balsamic vinaigrette | buttermilk ranch dressing

pasta | roasted vegetables | fresh mozzarella | fresh basil
balsamic and black pepper dressing

country ham | oven roasted turkey | Italian salami
lettuce | pickle | cheddar cheese | Swiss cheese
provolone cheese | three mustard spread | aioli
assorted rolls and sliced breads

chopped egg salad **or** tuna salad

assorted cookies and brownies

BUFFET HOT

Buffets serve a minimum of 25 guests. Prices listed are per guest. All selections include iced tea, hot water and
assorted tea, regular and decaffeinated coffee. Assorted rolls and butter.

MOUNT ROSE \$36++

spinach | shallots | oven roasted tomatoes
honey dijon dressing

seasonal fresh fruit salad

braised beef tips | pearl onions | farm mushrooms
red wine demi

grilled chicken breast | roasted garlic jus

seasonal fresh vegetables

smashed red skin potatoes | golden rice

assorted cakes and pies

SANTA FE \$39++

garden salad bar

seasonal fresh fruit salad with tatin

gilled chicken breast | mango salsa
tequila-cilantro jus

pork chile verde

cheese enchiladas | salsa roja | jack cheese
cilantro crema | grilled corn | cotija cheese | lime

fiesta rice

caramel flan | cinnamon churros

 Vegetarian  No Gluten Ingredients  Vegan  Contains Nuts  Dairy Free

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2023 Reno-Sparks Convention Center Catering Menu

PLATED LUNCH

FIRST COURSE

A minimum of 25 guests. All entrées include assorted rolls with butter, iced tea, hot water and assorted tea, regular and decaffeinated coffee.

CAESAR \$5++

romaine | aged parmesan | garlic croutons
caesar dressing

GARDEN SALAD \$5++

farm greens | grape tomatoes | cucumber | carrots
buttermilk ranch dressing

BERRY SALAD \$6++

baby greens | feta cheese | grape tomatoes
dried cranberries | strawberries | balsamic vinaigrette

ENTRÉES COLD

A minimum of 25 guests. All entrées include assorted rolls with butter, iced tea, hot water and assorted tea, regular and decaffeinated coffee.

CHILLED GREEN GODDESS CHICKEN SALAD

\$24++ 

herb poached chicken | farm greens | green beans
grape tomatoes | roasted potatoes | green goddess dressing

CHILLED FLAT IRON STEAK SALAD \$26++

flat iron steak | farm greens | roasted corn | black beans
tomatoes | peppers | tortilla strips
goat cheese | cilantro lime dressing

ENTRÉES HOT

A minimum of 25 guests. All entrées include assorted rolls with butter, iced tea, hot water and assorted tea, regular and decaffeinated coffee.

SEARED MALBEC CHICKEN \$20++

chicken breast | roasted onions
seasonal fresh vegetables | sweet potato purée
bacon mushroom demi

FLAT IRON STEAK \$28++

grilled marinated flat iron steak | whipped red potatoes
roasted mushrooms | grilled vegetables
bacon tomato relish

PAN SEARED SALMON \$24++

salmon | citrus butter | golden rice
seasonal fresh vegetables

MUSHROOM GNOCCHI \$20++

gnocchi | wild mushroom cream
seasonal fresh vegetables | fresh thyme

DESSERT

CHOCOLATE BUNDT CAKE \$7++

berry coulis | whipped cream

TIRAMISU \$7++

the classic! | mascarpone cream | cocoa dust

LEMON BAR \$7++

fresh berries | whipped cream

STRAWBERRY SHORT CAKE (seasonal) \$7++

grilled pound cake | fresh strawberries
strawberry coulis | whipped cream

 Vegetarian  No Gluten Ingredients  Vegan  Contains Nuts  Dairy Free

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2023 Reno-Sparks Convention Center Catering Menu

PLATED DINNER

FIRST COURSE

A minimum of 25 guests. All entrées include assorted rolls with butter, hot water and assorted tea, regular and decaffeinated coffee.

BUTTER LEAF SALAD \$10++ V GF CN

butter leaves | Maytag blue cheese | cranberries
candied pecans | white balsamic vinaigrette

BABY ICEBERG WEDGE \$8++ GF

baby iceberg | tomatoes | applewood smoked bacon
Maytag blue cheese | buttermilk ranch dressing

TOMATO & MOZZARELLA \$12++ V GF

heirloom tomato | fresh mozzarella | farm greens
arugula pesto vinaigrette

FARM GREENS AND PERSIAN CUCUMBER

\$9++ V GF

farm greens | yellow and red baby tomato | Persian cucumbers
black olives | meyer lemon vinaigrette

ENTRÉES

A minimum of 25 guests. All entrées include assorted rolls with butter, hot water and assorted tea, regular and decaffeinated coffee.

HONEY BOURBON SHORT

RIBS \$48++

short ribs | chive potato puree
seasonal fresh vegetables
farm mushrooms
honey bourbon reduction

HERB CHICKEN BREAST

\$36++

farm mushrooms | brie rice
seasonal fresh vegetables
garlic thyme jus

GINGER CRUSTED BLACK

COD \$42++

sweet potato mash
seasonal fresh vegetables
garlic chili pepper relish | sweet soy

RACK OF PORK \$38++ DF

maple mustard crust
baby tri-colored roasted potatoes
seasonal fresh vegetables | natural jus

WILD MUSHROOM RAVIOLIS

\$31++ VG

wild mushroom raviolis
roasted chef's mushrooms
seasonal fresh vegetables
porcini cream | truffle oil

DESSERTS

SEASONAL CHEESECAKE

\$9++ V

berry coulis

ULTIMATE CHOCOLATE CAKE

\$8++ V

caramel | macerated berries
whipped cream

CARROT CAKE \$10++ CN V

butterscotch | candied pecans

V Vegetarian GF No Gluten Ingredients VG Vegan CN Contains Nuts DF Dairy Free

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2023 Reno-Sparks Convention Center Catering Menu

DINNER BUFFETS

BUFFETS HOT

Buffets serve a minimum of 25 guests. Prices listed are per person. All selections include hot water and assorted tea, regular and decaffeinated coffee.

