

Welcome to **PRINTING United Expo**! On behalf of everyone at PRINTING United Alliance and NAPCO Media, we would like to express our appreciation for your participation. This welcome letter contains imperative details about exhibiting at our show. Here is a snapshot below of a few important details.

See next page for table of contents for additional details

Exhibitor Move-in: Review the target move-in floor plan for your designated date and time.

Exhibitor Move-out: Review the target move-out floor plan for your designated date and time.

REGISTRATION HOURS

Tuesday, October 17	8:00 AM – 6:00 PM
Wednesday, October 18	7:30 AM – 5:00 PM
Thursday, October 19	7:30 AM – 5:00 PM
Friday, October 20	8:00 AM – 3:00 PM

EXHIBIT HALL HOURS

Wednesday, October 18	9:00 AM – 5:00 PM
Thursday, October 19	9:00 AM – 5:00 PM
Friday, October 20	9:00 AM – 3:00 PM

IMPORTANT POLICIES AND GUIDELINES

Due to heavy equipment load in and fork lifts, closed toed shoes required during set-up

- Waiver may be required

Exhibitors/EACS are required to wear wrist bands on the show floor prior to registration opening. Wristbands do not grant access on show days.

EMERGENCY CONTACTS

GWCC Department of Public Safety

In the event of an emergency, please dial 404-223-4911.

LOST & FOUND

For lost and found, contact Show Management (event organizers) during the event or contact GWCC Department of Public Safety can be reached at 404-223-4911.

PRINTING UNITED EXPO APP

The mobile app is coming soon. The app is available for download on Apple and Android. Search "PRINTING United". Questions should be directed to exhibit@printingunited.com.

PiNG



Have questions?

The chatbot is coming soon. Exhibitors can text our chatbot PiNG to get quick answers about PRINTING United Expo, exhibiting, services, general information, etc.

We look forward to working with you on another successful event!

**EXHIBITOR CUSTOMER SERVICE
& EXHIBIT HALL LOGISTICS**



Jana McWilliams, CEM
Exhibit Services & Account Manager
703-359-1328
exhibit@printingunited.com

**REGISTRATION, MEETING ROOMS,
& SHUTTLE BUSES**



Heather Ward
Senior Event Operations Manager
703-359-1366
register@printingunited.com

MEETING ROOMS & SPECIAL EVENTS



Lexy Olisko MBA, CMP, CEM
VP, Expositions
703-359-1322
lolisko@printingunited.com

PUBLIC RELATIONS & PRESS CONFERENCES



Amanda Kliegl
VP, Public Relations
703-359-1365
akliegl@printing.org

PRESIDENT



Mark Subers
President, Events & Expositions
215-238-5092
msubers@napco.com

**STRATEGIC ACCOUNTS, SPONSORSHIP,
& ADVERTISING SALES**



Jack Noonan
VP, Business Development
321-821-8712
jnoonan@printing.org

MARKETING



Nicole Cho
Senior Marketing Manager
949-391-5062
ncho@napco.com

BOOTH SALES



Lee Wright
Account Manager
404-444-7512
lwright@printing.org



Sarah Payne
Account Manager
770-617-7144
spayne@printing.org

ALLIANCE MEMBERSHIP SALES & SERVICES



Joshua Carruth
SVP, Association
404-915-8426
jcarruth@printing.org



Mike McGowan
Director, Membership
703-359-1362
mcgowan@printing.org

MEMBERSHIP CUSTOMER SERVICE

assist@printing.org

PRIMARY TOOLS

Exhibitor Dashboard	Exhibitor Service Manual	Terms and Conditions/Rules	Exhibitor Communications
<ul style="list-style-type: none"> • Make Payments • Download Invoices • Update Company Profile • Exhibitor Directory Listing • Online Advertising Packages • New Lead/Stats • Housing • Expo Updates • Exhibitor Webinars • Access Exhibitor Invites 	<ul style="list-style-type: none"> • The Exhibitor Service Manual is your “go to” for ordering products and services. For example, you will see these documents below in the ESM as well as others: <ul style="list-style-type: none"> • Welcome Letter • Official Service Providers and Show Contacts • Tips to Maximize and Save • Exhibitor Checklist • Exhibitor Space Rules and Specifications • And Regulations 	<ul style="list-style-type: none"> • Make sure you read through the terms and rules entirely. • If you are planning to have an EAC, you will need to fill out the EAC Form and make sure your EAC knows the T&C and R&R as well. • EAC's are required to submit their COI for approval. 	<ul style="list-style-type: none"> • Exhibitor Updates: Show Management sends out Exhibitor Updates monthly throughout the year. These updates inform exhibitors of certain exhibitor services, upcoming deadlines and what is in the making.

IMPROVE YOUR ROI

Sponsorship Program	Exhibitor Invite Program (Nvytes)	Product Categories
<p>Interested in sponsoring in 2023? We are moving to a consultative method and your total dollar spend with PRINTING United Expo will determine your sponsor level.</p> <ul style="list-style-type: none"> • There are a multitude of options available to ensure exhibitors achieve their strategic goals. New product launches, wayfinding/booth traffic, branding, special events, etc. can be widely promoted via sponsorships. • Contact our sales representatives to discuss your objectives and ideas. We have sponsorships for every budget and look forward to making this your most successful PRINTING United Expo! • Interested? Email Jack Noonan at jnoonan@printing.org 	<p>Invite your customers to attend PRINTING United Expo with your unique promo code and custom marketing materials.</p> <ul style="list-style-type: none"> • Access your customer invites by logging into the Exhibitor Dashboard and locating the Nvytes tile. • Nvytes is free, easy to use, and loaded with marketing material including social media graphics, a landing page, banner ads, ready to send emails and more! • All marketing assets can be easily downloaded straight from the Nvytes platform and used to promote your presence at the Expo. • Promo codes are only applicable to printers and print buyers. This offer excludes supplier, consultant, and analyst registration types. 	<p>Exhibitors are able to select up to 20 product categories. When registering attendees will be asked buying intent and matched with potential exhibitors who have the product/service they are interested in.</p>

PRIMARY TOOLS

Pre-Show Presence	Advance Logistics	Set-Up & Tear Down
<ul style="list-style-type: none"> • Update your complimentary profile on your Map Your Show Exhibitor Dashboard - be sure to include key words as this will be searchable • Purchase an upgraded listing with additional features for a nominal fee • Download the mobile app • Book a press conference and share any news by emailing press@printing.org • Include the show logo (found on your Exhibitor Dashboard) and your exhibit booth number in your email signature and pre-show marketing materials • Available Through your Exhibitor Dashboard - Invite customers to the show using our invite program • Exhibitors can select up to 20 product categories, this will help attendees be matched or find products/ services • New this year - All Exhibitors can add a new product or service. This should be something that has been launched within the last 12-months. • Want additional branding or advertising opportunities? Be sure to check out all of our sponsorship offerings, for the first time, these will be online through MYS. Items will be first come first serve once all package sponsors have selected. 	<ul style="list-style-type: none"> • Book Housing - make sure to take advantage of free shuttle buses provided by booking at PRINTING United Expo block hotels. onPeak is our only official housing vendor. • Register Exhibitor Staff in advance so you can pick up badges in bulk • Order Exhibit Space Services in Advance to take advantage of discount pricing • Review Exhibit Space Regulations prior to submitting stand drawings • Ship to the Advance Warehouse - shipping to show site can be stressful, this will ensure your freight is in your exhibit space when you arrive. If you decide to ship to show-site, please adhere to your target move-in date. • Register Exhibitor-Appointed Contractors - be sure to check for exclusive vendors & provide all required documentation • Order security wristbands for move-in (until registration is open) & move-out days 	<ul style="list-style-type: none"> • Review target move-in and move-out floor plan • Plan for your exhibit space essential orders (carpet, electricity, internet, signage, furniture, etc.) • If extra time is needed for set up, please fill out the form in the Exhibitor Service Manual and notify show management • Exhibitors, EACS, and other exhibit space staff must have security wristbands on set-up days - order these in advance through the Exhibitor Service Manual • Empty containers and skids will be returned as soon as the aisle carpet is removed from the floor. The removal of aisle carpet will begin immediately after the show breaks and will take approximately an hour. Pallets/skids for machinery will be delivered upon request of the forklift orders • It can take until midnight or later for your crates to be returned (please plan accordingly) • MHA is turned into the service desk no later than your assigned move out time. Check the target move-out plan for that information

Use this list to establish deadlines and to track completion of essential forms for exhibiting in PRINTING United Expo.

ASAP

- ☐ **ASAP** Update your listing in the MYS Exhibit Dashboard
- ☐ **ASAP** Read Exhibitor Service Kit in its entirety
- ☐ **ASAP** Make Hotel Reservations (onPeak Exclusive Vendor)
- ☐ **ASAP** Invite your guests through our exhibitor invites program
- ☐ **ASAP** Add a new product of service that you will showcase at the expo. This is free enhancement for all exhibitors

JUNE 2023

- ☐ **12** Final Balance Due
(For both Exhibit and Membership fees)

AUGUST 2023

- ☐ **1** Stand Drawing Request Approval Due (Submit via email to standdrawings@printingunited.com)
- ☐ **11** Exhibitor Appointed Contractor (EAC) Intent-to-Use Form and EAC Contract and COI Due
- ☐ **18** Early Bird Lead Retrieval Deadline

SEPTEMBER 2023

- ☐ **4** Advance Pricing Lead Retrieval Deadline
- ☐ **18** Overhead Hanging/Rigging Sign
- ☐ **18** Last Day to Receive Discount on Custom Orders and Booth Rentals (Shepard)
- ☐ **18** Order Carpet
- ☐ **18** Order Graphics
- ☐ **18** Last Day to Receive Discount for Standard Rental Accessories (Shepard)
- ☐ **18** Last Day to Receive Discount for Ground Rigging/Forklift Rental
- ☐ **18** Add Advance Pricing for AV ends
- ☐ **18** Last Day to Receive Discount on Labor Orders
- ☐ **19** Order Floral

- ☐ **19** Ink Waste (Please let us know how many drums are needed or if special accommodations are needed reach out to exhibit@printingunited.com)
- ☐ **27** Last Day to Receive Discount on Wi-Fi (payment must be included to receive incentive rates)
- ☐ **27** Last Day to Receive Discount on Electric Orders

OCTOBER 2023

- ☐ **4** Cutoff deadline for AV orders
(Call to confirm availability)
- ☐ **4** Last Day for Warehouse Deliveries without a surcharge
- ☐ **4** Submit Catering Order(s)
- ☐ **9** Last Day for Warehouse Deliveries (Receiving)
- ☐ **11** Order Hostesses/Hosts (Booth Talent) if needed
- ☐ **11** Direct to Show Site Shipments (on a targeted basis check target floor plan for assigned move in date)

**** PLEASE NOTE:** Advance warehouse shipments will be the same price as direct to show site. Machinery, uncrated items, oversized crates and single pieces over the weight of 5,000 lbs cannot be accepted to advance warehouse and should be shipped directly to show site. If needed, split your shipment and send as much as possible to the advance warehouse to have your freight in your booth on your target date and time.

PRE-SHOW

- ☐ Exhibitor Move-In /Setup
- ☐ Verify Hotel Reservations (onPeak Official Vendor)
- ☐ Tracking information for freight or overnight packages
- ☐ Confirm Airline information
- ☐ Client Meetings scheduled
- ☐ Create staff manual with general information (phone numbers, emergency meeting place, show information, etc.)
- ☐ Make sure business cards are packed
- ☐ Order 24-Hour Power

Continued on next page.

POST-SHOW

- ☐ Exhibitor Teardown/Load Out on a targeted basis
- ☐ Ink Waste Onsite, dispose of ink properly
PRINTING United Expo offers a free ink waste disposal program for all exhibitors

NO DEADLINE

- ☐ Exhibitor Badge Registration
- ☐ Hotel Cancellation: Guests must cancel reservations 24 to 72 hours prior to arrival to avoid loss of deposit. (Time is determined by individual hotel)
- ☐ Listings for Online Show Directory
- ☐ Review Freight Target Floor Plans
- ☐ Review Exhibitor Services Manual
- ☐ FedEx Shipping Center available onsite for smaller items
- ☐ Order Photography if needed
- ☐ Order Booth Security if needed
- ☐ Review complimentary Shuttle Bus Schedule to and from official block hotels.
- ☐ Review registration and exhibit show floor official hours of operation

**** Additional Services can be ordered onsite at the Exhibitor Service Desk but note process will be billed at the onsite rate which is significantly higher**

REMINDERS

- ☐ Certified Weight Tickets are Required for all Machinery and Display Shipments
- ☐ Confirm your target Move in & Move out dates
- ☐ Note your Clean Floor Crate Removal Date/time
- ☐ Note the Marshalling Yard Location/Address

MACHINERY

- ☐ Place your Machine Labels on all Machine Crates
- ☐ Note Machinery separately on your Bill Of Lading with separate certified weight listed
- ☐ Order rigging/forklifts for your machine assembly/disassembly

- ☐ Provide certified weight tickets
- ☐ No machinery will be accepted at the Advanced Warehouse

CARPET IS MANDATORY

- ☐ If ordering through Shepard, consider visqueen covering or booth vacuuming

ELECTRICAL ORDERS

- ☐ Don't forget to submit your diagrams to the electrical company to ensure timeliness on carpet installation

HANGING SIGNS

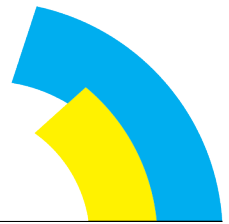
- ☐ Place your Hanging sign labels on your hanging sign box/crate
- ☐ Electrical signs, contact electrical contractor for power required

CLEAN FLOOR CRATE REMOVAL PLAN

- ☐ Check your assigned date/time! Contact your concierge for further information.

MOVE OUT PROCESS

- ☐ Note your targeted outbound date/time – Contact your concierge for further information
- ☐ Forklift orders – are all set as WILL CALL



As part of our continuing effort to provide quality services to our attendees and exhibitors in connection with every PRINTING United Expo, we have established relationships with trusted service providers.

Some trusted service providers are recommended, and some are required because of our contractual relationship with those providers for Expo services or because they are exclusive to the Expo venue, per our contractual obligations with the venue, for the services they provide.

Below is a listing of the approved service providers for the current PRINTING United Expo to be held in Atlanta, GA in October of 2023. **The service providers marked with an asterisk (*) following their name are exclusive to the venue, and/or the Expo, and must be utilized by all exhibitors which need or choose to use that type of service.**

The service providers not marked with an asterisk are optional. For those services, you are free to choose other providers, provided that you comply with the Expo Terms and Conditions and Rules and Regulations for hiring Exhibitor Appointed Contractors, including any applicable union rules.

Please note that the service providers in the list below are the only companies that we have authorized or approved to provide services to the Expo. You will be contacted by many service providers which will falsely claim that they are associated with or have been authorized/approved by the PRINTING United Alliance (Alliance) and/or the PRINTING United Expo (Expo) to provide services associated with the Expo. Some have gone so far as to use our name and logo in their solicitation materials. **Please compare the company names on any solicitations you receive against the list below as needed throughout the process to determine which companies are authorized/approved by the Alliance and the Expo to provide services to you. If you are contacted by a company not listed below, claiming to be offering approved services for the Expo, we can confirm that they are not associated with us or authorized/approved by the Alliance or the Expo.** Please use caution and investigate any unapproved vendors before engaging. We will not be able to assist you with complaints against unauthorized/unapproved service providers.

You will also be contacted by many companies claiming to represent us or to be associated with us, typically via email, claiming to possess our Expo registration or attendee list, and offering to sell the list to you. Please note that **we do not sell the Expo registration or attendee list**. Anyone who contacts you claiming to be associated with us or authorized by us and who claims to possess and have the right to sell our Expo registration or attendee list, is committing fraud. Please ignore those emails or forward them to us at exhibit@printingunited.com so that our legal department may take appropriate action.

AUDIO-VISUAL/ COMPUTER RENTAL

Shepard Exposition Services
Catherine Bachman
Exhibit Planning Coordinator
470-939-4778
orders-av@shepardav.com

BUSINESS CENTER

Fedex Business Center – GWCC
Building B
404-223-4660
usa1065@fedex.com

CATERING (*)

Levy - GWCC
404-223-4500
foodservicesgwcc@gwcc.com

CUSTOMS BROKER

DSV Solutions
(formerly Agility Fairs & Events Logistics LLC)
Colin May
Director, Fairs & Exhibitions, Solutions US
+1-786-577-6751
colin.may@dsv.com
www.dsv.com



CUSTOMER INVITES PROGRAM

Nvytes
949-441-3490
support@nvytes.com

ELECTRICAL, PLUMBING & COMPRESSED AIR (*)

Edlen Electrical Exhibition Services
Shawna Moore
404-223-8400
Atlanta@edlen.com

FLORAL

Turn Key Events
702-415-8236
customerservice@turnkeyevents.us

**GENERAL CONTRACTOR/
DRAYAGE & RIGGING (*)**

Shepard Exposition Services
Exclusive Services: Material Handling/ Drayage,
Forklifts, Rigging
Non-exclusive Services: Carpet, Furniture &
Accessories, Graphics, Cleaning & Labor
404-720-8600
orders@shepardes.com
www.shepardes.com

HOUSING (see footnote 1)

onPeak
Toll-Free: 1-855-992-3353 |
International: 312-527-7300
printingunited@onpeak.com

**INK WASTE (*)
ENVIRO-GUARD**

Tom Cobos
President/CEO
800-943-6847
customerservice@enviro-guard.net

* Disposal of used ink is required per Expo Rules &
Regulations. It is permitted to take used ink with you
after the Expo. Choosing to dispose of used ink at the
Expo RREQUIRES use of this service provider.

**INSURANCE PROVIDER
RAINPROTECTION INSURANCE**

Catherine Cammareri
800-528-7975, ext. 107
sales@rainprotection.net

INTERNET, PHONE, TV (*)

CCLD Networks
404-222-5500
info@cclld.net

LEAD RETRIEVAL

Compusystems, Inc.
inside usa: 866-600-5323
international: 1-708-786-5565
exhibitor-support@csireg.com

**LOGISTICS/ SHIPPING
SHEPARD LOGISTICS**

888-568-8858
logistics@shepardes.com

**MOBILITY SERVICES
SCOOTAROUND**

Tel: 888-441-7575
info@scootaround.com
www.scootaround.com
Custom 2023 Link
<https://scootaround.com/en/printing-united-expo-2023>
Pickup: Georgia World Congress Center - FedEx

**OFFICIAL FLOOR PLAN
& ENHANCED LISTING VENDOR (*)**

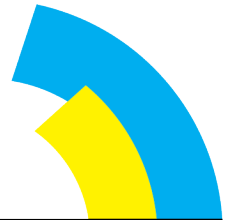
Map Your Show (MYS)
Alex Dennis
Enhanced Listing Contact
513-527-8853
help@mapyourshow.com

PHOTOGRAPHER (*)

Atlanta Event Photography
Jenni Girtman
PO Box 5656
Atlanta, GA 31107
Tel: 404-549-9589 Cell: 678-637-6111
jgirtman@me.com

**PUBLISHER OF THE OFFICIAL SHOW
DAILY/ONSITE GUIDE**

NAPCO Media (*)
1500 Spring Garden Street, Suite 1200
Philadelphia, PA 19130
Jude Baker
C. 215-910-6277
jbaker@napco.com



REGISTRATION CUSTOMER SERVICE (*)

Compusystems, Inc.

224-563-3125

toll-free: 855-326-8345

printingunited@csreg.zohodesk.com

SECURITY (*)

Dupree Security Group, Inc.

1800 Peachtree Street, NW, Suite 325

Atlanta, Georgia 30309

Office: 404-350-8355 Fax: 404-350-6991

Contact: jim.ridgway@dupreesecurity.com

*Use Security Form provided



VENUE (*)

Georgia World Congress Center
Halls B & C
285 Andrew Young International Blvd NW, Atlanta, GA
30313

TALENT / BOOTH HOSTS / HOSTESSES

CMT Agency
404-233-4644
cmtinfo@cmt.com
www.cmtagency.com

1 onPeak is the Alliance's preferred hotel broker for all Expos. The Alliance has worked with onPeak for more than a decade and we have found them to be consistently professional and reliable. They negotiate and contract with all hotels for the room blocks associated with official Expo housing, and instead of receiving a direct payment from the Alliance, they are compensated by receiving a commission and rebates from each hotel. onPeak receives written assurances from each hotel confirming that the rates they negotiate are the lowest rates available to the general public over the room block dates (excluding non-public rates, such as airline crew rates, etc.). onPeak pays the Alliance a portion of their commission and the rebate, both of which we apply toward the cost of the Expo shuttle services. You are not required to use onPeak for your housing needs, but by doing so, you enable onPeak to obtain volume discounts for all attendees, and you benefit the Alliance by providing commission payments which help us reduce the expenses which we would otherwise have to pass along to all exhibitors.

WHAT IS THE MAXIMUM FOR EXHIBIT SPACE HEIGHT?