AMERICANA \$44++

baby greens | grape tomatoes | garlic croutons | crispy pork belly | buttermilk parmesan dressing
grilled vegetables | fresh herbs | lemon garlic vinaigrette
char-broiled sirloin | shiraz glaze | herb butter
pan seared salmon | orange butter | basil oil
mac and cheese | three cheese sauce | panko breadcrumbs
baby tri-colored potatoes | fresh rosemary | garlic confit
seasonal fresh vegetables
assorted mini pastries | cakes | pies

MEXICANA \$46++

farm greens | grape tomatoes | roasted corn | roasted peppers | tortilla strips | cilantro lime dressing
cucumber | tomato | red onions | fresh basil | lemon vinaigrette
beef steak | roasted peppers | roasted onions | roasted tomatoes | fresh cilantro | ancho chile jus
tequila chicken breast | mango salsa | roasted poblano butter
kettle black beans
house salsa | cilantro crema
rice | lime | fresh cilantro
grilled corn | cotija cheese | tajin
caramel flan | cinnamon churros

ITALIANO \$48++

romaine | grape tomatoes | garlic croutons | shaved parmesan cheese | caesar dressing
heirloom tomato | fresh mozzarella | fresh basil | black pepper | balsamic glaze | olive oil
merlot braised short rib | crispy onions
tuscan stuffed chicken breast | sundried tomato | olives | basil | garlic jus
mushroom gnocchi | wild mushroom cream | fresh thyme
ricotta potato puree
Milanese rice
seasonal fresh vegetables
assorted mini pastries | cakes | pies

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2023 Reno-Sparks Convention Center Catering Menu

STATIONS

SPECIALTY STATIONS

Serves a minimum of 25 guests. Prices listed are per guest.

MAC AND CHEESE STATION \$22++

choice of two:

mama's mac and cheese 

three cheese sauce | breadcrumbs

spanakopita mac and cheese 

white cheese sauce | garlic | spinach | feta cheese
breadcrumbs

caprese mac and cheese 

mozzarella cheese sauce | roasted tomato | garlic
pesto | breadcrumbs

cajun mac and cheese

spiced cheese sauce | andouille sausage | peppers
onions | panko breadcrumbs

buffalo chicken mac and cheese

red hot cheese sauce | chicken | Maytag blue cheese
ranch breadcrumbs

bacon mac and cheese

aged cheddar cheese sauce | chicken
applewood smoked bacon | breadcrumbs

lobster mac and cheese

garlic lemon cheese sauce | lobster | chives
breadcrumbs (add \$5 per guest)

BAKED POTATO BAR \$17++

giant potato | house chili | aged cheddar fondue
green onions | crispy pork belly | sour cream
whipped butter | broccoli | caramelized onions

MINI SLIDER STATION \$24++

choice of two:

mini sub sandwiches

turkey | ham | salami | assorted cheese
grilled vegetables | assorted rolls

tuscan chicken salad

cranberries | onions | thyme | white balsamic
mayonnaise | white bun

wagyu beef patty

bacon jam | aged cheddar | grilled tomato
brioche bun

house smoked pork

brown sugar bbq sauce | pickle | pretzel bun

cubano

smoked pork | ham | swiss | pickle
mustard | baguette

crispy chicken

crushed tomato | mozzarella | parmesan
pesto | ciabatta bun

po'boy shrimp

pickled vegetables | remoulade | baguette

jack fruit 

hickory bbq sauce | pickled slaw | pretzel bun

SPECIALTY PLATTERS

Prices listed are per guest.

ARTISAN CHEESE BOARD \$14++

domestic and imported cheese | crackers | crostini
flat breads | dried fruit | roasted nuts

FRESH MARKET VEGETABLES \$10++

rainbow carrots | broccoli | bell peppers | cucumbers
radishes | cauliflower | celery | grape tomatoes
butter milk ranch dressing

RUSTIC CHARCUTERIE \$16++

prosciutto | salami | coppa | domestic and imported cheese
mustard | olives | crostini | flat breads

SEASONAL FRUIT PLATTER \$10++

seasonal fruit and berries | sour cream
brown sugar dip

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2023 Reno-Sparks Convention Center Catering Menu

À LA CARTE

BREAKS

ASSORTED MINI MUFFINS 	\$30++ dozen
ASSORTED MINI BREAKFAST PASTRIES 	\$30++ dozen
ASSORTED BAGELS  plain cream cheese strawberry cream cheese	\$38++ dozen
ASSORTED FRESH BAKED COOKIES  	\$30++ dozen
ASSORTED FRESH BAKED BROWNIES 	\$38++ dozen
ASSORTED BAGS OF CHIPS 	\$4++ each
ASSORTED GRANOLA BARS 	\$4++ each
ASSORTED FRUIT YOGURT 	\$4++ each
WHOLE FRESH FRUIT   	\$3++ each
BAG OF TRAIL MIX 2 oz  	\$3++ each
NOVELTY ICE CREAM BAR 	\$6++ each
POPCORN with attendant and popcorn machine	\$20++ per lb \$175++ for 4 hrs
BAVARIAN PRETZELS with mustard with cheese	\$8++ each \$9++ each


BEVERAGES



ASSORTED SOFT DRINKS	\$5++ each
BOTTLED WATER	\$4++ each
ASSORTED FRUIT JUICES	\$5++ each
ENERGY DRINKS	\$8++ each
LEMONADE ICED TEA FRUIT PUNCH	\$40++ gallon
FRESH BREWED COFFEE TEA DECAF	\$65++ gallon
SPA WATER chef crafted assorted fruit infused spring water plastic cups	\$40++ gallon
WATER COOLER KIT 5 gallon spring water plastic cups	\$55++ per kit

MEETING BREAK PACKAGES

Breaks serve a minimum of 25 guests. Prices listed are per guest.

ENERGY BAR \$16++ 
assorted energy bars
whole fresh fruit | trail mix

HEALTHY HABITS \$19++ 
gourmet cheeses
assorted grilled vegetables | hummus
nuts | flatbreads

MID-DAY PICK ME UP
\$17++  
bags of chips
assorted baked cookies

 Vegetarian  No Gluten Ingredients  Vegan  Contains Nuts  Dairy Free

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2023 Reno-Sparks Convention Center Catering Menu

H O R S D ' O E U V R E S

C O L D

A minimum order of 50 pieces applies to each hors d'oeuvres.
All passed items add \$100 per server.

BRUSCHETTA \$200++ DF V

heirloom tomato | basil | crostini

DEVILED EGGS \$200++ V

hard boiled eggs | mayonnaise
mustard | tabasco | chives

CUCUMBER CUP

\$200++ V VG DF CN

cucumber | chickpea hummus
fresh mint

MINI FRUIT COCKTAILS

\$250++ V VG DF

pineapple | cantaloupe | honeydew
berries | mint syrup

GOAT CHEESE LOLLIPOP

\$200++ V

goat cheese | fresh herbs | spices

TUNA TATAKI SPOON

\$300++ DF

togarashi crust | tuna | ponzu gel

SMOKED SALMON CROSTINI

\$250++

house smoked salmon
lemon cream cheese
cracked pepper | fried capers | crostini

TIGER SHRIMP COCKTAIL

\$300++ DF

tiger shrimp | wasabi cocktail sauce
lemon

H O T

A minimum order of 50 pieces applies to each hors d'oeuvres.
All passed items add \$100 per server.

MEDITERRANEAN

RATATOUILLE TART \$225++ V

artichokes | tomatoes
grilled zucchini | olives | feta
oregano

ASIAN VEGETABLE

SPRING ROLL \$225++ V

spring rolls | vegetables
sweet soy sauce

BUFFALO CHICKEN WINGS

\$250++

chicken wings | frank's hot sauce
buttermilk ranch dressing

MAMA'S MEATBALLS \$250++

choice of bbq, Swedish or marinara

PORK POTSTICKERS \$250++

pork potstickers | sweet chili sauce

THAI CHICKEN SATAY

\$250++ CN

chicken skewer | peanut sauce
peanuts | cilantro

BEEF KABOB \$250++ CN

beef skewer | pineapple teriyaki
sesame seeds | green onions

SLIDERS \$300++ DF

pork carnitas | coleslaw | barbeque
onion jam | sweet rolls

TEMPURA SHRIMP \$300++

shrimp | spicy chili sauce | cilantro

V Vegetarian GF No Gluten Ingredients VG Vegan CN Contains Nuts DF Dairy Free

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2023 Reno-Sparks Convention Center Catering Menu

FROM THE BAR

BAR

Priced by the individual drink.

DOMESTIC BEER \$8++	IMPORTED OR CRAFT BEER \$10++	HOUSE WINE BY THE GLASS \$10++	HARD SELTZERS \$9++	COCKTAILS \$12++
-------------------------------	---	--	-------------------------------	----------------------------

HOUSE WINE
\$25++ each

HOUSE CHAMPAGNE
\$25++ each

BAR PACKAGES

Bars serve a minimum of 25 guests. Prices listed are per person.

BEER, HOUSE WINE & SODA PACKAGE

\$20++ per person for one hour
additional hours, \$8++ per hour

COCKTAIL PACKAGE

assorted liquors | beer | house wine | soda
\$24++ per person for one hour
additional hours, \$10++ per hour

SPECIALTY BARS

Bars serve a minimum of 25 guests. Prices listed are per person.

MARTINI BAR

classic | key lime | lemon drop | green apple
cosmopolitan
\$15++ per guest per hour

MIMOSA OR BELLINI BAR

sparkling wine | fresh squeezed orange juice | cranberry juice
mango puree | peach puree | strawberry puree
[choice of 3]
\$16++ per guest per hour

BLOOD MARY BAR

house vodka | tomato juice
pepper & brown sugar bacon strips | horseradish
tabasco | celery | olives | limes | worcestershire sauce
pickled beans | asparagus
\$16++ per guest per hour

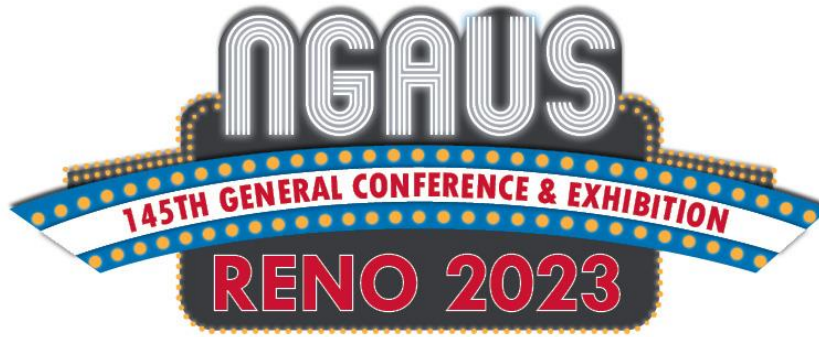
Bar Service is available for a maximum of 5 hours.

Each Bar/Bartender must reach \$500.00 in revenue during the first 3 hours of service. Each Bar/Bartender must reach \$150.00 in revenue for each additional hour of service thereafter. The Host is responsible for the difference on any Bar, "Hosted" or "No Host," where minimums are not met.

One [1] Bartender per 75 guests is required.

RenoTahoe.





Guidelines for Food and Beverage Sampling

Reno Sparks Convention Center

Catering Services

4590 S Virginia St

Reno NV 89502

Phone (775) 203-8240 Email: wenthe-sloan@aramark.com

Food and Beverage Sampling Terms:

1. Items dispensed are limited to products manufactured, processed or distributed by exhibiting firm.
2. All Items are limited to SAMPLE SIZE and must be distributed from exhibit location
 - a. Beverage samples are limited to a maximum of two fluid ounces of product
 - b. Food Items are limited to "Bite Size" portions of 1 oz.
 - c. Food and/or beverage items as traffic promoters (i.e. popcorn, coffee, bar service) MUST be purchased through Catering Services.
 - d. Firms wanting to distribute sample food and/or beverage at non-industry related events, or larger portions must pay Catering Services a waiver fee equal to 50% of the Catering Services retail price for similar item.
 - e. Exhibiting Firms who wish to contract Catering Services to perform kitchen prep must ship product through the Catering Services Warehouse. Appropriate storage, handling, and labor fees will apply.
3. Exhibiting firm must provide Catering Services no later than three business days before the first day of the event with a certificate of liability with coverage of \$1,000,000 per occurrence and Naming ARAMARK Corporation, the City of Reno and Reno Sparks Convention Center as additional Insured.
4. Exhibiting firms are not authorized to sell any food or beverage items.