Maximum exhibit space heights vary by booth type. Please carefully read the rules for each booth type:

	Inline Booths	Perimeter Inline Booths	Island/Spit Island/Multi-story Booths
Maximum Height	8 feet	12 feet	20 feet
Display Levels	May have only one	May have only one	May have more – Request additional approval by Fire Marshal
Hanging Signs	Not permitted	Not permitted	Permitted
Sign Height Variance	N/A	N/A	Only if sponsor – <ul style="list-style-type: none"> • Title (+7 feet) • Diamond (+7 feet) • Platinum (+5 feet) • Gold (+3 feet)
Stand Drawing Approval (Deadline – August 1, 2023)	Not required	Not required	Required
Machinery and Large Equipment	All machinery and other large products must be set back from the aisles 12 inches (0.30m) for safety. Exhibitors are required to place equipment in such a manner that printed samples do not overflow into the aisles. This applies to all booths		

HOW DOES MY COMPANY GET LISTED ON THE OFFICIAL MOBILE APP & ONLINE EXHIBITOR DIRECTORY?

- Exhibitors receive one free company profile per booth.
- Co-Exhibitors must be approved by primary exhibitor and show management. Co-Exhibitors must register and pay the appropriate fees prior to move-in.
- Exhibitors may upload one new product or service and up to twenty product categories at no additional cost.
- Company descriptions will appear in the online Exhibitor Directory and the mobile app. A printed floor plan will be available on-site and your company name as of August 31, 2023, will be displayed on the printed map.

WHAT EQUIPMENT IS REQUIRED FOR OUR EXHIBIT SPACE?

Exhibitors are required to have floor covering their entire purchased exhibit space. PRINTING United Expo provides aisle carpet only. Aisle carpet color is tuxedo (black/gray).

- ALL booths must have floor covering that covers the entire rented space.
- Carpet/floor covering is not included in the price of the exhibit space.
- 10'x10' carpet is **NOT** provided for inline booths.

(*All island, split island, peninsula and inline booth exhibitors will be responsible for providing their own flooring solution or may obtain carpet, carpet padding, and visqueen directly through Shepard Exposition Services. All order forms are available in this Exhibit Service Manual.)

Exhibitors may bring their own carpet, interlocking flooring or wood flooring. Exhibitors wishing to use their printed substrates must submit a sample to the GWCC in advance and receive approval in writing. Contact information is available under our forms and logistics section of the website or you can contact us at exhibit@printingunited.com. Floor Covering is required and available for purchase on show site via Shepard. If exhibit space does not have floor covering by the deadline of 5 PM on Tuesday, October 17, 2023 PRINTING United Expo will have Shepard Exposition Services install carpet and the exhibitor will be billed by Shepard, unless PRINTING United Expo has received prior notification of late arrival.

Continued on next page.

Other non-required items available for additional fees include:

- Electrical Power
- Internet Connections
- Booth Furnishings
- Floral
- Cleaning
- Photography
- Compressed Air
- Catering
- And a host of other items, are available in the Exhibitor Service Manual

*The above vendors will be listed in the Exhibitor Service Manual available in May. Please note any exclusive services.

IMPORTANT NOTE: Tape, Staples, Nails are **NOT** permitted to install flooring

ARE CHILDREN ALLOWED TO ATTEND PRINTING UNITED EXPO?

The Association further reserves the right to prohibit any arrangement of the exhibit that in its opinion may in any way cause danger to persons attending the expo or any risk of injury to them. Show Management recommends children not attend the Event.

Minors under 18 may attend the Event:

- **ONLY** during Official Hours
- **ONLY** if they (i) register and pay appropriate fees and (ii) are always accompanied by an adult
~ **WAIVER WILL BE REQUIRED DURING THE REGISTRATION PROCESS**

WHAT ARE THE REGULATIONS FOR HANGING SIGNS, LIGHTING, & BANNERS?

Hanging Signs

- All ground-supported exhibitory, and signage, must comply with maximum height requirements for each exhibitor and must receive prior approval from Show Management. Only available to certain booth types (please see chart on pg. 1)

Lighting

- Lighting trusses are permitted above all island and peninsula exhibits (interior and perimeter), provided the ceiling height allows for it.
- Spotlights must be focused on the display and must not interfere with other exhibits.
- Lighting trusses must stay within purchased exhibit space.

WHAT IS AN EAC (EXHIBITED-APPOINTED CONTRACTOR)?

Exhibitor-appointed contractors are independent contractors hired by exhibiting companies, including but not limited to:

- Labor building your booth
- Booth supervisors
- Booth designers
- Independent display companies
- Furniture delivery companies (those other than Shepard)
- Delivery personnel
- Technicians
- Non-official show audio-visual companies

To be permitted to perform services at PRINTING United Expo, EAC's must submit an EAC Application Form and Application/Contract, along with Certificate of Insurance (COI) to PRINTING United Expo by September 11, 2023.

Continued on next page.



IMPORTANT NOTE: EAC's will not be permitted access to the Georgia World Congress Center unless EAC/Contract/COI have been submitted. Be sure to review our list of exclusive providers. EAC's are not eligible for exclusive services. EAC check in will be located on Level 1 (Exhibit Hall level) at the employee entrance from the Red Parking Deck. Desk will be to the right of roll up door B1. Exhibitors needing wristbands for move-in and out can obtain wristbands at registration located on the upper level at Reg Hall.

WHAT IS THE TARGET MOVE-IN & MOVE-OUT DATE?

Each exhibiting company is assigned a target move-in and move-out date, which is the date an exhibitor's freight is scheduled to be delivered to their booth or loaded out. Dates are determined based on the booth size, location and time allotted for access to the hall. The larger the booth and the farther the booth is from the freight doors and to freight aisles, generally the earlier an exhibitor's target move-in date will be.

Adhering to the target move-in date is vital to allow all exhibitors accessibility to their booths and to guarantee the show will open on schedule. Off target move-ins will incur a charge. Find your target date by viewing the targeted floor plan.

Please email exhibit@printingunited.com if you need to work late.

Exhibitors must be set and in place by **5 PM on Tuesday, October 17, 2023**.

**** PLEASE NOTE** (New for this year): Advance warehouse shipments will be the same price as direct to show site.

Machinery, uncrated items, oversized crates and single pieces over the weight of 5,000 lbs. cannot be accepted to advance warehouse and should be shipped directly to show site. If needed, split your shipment and send as much as possible to the advance warehouse to have your freight in your booth on your target date and time.

WHEN CAN WE SET-UP OUR EXHIBIT SPACE?

- Please reference the target move-in & move-out floor plan in the Exhibitor Dashboard.
- Exhibitor move-in & move-out hours are **8 AM – 5 PM** but are subject to the target floor plan. Not adhering to the target plan can result in off-target charges.
- All exhibits must be set and in place by **5 PM on Tuesday, October 17, 2023**.
- After **5 PM on Tuesday, October 17, 2023**, exhibitors may continue to work within their exhibit space provided no freight is in the aisles.
- If an exhibitor does not have flooring set in their booth by **5 PM on Tuesday, October 17, 2023**, PRINTING United Expo will request Shepard Exposition Services to carpet the booth and the exhibitor will be billed accordingly, unless PRINTING United Expo has received prior notification.

WHAT IF WE NEED TO STAY LONGER THAN 5 PM TO SET-UP OUR EXHIBIT SPACE?

- Exhibitors who need to work late for set up should email exhibit@printingunited.com so we can notify security.
- Exhibitors must remain working in their booths, as no wandering in the exhibit hall is permitted.
- All members of your team working in your booth must have security wristbands and/or exhibitor badges.

CAN WE SET-UP OUR BOOTH THE MORNING THE SHOW OPENS?

We strongly discourage setting up on Wednesday morning, with the exception of final booth preparations. Exhibitors may access the show floor beginning at **8 AM on Wednesday, October 18, 2023**, to finish any final booth preparations.

Continued on next page.



CAN WE BRING EXHIBIT MATERIALS TO THE CONVENTION CENTER OURSELVES?

Exhibitors may usually hand carry their own materials provided such materials may be carried by one person in one trip, without the use of dollies, hand trucks or any

other equipment. Larger items must adhere to union rules. Shepard is the exclusive provider of material handling.

WHAT IS FREIGHT MATERIAL HANDLING/DRAYAGE?

Freight material handling or “drayage” is the moving of exhibit materials from one location to another. Whether an exhibitor’s materials are shipped to Shepard’s advance warehouse or directly to show site, these materials must be delivered to their booth location. This is an exclusive service. Services included in material handling or drayage costs include:

- Accepting the exhibit materials either at the warehouse or at show site
- Delivery of exhibit materials to the exhibitor’s exhibit space
- Storage of empty containers during the show
- Returning empty containers at the close of the show
- Picking up an exhibitor’s packaged materials
- Returning packaged materials to the dock
- Loading exhibitor’s materials on their carrier of choice

Material handling charges vary from city to city and venue to venue, but are based on the following:

- Labor rates
- Facility dock access
- Show schedule

PLEASE NOTE: Your empty containers might take up to 8 hours to get to your booth after the show closes.

HOW MANY BADGES COME WITH MY EXHIBIT SPACE?

Exhibitors will receive an allotment of complimentary badges based on the following:

- **Badge Allotment:** Number of Badges per Exhibit Space
- **Exhibitor Badge Allotment:** 5 badges per 100 sq. ft., up to a maximum of 150 badges
Maximum allotment of complimentary exhibitor badges: 150

Additional exhibitor badges may be purchased in advance for \$25 per badge through Sunday, October 15, 2023. Starting Monday, October 16, 2023, the badges will increase to \$35 per badge.

Co-exhibitors split badge allotment with their primary exhibitor.

CAN I TURN OFF THE LIGHTS ABOVE MY BOOTH?

An exhibitor may request that the lighting pod above their island exhibit space be turned off.

Lighting in nearby aisles, however, may not be turned off. Exhibitors should notify the Edlen electrical representative at the Exhibitor Service Desk if they wish to have a light turned off.

Please Note: Any fee for this service will be billed by the facility directly to the exhibitor.



WILL THERE BE WI-FI IN THE EXHIBIT HALL?

- There is no public WI-FI service in the exhibit halls at the Georgia World Congress Center.
- Exhibitors who require WI-FI service in their booths must order internet service through CCLD either in advance or on site. CCLD is the exclusive provider of this service.
- Free public WI-FI connectivity is available only in the public spaces (lobbies) of the convention center.

HOW DO EAC'S & EXHIBITORS ACCESS THE EXHIBIT HALL TO SET-UP THEIR BOOTH BEFORE REGISTRATION OPENS?

- Exhibitors must order security wristbands for their set-up staff and/or EACs to work in the exhibit hall on set-up days.
- The Security Wristband Order form is available in the Exhibitor Service Manual.
- Exhibitors should indicate how many wristbands are needed and for which days they are required.
- One representative from your team should pick up the wristbands for your staff each day.
- Wristbands will be available at the EAC check-in desk. EAC check in will be located on Level 1 (Exhibit Hall level) at the employee entrance from the Red Parking Deck. Desk will be to the right of roll up door B1. Exhibitors needing wristbands for move-in and out can obtain wristbands at registration located on the upper level at Reg Hall.
- Wristbands are not available for EACs for show days. A limited number of EACs will be permitted on the floor (with a wristband) on opening day until 8:45 AM to wipe down booths.

Important Note: Security wristbands will not provide access on show days. Any staff member or EAC requiring access to an exhibitor's booth on show days (Wednesday-Friday) should be provided with exhibitor badges from their allotment.

ACCESSING THE EXHIBIT HALL ON SHOW DAYS

Exhibitors can enter the hall beginning at 8 AM each day.

Please do not schedule any meetings with attendees prior to or after official daily show hours. Attendee badges do not grant them early access, nor can they get on the show floor after show hours.

WHERE CAN I PARK AND WHAT ARE THE RATES?

GWCCA parking facilities offer variable pricing. Standard daily rate for parking is \$15. During major events, and game days, parking ranges from \$15 - \$50 on campus. All lots are gated and attendants are on duty during all show/event hours. Additionally, GWCCA Public Safety patrols the lots and decks ensuring the safety of you and your automobile. Show Management does not recommend leaving valuables in your automobile.

Further questions? Contact exhibit@printingunited.com.



Sample

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Rainprotection Insurance 39 Ryder Avenue Dix Hills, NY 11746 www.Rainprotection.net	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A : Insurance Company Name INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
INSURED Subscribed Exhibitors of The PRINTING United Expo 2023 Exhibitor Name Street City, State, Zip Code	NAIC #

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X		Policy Number	10/11/2023 12:00 AM	10/24/2023 11:59 PM	GENERAL AGGREGATE \$ 2,000,000
	PRODUCTS - COMP/OP AGG \$ 2,000,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
	EACH OCCURRENCE \$ 1,000,000						
	FIRE DAMAGE (Any one fire) \$ 300,000						
	MED EXP (Any one person) \$						
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULE AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> HIRED AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	BODILY INJURY (Per person) \$						
	BODILY INJURY (Per accident) \$						
	PROPERTY DAMAGE (Per accident) \$						
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$
	AGGREGATE \$						
	\$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/> N / A					WC STATU-TORY LIMITS <input type="checkbox"/> OTH - ER \$
	E.L. EACH ACCIDENT \$						
	E.L. DISEASE - EA EMPLOYEE \$						
	E.L. DISEASE - POLICY LIMIT \$						
							AD&D MAXIMUM MEDICAL DEDUCTIBLE TERMS OF PAYMENT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured: PRINTING United Alliance, PRINTING United, LLC, NAPCO Media, LLC, Georgia World Congress Center and Shepard Exposition Services. The policy represented by this COI includes a waiver of subrogation rights against Show Management unless prohibited by law or where Show Management has liability.

CERTIFICATE HOLDER

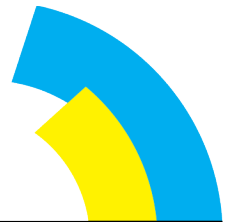
CANCELLATION

PRINTING United Alliance
10015 Main St, Fairfax, VA 22034

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

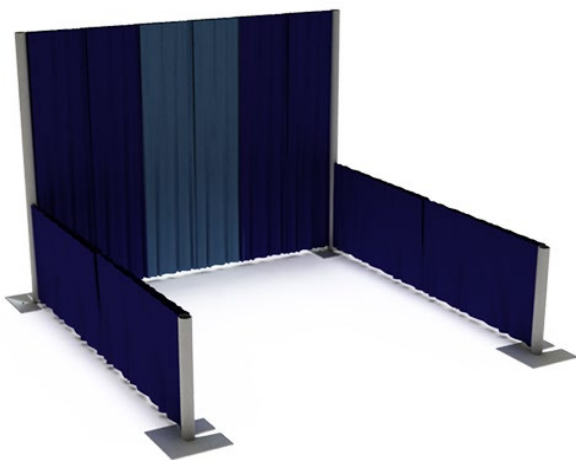
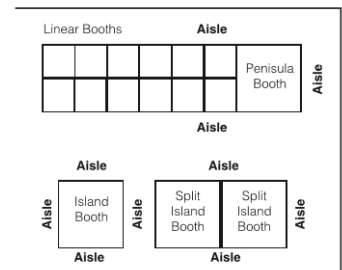
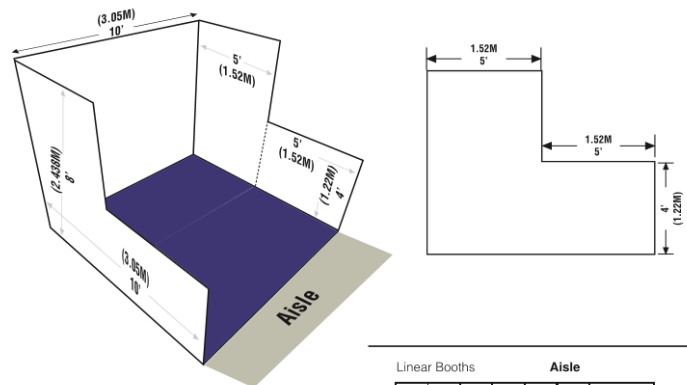
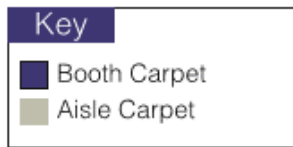
Rainprotection Insurance

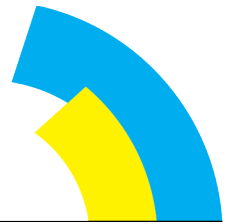


STANDARD OR "INLINE" (Instead of Linear Booth Spaces)

Any booth that shares a common back wall and/or side with other exhibits and only one side exposed to aisle. These booths can be purchased in a row to make a 10x20, 10x30, 10x40 etc. if the exhibitor abides by the rules below:

- Max height = 8'
- No end caps are allowed
- All display material over 5' may not extend farther out than 5' from the back of the booth space
- Exhibitors are required to provide flooring for the totality of their purchased space

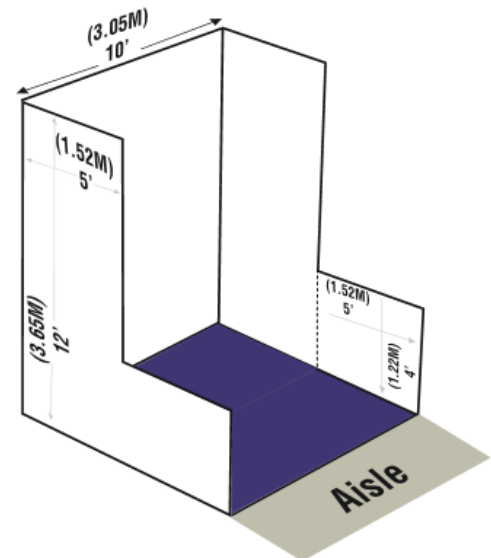
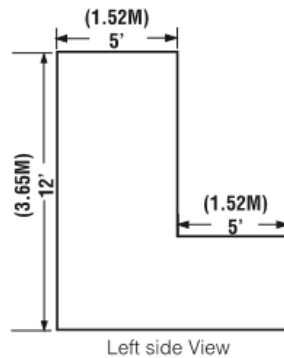
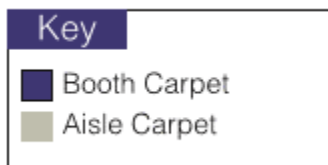


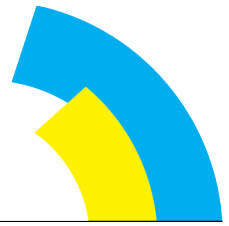


PERIMETER BOOTH SPACES

Perimeter booth spaces are located along the exhibit halls perimeter walls. These booths can be purchased if the exhibitor abides by the rules below:

- Max height = 12'
- Hanging Signs: Not permitted
- Back walls and side walls that are visible must be finished
- Tents are allowed in perimeter booths ONLY
- Exhibitors are required to provide flooring for the totality of their purchased space

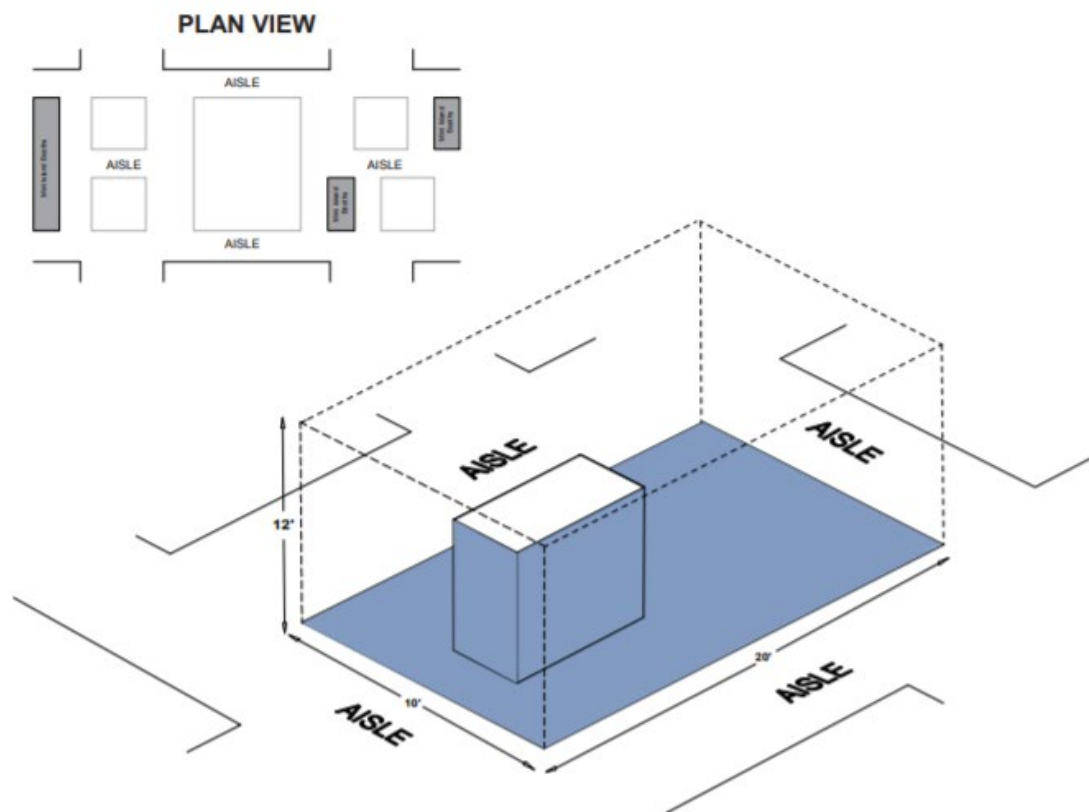


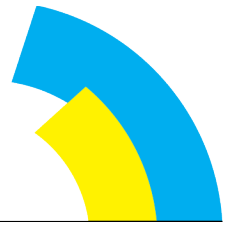


MINI ISLAND BOOTHS

A Mini Island booth is a narrow island type booth space comprised of one more or 10 ft-by-10 ft booths. These booths can be purchased in a row to make a 10x30, 10x40 etc. if the exhibitor abides by the rules below:

- Exhibitors are **required** to provide flooring for the totality of their purchased space
- No drape will be provided or permitted
- Mini Island (Multi-Story) are not permitted: One level only
- Max height = 12'
- Must be accessible from all 4 sides
- Hanging signs are allowed provided they do not extend into the aisle on any side. Max height for hanging is 20'.
- Back walls and side walls that are visible must be finished
- Any unfished sides are subject to revisions onsite at the exhibitor's expense
- Stand drawings must be submitted in advance for approval to standdrawings@printingunited.com by August 1, 2023.