Alcohol Sampling Terms:

1. All Alcoholic Beverages dispensed are limited to products manufactured, processed, or distributed by exhibiting firm.
2. Exhibiting Firms who wish to dispense alcoholic beverages must ship product through the Catering Services Warehouse via a Nevada Licensed Distributor.
3. Alcoholic beverages received by Catering Services will be immediately inventoried and stored until the start of service. Following completion of all scheduled services any left over product will be inventoried to figure total consumption.
4. Exhibiting firms dispensing alcohol must contract a Catering Service Bartender. Catering Services Bartenders are required to pour all alcoholic beverages.
5. Alcohol Sample sizes are limited to the following:
 - a. Liquor: 1/2oz
 - b. Wine: 1oz
 - c. Beer: 2oz

6. Corkage Fees (*based on consumption*):
 - 6 Wine 750ml: \$15.00++ per bottle
 - 7 Beer 12oz: \$2.50++ per bottle
 - 8 Beer Keg: \$162.50 per bottle
 - 9 Liquor 750ml: \$100.00++per bottle
 - 10 Liquor 1 Liter: \$125.00++ per bottle
 - 11 Banquet Bartender \$125 per day per bar up to (4) hours
7. Exhibiting firm must provide Catering Services no later than three business days before the first day of the event with a certificate of liability with coverage of \$1,000,000 per occurrence and Naming ARAMARK Corporation, the City of Reno and the Reno Sparks Convention Center as additional Insured.
8. Catering Services at Reno Sparks Convention Center follow all appropriate HACCP steps when handling and storing product.
9. Exhibiting firms are not authorized to sell any food or beverage items

Food and Beverage Sampling Shipping and Storage Guidelines:

1. All products contracted for Kitchen Prep, or Alcohol Sampling must be received and inventoried by a Catering Services Representative.
2. All Alcoholic Beverage must be delivered by a Nevada Licensed Distributor.
3. Catering Services can provide dry, refrigerated, or freezer storage prior to, and during scheduled events.
 - a. Exhibiting Firms must make storage arrangements with Catering Services at least 30 days prior to event in order to ensure space availability.
 - b. All product contracted to be stored by Catering Services must be received no earlier than one week prior to event start, and no later than two days prior to event start.
 - c. Catering Services Warehouse Hours are Monday through Friday 7am-3pm.
 - d. Catering Services Warehouse Address:
 ARAMARK at the Reno Sparks Convention Center
 4590 S Virginia St
 Reno NV 89502
 ATTN: Sloan Wenthe
 - e. When shipping product to the Catering Services Warehouse, please include the following information on all boxes:
 - i. Item Description
 - ii. Dry, Refrigerated, or Freezer Storage
 - iii. Name of Show and Exhibiting Firm
 - iv. Catering Services Sales Managers name
 - v. Number of total boxes (i.e., 1 of 10)
 - f. Prior to shipping your product, please inform your sales manager of the following:
 - i. What date you expect your shipment to arrive at the Reno Sparks Convention Center.
 - ii. How many total boxes are you shipping, and what size are they?
 - iii. How many total pallets?
 - iv. How are we to store your product? Dry, Refrigerated, or Freezer.

Kitchen Prep Guidelines:

Catering Services can provide Kitchen preparation services to assist exhibiting firm's food and beverage sampling needs. Kitchen preparation needs must be submitted in writing to the Catering Services Sales Office at least 21 days prior to event start. All kitchen preparation requests received less than 21 days prior to the start of the show will incur a 15% late processing fee.

1. The following Guidelines must be followed when submitting kitchen preparation recipes for food and beverage sampling.

- a. Complete recipe list submitted in writing to Catering Services Sales Office. Your recipe notes must include:
- Complete recipe and preparation instructions, calculated into institutional sizes.
 - Quantity of product to be prepared by Catering Services
 - Provide a list/quantity of all products from recipe that your exhibiting firm will be providing. *(Catering Services must provide all food and beverage items within recipe or used for sampling that are not manufactured, processed, or distributed by exhibiting firm.)*
 - Provide a list/quantity of all Catering Services provided items.
 - What time(s) and quantities would you like the kitchen prepared product sent to your booth? *(a \$75.00+ deliver fee will apply for each delivery)*
 - A description of any special instructions that may be needed. (i.e., how should your product be served/displayed, portioned, etc)
 - A list of all miscellaneous serving supplies you will need Catering Services to provide for you. (i.e., utensils, chafers, bowls, plates, etc. See Booth Supplies/Rental Equipment for pricing). *Please note that Catering Services does not supply complimentary utensils, etc needed for booth sampling.*

Food and Beverage Sampling/Kitchen Prep Fees

Storage/Handling Fees *(product shipped in lesser quantities will be pro rated based on the following fees):*

- \$250.00+ per pallet, per day: dry storage
- \$375.00+ per pallet, per day: refrigerated storage
- \$500.00+ per pallet, per day: freezer storage

Labor Fee's

- Delivery fee: \$75.00+, per delivery of product to booth
- Dedicated Attendant/Catering Server fee: \$165.00+ (4 hour minimum)/ \$41.25+ each additional hour
- Chef Attendant/Kitchen Prep Fee: \$165.00+(4 hour minimum)/ \$41.25+ each additional hour
- Chef Consultation Fee: \$200.00+ (recommended for all kitchen prep recipe orders)
- Bartender fee: \$165.00+ (4 hour minimum)/ \$41.25+ each additional hour

Food and Beverage Sampling Booth Supplies and Equipment Rental Fees

- Ice 25lb Bag: \$25.00++ OR (1) Ice Cambro 125 lbs \$125++
- Water Cooler Rental: \$25.00++ (per day) - 5-gallon water jug: \$25.00++
- Gloves (Box of 100): \$12.00++
- Heat Lamp: \$50.00+ per day*
- Chafer with Two Sterno: \$35.00+ per day*
- Additional set (2) of Sterno: \$6.00+ each pair
- Sheet Pan: \$5.00+ per day*
- Bus Tub: \$10.00+ per day*

**AUTHORIZATION REQUEST
SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION**

ARAMARK Sports & Entertainment Services has **exclusive** food and beverage distribution rights within the Reno Spark Convention Center. Exposition organizations and/or their exhibitors may distribute sample food and/or beverage products only with the written approval of ARAMARK Sports & Entertainment Services.

GENERAL CONDITIONS:

- 1) Items dispensed are limited to products **manufactured, processed or distributed by exhibiting firm.**
- 2) All Items are limited to **SAMPLE SIZE** and must be distributed from exhibit location.
 - A) Beverage samples are limited to a maximum of two fluid ounces of product.
 - B) Food Items are limited to "Bite Size" portions of 1 oz.
 - C) Food and/or beverage items as traffic promoters (i.e. popcorn, coffee, bar service) **MUST** be purchased through Catering Services.
 - D) Firms wanting to distribute sample food and/or beverage at non-industry related events or larger portions must pay Catering Services a waiver fee.
- 3) Exhibiting Firms who wish to dispense alcoholic beverages must ship product through the Catering Services Warehouse. Appropriate corkage and bartending fees will apply.
- 4) Exhibiting firm must provide Catering Services no later than three business days before the first day of the event with a certificate of liability with coverage of \$1,000,000 per occurrence and Naming ARAMARK Corporation, the City of Reno and the Reno Sparks Convention Center as additional Insured.