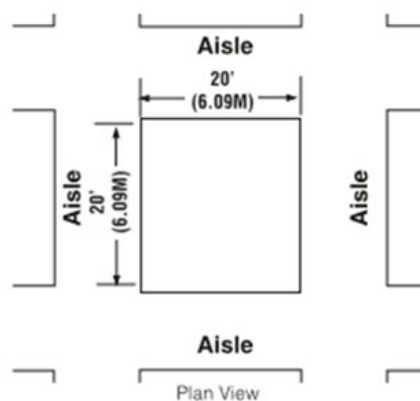
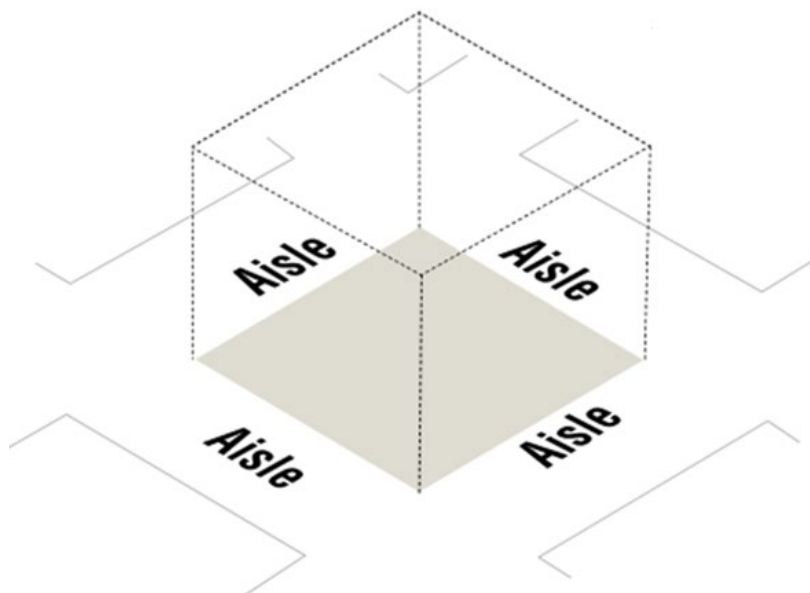


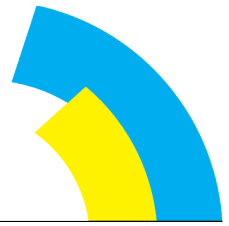


ISLAND BOOTHS

An Island booth is any size booth exposed to aisles on all four sides. These booths can be purchased if the exhibitor abides by the rules below:

- Exhibitors are required to provide flooring for the totality of their purchased space.
- Max height = 20' (Including hanging sign) *unless a sponsor.
- Must be accessible from all 4 sides
- Hanging signs are allowed
- Stand drawings must be submitted in advance for approval to standdrawings@printingunited.com by August 1, 2023.

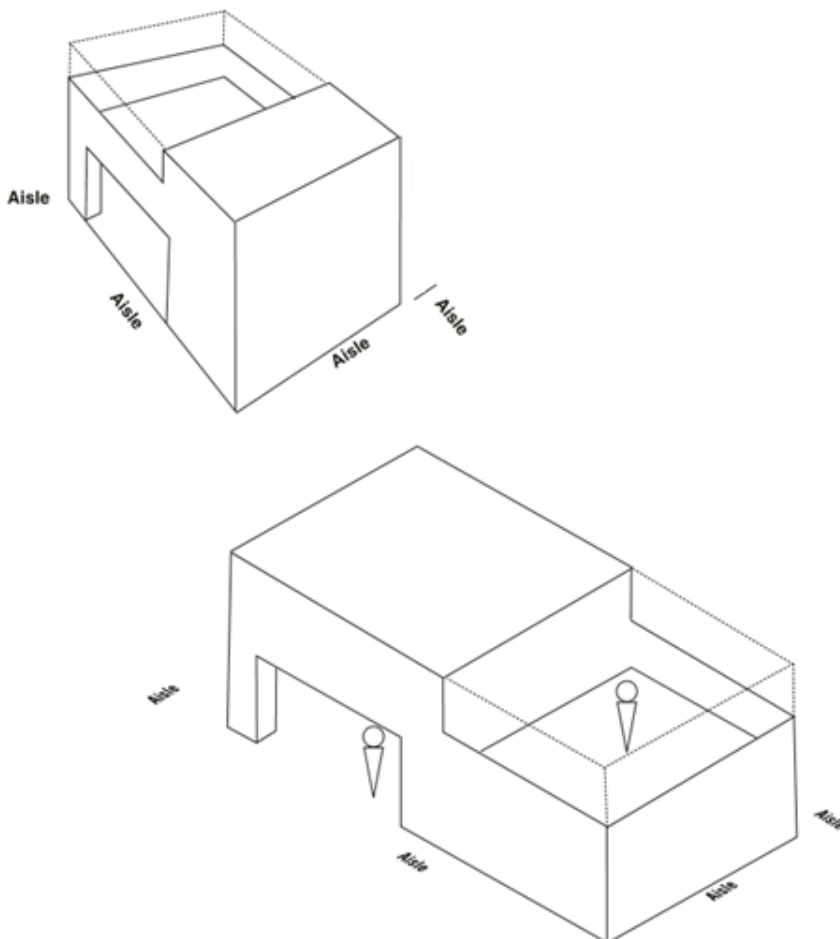


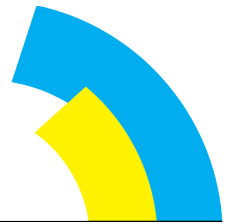


MULTI-STORY BOOTH

A Multi-story booth is a booth where the display fixture includes two or more levels. These booths can be purchased if the exhibitor abides by the rules below:

- Max height = 20' (Including hanging sign) *unless a sponsor.
- In many cities, a Multi-storied booth requires prior approval by the exhibit facility, and/or fire marshal, as well as show management because it is considered to be a "structure" for building purposes.
- Stamped engineer drawings should include rise and run of stairs as well as load levels. . Please submit physical copies including rise and run of stairs and load capacity limits to the venue for Fire Marshal and Engineer approval to:
Melinda Buchanan
Director of Client and Guest Services
Event Services
Georgia World Congress Center
285 Andrew Young International Blvd., N.W.
Atlanta, GA 30313
MBuchanan@GWCC.com
- Stand drawings must be submitted in advance for approval to standdrawings@printingunited.com by August 1, 2023.
- Fire extinguisher(s) and smoke detector(s) will often need to be included in the overall design





MACHINERY

All machinery and other large products must be set back from the aisles a MINIMUM of 12 inches (0.30m) for safety. Exhibitors are required to place equipment in such a manner that printed samples do not overflow into the aisles.

**Applies to all booths planning to exhibit machinery of any kind.

SPONSOR HANGING SIGN HEIGHT VARIANCE

Title Sponsors: Maximum height limit is 27'H to the top of the sign

Diamond Sponsors: Maximum height limit is 27'H to the top of the sign

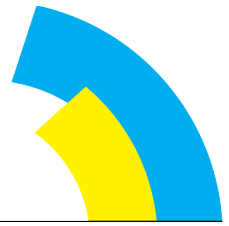
Platinum Sponsors: Maximum height limit is 25'H to the top of the sign

Gold Sponsors: Maximum height limit is 23'H to the top of the sign

** Applies to Island, Mini Island, Multi-Story, Split Island and Peninsula booths

REQUIREMENTS FOR ALL EXHIBITORS

- Exhibitors are **required** to provide flooring for the totality of their purchased space
- Vinyl or adhesive graphics are only allowed for flooring if the venue has been sent a sample in advance and approval from the venue has been granted in writing
- No end caps are allowed
- Tents are allowed in perimeter booths ONLY
- Balloons are NOT permitted in any booth space
- Hanging signs are only permitted in certain booth types and hanging height varies
- Back walls and side walls that are visible must be finished



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 forklifts. 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.

The 2023 PRINTING United Expo (“Show”) is owned, produced, and managed by the PRINTING United Alliance (“The Alliance”) (formerly Specialty Graphic Imaging Association (SGIA)), Printing Industries of America (PIA) and NAPCO Media (the “Show Management”). The Show is scheduled to be held at Georgia World Congress Center (“Facility”) on Oct. 18-20, 2023. The exhibit halls (“Exhibit Halls”), parking lots, air space and grounds of the Facility and designated areas of partner hotels, are hereinafter referred to as the “Exhibit Areas.” “Exhibitor” means, collectively, the entity that is applying to exhibit and/or is exhibiting at the Show, the authorized representative of that entity who is executing the exhibit contract/online application to exhibit at the Show (the “Exhibit Space Rental Application”) on its behalf (“Representative”) and, where applicable, that entity’s officers, employees, contractors, and agents. Show Management and the Exhibitor may be referenced herein individually as a “Party” and collectively as the “Parties.”

By executing the online Exhibit Space Rental Application, Exhibitor is agreeing to be legally bound by the terms of the Exhibit Space Rental Application, the Exhibitor Contract Terms and Conditions and these Rules and Regulations, (collectively the “Exhibitor Contract”) and Exhibitor is additionally agreeing to comply with all posted rules and regulations governing the participation of all Exhibitors at the Show.

1. BALLOONS

Helium Balloons/Blimps are not permitted in any exhibit space. Any balloons in booths can be subject to removal at the request of show management. Additional fees can be assessed.

2. GENERAL

These Rules and Regulations (“R&R”) in their entirety, the official exhibit space brochure, and enclosed attachments, if any, are a part of the Exhibitor Contract Terms and Conditions (“Contract”) between the Exhibitor and the Alliance. They have been formulated in the mutual interest of the Exhibitor, the Alliance, Shepard Exposition Services (“Show General Contractor”) and the Facility. Show Management respectfully asks the full cooperation of the Exhibitors in their observance. All points not covered are subject to the decisions of the Alliance. The Alliance reserves the right to make any changes necessary to the best interests of the Show. These rules are intended to be clear and complete. However, should any disagreement or controversy arise concerning interpretation of these rules, regulations and information, or should a situation arise not adequately or specifically covered by these R&R, then it is expressly agreed that the interpretation or the decision of the authorized agent of the Alliance with reference to such situation shall be conclusive, final and binding on all parties concerned or otherwise involved. In the event the Exhibitor shall persist in the violation of any covenants or interpretations of these R&R, after notice thereof, the Alliance may in its sole discretion cause the Exhibitor’s display to be promptly closed.

Show Management, Shepard, and the Facility shall not in any manner or for any cause be liable or responsible to the Exhibitor for any injury or damage to Exhibitor, Exhibitor’s employees or goods or other property in the Exhibit Areas, and any and all claims for such injuries or damages are hereby waived. The Exhibitor shall not assign or sublet any of the space granted to it pursuant to the Exhibit Space Rental Application (the “Assigned Exhibit Space”). Show Management will make every effort to accommodate the space needs of Exhibitor. It should be understood, however, that space is allocated based on its availability at the time that a formal exhibit space contract is executed. Any estimates or other statements by the Alliance personnel concerning the anticipated availability of space are estimates only and do not serve to reserve, set aside or guarantee any space. Alliance shall not be bound by any oral statement, but only by the formal space reservation agreement entered between the Alliance and the Exhibitor.

The Exhibitor is solely responsible for obtaining any and all insurance that the Exhibitor desires to have in order to protect Exhibitor’s goods and other property on or in the Exhibit Areas and the Exhibitor’s Assigned Exhibit Space from loss by fire or other casualty and Exhibitor shall obtain such insurance at its own expense. Show Management will not be responsible for the safety of such exhibits or the protection of such property against fire, theft, accident, damage in transit to the Facility or to the Exhibitor’s exhibit space or other cause. The Exhibitor shall have the right, subject to the provisions herein contained, to arrange the material that will be a part of conducting business and visible to attendees (the “Exhibit Space Display Materials”) within the Assigned Exhibit Space in the manner deemed by Exhibitor as best fitted for displaying and demonstrating the goods manufactured and/ or sold by it. This right, however, is subject to the power and authority of the Alliance to require the exhibit to be arranged in such manner as not to interfere with other exhibits, and those in close proximity to such exhibit of the Exhibitor.

Show Management reserves the right to prohibit the arrangement of the Exhibit Space Display Materials in any manner that in its opinion is not in keeping with the nature and character of the entire Show or not in harmony with the other exhibits and the decorations of said building, with the goal of presenting a unified and consistent theme and style for the Show to the attendees.

Show Management will provide, at no additional cost to the Exhibitors, an ink waste disposal program. There will be drums for flammable inks and drums for non-flammable inks in a designated area at the Facility to be determined at the Show. All containers must be sealed and not leaking. Chemicals must be identified as either flammable or non-flammable and must be kept separate. There will be a representative onsite to help with ink segregation. Please note any fees assessed to Show Management by the Facility will be passed along to the responsible Exhibitor or appropriate party. Please be sure to use this free service.

3. ADMISSION PROCEDURES

The badges described below will permit entrance to the Show on the days and times on the schedule.

A. Admission Procedure to the exhibit area: Admission to the Show is for the full 3 days as scheduled – October 18 – 20, 2023. Registration Badge: Valid for entry to the Show only during hours the Show is open to bonafide attendee registrants. Show Management recommends children not attend PRINTING United. Minors under 18 may attend the Show (i) ONLY during show hours and pay appropriate fees and (ii) are accompanied by an adult at all times. Assigned Exhibit Space Personnel Badges: Exhibitors receive 5 comp Exhibit + Education Passes badges per 100 square feet of exhibit space up to a maximum of 150 badges. Additional badges are: \$25 per badge through Sunday October 15; \$35 per badge beginning Monday, October 16. Assigned Exhibit Space personnel may obtain tickets for all convention events at the prevailing rate. To make a stronger commitment to the OEMs that partner with us and exhibit at the show, we are now instituting a non-exhibiting supplier attendee fee. This Exhibits Only fee is \$100 for members; non-members \$350 and additional charges apply for education.

B. Tentative Exhibit Schedule Including Installation and Removal. For move-in and move-out each Exhibitor is assigned target time and date. Exhibitors may access the Exhibit Halls at 8AM on Show days, one hour before the Show opens. Please do not schedule any meetings with attendees during this time as attendee badges are not granted early access. Show hours are 9AM – 5PM Wednesday and Thursday 9 AM – 3PM Friday. The Exhibit Halls are located on the ground level of the convention center in the B & C Halls.

4. ADVERTISING OUTSIDE EXHIBITOR'S SPACE

Exhibitor shall not distribute, or permit to be distributed, any advertising matter, literature, souvenir items or promotional materials in or about the Exhibit Areas except from its own Assigned Exhibit Space unless such distribution is approved in writing by Show Management. Exhibitor shall not post or exhibit any signs, advertisements, show bills, lithograph posters or cards of any description on any part of the premises of the Exhibit Areas, except within the Exhibitor's Assigned Exhibit Space and upon such space as is made available for such purposes by the Facility. Exhibitor shall not affix anything to the walls, columns, carpet, concrete, or pavement, nor shall Exhibitor cause or allow anything be projected on space or areas beyond Exhibitor's Assigned Exhibit Space without approval in writing from Show Management and the Facility. Show Management reserves the right to remove individuals or discard display materials that do not comply with these guidelines. PRINTING United has a zero-tolerance policy regarding "suitcasing" as stated in our Exhibitor Contract Terms and Conditions document.

Exhibits in any location other than prescribed areas on the floor plan, such as hotel room exhibits, etc. are not permitted. Soliciting of business will be permitted by Exhibitors only. Distribution of advertising matter, soliciting of orders or any conference in the interest of business by representatives of firms not a part of the Show is strictly forbidden. Advertising and sales promotion materials may be distributed only from your Assigned Exhibit Space at the Facility. Exhibitors allowing non-exhibiting companies to sell from their assigned space risk participation in future advance exhibit sales weeks and future events.

5. BADGES NON-TRANSFERABLE

The rights of an Exhibitor are not assignable to any other persons or firm whatsoever. Identification badges for Assigned Exhibit Space personnel are not transferable. Admission will be by badge only. Each Exhibitor shall be entitled to free

registration badges on a limited basis for the sole use of the Exhibitor's company personnel, when ordered in advance online. Exhibitors selling products manufactured by others are permitted to have personnel of the supplying firms work their Assigned Exhibit Space as representatives of said Exhibitors. However, all Exhibitor badges, show directory listings, Show advertising, etc., must carry only the name of the exhibiting company as shown on the approved Exhibit Space Rental Application. Exhibitor shall not assign, share or sublet its Assigned Exhibit Space without the written consent of Show Management.

6. EXHIBIT SPACE REVIEW AND REQUIREMENTS

Included with Assigned Exhibit Space Purchase

Only inline Assigned Exhibit Spaces will come with 8' tall backwall drape, 36" high side rail drape. All other Assigned Exhibit Spaces are sold as raw space. All Exhibitors are responsible for their own Assigned Exhibit Space flooring. All Exhibit Space Display Materials must adhere to the exhibit space regulations for height, set back rules, and hanging signs as outlined in the Exhibitor Service Manual. For additional Facility regulations please reference the Exhibit Space Rules & Specifications document outlining the various exhibit space types and regulations available in the Exhibitor Service Manual.

Note: No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproof side and rear divider draperies of any Assigned Exhibit Space, or attached to table skirting facing aisles, unless flame proofed. Remember Inline (linear) booths (10x10, 10x20, etc.) must provide their own flooring or rent flooring through our Show General Contractor. Adhesive flooring (i.e., floor graphics) need pre-approval from the venue in writing.

All potential exhibit areas are as shown on the floor plan, and dimensions indicated are believed to be accurate, but are only warranted to be approximate. Do not begin setting up your exhibit space if you do not think it is the proper size.

Immediately contact the show office. Once you have set up, it will be too late to resolve the problem and neither Show Management nor its contractors will be responsible. No walls, partitions, decorations, or other obstructions may be erected which in any way interfere with the view of any other Assigned Exhibit Space. Placement of equipment must be done to avoid blocking visibility of neighboring Exhibitors. All exposed parts of the display must be finished so as not to be objectionable to other Exhibitors or to the Alliance. This rule must be adhered to so that no Exhibit Space Display Materials will interfere with the other Assigned Exhibit Spaces to the right and left of it. Each Exhibitor will be confined to the space limits of its respective Assigned Exhibit Space as indicated on the floor plan. Please refer to all Assigned Exhibit Space configuration guidelines, and rules and regulations located in the Exhibitor Service Manual.

Types of Exhibit Spaces

To get a better understanding of types of potential exhibit spaces and the associated rules and specifications, please see the Exhibit Space Rules and Specifications on our website.

Line-of-Sight Guidelines

All Exhibit Space Display Materials, regardless of size or type of the Assigned Exhibit Space, should keep in consideration line of sight obstructions from one Assigned Exhibit Space to the next. It is inappropriate for Island, Split Island and Peninsula Assigned Exhibit Spaces to use solid perimeter walls that obstruct the view of neighboring Exhibitors. In consideration of your fellow Exhibitors, the length of any solid perimeter wall, structure, video wall, or combination of elements exceeding 8' (2.4384m) from the ground located within 3' of any adjoining aisle is limited to half the length (or width) of your Assigned Exhibit Space. Additionally, Island, Split Island and Peninsula Exhibitors are asked to take their neighboring Exhibitors' lines of sight into consideration when positioning hanging signs to ensure signage does not impede the view of their neighbors. Variances may be granted at the discretion of Show Management. Exhibitors may use Plexiglas or similar see-through material to create a wall that will allow for a line of sight from one Assigned Exhibit Space to the next.