Name of Event: _____
Firm Name: _____
Booth Number: _____
Address: _____
State & Zip Code: _____
Contact: _____
Contact: _____

Event Date: _____
Phone: (____) _____
Fax: (____) _____
City: _____
Title: _____
Title: _____

Product(s) you wish to dispense: _____
Size of Portion to be dispensed: _____ Proposed method of dispersion: _____
Quantity to be dispensed: _____
Explain purpose for offering samples: _____

Before sending/faxing, please sign under 'Agreed', indicating you have read and agree with the conditions above.

Approved: _____
By Catering Services

Agreed: _____
By The Exhibiting Firm

Return To:
Catering Services Sales Department
At the Reno Sparks Convention Center
4590 S Virginia St
Reno NV 89502
Phone: (775) 203-8240 * Email: wenthe-sloan@aramark.com

Guidelines for Display Rules and Regulations

2019 North American Update



Made possible by a generous grant from
FREEMAN®

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

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

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

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

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



International
Association of
Exhibitions and Events®

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

LINE-OF-SIGHT STYLE

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

LINEAR BOOTH

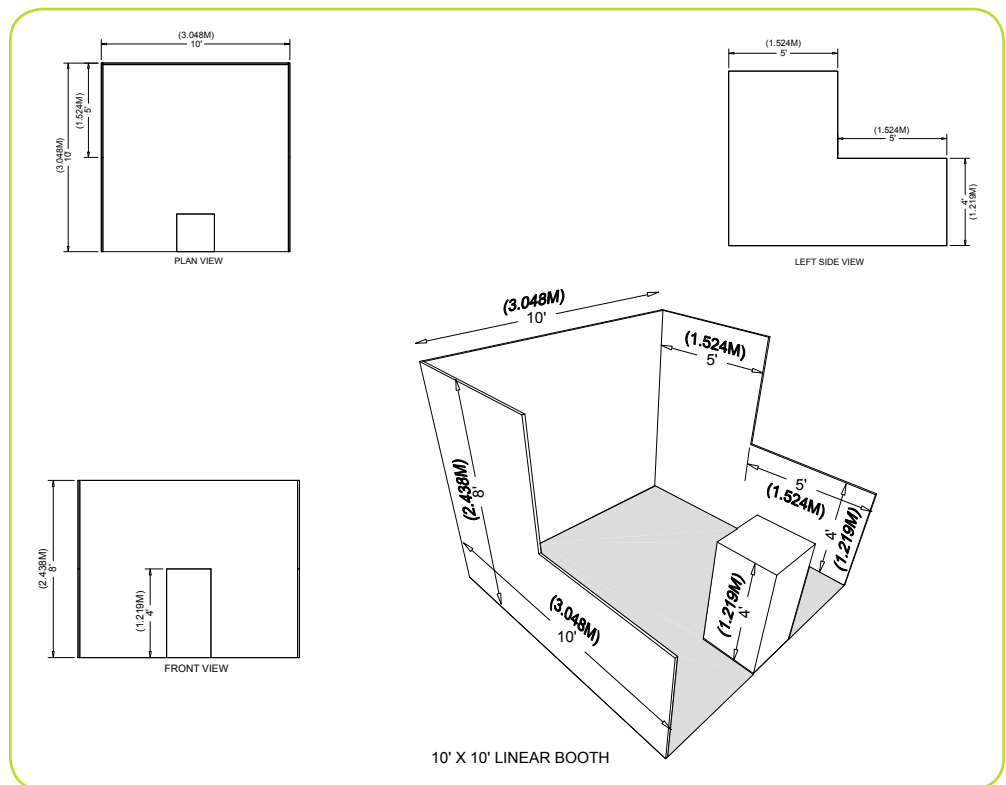
The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring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