Assigned Exhibit Space Displays/Stand Drawings

Stand drawings are due to Show Management submitted via the online form (exhibit@printingunited.com) by August 1, 2023. All island exhibit space Exhibitors (>400 sq.ft.) must submit their stand drawings via the online form, including a rendering and a scaled floor plan (with front and side elevations) of their Assigned Exhibit Space. Double deck structures must submit additional requirements for approval from the Fire Marshal.

All exposed parts of constructed displays must be finished to present an attractive appearance when viewed from the aisles or adjoining exhibit spaces. Any exposed backwalls will be asked to be finished at the Exhibitor's expense. Exposed

back and side walls may not display copy, logos, graphics, or any other advertising or signage (island exhibit spaces are exempt). Exhibitors using curved pop-up backdrops/displays will be required to provide side masking drape, at their own expense, if the curvature of the display exposes the back scaffolding and/or electrical cords.

Exception: To better distribute signage and improve visibility, for Title, Diamond, Platinum and Gold Sponsored Island Assigned Exhibit Spaces, any part of any display, to include exhibit fixtures, components, and hanging identification signs, will be permitted and increase of height for hanging signs over the reserved area provided the ceiling structures can safely hold the sign.

All sales or marketing activity is restricted to the Assigned Exhibit Space leased to the Exhibitor. The distribution of literature or promotional products elsewhere in the Facility or on Exhibit Areas, advertising signage in the Facility or on Exhibit Areas, or on sandwich boards or similar activity is prohibited.

No part of an Exhibit Space Display Materials, or signs relating thereto, may be taped, nailed, tacked, stapled, pasted or otherwise fastened to ceilings, walls, doors, windows, painted surfaces, columns, marble or fabric in any way. No holes may be drilled, cored, or punched in the Facility's walls or floors. Damages to the Facility arising from failure to observe these rules will be billed to the Exhibitor.

The Show General Contractor (Shepard Exhibition Services), has been designated the official decorator for the Show. Special Assigned Exhibit Space decorations, signs, displays, furniture, etc. can be obtained through the Show General Contractor. Order forms will be included in the Exhibitor Services Manual.

U.S. Americans With Disabilities Act (ADA)

In the U.S., all exhibiting companies are required to follow the U.S. Americans with Disabilities Act (ADA), and are encouraged to be as reasonably accommodating as possible, to attendees and other exhibitors 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. A few examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring.
- Note: A standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (height), there should be 12 inches of run (length). Ramps should have a minimum width of 36 inches.
- Ramp the exhibit entry
- 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 system 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 booth displays should be designed and constructed in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as forklifts, and attendees. Exhibit booths should also be able to withstand moderate wind effects that may occur in the exhibit hall, especially when freight doors are open. We recommend referring to local building codes that regulate temporary structures.

7. EXHIBIT SPACE PERSONNEL/MODELS/HOSTS/HOSTESSES/MASCOTS

Assigned Exhibit Space personnel, manufacturer representatives, models, hosts/hostesses, and mascots (Exhibitor Representatives) must always wear an Exhibitor or Manufacturer Representative badge. Additionally, they must remain within the boundaries of the Assigned Exhibit Space and provide a professional appearance. Any gender used by Exhibitors to advertise their products at the Show by using explicitly sexual or indecent approaches is prohibited. If for any

reason any Exhibitor Representatives are deemed to be unacceptable as determined by Show Management in its sole discretion, the Exhibitor will be asked to modify the wardrobe of its staff.

Show Management further advises that you urge your Representatives to:

- Refrain from explicit statements or offensive humor, which would criticize or disrespect any person or group;
- Substitute asexual words (e.g. sales representative or salesperson instead of sales woman);
- Abstain from using labels (e.g., referring to women as “girls”); and
- Eradicate from all promotion or advertising collateral sexist language (i.e., substitute male pronouns with he or she, or reword sentences or phrases) and prejudiced jokes or visual aids that show people in stereotypical positions by portraying persons without bias regardless of sex, race, age, groups, etc.

8. CARPET/PROFESSIONAL FLOOR COVERING

Carpet or professional flooring in your Assigned Exhibit Space is MANDATORY but not included with your Assigned Exhibit Space purchase. Floor covering must be over the totality of your Assigned Exhibit Space; area rugs are prohibited. If you are not supplying your own floor covering, you may rent it via the Show General Contractor. Vinyl/ graphic coverings are allowed provided a) A sample substrate has been sent to the venue in advance and has been approved by the venue in writing. b) The graphic/vinyl must cover the totality of your booth space.

Booths deprived of floor covering by 5 p.m. on Tuesday, October 17, 2023, the Show General Contractor will automatically have carpet installed by Show Management (billed by the Show General Contractor) at the Exhibitor's expense.

PLEASE NOTE: Any Exhibitor who damages the carpet in any way (i.e., ink, oil, rips, grease, or any stain) will be responsible for paying the replacement charge. Minimum loss is 100 square feet. If you have any questions prior to set up, you must report them to the service desk immediately. If not reported, it shall be assumed damage occurred during use, and the Exhibitor shall be held responsible for replacement cost. Flooring is concrete, with the floor load capacity of 400 pounds per square foot in Building B (slab on grade) and 350 pounds per square foot in Building C (slab on grade). The exhibition hall is located on the ground level. The floor under all exhibit spaces will NOT be carpeted, and carpeting is NOT included in the Assigned Exhibit Space fee.

9. CEILING HEIGHT AND BUILDING RULES

Reference the Georgia World Congress Convention Centers Show Planning Guide for building rules and other specific questions about the GWCC.

Most ceiling heights are 30'. See our floor plan key on www.printingunited.com for more specifics.

All cross aisles are at least 10' (3.05m) wide.

10. CHILDREN

Show Management further reserves the right to prohibit any arrangement of the Exhibit Space Display Materials that in its opinion may in any way cause danger to persons attending the Show or any risk of injury to them. Show Management recommends children not attend the Show. Minors under 18 may attend the Show (1) only during Official Hours and (2) only if they (i) register and pay appropriate fees and (ii) are accompanied by an adult at all times. A waiver will be required during the registration process.

11. CONFLICTING ACTIVITY/OUTSIDE EVENTS

To protect all Exhibitors and Show Management's interest in optimum audience attendance during all scheduled events, there shall be no interference in or dilution of programmed general convention activity through any conflicting private parties, tours, or other activities thereby denying other Exhibitors and the convention full exposure to the conventioners in attendance. Exhibitor hospitality suites may be open only during those hours when no general convention or Show events are scheduled.

12. ELECTRICAL INSTALLATIONS

POWER REQUIREMENTS ABOVE 400-AMPS, SPECIAL VOLTAGE AND TRANSFORMERS ARE AVAILABLE – PRICES UPON REQUEST.

Electrical Services may be ordered via email at prevailing rates or through online ordering by filling out an electrical services order form (“Electrical Services Order Form”). Advance rates are available when orders are processed through our online portal 21 calendars prior to first day of show move-in. Onsite rates will be applied to all orders placed during move-in and show dates. Notification of cancellations must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled show opening date. Credit will not be given for electrical service installed but not used. Payment in full and a scaled diagram indicating the number and location of outlets, including the Assigned Exhibit Space dimensions and neighboring exhibit space/aisle numbers MUST be included before services are provided. Orders without payment will NOT be processed and service will be withheld until payment is received. Any complaint or claim must be brought to the Service Desk prior to the close of the Show. The Exhibitor shall maintain such insurance as is necessary to protect against loss or damage to any equipment or other property. The Exhibitor agrees to bear the risk of inadequacy or failure of any insurance or any insurer insuring the Exhibitor or any Show licensee or their respective equipment or other property.

All equipment and other property furnished by the Facility under the Electrical Services Order Form shall remain the property of the Georgia World Congress Center Authority’s (“Authority”) Engineering Department (“Edlen Electrical”) and may be removed only by house technicians following conclusion of the Show. Unless otherwise authorized in writing by the Facility, only Edlen electricians are authorized to cut floor coverings to permit installation of services. All equipment to be connected by the Facility must comply with NEC, federal, state, and local codes, and the directives of the Edlen Electrical. Prices are based upon rates at the time of the order and are subject to change without notice. Moreover, engineers and technicians employed by or under contract with the Exhibitors or Show licensees must obtain advance written authorization from the Facility prior to assembling, diagnosing, wiring, or servicing any electrical equipment. Exhibitors and Show licensees are required to ensure that outlets, columns, and permanent building outlets are not obstructed at any time. All electrical cords and appurtenances must be supplied by the Engineering Department. Rates quoted cover routing of service to the rear of the exhibit space in the most convenient manner. Special routing, connection of equipment and all other work will be charged on a time and material basis in addition to the service rate.

All equipment shall be properly tagged and wired by the Exhibitor with complete information as to type of current, voltage, phase, cycle, horsepower, and such other information as the Engineering Department reasonably may require. Electrical power for lights and displays may be turned on daily approximately one hour prior to Show opening time and off at approximately Show closing time. Twenty-four (24) hour power may be requested for services that require continuing electrical service after-hours (e.g., refrigerators, programmable machinery, etc.), provided, however, the Exhibitor and the Show licensee both acknowledge that electrical power is generated and delivered by a public utility and, that being the case, the Facility cannot guarantee that electrical power will be available continuously or without interruption. The Exhibitor and the Show licensee acknowledge and accept the risk that such electrical power interruptions may occur from time to time. Notwithstanding any of the provision of the Electrical Services Order Form, in any Show neither the Facility, the Authority, Edlen Electrical, nor Show Management shall be liable for any consequential damages, and the Facility, the Authority and the Engineering Department’s liability shall not exceed the fees paid to and received by the Authority in respect of the Electrical Services Order Form.

Once the Electrical Services Order Form, as executed and approved, shall constitute the entire agreement between the Authority and the Exhibitor, and no change in or modification of this Electrical Services Order Form shall be binding upon the Authority unless the change or modification is in writing and is consented to and approved by the Authority.

- Electrical equipment must be Underwriter Laboratory approved. Gas operated equipment must be approved by the American Gas Association (AGA) and the required permits and/or approvals must be obtained in advance from the Georgia World Congress Center County Fire Rescue Department through Facility Management.
- The Facility’s electrical equipment, e.g., extension cords, electrical distribution panels, pole lights, etc., should not be removed by Exhibitors, general contractors or other personnel.
- Exceptions regarding location and/or availability may occur.
- The installation/removal of all electric, gas, plumbing, steam and water, either into or out of any Facility venue connectors by non-Show utilities personnel, is strictly prohibited.



- All requests for electrical service include complimentary installation labor and the electrical service is provided for a 24-hour period. For Exhibitor and Show Management orders placed twenty-one (21) days in advance of the first move-in day, the Facility provides a 30% discount on services.
- The power (and plumbing) primarily comes from the floor at the GWCC. There is an option to drop from above but that needs to be noted in the exhibitors order.
- Utilities available include electric, telephone, internet, drainage and water but must be ordered using the forms in the Exhibitor Service Manual.
- Special utility requirements: air, water/drainage, and natural gas are available. All-natural gas appliances shall be of an approved type (i.e., A.G.A., U.L., or Gas Mechanical Lab), and shall be installed according to Federal, State and Local Safety codes. Maximum drain lines are 3");. Supply connections and disconnections may only be made by the Facility. Equipment interconnections may be made by Exhibitors and material for connections must be supplied by Exhibitors, subject to approval by the Facility. Utility installation rates are per hook-up. Any special utility connect ordered on site rather than preordered will be billed at higher connection rates. A utility order form will be provided in your Exhibitor Show Manual. No compressors are allowed other than those supplied by the Facility unless they are a fixed part of your machine. Telephone, internet, wireless, and data network services forms will be provided in your Exhibitor Service Manual.

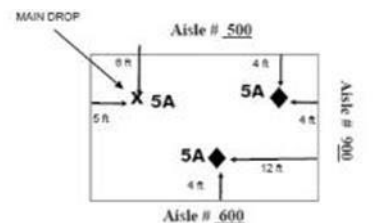
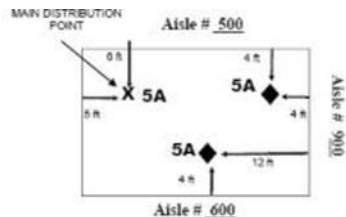
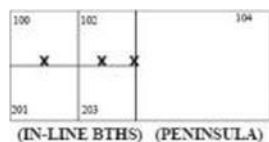
Edlen Electrical Terms and Conditions

- Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
- To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
- In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email of any such corrections.
- Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths
- Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space.
- Distribution to all other locations regardless of booth type require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
- A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
- Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
- There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
- Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
- Edlen Supervision—A supervisory charge of 10% of the prevailing labor rate will apply to all labor that exceeds one hour.
- For a dedicated outlet, order a 20-amp outlet.
- No inverters, self-contained power supplies or devices that convert battery power to 120-volt power allowed.
- In the event 1000-watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
- Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.

- Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
- Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
- Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
- All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring, or equipment is not in accordance with electrical codes.
- All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
- All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
- Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
- Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
- If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
- Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
- Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
- It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
- A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
- Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



FOR OTHER COMMONLY ASKED QUESTIONS VISIT WWW.EDLEN.COM OR CALL THE NUMBER ON THE ELECTRICAL ORDER FORM

13. EXHIBITOR APPOINTED CONTRACTORS (EACS)

Exhibitors' utilization of independent contractors in lieu of the official show contractors for installation and dismantling of their exhibit will be permitted by the Show Management under the following conditions:

1. Thirty days prior to the Show, written notification must be received. There will be an electronic form to complete in the Exhibitor Service Manual. The independent contractor is encouraged to obtain labor from the official show contractor; however, if they do not, they shall provide evidence to Show Management and the official contractor that he possesses applicable and current labor contracts;
2. The independent contractor shall be prepared to show evidence he has authorization from the Exhibitor for installation;
3. The Exhibitor is responsible for all services in connection with their exhibit, including freight, drayage, rentals, and labor;
4. The independent contractor shall provide a proper certificate of insurance with 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, the Georgia World Congress Center, and Show Management as additional insureds for the time period of the Show (including move-in and move-out days), to Show Management and the Show General Contractor at least 30 days before the show opening;
5. The independent contractor will be responsible for steward and foreman costs after Show General Contractor's work for the day has been completed. Show Management may deny an EAC access to the Show when these requirements have not been met or when in the best interests of the Show. Show Management will not be responsible for any lost profits or any damages of Exhibitor that result. The Facility utilizes the Worker Identification System (WIS) badging program launched by the Exhibition Services and Contractors Association (ESCA) in 2009. All contractors, suppliers, and vendors are required to have the approved credentials to access the Facility. Badges must always be visible while on the Facility campus. The WIS badge only allows access to the Facility. Individual events may require independent credentials, such as wristbands or buttons, for access to Exhibit Halls. There isn't an enrollment fee for the WIS program, but there is a fee for badges.

For questions and to register please visit <https://wis.esca.org/>.

14. EXHIBIT LOCATION AND RELOCATION

If there is an Exhibitor that you wish to be near or one you do not wish to be near, please notify Show Management, via email at exhibit@printingunited.com, of that fact at the time you contract for space. Show Management will work with you as best it can, depending on what space is available for assignment at that time. Show Management will not move Exhibitors to accommodate another party.

Exhibitors wishing to be relocated can request to be added to the relocation list, via email to exhibit@printingunited.com, for a certain area or Assigned Exhibit Space. In the event Show Management breaks up an exhibit space at a future date, Show Management will go down the relocation list in order until the exhibit space is reserved. Once the relocation list is exhausted, provided no current Exhibitor takes the space, it will become open to prospective Exhibitors to reserve. Ninety

(90) days out from the Show, Show Management will no longer reference the relocation list and will fill the space as they see fit in the best interest of the Show for both Exhibitors and attendees.

15. EXHIBITOR REPRESENTATIVES

Each Exhibitor must provide an attendant in its Assigned Exhibit Space during the open hours of the Show. All attendants must be bonafide employees of the Exhibitor or representatives who receive commission, brokerage or salary from

the Exhibitor, or who represent the manufacturer of products sold by the Exhibitor. The term "representatives"; in the preceding sentence does not include those who maintain their own inventory of merchandise for resale. Live models may be hired and will be admitted to the Exhibit Halls only in costumes approved by the Show Management.

Models must have Exhibitor badges, and Exhibitor must obtain them in the same manner as obtained for other Assigned Exhibit Space personnel. False certification of individuals as Exhibitor representatives, misuse of Exhibitor badges, or any methods or device used to assist unauthorized individuals to enter the Exhibit Halls will be sufficient just cause for expelling the violators from the Show, barring them from further entrance onto the Exhibit Halls, and/or removing the

exhibit from the exhibit floor without obligation on the part of the Show Management for refund of any fees. The Exhibitor, for itself, its employees, and its agents, waives all rights to any claim for damages against Show Management, its contractors and its agents, arising out of the enforcement of this paragraph. The official Show badge must be worn whenever a registrant is in the Exhibit Halls. Badges are available at registration for such persons as were designated by the Exhibitor when Exhibitor registration was processed.

16. EXHIBIT SPACE FEES

The Assigned Exhibit Space lease fee includes the back drape and side-rail drapery (for inline exhibit types only) but does NOT include a floor covering, which is required. All Exhibitors at the Show will be responsible for providing their own flooring solution or may obtain carpet, carpet padding and VisQueen directly through the Show General Contractor. Floor covering must cover the entirety of the leased exhibit space. All other forms will be available in the Exhibit Service Manual available in late spring 2023. The Assigned Exhibit Space lease fee also includes a small black and white exhibit space identification sign, a limited number of exhibit space personnel badges, a company description and product categories which will be showcased on the floor plan and official show mobile app. There will not be a printed show guide.

Your free enhanced listing includes:

- 24/7 administrative control before, during and after the Show
- A description of your company
- Keyword and product search capabilities

Additionally, there will be an option to upgrade for premium features. Examples include adding a company logo, video content, ability to accept attendee meeting requests and website leads.

17. EXHIBIT SET-UP/MOVE-IN

Arranged by targeted move in schedule *Off-target move-ins will incur a charge - Please refer to the Exhibitor Service Manual.

Last-In, First-Out Space Exhibit

Space shaded in green on the floor plan indicate last-in, first-out spaces. These exhibit spaces must not have elaborate set-ups as set-up and dismantle time will be limited. In these areas we will not combine into island spaces. They will need to remain inline exhibit spaces.

18. EXHIBIT SPACE TERMS

All Assigned Exhibit Spaces are configured in 100 sq. ft. increments unless otherwise indicated on the Show floor plan. All Assigned Exhibit Spaces are constructed with an 8-foot-high back drape and 3-foot-high side rails. Each Assigned Exhibit Space includes 1. A standard sign, 7" x 44", with name of the Exhibitor and space number; 2. Five (5) complimentary Expo Pass badges for exhibit space personnel for every 100 sq ft of space contracted; 3. Online directory listing; 4. All expenses, including, without limitation, electrical and telephone and internet requirements, exhibit installation and dismantling costs and material handling/drayage, will be the sole responsibility of the Exhibitor. All Assigned Exhibit Spaces must have floor covering that covers the entirety of the exhibit space. See "Payment Policy" in the Terms and Conditions – Section 17 for payment terms.

The tenet on which all show management is based can be summed up as follows: "All Exhibitors are equal regardless of size and should be given an equal opportunity, within reason, to present their product in the most effective manner to the audience."; Show Management must establish rules and guidelines to make this possible while allowing the greatest flexibility within each Assigned Exhibit Space. Remember, you are our members and Exhibitors. We want you to be successful. The Exhibitor's responsibility can be summed up far more simply: "Be a good neighbor."; No subleasing of exhibit space is permitted without prior written Show Management authorization.

Shared Space

Co-Exhibitors are permitted provided written approval is given by the primary Exhibitor. Shared companies must have an established relationship with the primary Exhibitor. Co-Exhibitors must also be a member of the PRINTING United

Alliance. Not all exhibit spaces are permitted to have co-Exhibitors. Exhibit spaces 400 square feet and larger can have co-Exhibitors (Inline exhibit spaces are not eligible for space sharing). A parent company may book space for subsidiary companies. A \$3500 co-Exhibitor fee due with completed co-exhibit application.

19. FIRE WATCH

Under certain circumstances, it may be deemed necessary by the Fire Prevention Office to require a fire watch for an exhibit. The requirement to have a fire watch will be handled on a case-by-case basis. Exhibitor must also, in all respects, accept full responsibility for compliance with national, state, and city safety regulations.

20. FOOD AND BEVERAGE

Dispensing food and/or beverages in an Assigned Exhibit Space is permitted only if all food and beverages are ordered from and provided by the official catering service at the Facility. A catering form will be provided in your Exhibitor Services Manual.

21. HAZARDOUS CHEMICAL DISPOSAL

The Exhibitor is responsible for the handling, delivery and removal of hazardous materials used in the Assigned Exhibit Space and the Exhibit Areas before, during and after the Show, in accordance with the latest Environmental Protection Agency, State and local regulations in effect at the time of the Show. Arrangements must be made in advance for disposal. Disposal of hazardous waste is prohibited in the sewer lines or drains of the Facility. The Exhibitor is responsible for

the tracking of all hazardous material brought into the Facility and the Exhibit Areas. Any materials left in the Facility or anywhere in/on the Exhibit Areas after move-out will be disposed of at the expense of Exhibitor.