Dimensions

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

Use of Space

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

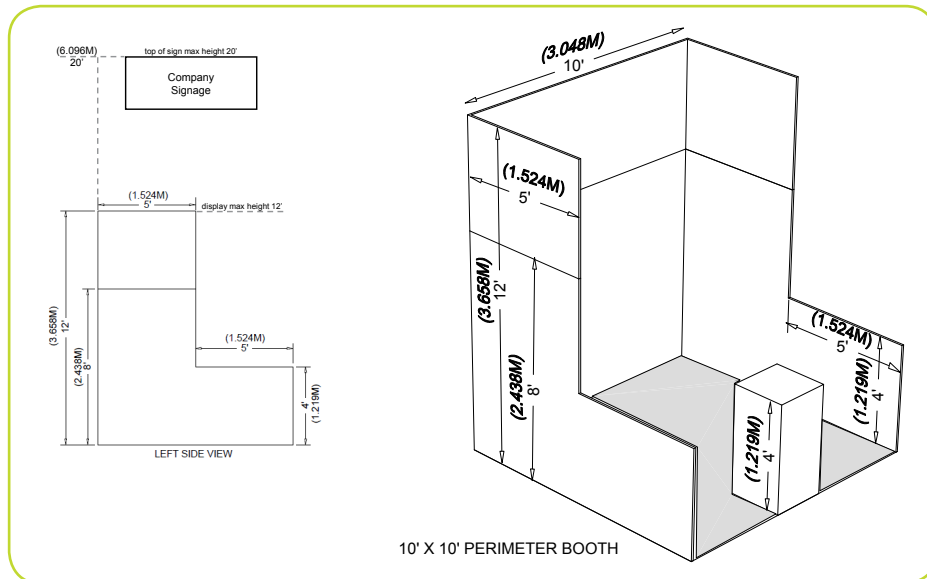


CORNER BOOTH

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

PERIMETER BOOTH

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

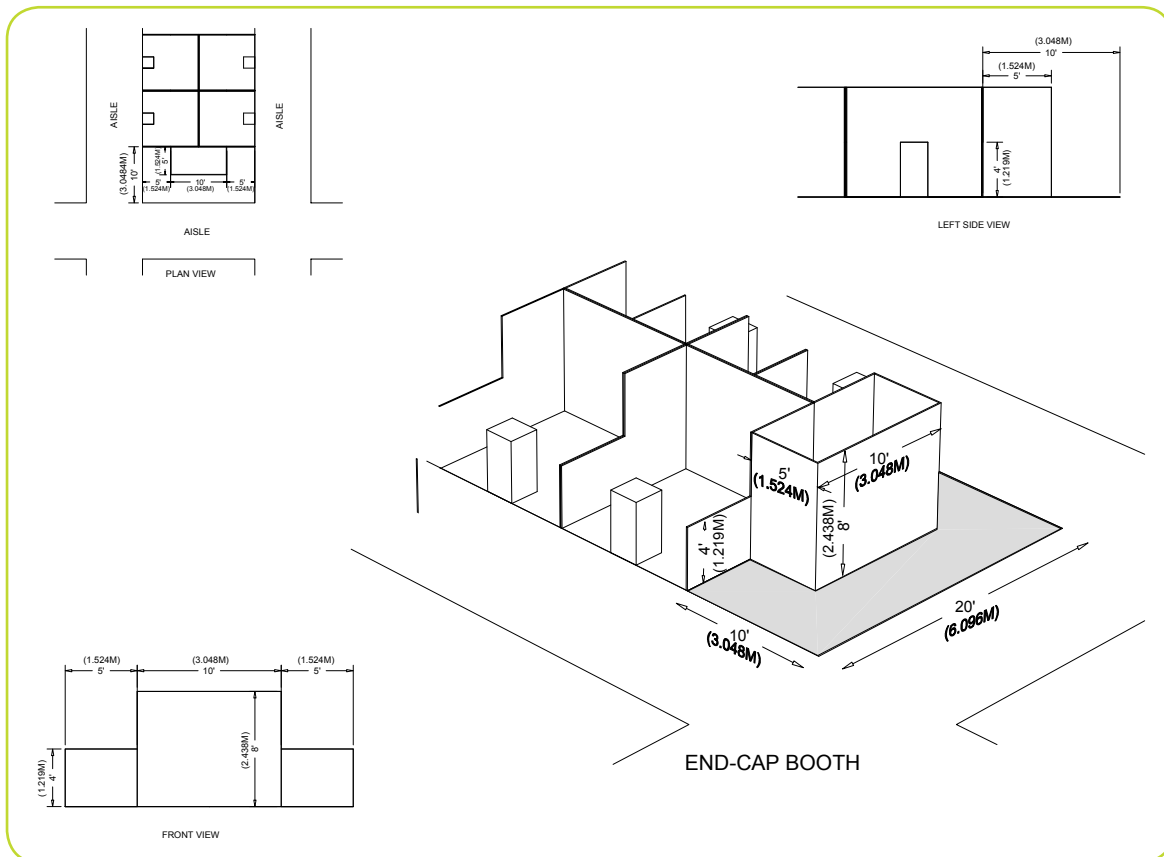


Dimensions and Use of Space

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

END-CAP BOOTH

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

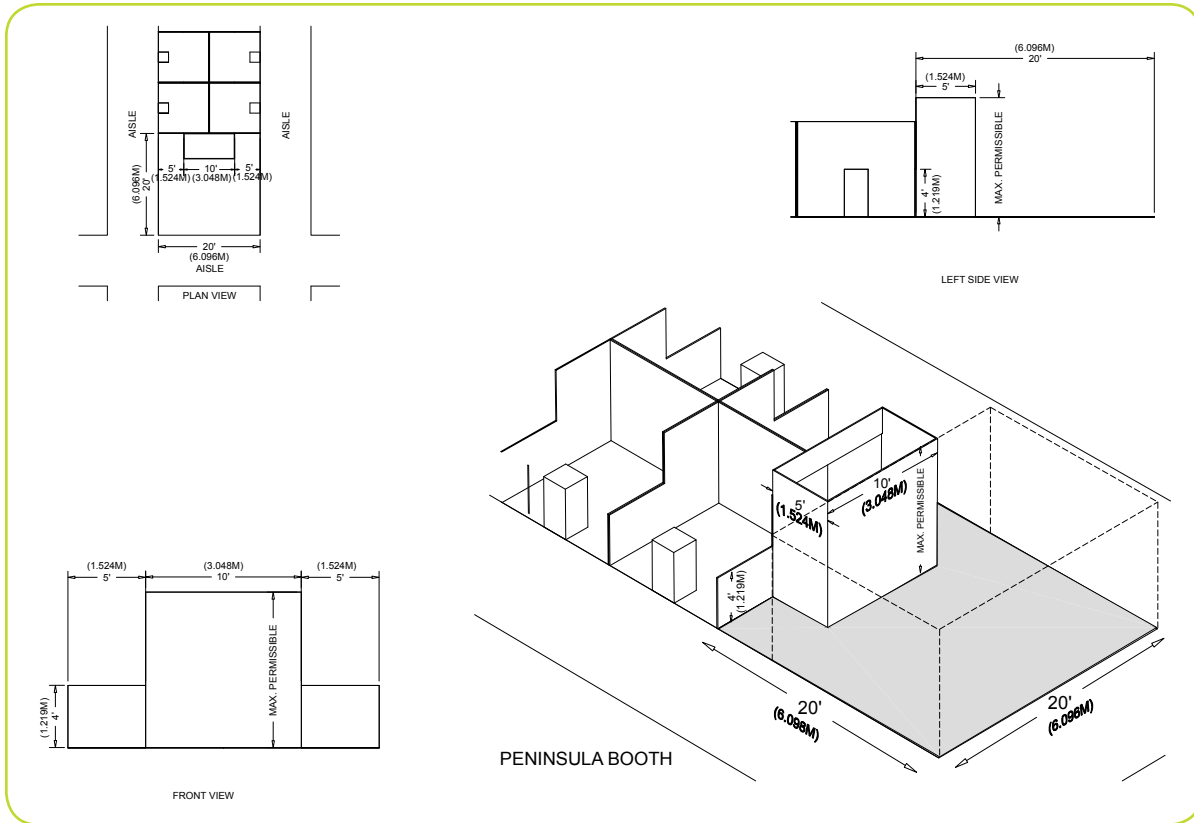


Dimensions and Use of Space

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

PENINSULA BOOTH

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

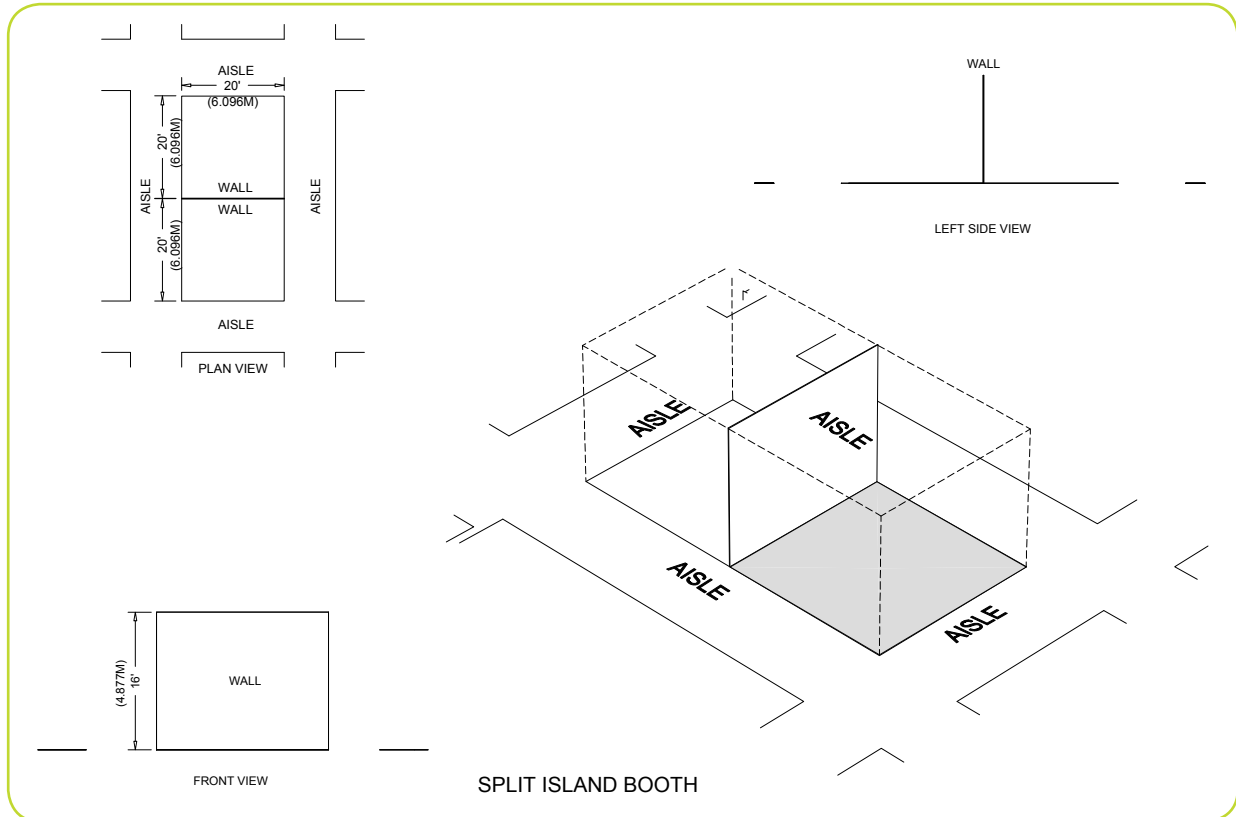


Dimensions and Use of Space

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

SPLIT ISLAND BOOTH

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

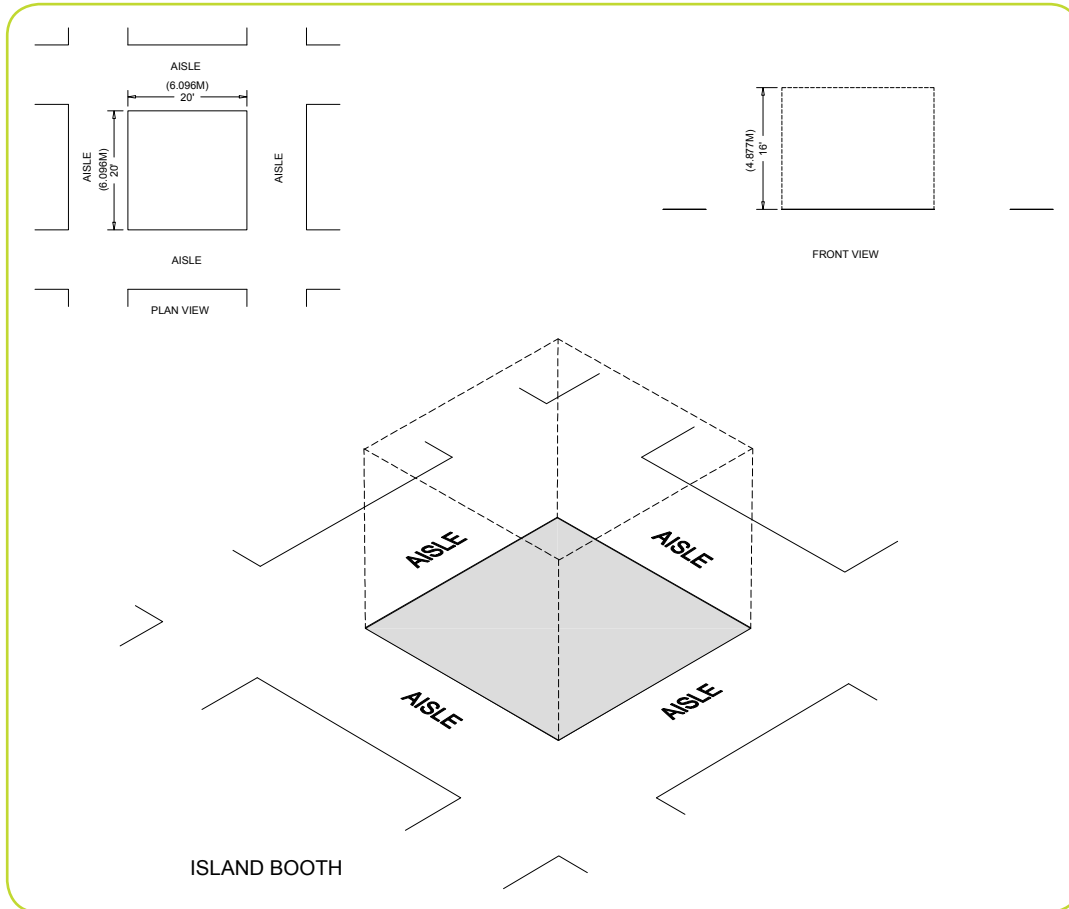


Dimensions and Use of Space

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

ISLAND BOOTH

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

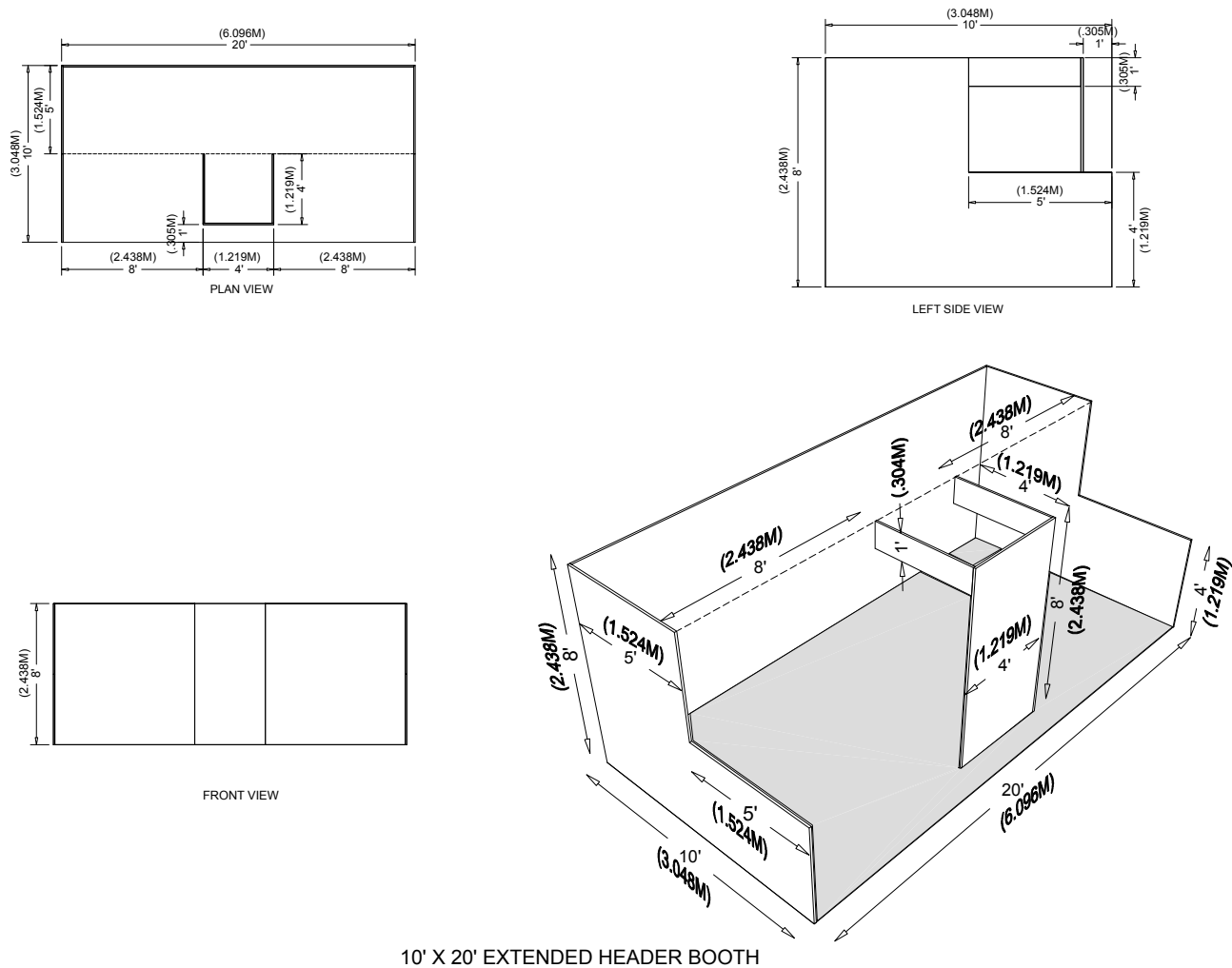


Dimensions and Use of Space

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

EXTENDED HEADER BOOTH 20FT (6.10M) OR LONGER

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



Dimensions and Use of Space

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

CUBIC CONTENT STYLE

NGAUS Adheres to IAEE Line of Sight Style NOT Cubic Content Style.

OTHER IMPORTANT CONSIDERATIONS

REMOTE-CONTROLLED DEVICES

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

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

CANOPIES AND CEILINGS

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