22. HAZARDOUS MATERIALS LABELING

All hazardous materials brought into the Facility or onto the Exhibit Areas must be labeled and accompanied by the applicable MSDS (Materials Safety Data Sheet) which must be produced upon request.

23. HOURS OF EXHIBITION

The Show hours will be published online at least 30 days prior to the opening of the Show. Tentative hours are referenced in this document.

24. HOUSING

Housing at Atlanta hotels will be available to all confirmed Exhibitors on or about one year prior to the show dates. Our official hotel vendor is OnPeak. Show Management will not be able to assist with hotel reservations booked with any other vendor.

25. INDOOR AIR QUALITY

All forklift trucks, platform lifts, boom lifts and other motorized equipment utilized for the move-in and move-out of the Show shall utilize cleaner burning alternative fuels and not gasoline. The alternative fuel shall be electric, natural gas, and/ or propane fuel. All refueling, changing of propane/natural gas bottle/containers or recharging of these vehicles must

be conducted outside the Facility. Any vehicles that are utilized to deliver freight directly into the Facility for move-in or move-out shall turn the vehicle off upon arriving at the final location. No vehicle should be allowed to sit and idle in the Facility. The use of any special equipment (such as cranes, large lift trucks, etc.) in the Facility for move-in and move-out shall be coordinated with the Facility Services Manager 30 days in advance, so provisions can be made to ensure proper ventilation is maintained. If the existing ventilation system cannot provide adequate air exchanges, the service contractor shall provide means of ventilation at their expense. All equipment utilized for move-in and move-out shall always be kept in compliance with all governing laws and regulations.



26. INK DISPOSAL GUIDELINES

Exhibitors are to make Show Management aware of any special accommodations needed outside of their free ink waste service. Exhibitors are responsible for all damage, included, but not limited to, spills and improper disposal. Hazardous waste disposal must go through Enviro-Guard.

27. INSURANCE

Exhibitors are responsible for ensuring that all Exhibitor merchandise, display equipment and materials are fully insured against fire, theft and all hazards while in transit to and from your Assigned Exhibit Space and for the duration of the Show. After materials are released by the freight line, the line is not responsible for condition, count or contents, until such time when the materials are again picked up for removal after the close of the Show. All orders received by the Show General Contractor prior to removal of materials are subject to final count and correction made at time of actual removal. The handling of loose exhibit materials or those inadequately packed will be done at Exhibitor's risk. Neither the Show General Contractor, the Show Management, nor the Facility is responsible for damages to such materials, nor will any of the forgoing be responsible for concealed damages of material arriving and departing in cases, crates, cartons, packages, etc. All materials arriving at the warehouse must arrive prepaid, and actual weights must appear on Bills of Lading. Exhibitors are responsible for everything in their Assigned Exhibit Space during hours when the exhibit area is open. Show Management will have security guards on duty and will make reasonable efforts to safeguard the property of all Exhibitors; however, neither Show Management, the Show General Contractor, nor the Facility assumes any liability for loss, and Exhibitors are always requested to take normal precautions. Our insurance vendor, Rain Protection is able to provide insurance for all of our Exhibitors at a nominal fee. Please reference their order sheet in this Exhibitor Service Manual. Please reference the specific insurance coverage limits required as detailed in our Exhibitor Contract Terms and Conditions document.

28. INTELLECTUAL PROPERTY ("IP") INFRINGEMENT

Show Management respects the ownership rights of all creators of intellectual property. We encourage you to protect your rights by using every tool available through the U.S. legal system for the protection of your IP rights, including the registration of your trademarks and copyrights. Show Management cannot be the arbiter of IP disputes between Exhibitors. If you believe that an Exhibitor is infringing upon your IP rights, we encourage you to retain counsel and use the U.S. legal system to prove your case and achieve the termination of any and all infringement of your IP ownership rights through the courts.

29. LABOR

The Show General Contractor will provide skilled union labor at prevailing rates to Exhibitors upon their order for the erection, dismantling, and any servicing required for their Assigned Exhibit Space. A labor order form will be sent to Exhibitors as part of the Exhibitor Services Manual. Forms should be returned at least 30 days in advance of the Show. Exhibitors are urged to order in advance all labor and services required so that the decorator can schedule adequate work crews for the benefit of all Exhibitors. All set-up personnel must obtain Exhibitor badges from Show Management to be allowed in the Exhibit Areas. As previously noted, The WIS (Worker Identification System) program is being utilized in the Facility and in other venues across the U.S. If any contractor or trade union worker wants to work on the Exhibit Halls, they must have either an ESCA-WIS badge or a Trade Union (Local 631, 720 and 357) badge. This program requires that anyone supervising a build must also obtain an ESCA-WIS badge, including personnel working in the Assigned Exhibit Space. Please review this link for more detailed information: <https://wis.esca.org/> (link is external). Exhibitors with proper badges will be admitted by Exhibit Hall security at all scheduled times. Labor for moving shipments and crates must be arranged through the Show General Contractor as they are the exclusive provider for this service.

30. LIGHTING

No chase lights are permitted in exhibit spaces or islands. Logos, lights, gobos, flashing lights, lasers, and the like, may not shine outside the Assigned Exhibit Space. For example, Exhibitors may not shine logos onto the ceiling, aisles, Facility walls or adjacent exhibit spaces.

Lighting, fixtures, lighting trusses and overhead lighting must be within the boundaries of each Exhibitor's Assigned Exhibit Space.

If an Exhibitor that is eligible to hang signage wishes to have lighting directed onto the signage from outside of the contracted exhibit space, the lighting must be hung within 5 ft. (1.5m) of the exhibit space unless the physical structure of the Facility requires otherwise. In this case, the lights must be placed as close as possible. When this approach is used, lighting must be focused onto the signage and may not bleed into neighboring Assigned Exhibit Spaces.

Lighting that is harmful, such as lasers, ultraviolet lights, flashing or strobe lights that can trigger photosensitive epilepsy should comply with Facility rules and be approved in advance in writing by Show Management. Lighting that spins, rotates or pulsates, as well as other specialized lighting effects should not take away or distract other Exhibitors/attendees. Lighting should not interfere with nearby Exhibitors or otherwise disturb the general atmosphere of the Show. LED lights are suggested. They can be very bright yet generally produce less heat and need a smaller amount of electricity.

Show Management maintains the right to determine the corrective action needed for any Exhibitor in breach including, but not limited to, removing/turning off lighting that is determined, in the sole discretion of Show Management, to be an infringement. The Exhibitor will be held accountable for any charges related to any action taken by Show Management in connection with this paragraph.

Lamp and Bulb Restrictions

The Facility has experienced several fire safety incidents arising from the use of stem- and track mounted halogen light fixtures attached to exhibit spaces where the fixtures utilized linear halogen bulbs. Typically, these hazards arose from misuse and poor maintenance practices rather than from any deficiency in the design of the fixture or the halogen bulb it contains. Show management, therefore will not allow track mounted halogen light fixtures. If used onsite, the exhibitor will be asked to remove. Any incidents or damages that occur from these bulbs onsite will be the sole responsibility of the exhibitor. Show management will not be held responsible.

31. MEMBERSHIP

Exhibitor is required to maintain membership with the Alliance during the entire period from application through the Show.

32. MULTI-LEVEL AND/OR COVERED EXHIBITS

IMPORTANT: Be sure to review all Exhibitor fire regulations to ensure compliance

A multi-story exhibit is an Assigned Exhibit Space where an Exhibitor's display fixture includes two or more levels. All multi-story exhibits must have prior, written design approval from Show Management and Exhibitor must submit Assigned Exhibit Space diagrams to the local Fire Marshal to obtain a permit. If an Exhibitor's multi-story Assigned Exhibit Space plans have received permits at past shows, Exhibitor must still re-submit diagrams to obtain a permit for the 2023 Show. Fire Marshal permits and Show Management approvals are applicable to one specific Show only and may not be applied to or transferred to future Shows. Multi-story Assigned Exhibit Space plans must be submitted no later than 45 days before the first day of move-in for the Show. All Assigned Exhibit Space diagrams are required to have a stamp of approval from a licensed structural engineer. Within the confines of your Assigned Exhibit Space, you must have a visible fire extinguisher and smoke detector. Requests will not be accepted onsite. Please note certain states our show is located requires stamped engineer drawings from that specific state (notably Nevada).

Please submit physical copies including rise and run of stairs and load capacity limits to the venue for Fire Marshal and Engineer approval to:

Melinda Buchanan
Director of Client and Guest Services
Event Services
Georgia World Congress Center
285 Andrew Young International Blvd., N.W.
Atlanta, GA 30313
MBuchanan@GWCC.com

33. NOISE & ODORS

No noisy or obstructive work will be permitted during open hours of the Show, nor will noisily operating displays or exhibits producing objectionable odors be allowed. The decibel level of sound emitting from your Assigned Exhibit Space must not exceed 85.

34. COPYRIGHTS, TRADEMARKS AND ALL OTHER INTELLECTUAL PROPERTY (Music, Photographs, Performances, Literary and Artistic Works, Names, Logos, Software, etc.) - WARRANTY AND INDEMNIFICATION

Exhibitor warrants that in the performance of this Agreement it will not infringe any intellectual property rights, including, but not limited to, trademarks, copyrights, patents, trade secrets, right to privacy and right to publicity rights, nor any other right of any person. Exhibitor warrants and represents that no music, literary or artistic work or other property protected by copyright, nor the name of any performing artist or group or any other property protected by trademark, nor any other intellectual property not owned by Exhibitor will be performed (live or recorded), reproduced or used incident to the Exhibitor's participation in the Show, unless the Exhibitor has obtained written permission from the copyright or trademark or intellectual property owner or applicable performing rights organization (BMI, ASCAP or SESAC, etc.) and that Exhibitor will not infringe upon any statutory, common law or other rights of the owners of such material.

Exhibitor acknowledges that it acts under this Agreement as an independent contractor, charged with the responsibility, in its sole discretion, for selection, performance, reproduction and use of any musical, literary, and artistic works in

its Assigned Exhibit Space as it deems appropriate, and that it will maintain strict compliance with all laws respecting copyrights, trademarks and all other intellectual property. Exhibitor agrees to indemnify, save and hold harmless Printing United Alliance, the PRINTING United Exposition, the Show General Contractor, Show Management and the Facility and their parent and subsidiary companies, shareholders, directors, officers, agents, employees, contractors and servants from and against all claims, costs and expenses, including legal fees, demands, actions and liabilities of every kind and character whatsoever with respect to copyright and trademark rights, royalties and any other fees due or incurred by reason of Exhibitor's performance, reproduction or use (live or recorded) of any musical, literary or artistic works or any other property protected by copyright or the name of any performing artist or group or any other property protected by trademark, or the use of any other intellectual property not owned by Exhibitor in Exhibitor's Assigned Exhibit Space.

35. SOUND DEVICES

Public address, sound producing, or amplification devices that project sound must not interfere with other Exhibitors or other Assigned Exhibit Spaces. Any form of attention-getting devices or presentations of any length must be conducted and contained within the limits of an Exhibitor's Assigned Exhibit Space. Such presentations will be terminated when crowds obstruct aisles or infringe upon another Exhibitor's display. Show Management reserves the right to restrict the use of glaring lights or objectionable lighting effects. Show Management reserves the right, in its sole discretion, to determine at what point sound or lighting effects constitute an interference with others that must be modified or discontinued. In general, the employment of any method to project sound beyond the confines of any Exhibitor's Assigned Exhibit Space is prohibited. The decibel level of sound emitting from your Assigned Exhibit Space must not exceed 85.

36. OBSTRUCTION OF AISLES OR NEARBY EXHIBIT SPACES

Any demonstration or activities by any Exhibitor that result in excessive obstruction of aisles or prevent ready access to a nearby Exhibitor's Assigned Exhibit Space shall be suspended for any period or periods specified by Show Management, as determined in their sole discretion. Exhibitors must place equipment in such a manner that printing samples do not overflow into the aisles. In other words, each Exhibitor will be confined to the space limits of their respective Assigned Exhibit Space.

37. OPERATION AND CONDUCT

A. Exhibit Personnel. Attendants, models, and other employees and representatives of Exhibitor must confine their activities to their Assigned Exhibit Space.

- Exhibitor personnel and representatives may not enter the Assigned Exhibit Space or loiter in the area of another Exhibitor without permission from that Exhibitor, and at no time may anyone enter an Assigned Exhibit Space that is not staffed. Violators may be ejected from the Show and Exhibitor subject to a loss of seniority points.
- Exhibitor shall not photograph or video an Assigned Exhibit Space or product of another Exhibitor unless such photography or videography is approved in advance in writing by the other Exhibitor or Show Management.
- Exhibitor may not harass or antagonize another party, remove anything from another Exhibitor's Assigned Exhibit Space or register or give a badge to anyone not qualified to attend or exhibit at the Show.
- Exhibitor may only serve legal papers upon another Exhibitor by working with Show Management. Exhibitors may not serve such papers in the Exhibit Halls or public areas of the Facility unless accompanied by Show Management.
- An Exhibitor's Assigned Exhibit Space must be staffed during all Show hours. Exhibitors with Assigned Exhibit Spaces that are not staffed during Show hours could be subject to loss of priority exhibit space selection, loss of credentials for future shows and loss of other show privileges as determined by the Show Management in its sole discretion.
- No area of the Facility or the Exhibit Halls or an Assigned Exhibit Space shall be used for any improper, immoral, illegal or objectionable purpose.

B. Attire. All Exhibitor personnel and their contractors must always wear appropriate apparel. This requirement prohibits, among other items, bathing suits, thongs, lingerie, excessively short skirts, painted bodies and transparent apparel. Show Management reserves the right to make determinations on appropriate apparel in its sole discretion. Business or business casual attire is recommended. Exhibitors who are uncertain with regard to compliance with the appropriate apparel and entertainment regulations are encouraged to consult with Show Management in advance of the Show.

C. Buyer Activities. Exhibitors are not permitted to host or sponsor any events off the Show floor that attracts buyers during Show hours unless such event is approved in advance in writing by Show Management. Hospitality functions away from the Convention Center shall not open before 6:00 p.m. of each Show day. Hospitality functions at the Facility, in an exhibitors booth, need to be approved in advance by Show Management and may only take place during Show hours and may not extend after hours approved.

38. PROMOTIONAL ACTIVITIES, CONTESTS AND GIVEAWAYS

Show Management reserves the right to prohibit, limit or discontinue the distribution of gifts, giveaways, or similar promotions. All promotional activity must be within the confines of the Exhibitor's Assigned Exhibit Space. Distribution of products, promotional materials or brochures outside an Exhibitor's Assigned Exhibit Space is strictly prohibited. Announcements of Exhibitor's contests, drawings or winners during the Show must be pre-approved in writing and are at the sole discretion of Show Management. Prize forms will be furnished to all exhibiting companies at registration and a prize board is available to post prize giveaways. All printed promotional materials featuring the conference name or logo in any format must be pre-approved in writing and meet branding and logo guidelines. These guidelines can be requested by contacting Show Management.

39. ADVERTISING OUTSIDE EXHIBITOR'S ASSIGNED EXHIBIT SPACE

Exhibitor shall not distribute, or permit to be distributed, any advertising matter, literature, souvenir items or promotional materials in or about the Exhibit Areas except from its own Assigned Exhibit Space unless such distribution is approved in writing in advance by Show Management. Exhibitor shall not post or exhibit any signs, advertisements, show bills, lithograph posters or cards of any description on any part of the Facility or the Exhibit Areas, except within the Exhibitor's Assigned Exhibit Space and upon such space as is made available for such purposes by the Facility. Exhibitor shall

not affix anything to the walls, columns, carpet, concrete or pavement, nor shall Exhibitor cause or allow anything be projected on space or areas beyond Exhibitor's Assigned Exhibit Space without approval in writing in advance from Show Management and the Facility.

40. PHOTOGRAPHY AND AUDIO/VIDEO

Unless otherwise restricted or posted, photography and audio recording will be permitted on the Show floor and in the common/public areas of the Facility.

Notwithstanding the foregoing, photography is strictly prohibited on the Show floor when an Exhibitor does not grant permission. An Exhibitor may place a no-photography sign in their booth as well as verbally restrict activity. All Exhibitors

have full authority to control the photographic activities in their contracted spaces and should any unauthorized photographic activity take place during the Show, the Exhibitor is welcome to contact the floor manager for immediate assistance and action.

CONSENT TO RECORD & DISTRIBUTE YOUR AUDIO, IMAGES & VIDEO

Exhibitors and attendees understand that PRINTING United and its authorized representatives or those registered for PRINTING United as members of the trade press, may conduct interviews and may take photographs and/or video and may also stream the various aspects and activities of the PRINTING United EXPO for both archival and promotional purposes.

All attendees, by attending the PRINTING United Expo, including, but not limited to, Exhibitors, Sponsors, and contractors, hereby grant Show Management and its authorized representatives, the right and permission, without notification or compensation, to use your name, likeness, biographical information, voice, audio clips, the content of any interview, image, digital image and/or photograph or video, and any other recording of you of any nature or type, and any other indicia of persona ("Persona") created, taken or recorded in association with the Show, or to refrain from doing so, in any manner or media whether existing now or hereafter developed (including without limitation the World Wide Web and the internet), worldwide, for trade, advertising and/or promotional purposes. Show and/or Exhibitor photos and recordings cannot be copied, altered, sold, exhibited, or further distributed without prior written consent from PRINTING United Alliance. Show Management retains the right to revoke consent at any time for any reason.

Show Management retains the right to use an Exhibitor's name, logo, trade name, etc. in any and all promotional materials.

41. PRINTING

Printing will be permitted with the following provisions:

(1) aqueous or solventless inks should be used whenever possible;

(2) there shall be no more than one day's supply of ink on the floor during the Show; all cleaning of screens shall be done outside the building; (4) at night, inks are to be removed from the Assigned Exhibit Space; (5) any solvents used shall have a flash point exceeding 100 degrees F; (6) Exhibitors shall have a Class ABC fire extinguisher in each Assigned Exhibit Space where they are printing with inks containing solvents; rags should be stored in self-closing or self-extinguishing U.L. approved cans and must be removed from the building at the end of the day. (8) MSDA Sheets need to be on hand or readily available for any solvents, inks, or hazardous materials. All hazardous materials utilized during the printing process are subject to the rules and regulations stipulated in Sections 21 and 22 above.

42. REMOVAL OF EXHIBITS

Exhibitors expressly agree not to begin packing or dismantling their Assigned Exhibit Space until the official Show breakdown starting time at 3:00 pm, Friday, October 20. Any such premature action is cause for expulsion from future Shows. It is the responsibility of the Exhibitors to arrange for return shipment of Assigned Exhibit Space material, properly labeled, before departure. A service desk for this function will be provided at the Facility to assist you. If these arrangements are not made prior to your departure, your shipment will be stored by the Show General Contractor at your expense.

43. SHIPPING INSTRUCTIONS & HANDLING OF CRATES

The official drayage firm is the Show General Contractor, Shepard Exposition Services. All shipments must be prepaid, whether by air, rail, or motor freight.

All shipments must arrive at least four days prior to the installation date. Shipping labels will be provided in the Exhibitor Service Manual.

44. SMOKING

The Facility is a "no smoking" facility.

45. SUITCASING / OUTBOARDING POLICY

PRINTING United has a zero-tolerance policy regarding “suitcasing” as stated in our Exhibitor Contract Terms and Conditions document. All marketing and promotion must remain within your Assigned Exhibit Space as stated in section 4. Show Management reserves the right to remove individuals or discard display materials that do not comply with these guidelines.

Anyone wishing to exhibit or sell their products or services at the Show is required to lease an Assigned Exhibit Space, which makes you an official Exhibitor at the Show, and permits you to conduct sales activities at the Show. Assigned Exhibit Space is available in sizes as small as 10'x10', at very reasonable rates. If you are interested in becoming an Exhibitor in order to be able to conduct sales activities at the Show, please contact us at exhibit@printingunited.com. We would love the opportunity to make you an official participant in the Show and help you gain exposure and sales for your business.

Companies which are not Exhibitors at, or Sponsors of, the Show (Attendees), are not permitted to distribute, or permit to be distributed, any advertising material, literature, souvenir items or promotional materials, or to solicit orders or hold any conference in the interest of generating business during the Show (collectively, Suitcasing), in or about any of the Exhibit Areas, which include the Exhibit Halls, parking lots, air space and grounds of the Facility, as well as designated areas of partner hotels. Suitcasing activities are strictly forbidden. Show Management reserves the right to remove individuals or discard display materials that do not comply with these guidelines. PRINTING United has a zero-tolerance policy regarding Suitcasing.

Exhibits in any location other than in leased prescribed areas on the floor plan, such as hotel room exhibits, etc. are not permitted. Soliciting of business will be permitted by Exhibitors and Sponsors only. Advertising and sales promotion materials may be distributed only from your Assigned Exhibit Space at the Facility. Exhibitors allowing non-exhibiting companies to sell from their assigned space risk not being permitted to participate in future advance exhibit sales weeks and/or future Shows.

46. TRACKING SERVICES

The Show General Contractor will trace, on request, all shipments prior to installation date, providing that a copy of the waybill is forwarded to them well in advance.

47. UNMANNED AIRCRAFT SYSTEMS (UAS)/DRONES, REMOTE-CONTROLLED AIRCRAFT

For the safety of attendees, flying objects, including unmanned aircraft systems (UAS), remote-controlled aircraft, etc. are not permitted. If you are looking to use a drone to capture images of your Assigned Exhibit Space, special advance written approval from Show Management is required. There is a possibility of additional insurance needed, provided the Facility allows drones.

48. VEHICLES ON DISPLAY

Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors; fuel tanks shall not contain in excess of one-quarter their capacity or contain in excess of 19L (five gal.) of fuel, whichever is less. At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped. Batteries used to power auxiliary equipment shall be permitted to be kept in service. Batteries must be disconnected. Auxiliary batteries not connected to the engine starting system may be left connected. External chargers or batteries are recommended for demonstration purposes. No battery charging is permitted inside the Facility. Combustible/flammable materials must not be stored beneath display vehicles. Fueling or de-fueling of vehicles is prohibited. Vehicles shall not be moved during exhibit hours. 36" of clear access or aisles must be maintained around the vehicle. Vehicles must be a minimum of 20 feet from exit of door or exit pathway. There must be no leaks underneath vehicles. All operational drying equipment must have ducting that extends at least 6 1/2 feet above floor level.

Hazards that potentially endanger attendees WILL NOT be permitted. Some of these might include:

- A. Lack of guards (shields) on exhaust fans, belt-driven motors, fly wheels, etc. If there are no permanently attached guards, temporary ones must be added at Exhibitor's expense;
- B. Food and drink near inks and cleaning solutions;

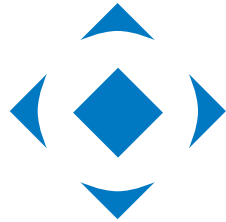
- C. Lack of safety curtains or inadequate shielding on UV curing units;
- D. Lack of covered (by tape or carpet) electrical cords on floor of Assigned Exhibit Space or aisle.

49. Shipping/Freight/Logistics

Exhibitors bear full responsibility for all shipping/ freight and logistics charges related to your participation in the Show, including, without limitation, all consignment fees, whether charged to consignor or consignee, and all accessorial charges billed by your freight service provider. While Exhibitors are free to choose any company to handle your shipping/freight/logistical needs, **PLEASE NOTE** that some shippers (notably FedEx Freight in 2022) have begun charging Exhibitors for “accessorial charges,” including billing for detention/wait times in the marshall yard, etc. Any accessorial charges imposed by a freight service provider are the responsibility of the Exhibitor hiring the provider, so please exercise due diligence when choosing your freight service provider.

PLEASE REFERENCE THE EXHIBITOR SERVICE MANUAL FOR FURTHER DETAILS. EXHIBITOR RULES & REGULATIONS SUBJECT TO CHANGE.

Any person who attends an Alliance organized convention, conference, seminar or other program grants permission to the Alliance, its employees and agents to record his or her visual/audio images, including, but not limited to, photographs, digital images, voices, sound or video recordings, audio clips, or accompanying written descriptions, and, without notifying such person, to use his or her name and such images for any purpose of Alliance, including advertisements for Alliance, the PRINTING United Expo and its program.



Shepard

EXHIBITOR SERVICE MANUAL



PRINTING United

Georgia World Congress Center - Hall B & C | Atlanta, GA
October 18 - 20, 2023

G184491023

Booth Package

Items provided in your booth, per exhibitor:

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

REMINDER! Carpet is not provided to any booth. All exhibitors are responsible for providing their own flooring solution or may obtain carpet, carpet padding, and visqueen through Shepard Exposition Services. All forms are available in this manual or online.

Show Colors

Show Drape Color(s): Grey, White

Aisle Carpet Color: Tuxedo

Exhibit Show Schedule

GENERAL EXHIBITOR MOVE-IN (Per Assigned Target)

Wednesday, October 11, 2023 • 12:00PM to 5:00PM
Thursday, October 12, 2023 • 8:00AM to 5:00PM
Friday, October 13, 2023 • 8:00AM to 5:00PM
Saturday, October 14, 2023 • 8:00AM to 5:00PM
Sunday, October 15, 2023 • 8:00AM to 5:00PM
Monday, October 16, 2023 • 8:00AM to 5:00PM
Tuesday, October 17, 2023 • 8:00AM to 5:00PM

All exhibits must be set and all crates/containers removed no later than 5:00PM on Tuesday, October 17, 2023.

EXHIBIT HOURS

Wednesday, October 18, 2023 • 9:00AM to 5:00PM
Thursday, October 19, 2023 • 9:00AM to 5:00PM
Friday, October 20, 2023 • 9:00AM to 3:00PM

EXHIBITOR MOVE OUT

Friday, October 20, 2023 • 3:00PM to 11:00PM
Saturday, October 21, 2023 • 8:00AM to 5:00PM
Sunday, October 22, 2023 • 8:00AM to 5:00PM
Monday, October 23, 2023 • 8:00AM to 12:00PM

This event is using a Targeted Move-Out. Please check the Target Move-Out plan for your assigned date and time.

FREIGHT REROUTE BEGINS*

*All outbound carriers must be checked in by this time

Monday, October 23, 2023 | 12:00PM

IMPORTANT DEADLINES

**Discount Price Deadline
for Custom Shepard Rentals**
Monday, September 18, 2023

**Exhibitor Appointed Contractor
Notification Deadline**
Monday, September 11, 2023

**First Day for Warehouse Deliveries
Without a Surcharge**
Monday, September 18, 2023

**Discount Price Deadline for Standard
Shepard Orders**
Monday, September 18, 2023

**Last Day for Warehouse Deliveries
Without a Surcharge**
Wednesday, October 4, 2023

Last Day for Warehouse Deliveries*
Monday, October 9, 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
Per your assigned Inbound Target Delivery Date/Time

Shipping Addresses

ADVANCE WAREHOUSE SHIPMENT ADDRESS

Exhibiting Co. Name & Booth Number
PRINTING United
c/o TForce Freight/ RAC Logistics c/o Shepard Exposition Services
4351 Thurman Rd
Conley, GA 30288

Warehouse hours: Monday - Friday 8:00AM - 3:00PM

DIRECT TO SHOW SITE SHIPMENT ADDRESS

c/o Shepard Exposition Services
Exhibiting Co. Name & Booth Number
PRINTING United
Georgia World Congress Center - Hall B & C
285 Andrew Young International Blvd. NW
Atlanta, GA 30313

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 18, 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, October 11, 2023 • 12:00PM to 5:00PM
Thursday, October 12, 2023 • 8:00AM to 5:00PM
Friday, October 13, 2023 • 8:00AM to 5:00PM
Saturday, October 14, 2023 • 8:00AM to 5:00PM
Wednesday, October 18, 2023 • 9:00AM to 5:00PM
Thursday, October 19, 2023 • 9:00AM to 5:00PM
Friday, October 20, 2023 • 9:00AM to 11:00PM
Saturday, October 21, 2023 • 8:00AM to 5:00PM
Sunday, October 22, 2023 • 8:00AM to 5:00PM

Exhibitor Move Out

Friday, October 20, 2023 • 3:00PM to 11:00PM
Saturday, October 21, 2023 • 8:00AM to 5:00PM
Sunday, October 22, 2023 • 8:00AM to 5:00PM
Monday, October 23, 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 **Monday, October 23, 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 **Monday, October 23, 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

Georgia World Congress Center - Hall B & C
285 Andrew Young International Blvd. NW
Atlanta, GA 30313

STAND DRAWING APPROVAL FORM

https://apps.shepardes.com/olk/exhibitor_stand_drawing_approval.asp

SECURITY WRISTBAND ORDER FORM

https://apps.shepardes.com/olk/forms/wristband_order_form.asp

EAC FORM

All EAC's are required to register using our online portal. On the landing page for Printing United on Shepard's Show Portal, please select "Create Account" under the "Access Online Ordering" section in the upper left of the screen. From here, you will be promoted to register as an EAC for your company. Please contact customerservice@shepardes.com with any questions about this process.

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 18, 2023

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

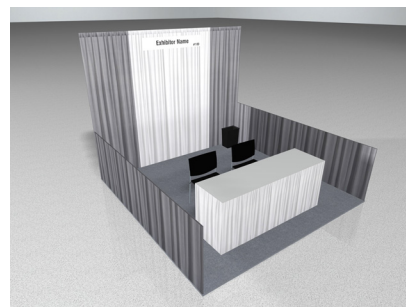
Step 1. Select your package**Booth Package A (50177)**

** No substitutions will be accepted.

Each Economy 10' x 10' booth package includes:

- 1 - 6'L x 24"W x 30"H Skirted Table - White (5004603)
- 2 - Upholstered Side Chairs (50020)
- 1 - Wastebasket (50091)
- 1 - 10 X 10 Carpet (50255)

CODE	QTY	ONLINE	DISCOUNT	REGULAR
50177		\$748.50	\$860.80	\$964.10

**Booth Package B (50178)**

** No substitutions will be accepted.

Each Economy 10' x 10' booth package includes:

- 1 - 30" high Pedestal Table (50032)
- 2 - Upholstered Arm Chairs (50021)
- 1 - Wastebasket (50091)
- 1 - 10' x 10' Carpet (50255)

CODE	QTY	ONLINE	DISCOUNT	REGULAR
50178		\$910.00	\$1,046.50	\$1,172.10

**Booth Package C (66067)**

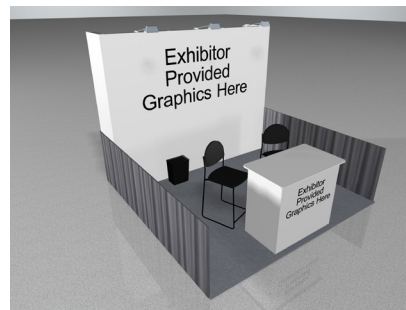
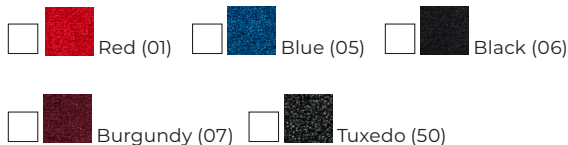
** No substitutions will be accepted.

Each Hardwall 10' x 10' booth package includes:

- 1 - "Hamilton" Exhibit Rental (66467)**
- 2 - Stools (50024)
- 1 - Wastebasket (50091)
- 1 - 10' x 10' Carpet (50255)

****Please see the Uploading Graphics 101 form in this manual for graphic instructions.**

CODE	QTY	ONLINE	DISCOUNT	REGULAR
66067		\$3,686.50	\$4,239.45	\$4,748.20

**Step 2. Choose your carpet color.**

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

CONTACT EMAIL ADDRESS: _____

ONLINE ORDERING

IT'S EASY.


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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 **Login for Online Ordering** button.
4. Select your event, enter your email address and password then click Login.
User Name = **Your Email Address**
(provided by Event Management)
Password **PUE2023**
5. Don't have an account, click "Create an Account."
6. Once logged in, please confirm your profile information. If you need to update your information, please contact us at clientservices@shepardes.com.
7. To order, utilize the grey category drop-down menus above the Welcome message.
8. After making your selections, click the add to cart button on the bottom right of the page.
9. To view your order click the Shopping Cart Icon at the top right of the page.
10. Confirm your order, click and complete the payment process.

Login

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

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

Select an Event

Select a Show ▼

Email Address

youremail@yourcompany.com ▼

Password

Login

[Forgot your password?](#)

Create an Account

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

Select an Event

Select a Show ▼

Creating an account will allow you to order online.

First, we will need your email address.

youremail@yourcompany.com **Let's do this!**

METHOD OF PAYMENT

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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: Monday, September 18, 2023 All paid orders placed online prior to the deadline date.

Discount Deadline: Monday, September 18, 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: **PRINTING United**

EVENT CODE: **G184491023**

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

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October 18 - 20, 2023

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

continued on the next page

TERMS & CONDITIONS (continued)

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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."

Shipping/Freight/Logistics: Exhibitors bear full responsibility for all shipping/ freight and logistics charges related to your participation in the Show, including, without limitation, all consignment fees, whether charged to consignor or consignee, and all accessorial charges billed by your freight service provider. While Exhibitors are free to choose any company to handle your shipping/freight/logistical needs, PLEASE NOTE that some shippers have begun charging Exhibitors for "accessorial charges," including billing for detention/wait times in the marshalling yard, etc. Any accessorial charges imposed by a freight service provider are the responsibility of the Exhibitor hiring the provider, so please exercise due diligence when choosing your freight service provider.

DEADLINE: MONDAY, SEPTEMBER 11, 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.



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EXHIBITOR APPOINTED CONTRACTOR (EAC)

G184491023

DEADLINE: MONDAY, SEPTEMBER 11, 2023

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

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT EMAIL ADDRESS: _____ PHONE NUMBER: _____

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

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

EXHIBITOR APPOINTED CONTRACTOR: _____

CONTACT NAME: _____ PHONE NUMBER: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

DESCRIPTION OF PROPOSED SERVICE FOR EXHIBITOR: _____

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

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

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

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

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

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

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

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

EXHIBITOR SIGNATURE: _____



Email completed form to: clientservices@shepardes.com

With Shepard, You Can.

TARGET INFORMATION

FIND YOUR TARGET DATE.

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The Printing United Expo has three scheduled exhibitor material handling targets that must be planned for and followed to ensure a smooth and cost efficient event.

Click the links below to take you to the most up to date Target Plans.
Remember to plan for your targeted move out!

[Target Move In Plan](#)

Clean Floor Crate Removal Plan

[Target Move Out Plan](#)

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.
Machinery weights must be listed separately to qualify for the special machinery handling rates.

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, October 9, 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, October 9, 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.

MOVE OUT TARGET INFORMATION

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In order to provide you with a better managed, more efficient move out experience, Printing United will utilize an Outbound Targeted Move Out Plan. This plan is in addition to the Inbound Target Plan described in this manual. We ask that you adhere to the Outbound Target Plan and Schedule by planning your dismantling hours and outbound plans accordingly to meet your assigned outbound move out date and time.

During Move Out Please Make Sure that Both Your

MHA is turned into the service desk no later than your assigned move out time.

AND

Your outbound vehicle or carrier is checked into the marshaling yard no later than your assigned move out time.

If either of these two assigned times are not met, then your shipment will be considered "Off-Target" and additional fees may apply.

Target Information

	DAY	MHA TURNED IN BY	MARSHALING YARD DRIVER CHECK IN BY:	ESTIMATED EMPTY CONTAINER RETURN ON FRIDAY 10/8/21
	(TBD)	(TBD)	(TBD)	(TBD)
	(TBD)	(TBD)	(TBD)	(TBD)
	(TBD)	(TBD)	(TBD)	(TBD)
	(TBD)	(TBD)	(TBD)	(TBD)
	(TBD)	(TBD)	(TBD)	(TBD)
	(TBD)	(TBD)	(TBD)	(TBD)

Off Target Shipments

It is imperative that you adhere to the Target move out schedule shown on the Outbound Target Floor Plan. All trucks picking up shipments at show site must arrive at the marshaling yard by your assigned check in/target time. Trucks missing their target time will be loaded on a first come, first serve basis after all trucks are loaded during their target time. **A 30% "Off Target" fee** will be assessed to missed target loading.

ALL trucks arriving at 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.

Loading

Priority loading will be given to carriers who are targeted and checked in at the Marshaling Yard 2 hours prior to the start of the target time. All others will be loaded after "on-target" carriers are loaded.

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

INCLUSIVE RATE INFORMATION

PRINTING United

Georgia World Congress Center - Hall B & C | Atlanta, GA

G184491023

October 18 - 20, 2023

Printing United offers Inclusive Material Handling Rates. This means you will not be charged additional fees due to targeted move in or move out schedule.

Target Date Information

For exhibitors who are sent an early move-in notice by Shepard, their booth is assigned a Target Date/Time. This is the assigned day your vehicle or carrier should check into the marshaling yard. The schedule is for the move-in of your exhibit only. You are not required to start setting your display on the Target date, but you will be permitted to do so.

All material handling rates are inclusive of any inbound and/or outbound overtime surcharges even if your assigned Target Date/Time falls on a weekend. There will be no additional overtime, reweigh fees, marshaling yard fees, or special handling surcharges applied to your rates (Provided you meet your assigned Target Date/Time).

If you ship to the Shepard Advance Warehouse location, your shipment will be delivered to your exhibit space before or during your assigned Target Date/Time.

ALL trucks delivering to show site must check in at the Marshaling Area for assignment of freight dock space

Shipping labels are enclosed. Use them as they will expedite handling. You may photocopy the labels as needed

On-Target

Please refer to the material handling authorization and special machinery materials handling form for applicable rates.

Off-Target

A 30% surcharge will be assessed on shipments delivered by carriers who do not check-in 2 hours prior to the exhibitor's assigned target date/time.

Hanging Sign Information

Please note that all non-electric hanging signs requiring rigging/lift equipment will be charged at one rate only and will be inclusive of any overtime surcharge for all Shepard Exposition Services Rigging. There will be no need to wait until a weekday to hang your sign as the rate will be the same for all hours.

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

TARGET DEADLINE: MONDAY, SEPTEMBER 18, 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:

Monday, September 18, 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

TARGET DEADLINE: MONDAY, SEPTEMBER 18, 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:

Monday, September 18, 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: _____

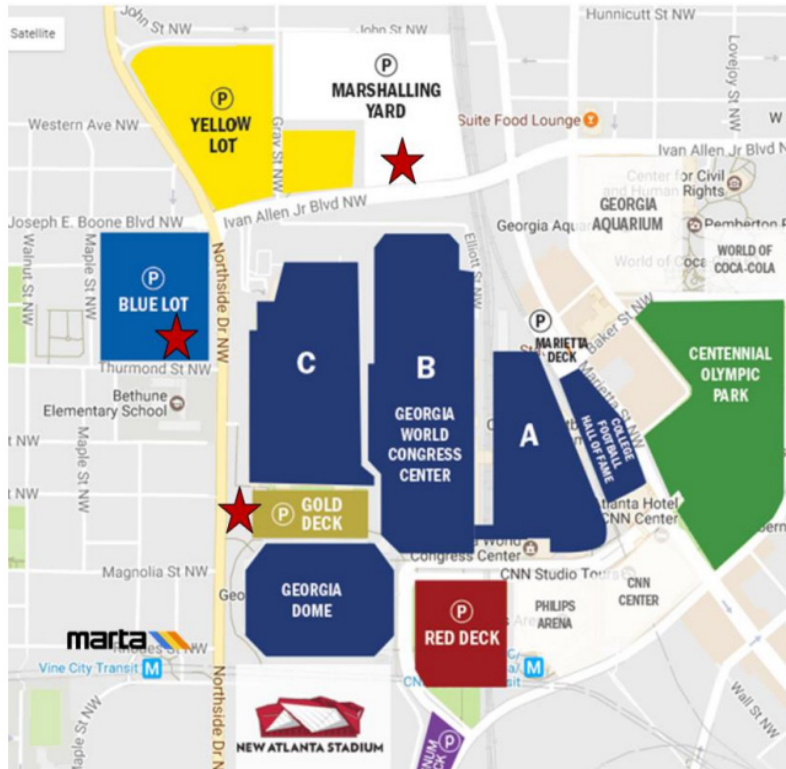
Show Site Address

Georgia World Congress Center - Hall B & C
285 Andrew Young International Blvd. NW
Atlanta, GA 30313

Marshaling Yard Address

362 Ivan Allen Jr Blvd NW,
Atlanta, GA 30313

Map



Marshaling Yard Hours of Operation

GENERAL MOVE IN	Yard Open	Receiving Cut Off	Yard Close
Wednesday, October 11, 2023	6:00AM	3:30PM	4:00PM
Thursday, October 12, 2023	6:00AM	3:30PM	4:00PM
Friday, October 13, 2023	6:00AM	3:30PM	4:00PM
Saturday, October 14, 2023	7:00AM	3:00PM	3:30PM
Sunday, October 15, 2023	7:00AM	3:00PM	3:30PM
Monday, October 16, 2023	6:30AM	3:30PM	4:00PM
Tuesday, October 17, 2023	7:00AM	3:30PM	4:00PM
Wednesday, October 18, 2023	6:00AM	9:00AM	9:00AM
EXHIBITOR MOVE-OUT	Yard Open	Yard Close	
Friday, October 20, 2023	12:00PM	11:00AM	
Saturday, October 21, 2023	6:00AM	5:00PM	
Sunday, October 22, 2023	6:00AM	5:00PM	
Monday, October 23, 2023	6:00AM	12:00PM	

ALL DRIVERS MUST BE CHECKED IN BY: Monday, October 23, 2023 | 12:00PM

Directions: FROM THE NORTH:

Take I-75/85 South to Williams Street (Exit 249C). (The exit ramp becomes Williams Street.)
Turn RIGHT at the first stop light onto Ivan Allen Jr. Blvd. Continue Ivan Allen Jr. Blvd.
After crossing Marietta Street, the Marshaling Yard will be on the RIGHT.