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

HANGING SIGNS & GRAPHICS

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

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

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

TOWERS AND MULTI-STORY EXHIBITS

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

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

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

ISSUES COMMON TO ALL BOOTH TYPES

U.S. AMERICANS WITH DISABILITIES ACT (ADA)

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

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

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

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

STRUCTURAL INTEGRITY

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

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

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

FLAMMABLE AND TOXIC MATERIALS

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

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

HAZARDOUS WASTE

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

STORAGE

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

ELECTRICAL

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

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

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

LIGHTING

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

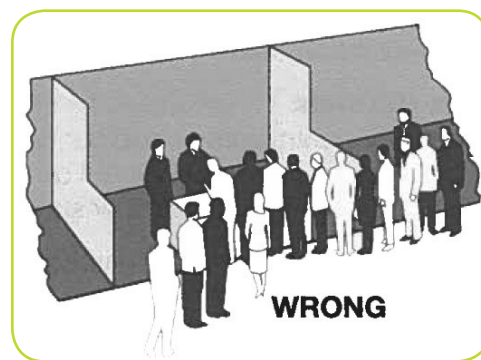
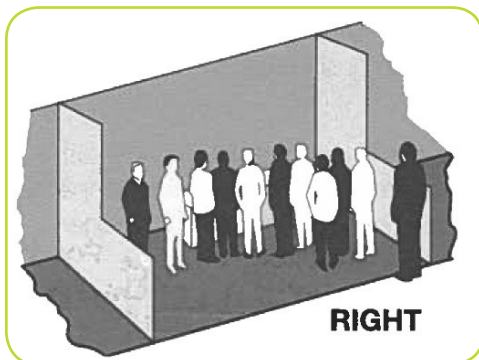
Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

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

DEMONSTRATIONS

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

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



SOUND/MUSIC

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

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

VEHICLES

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

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

Below are a few common examples of display vehicle regulations:

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

ADVISORY NOTES TO EXHIBITION ORGANIZERS

FIRE EQUIPMENT

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

HANGING SIGNS

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

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

HARDWALL BOOTHS

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

PERIMETER OPENINGS

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

PIPE AND DRAPE

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

PRODUCT HEIGHT

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

HEIGHT VARIANCES

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

ENVIRONMENTAL RESPONSIBILITY

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

GUIDELINES FOR DISPLAY RULES AND REGULATIONS 2019 TASK FORCE

Thomas Corcoran (Task Force Chairperson) – Corcoran Expositions, Inc.

Larry Arnaudet – ESCA

Tom Cindric, Jr., CEM – Informa Exhibitions

Jonathan “Skip” Cox – Freeman

Christine Fletcher, CEM – Encore! Event Management

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Kelly Miller, CMP, CEM – International Sign Association

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Jamie Reesby, CEM – Access Intelligence LLC

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Dennis Smith – Messe Frankfurt North America

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