FROM THE AIRPORT AND THE SOUTH:

Take I-75/85 North to Andrew Young International Blvd. (Exit 248C).
Turn LEFT onto Andrew Young International Blvd.
Turn RIGHT at the first street onto Piedmont Avenue.
Go three blocks on Piedmont Ave. and turn LEFT onto Ralph McGill Blvd.
Continue on Ralph McGill.
Ralph McGill turns into Ivan Allen, Jr. Blvd. after crossing over West Peachtree Street.
After crossing over Marietta Street, the Marshaling Yard will be on the RIGHT.

All delivering carriers must check in at the Shepard Marshaling Yard prior to delivering to the facility.
Please note; **a certified weight ticket is a required documented measurement used for shipping exhibit properties.** If your driver has valid certified weight tickets Shepard will accept these tickets. All carriers will be assigned an unloading number according to driver check-in time.

CLEAN FLOOR CRATE REMOVAL PLAN

PRINTING United

Georgia World Congress Center - Hall B & C | Atlanta, GA

G184491023

October 18 - 20, 2023

Due to the volume of crates, limited space for set up and to facilitate the installation and cleaning of aisle carpet, PRINTING United Expo will enforce a Clean Floor Crate Removal Plan.

Please be advised that if your crates are removed on “Clean Floor” night and then you request them to be brought back from Empty Storage to your booth before show opening, there will be a per hour forklift charge assessed. Please refer to the Forklift Rental form for rates and information. **To avoid any scheduling issues, if you are working with an Exhibit House or EAC, please provide this schedule to them in advance.**

Saturday, October 14

8:00AM Display Crates for booths targeted **Wednesday, October 11th** must be empty and labeled for removal.

  *(colors will be altered once they are decided)*

Sunday, October 15

8:00AM Display Crates for booths targeted **Thursday, October 12th** must be empty and labeled for removal.

12:00PM Noon Display Crates for booths targeted **Friday, October 13th** must be empty and labeled for removal.

Tuesday, October 17

8:00AM Display Crates for booths targeted **Monday, October 16th** must be empty and labeled for removal.

12:00PM Noon Display Crates for booths targeted **Tuesday, October 17th** must be empty and labeled for removal.

12:00PM Noon All remaining skids, fiber cases, etc must be labeled and ready for removal.

3:00PM Visqueen on booth carpet should be rolled up by the exhibitor appointed contractor and placed in the aisle. To avoid additional janitorial charges, do not wait until the morning of the show open to remove visqueen.

5:00PM All aisles must be 100% clear of product and any other items that may impede with the installation of aisle carpet.

Please note, the Clean Floor Removal Plan does not apply to machinery crates/skids. ALL machinery crates/skids will be labeled and removed at the completion of your inbound rigging order or final spotting of your machine.

SHIPPING VS. MATERIAL HANDLING

Make freight management easy.
With Shepard, You Can.



What is shipping?

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



What is material handling?

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

Material Handling Process:

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

One easy way to keep charges low?

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

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

SHEPARD LOGISTICS

EFFICIENT. ON-TIME. GUARANTEED.

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

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



Inbound & Outbound Services

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



Value-Added Services

- Personalized service
- 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



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



SHEPARD LOGISTICS SERVICES (SLS)

PRINTING United
Georgia World Congress Center - Hall B & C | Atlanta, GA
October 18 - 20, 2023

G184491023

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

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

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

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL ADDRESS: _____

Step 2. Where are we picking up the shipment?

COMPANY NAME: _____

STREET ADDRESS: _____ PHONE NUMBER: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Is there a loading dock? ☐ Yes ☐ No

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

Contact Name at residence: _____ Phone Number: _____

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

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

Any thing else we should know about your building?

Step 3. When are we picking up the shipment?

DATE: _____ HOURS OF OPERATION: _____

Step 4. Where is the shipment going?

☐ Advanced Warehouse ☐ Direct to Facility/Show Site

We recommend shipping to the Advance Warehouse to avoid wait times on show site.

Step 5. What are we shipping?

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

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

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

☐ Standard Ground ☐ 2nd Day Air ☐ Expedited Ground 3-5 days ☐ Other (Truckload, Specialized) _____

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

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

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

A credit card must be on file to order Shipping Services. Please complete the Method of Payment form. Shipping services do not include material handling charges at show site. Material handling fees will be charged to the credit card on file. For shipments coming out of or going to Canada, we must have a Commercial Invoice and your Custom Broker's contact information before we can finalize your shipment.



OUTBOUND MATERIAL HANDLING AUTHORIZATION & LABEL REQUEST

PRINTING United

Georgia World Congress Center - Hall B & C | Atlanta, GA
October 18 - 20, 2023

G184491023

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

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

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

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

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

Step 2. Where is the shipment going?

COMPANY NAME: _____ BUSINESS HOURS: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Step 3. How many pieces are in your shipment?

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

Step 4. What are we shipping?

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

Is there a loading dock? ☐ Yes ☐ No

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

Residential contact name _____ Phone Number _____

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

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

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

Any thing else we should know about your building?

Step 5. How many labels do you need? _____

Step 6. Who is picking up your shipment?

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

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

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

☐ Ground ☐ 2nd Day ☐ Expedited Ground (3-5 Days) ☐ Overnight For Shepard Logistics customers, Expedited and Air shipments are available for pre-booked orders only.

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

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

In order to process your order, we require payment on file. Please complete the Method of Payment and return to Shepard Exposition Services.

If you have already placed an order with Shepard, we will automatically use the credit card on file for your company. For shipments going into or out of Canada, we must have the Commercial Invoice and the



Email completed form to: orders@shepardes.com


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

ADVANCED WAREHOUSE	 Shepard
	ADVANCED WAREHOUSE
	TO:
	_____ (Exhibiting Company Name)
	_____ (Exhibiting Company Booth Number)
RUSH	c/o TForce Freight/ RAC Logistics c/o Shepard Exposition Services 4351 Thurman Rd Conley, GA 30288
	FOR: PRINTING United
	Delivery Hours: Monday - Friday 8:00AM - 3:00PM
	First day freight can arrive without a surcharge: Monday, September 18, 2023
	Last day freight can arrive without a surcharge: Wednesday, October 4, 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
Georgia World Congress Center - Hall B & C
285 Andrew Young International Blvd. NW
Atlanta, GA 30313**

FOR:
PRINTING United

MUST NOT BE DELIVERED PRIOR TO:
Per your assigned Inbound Target Delivery Date/Time

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

DIRECT TO SHOW SITE	 Shepard MACHINERY
	TO:
	_____ (Exhibiting Company Name)
	_____ (Exhibiting Company Booth Number)
	c/o Shepard Exposition Services Georgia World Congress Center - Hall B & C 285 Andrew Young International Blvd. NW Atlanta, GA 30313
RUSH	FOR: PRINTING United
	MUST NOT BE DELIVERED PRIOR TO: Per your assigned Inbound Target Delivery Date/Time



ALL INCLUSIVE MATERIAL HANDLING RATES

G184491023

PRINTING United

Georgia World Congress Center - Hall B & C | Atlanta, GA

October 18 - 20, 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: Monday, September 18, 2023

LAST DAY FREIGHT CAN ARRIVE: Monday, October 9, 2023

CODE	ITEM	WEIGHT		PRICE/LB.	TOTAL
35010	Crated ONLY		X	\$1.29	

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, October 11, 2023

CODE	ITEM	WEIGHT		PRICE/LB.	TOTAL
35030/35043	Crated or Uncrated		X	\$1.29	

Other Material Handling Services

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.90%
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: 30% • 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.

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.

Mobile Spotting

FEE: \$337.50 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.

ALL INCLUSIVE MACHINE RATES



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This is for MACHINERY only. For all other shipments, please refer to the Material Handling Rates page. Machinery cannot be accepted at the advanced warehouse. All machinery and any 5,000 pound or over shipments should be delivered directly to the facility during move-in or on your designated target day and time.

Machinery rates are ALL-INCLUSIVE RATES!

Important Things to Know!

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

CODE	ITEM DESCRIPTION	WEIGHT	PER LB RATE
35253	0- 5,000 lbs		\$0.72
35993	5,001 - 10,000 lbs.		\$0.69
35994	10,001 - 20,000 lbs.		\$0.66
35995	20,001 - 30,000 lbs.		\$0.58
35641	30,001 - 40,000 lbs.		\$0.52
35642	40,001 - 50,000 lbs.		\$0.48
35643	50,001 + lbs.		\$0.45

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

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.
Per exhibitor notification with outbound rigging labor orders.
- Load your outbound shipment on your carrier of choice.

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

FORM & MACHINE DIAGRAMS DEADLINE: MONDAY, SEPTEMBER 18, 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: _____



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MOBILE SPOTTING FEE

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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:

Monday, October 23, 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		\$337.50	

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

TOTAL ESTIMATE	\$ _____
TAX <i>(All tax rates are subject to change)</i>	8.90%
AMOUNT DUE	\$ _____

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

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DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 18, 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 | 6:00AM - 8:00AM and 5:00PM - Midnight. Saturdays and Sundays 6:00AM - Midnight.

Double Time (DT):

All hours between Midnight and 6:00AM. Holidays.

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		\$239.50	\$275.40	\$308.45	
35039	OT Hourly Rental		\$298.75	\$343.55	\$384.80	
35067	DT Hourly Rental		\$359.00	\$412.85	\$462.40	

FORKLIFT RENTAL - UP TO 10,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35029	ST Hourly Rental		\$440.00	\$506.00	\$566.70	
35049	OT Hourly Rental		\$449.75	\$517.20	\$579.25	
35069	DT Hourly Rental		\$559.50	\$643.40	\$720.60	

FORKLIFT RENTAL - UP TO 15,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35455	ST Hourly Rental		\$542.25	\$623.60	\$698.45	
35456	OT Hourly Rental		\$602.40	\$692.75	\$775.90	
35457	DT Hourly Rental		\$622.15	\$715.45	\$801.30	

FORKLIFT RENTAL - UP TO 20,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35035	ST Hourly Rental		\$657.85	\$756.55	\$847.35	
35066	OT Hourly Rental		\$710.10	\$816.60	\$914.60	
35070	DT Hourly Rental		\$763.35	\$877.85	\$983.20	

FORKLIFT RENTAL - UP TO 30,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35255	ST Hourly Rental		\$874.20	\$1,005.35	\$1,126.00	
35256	OT Hourly Rental		\$927.45	\$1,066.55	\$1,194.55	
35257	DT Hourly Rental		\$980.70	\$1,127.80	\$1,263.15	

FORKLIFT RENTAL - 4 STAGE						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35593	ST Hourly Rental		\$340.65	\$391.75	\$438.75	
35594	OT Hourly Rental		\$420.40	\$483.45	\$541.45	
35595	DT Hourly Rental		\$460.15	\$529.15	\$592.65	

IN BOOTH SCISSOR LIFTS						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
68120	Scissor Lift Install		\$795.00	\$914.25	\$1,023.95	
68121	Scissor Lift Removal		\$795.00	\$914.25	\$1,023.95	

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

GROUND RIGGING SUPERVISOR RATES (PER MAN HOUR)						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35085	ST Hourly Rental		\$133.13	\$153.10	\$171.45	
35086	OT Hourly Rental		\$199.69	\$229.65	\$257.20	
35099	DT Hourly Rental		\$266.25	\$306.20	\$342.95	

GROUND RIGGERS & MATERIAL HANDLERS (PER MAN HOUR)						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35087	ST Hourly Rental		\$106.50	\$122.45	\$137.15	
35100	OT Hourly Rental		\$159.75	\$183.70	\$205.75	
35101	DT Hourly Rental		\$213.00	\$244.95	\$274.35	

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)	8.90%
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



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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	\$106.50	X		=	
35100	Labor - Overtime	\$159.75	X		=	
35101	Labor - Double Time	\$213.00	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 3: Add your Estimated Total from Step 1 to the Estimated Total of Step 2.

EST TOTAL 1		EST TOTAL 2		EST STORAGE TOTAL
	+		=	

STEP 2:

CODE	ITEM	COST PER MOVE		NUMBER OF MOVES		EST TOTAL 2
35087	Labor - Straight Time	\$106.50	X		=	
35100	Labor - Overtime	\$159.75	X		=	
35101	Labor - Double Time	\$213.00	X		=	

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.com



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WAREHOUSE STORAGE

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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) 8.90%

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

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 18, 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	

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		\$135.85	\$156.25	\$175.00	
47044	Daily		\$370.50	\$426.05	\$477.20	

Porter Service

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

PORTER SERVICE						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47030	One Time Porter		\$0.60	\$0.70	\$0.80	
47031	Daily Porter		\$1.80	\$2.05	\$2.30	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.90%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 18, 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		\$141.08	\$162.25	\$181.70	

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		\$384.75	\$442.45	\$495.55	

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		\$128.25	\$147.50	\$165.20	

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)	8.90%
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: _____



PRINTING United

Georgia World Congress Center - Hall B & C | Atlanta, GA

October 18 - 20, 2023

BULK WASTE AND SUBSTRATE REMOVAL

G184491023

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 18, 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		\$461.85	\$531.15	\$594.90	

Substrate Trash Removal

Labor to remove substrate materials will be billed each time the service is performed. This service should be requested per the number of removals needed throughout the event. *Ex. 1 QTY = 1 removal*

If you need multiple services performed on separate days, please contact your assigned concierge for assistance.

This rate includes 2 cleaners and 1 Tilt Bed Bin. If your removal needs require more labor or trips, you will be billed for those additional services.

Only substrate will be removed during this service. Please order porter service for wastebasket emptying and bulk trash removal for all other removal needs.

Substrate Removal

CODE	ITEM	QTY	REGULAR	TOTAL
47075	Substrate Trash Removal, per removal		\$149.50	

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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 3/4" D



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



3' High Drape
#50074



8' High Drape
#50073

SHELVING



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



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



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

BARRIER

DISPLAYS & SHOWCASES

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

FOR SIGNS & LITERATURE



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



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



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



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



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

OTHER



Wastebasket
#50091



Mini Refrigerator
#50098



Drawing Bowl
#50185



Sand Bag
#51087

SHOW CASES



4' Full View Showcase
#50067

6' Full View Showcase
#50068



4' Quarterview Showcase
#50069

6' Quarterview Showcase
#50070

FLOORING

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

EXPO - 13 OZ



Black

Tuxedo

Grey

Blue

Eclipse

Peacock

Red

Cayenne

Burgundy

PREMIUM - 28 OZ



Black

Deep Navy

Silver Cloud

Charcoal

Red

Beige

PLUSH - 50 OZ



Black

Dark Grey

Silver Dollar

Sand

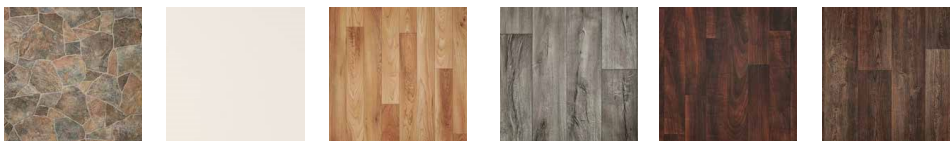
White

Electric Blue

Navy

Crimson

VINYL - CUSTOM ORDER ONLY



Rosemary
Stone

Snow

Maple

Silverwood

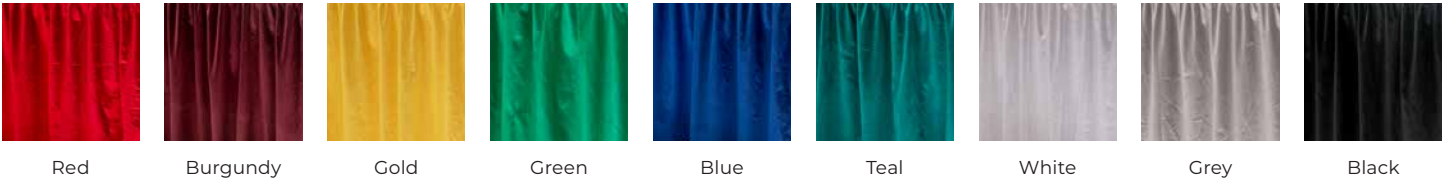
Walnut

Barnwood

SKIRT & DRAPE

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

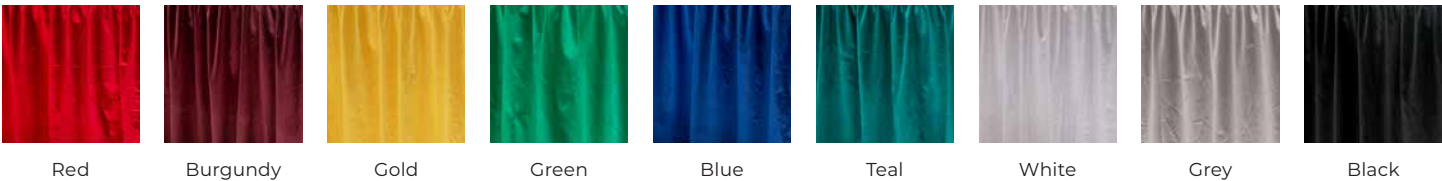
SKIRT



SKIRT - SPANDEX



DRAPE



ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 18, 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			\$186.65	\$214.65	\$240.40	
50046	6' (l) x 24" (w) x 30" (h) Skirted Table			\$229.35	\$263.75	\$295.40	
50050	8' (l) x 24" (w) x 30" (h) Skirted Table			\$290.85	\$334.50	\$374.65	
50043	4' (l) x 24" (w) x 42" (h) Skirted Table			\$226.85	\$260.90	\$292.20	
50047	6' (l) x 24" (w) x 42" (h) Skirted Table			\$290.55	\$334.15	\$374.25	
50051	8' (l) x 24" (w) x 42" (h) Skirted Table			\$341.85	\$393.15	\$440.35	
50052	4th Side Skirt for 30" High Table			\$113.45	\$130.45	\$146.10	
50171	4th Side Skirt for 42" High Table			\$113.45	\$130.45	\$146.10	
50040	4' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$126.75	\$145.75	\$163.25	
50044	6' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$151.15	\$173.80	\$194.65	
50048	8' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$178.20	\$204.95	\$229.55	
50041	4' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$142.60	\$164.00	\$183.70	
50045	6' (l) 24" x (w) x 42" (h) UnSkirted Table		n/a	\$178.20	\$204.95	\$229.55	
50049	8' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$198.85	\$228.70	\$256.15	
51089	42" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$319.20	\$367.10	\$411.15	
50032	30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$298.45	\$343.20	\$384.40	
50030	Round Side Table - 24" (w) x 18" (h)		n/a	\$150.25	\$172.80	\$193.55	
50031	Square Side Table - 24" (w) x 18" (h)		n/a	\$150.25	\$172.80	\$193.55	
50706	30" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$390.50	\$449.10	\$503.00	
50707	42" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$407.10	\$468.15	\$524.35	
50700	White Fabric Table Cover w/ 6x30" Table		03	\$324.10	\$372.70	\$417.40	
50700	Red Fabric Table Cover w/ 6x30" Table		01	\$324.10	\$372.70	\$417.40	
50700	Blue Fabric Table Cover w/ 6x30" Table		05	\$324.10	\$372.70	\$417.40	
50700	Black Fabric Table Cover w/ 6x30" Table		06	\$324.10	\$372.70	\$417.40	

Seating

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50020	Side Chair Grey Fabric		n/a	\$115.50	\$132.80	\$148.75	
50021	Arm Chair Grey Fabric		n/a	\$157.55	\$181.20	\$202.95	
50024	Stool with Back Grey Fabric		n/a	\$191.90	\$220.70	\$247.20	
51086	Director's Chair Black Fabric		n/a	\$119.20	\$137.10	\$153.55	
51090	Director's Stool Black Fabric		n/a	\$213.30	\$245.30	\$274.75	
50705	Natural Feel Stool Maple Back, Black Fabric Seat		n/a	\$232.65	\$267.55	\$299.65	
50704	Natural Feel Chair, Maple Back, Black Fabric Seat		n/a	\$191.05	\$219.70	\$246.05	

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TOTAL ESTIMATE \$ _____**TAX** (All tax rates are subject to change) 8.90%**AMOUNT DUE** \$ _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



SPECIALTY, DISPLAYS & DRAPERY

PRINTING United

G184491023

Georgia World Congress Center - Hall B & C | Atlanta, GA

October 18 - 20, 2023

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 18, 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	\$63.95	\$73.55	\$82.40	
50245	Literature Rack Silver, Glass		n/a	\$236.00	\$271.40	\$303.95	
50175	Bag Rack, Chrome		n/a	\$312.50	\$359.40	\$402.55	
50092	Coat Rack, Chrome		n/a	\$110.95	\$127.60	\$142.90	
50093	Garment Rack, Chrome		n/a	\$312.50	\$359.40	\$402.55	
50427	Tensabarrier, Per Stem, Black		n/a	\$131.80	\$151.55	\$169.75	
50095	Sign Holder, 22" x 28" Chrome		n/a	\$145.55	\$167.40	\$187.50	
50185	Drawing Bowl, Clear		n/a	\$58.65	\$67.45	\$75.55	
50296	4' x 12" Display Riser White and Black		n/a	\$131.95	\$151.75	\$169.95	
50297	6' x 12" Display Riser White and Black		n/a	\$164.20	\$188.85	\$211.50	
50098	Mini Refrigerator, Approx. 3 cubic feet		n/a	\$498.35	\$573.10	\$641.85	
50067	4' Full View Showcase, White		n/a	\$1,177.55	\$1,354.20	\$1,516.70	
50068	6' Full View Showcase, White		n/a	\$1,298.70	\$1,493.50	\$1,672.70	
50069	4' Quarter View Showcase, White		n/a	\$1,177.55	\$1,354.20	\$1,516.70	
50070	6' Quarter View Showcase, White		n/a	\$1,298.70	\$1,493.50	\$1,672.70	
50060	4' x 8' Horizontal Posterboard Grey Fabric		n/a	\$381.35	\$438.55	\$491.20	
50061	4' x 8' Vertical Posterboard Grey Fabric		n/a	\$381.35	\$438.55	\$491.20	
50236	Grids 2' x 8' with Legs, Each		n/a	\$281.65	\$323.90	\$362.75	
50237	Grid 2' x 8' without Legs, Each		n/a	\$210.95	\$242.60	\$271.70	
50242	7-Ball Waterfall for Grids		n/a	\$19.40	\$22.30	\$25.00	
50104	6" Hooks (12) for Peg Boards		n/a	\$62.05	\$71.35	\$79.90	

50073	8' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$29.95	\$34.45	\$38.60	
50074	3' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$22.20	\$25.55	\$28.60	
50088	8' Upright with Base		n/a	\$41.30	\$47.50	\$53.20	
52065	3' Upright with Base		n/a	\$41.30	\$47.50	\$53.20	
50349	6'-10' Crossbar		n/a	\$27.45	\$31.55	\$35.35	
50348	7'-12' Crossbar		n/a	\$27.45	\$31.55	\$35.35	
50058	Sateen, per linear foot (minimum 5' linear feet rental)			\$25.60	\$29.45	\$33.00	

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)	8.90%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 18, 2023
PREMIUM PLUSH & PREMIUM VINYL DEADLINE: MONDAY, SEPTEMBER 18, 2023**

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46004	Premium Plush Carpet** - 50 oz. (per sq. ft.)*** Rental includes installation and removal of carpet and visqueen.			\$12.60	\$14.50	\$16.25	

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46005	Premium Vinyl** (per sq. ft.)*** Rental includes installation and removal of carpet and visqueen.			\$16.30	\$18.75	\$21.00	
46007	1/2" Padding for Vinyl (per sq. ft.)***		n/a	\$5.95	\$6.85	\$7.65	

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46001	Premium Carpet - 28 oz. Rental/Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$9.05	\$10.40	\$11.65	
46003	Premium Carpet - 28 oz. Rental 1000+ Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$7.90	\$9.10	\$10.20	
46002	Premium Carpet - 28 oz. Purchase Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$22.35	\$25.70	\$28.80	

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50255	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 10'			\$352.25	\$405.10	\$453.70	
50256	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 20'			\$675.00	\$776.25	\$869.40	
50257	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 30'			\$980.35	\$1,127.40	\$1,262.70	
50258	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 40'			\$1,303.95	\$1,499.55	\$1,679.50	
50400	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 15'		Tuxedo ONLY	\$616.40	\$708.85	\$793.90	

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50580	Special Cut 0-399 Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$6.15	\$7.05	\$7.90	
50581	Special Cut 400-900 Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$5.65	\$6.50	\$7.30	
50582	Special Cut 900+ Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$5.10	\$5.85	\$6.55	

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	\$1.65	\$1.90	\$2.15	
50008	1" Padding		n/a	\$3.15	\$3.60	\$4.05	
50010	Visqueen		n/a	\$0.40	\$0.45	\$0.50	

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

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

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.90%

AMOUNT DUE \$ _____



2023 TRADESHOW CATALOG

EXCITING NEW PRODUCTS AND TIPS TO HELP PLAN YOUR NEXT TRADESHOW EXHIBIT

FURNITURE











& FLEXIBILITY

When you partner with CORT, you always get a tradeshow experience that goes beyond expectation. More responsiveness. More flexibility. More expertise. More of what exhibitors and show management need to set their company up for success. At the end of the day, we don't just rent furniture to fill an expo space, we deliver standout service that endures long after the booths are loaded into the truck. That's the power of more.

CORT Events. Experiences and beyond.

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TOP DESIGN TIPS

for
Tradeshow
Exhibits

Use these tips to bring your space to life and empower clients to make it their own.

1

Work Together

Enjoy communal tables that make it easy to network and build connections.



2

Sit Back & Relax

Let clients relax in comfortable "living room" spaces that encourage real conversations.

3

Take It for a Spin

Great for smaller spaces, swivel chairs increase functionality so you can engage and interact.



4

One With Nature

Bring nature indoors with life like greenery that warms up booths and other environments.



5

Small, but Mighty

Got small spaces? Use ottomans in small theaters for quick demonstrations.



TOP DESIGN TIPS for Tradeshow Exhibits

Use these tips to bring your space to life and empower clients to make it their own.

6 Highs from Lows

Use low and casual seating to create a comfortable learning environment that makes clients feel at ease.



7 Power up!

Include powered products throughout your space that empower clients to recharge, relax, and relate with others.



8 In the Loop

Create an informal, inclusive setting for small group discussions with ottomans styled around an accent table.



9 Make it Pop!

Add flashes of color throughout your furnishings to attract more attention while reinforcing brand themes.

10 Create space

Sometimes, clients need privacy. Use clear dividers between sofas or conference tables to give clients space for personal meetings.



11 Share the look.

Increase your brand exposure by sharing eye-catching spaces on your social networks.



SOFT SEATING



Allegro Sofa



Baja Sofa & Loveseat



Cordoba Loveseat



Fairfax Sofa



Key Largo Sofa & Loveseat



Montreal Loveseat



Naples Sofa & Loveseat



Naples Sofa & Loveseat - Powered



Palm Beach Sofa



Sterling Sofa



Valencia Sofa

CLUB CHAIRS



Allegro Chair



Baja Chair



Cordoba Chair



Fairfax Chair



Key Largo Chair



Montreal Chair



Naples Chair









Naples Chair - Powered















Sterling Chair







Valencia Chair






Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Allegro Chair	CHR002	Blue Fabric	Length: 36" Depth: 34.5" Height: 30" Seat Length: 23" Seat Depth: 23" Seat Height: 17"
	Allegro Sofa	SFA002	Blue Fabric	Length: 73" Depth: 34.5" Height: 30" Seat Length: 61" Seat Depth: 23" Seat Height: 17"
	Baja Chair	BCHWHT	White Vinyl	Length: 36" Depth: 30.5" Height: 28" Seat Length: 25.75" Seat Depth: 22" Seat Height: 16"
	Baja Loveseat	BLVWHT	White Vinyl	Length: 61" Depth: 30.5" Height: 28" Seat Length: 51" Seat Depth: 23" Seat Height: 16"
	Baja Sofa	BSFWHT	White Vinyl	Length: 86" Depth: 30" Height: 28" Seat Length: 77" Seat Depth: 23" Seat Height: 16"
	Cordoba Chair	COCHTP	Taupe Fabric, Black	Length: 37" Depth: 32" Height: 33" Seat Length: 22.5" Seat Depth: 21" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Cordoba Loveseat	COLVTP	Taupe Fabric, Black	Length: 60.5" Depth: 32" Height: 33" Seat Length: 46" Seat Depth: 21" Seat Height: 18"
	Fairfax Chair	FAIRCW	White Vinyl, Brushed Metal	Length: 27" Depth: 26" Height: 30" Seat Length: 24" Seat Depth: 20.5" Seat Height: 17"
	Fairfax Sofa	FAIRSW	White Vinyl, Brushed Metal	Length: 62" Depth: 26" Height: 30" Seat Length: 62" Seat Depth: 20.5" Seat Height: 17"
	Key Largo Chair	KEYCHR	Black Fabric, Wood	Length: 35" Depth: 35" Height: 34" Seat Length: 22" Seat Depth: 22" Seat Height: 19"
	Key Largo Loveseat	KEYLOV	Black Fabric, Wood	Length: 57" Depth: 35" Height: 34" Seat Length: 44" Seat Depth: 22" Seat Height: 19"
	Key Largo Sofa	KEYSOF	Black Fabric, Wood	Length: 79" Depth: 35" Height: 34" Seat Length: 66" Seat Depth: 22" Seat Height: 19"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Montreal Chair	MONCHA	Blue, Black Metal	Length: 30" Depth: 23.25" Height: 30" Seat Length: 22.5" Seat Depth: 18.5" Seat Height: 16"
	Montreal Loveseat	MONLOV	Blue, Black Metal	Length: 62" Depth: 27.25" Height: 29.5" Seat Length: 57" Seat Depth: 18.5" Seat Height: 16"
	Naples Chair	Powered: NPLCHP Non-Powered: NPLCHR	Black Vinyl	Length: 36" Depth: 30" Height: 33.25" Seat Length: 25" Seat Depth: 20.5" Seat Height: 18"
	Naples Loveseat	Powered: NPLLOP Non-Powered: NPLLOV	Black Vinyl	Length: 62" Depth: 30" Height: 33.25" Seat Length: 52.5" Seat Depth: 20.5" Seat Height: 18"
	Naples Sofa	Powered: NPLSOP Non-Powered: NPLSOF	Black Vinyl	Length: 87" Depth: 30" Height: 33.25" Seat Length: 77.5" Seat Depth: 20.5" Seat Height: 18"
	Palm Beach Sofa	PALSOF	White Vinyl	Length: 69" Depth: 29" Height: 33" Seat Length: 48-62" Seat Depth: 19" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Sterling Chair	STECHA	Gray Fabric	Length: 33" Depth: 33.5" Height: 32" Seat Length: 25.75" Seat Depth: 21" Seat Height: 17"
	Sterling Sofa	STESOF	Gray Fabric	Length: 82" Depth: 33.5" Height: 32" Seat Length: 72.5" Seat Depth: 21" Seat Height: 17"
	Valencia Chair	VALCHA	Spice Orange Velvet	Length: 28" Depth: 30.5" Height: 31" Seat Length: 17.5" Seat Depth: 21" Seat Height: 17.5"
	Valencia Sofa	VALSOF	Coffee Brown Velvet	Length: 63" Depth: 30.5" Height: 31" Seat Length: 53" Seat Depth: 20.5" Seat Height: 17.5"



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Naples Chair	Powered: NPLCHP Non-Powered: NPLCHR	Black Vinyl	Length: 36" Depth: 30" Height: 33.25" Seat Length: 25" Seat Depth: 20.5" Seat Height: 18"
	Naples Loveseat	Powered: NPLLOP Non-Powered: NPLLOV	Black Vinyl	Length: 62" Depth: 30" Height: 33.25" Seat Length: 52.5" Seat Depth: 20.5" Seat Height: 18"
	Naples Sofa	Powered: NPLSOP Non-Powered: NPLSOF	Black Vinyl	Length: 87" Depth: 30" Height: 33.25" Seat Length: 77.5" Seat Depth: 20.5" Seat Height: 18"
	Tech Tablet Chair	TCHGRY	Gray Vinyl, White Metal Tablet, Chrome Base	Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"
	Tech Chair, No Tablet	TCHP	Gray Vinyl, Chrome Base	Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"

ACCENT CHAIRS



Atherton Chair



Bowery Chair



Century Chair



La Brea Swivel Chair



Brooklyn Meeting Chair Collection



Lena Chair



Madrid Chair



Munich Armless Chair



Pasadena Chair









Pro Executive Guest Chair














Swanson Swivel Chair



Wentworth Swivel Chair

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Atherton Chair	ATHCHA	Brown Leather, Black Metal	Length: 27" Depth: 31" Height: 30" Seat Length: 21.5" Seat Depth: 24" Seat Height: 17"
	Bowery Chair	BOWCHA	Ochre Fabric	Length: 29.75" Depth: 31" Height: 27.25" Seat Length: 30" Seat Depth: 21" Seat Height: 17"
	Brooklyn Meeting Chair	BNMCSW	White Vinyl, Black Swivel Base	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"
	Brooklyn Meeting Chair	BNMCSB	Black Vinyl, Black Swivel Base	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"
	Brooklyn Meeting Chair	BNMCOW	White Vinyl, Oak-Look Base	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"
	Brooklyn Meeting Chair	BNMCOB	Black Vinyl, Oak-Look Base	Length: 24.5" Depth: 25.5" Height: 31.75" Seat Length: 18" Seat Depth: 17" Seat Height: 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Century Chair	CNTCHR	Gray Velvet	Length: 30" Depth: 30" Height: 31" Seat Length: 21.5" Seat Depth: 23" Seat Height: 17"
	La Brea Swivel Chair	LABREA	Charcoal Gray Fabric, Chrome	Length: 35" Depth: 27" Height: 40" Seat Length: 17" Seat Depth: 16" Seat Height: 20"
	Lena Chair	LENCHA	Moss Green Leather, Bronze	Length: 27" Depth: 25" Height: 31" Seat Length: 18.5" Seat Depth: 21" Seat Height: 19"
	Madrid Chair	BCW	White Vinyl, Chrome	Length: 30" Depth: 30" Height: 31" Seat Length: 30.5" Seat Depth: 20.5" Seat Height: 18"
	Munich Armless Chair	MNCHCH	Gray Fabric, Black	Length: 22.5" Depth: 27" Height: 28.5" Seat Length: 22" Seat Depth: 21" Seat Height: 17"
	Pasadena Chair	PASCHR	White Molded Plastic, Chrome Tower Base	Length: 27" Depth: 25" Height: 26" Seat Length: 17" Seat Depth: 17" Seat Height: 17"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Pro Executive Guest Chair	PROGB	Black Vinyl, Chrome	Length: 24" Depth: 26" Height: 36" Seat Length: 19.5" Seat Depth: 19" Seat Height: 18"
	Swanson Swivel Chair	SWAN	Black Vinyl	Length: 28" Depth: 25" Height: 30" Seat Length: 22" Seat Depth: 17.5" Seat Height: 17"
	Tech Tablet Chair	TCHGRY	Gray Vinyl, White Metal Tablet, Chrome Base	Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"
	Tech Chair, No Tablet	TCHP	Gray Vinyl, Chrome Base	Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"
	Wentworth Swivel Chair	WENCHA	Brown Vinyl	Length: 31" Depth: 24" Height: 31.5" Seat Length: 21.5" Seat Depth: 19" Seat Height: 18"

GROUP SEATING



Blade Chair Collection



Brewer Chair



Chelsea Chair Collection



Christopher Chair



Duet Stack Chair



Laguna Chair



Lucent Chair



Malba Chair Collection



Marina Chair Collection



Razor Chair








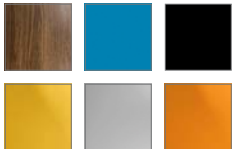

Rustique Chair


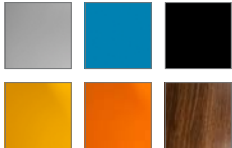









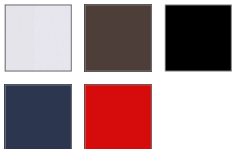


Syntax Chair











Zenith Chair






Product Image	Product Name	Product Code	Color/Materials	Dimensions
  	Blade Chair	BLDCBK BLDCRD BLDCSB	Black Red Sky Blue	Length: 20.5" Depth: 19" Height: 30.5" Seat Length: 15" Seat Depth: 16.75" Seat Height: 17.75"
	Brewer Chair	SC3	Onyx, Chrome	Length: 20" Depth: 20" Height: 32" Seat Length: 19.5" Seat Depth: 16.5"
  	Chelsea Chair	CCBTWL CCBTAZ CCBTBK CCBTYL CCBTGY CCBTOR	Walnut-Look, Black Tower Base Azure Blue, Black Tower Base Black, Black Tower Base Goldenrod Yellow, Black Tower Base Gray, Black Tower Base Orange, Black Tower Base	Length: 18.5" Depth: 22" Height: 34" Seat Length: 18" Seat Depth: 16" Seat Height: 18.5"



Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Chelsea Chair	CCSCGY CCSCAZ CCSCBK CCSCYL CCSCOR CCSCWL	Gray, Black Swivel Base w/ Casters Azure Blue, Black Swivel Base w/ Casters Black, Black Swivel Base w/ Casters Goldenrod Yellow, Black Swivel Base w/ Casters Orange, Black Swivel Base w/ Casters Walnut-Look, Black Swivel Base w/ Casters	Length: 18.5" Depth: 22" Height: 34" Seat Length: 18" Seat Depth: 16" Seat Height: 18.5"
	Christopher Chair	XCHR	White Vinyl, Chrome	Length: 17" Depth: 19" Height: 35" Seat Length: 16.75" Seat Depth: 14.75" Seat Height: 18"
	Duet Stack Chair	DUET	Black, Chrome	Length: 21" Depth: 23" Height: 33" Seat Length: 18" Seat Depth: 18" Seat Height: 18"
	Laguna Chair	LMCHR	Maple, Chrome	Length: 18" Depth: 19" Height: 34" Seat Length: 17" Seat Depth: 16" Seat Height: 18"
	Lucent Chair	LUCHCL	Frosted Acrylic, Chrome	Length: 19.5" Depth: 19.75" Height: 32.5" Seat Length: 16.25" Seat Depth: 15.5" Seat Height: 18.75"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Malba Chair	MALGRY	Gray, Chrome	Length: 20" Depth: 20" Height: 32" Seat Length: 17" Seat Depth: 14" Seat Height: 19"
	Malba Chair	MALGRN	Green, Chrome	Length: 20" Depth: 20" Height: 32" Seat Length: 17" Seat Depth: 14" Seat Height: 19"
 	Marina Chair	MARCWH MARCBR MARCBK MARCBE MARCRD	White Vinyl, Brushed Metal Brown Fabric, Brushed Metal Black Vinyl, Brushed Metal Ocean Blue Fabric, Brushed Metal Red Fabric, Brushed Metal	Length: 17.5" Depth: 19.5" Height: 35" Seat Length: 15" Seat Depth: 13" Seat Height: 19"
	Razor Armless Chair	SC10	White	Length: 19" Depth: 23.5" Height: 31.75" Seat Length: 16" Seat Depth: 17.25" Seat Height: 17.75"
	Rustique Chair w/ Arms	RSTDIN	Gunmetal	Length: 20" Depth: 18" Height: 31" Seat Length: 15" Seat Depth: 15" Seat Height: 18"



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Syntax Chair	CS4	Black, Chrome	Length: 23" Depth: 19" Height: 32.25" Seat Length: 18" Seat Depth: 17" Seat Height: 18.5"
	Zenith Chair	ZENCHR	White, Chrome	Length: 18.25" Depth: 22" Height: 32" Seat Length: 18.25" Seat Depth: 16" Seat Height: 19"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Beverly Bench Ottoman	BVLYBK BVLYBN BVLYGR BVLYLN BVLYOB BVLYRD BVLYWH	Black Vinyl Brown Fabric Gray Fabric Linen Fabric Ocean Blue Fabric Red Fabric White Vinyl	Length: 60" Depth: 20" Height: 18" Seat Length: 60" Seat Depth: 20" Seat Height: 18"
 	Beverly Small Bench Ottoman	BVSMBK BVSMBN BVSMGY BVSMMLV BVSMMLN BVSMMLB BVSMGN BVSMOR BVSMRD BVSMWH BVSMYL	Black Vinyl Brown Fabric Gray Fabric Lavender Fabric Linen Fabric Ocean Blue Fabric Olive Green Fabric Orange Fabric Red Fabric White Vinyl Yellow Fabric	Length: 60" Depth: 20" Height: 18" Seat Length: 60" Seat Depth: 20" Seat Height: 18"
	Endless Curved Ottoman	END01B	Black Vinyl, Chrome	Length: 60.5" Depth: 37.5" Height: 15" Seat Length: 60.5" Seat Depth: 34"
	Endless Curved Ottoman	END01W	White Vinyl, Chrome	Length: 60.5" Depth: 37.5" Height: 15" Seat Length: 60.5" Seat Depth: 34"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Endless Square Ottoman	END02B	Black Vinyl, Chrome	Length: 34" Depth: 34" Height: 15" Seat Length: 34" Seat Depth: 34"
	Endless Square Ottoman	END02W	White Vinyl, Chrome	Length: 34" Depth: 34" Height: 15" Seat Length: 34" Seat Depth: 34"
 	Marche Swivel Ottoman	MAR001 MAR015 MAR010 MAR014 MAR012 MAR002 MAR016 MAR003 MAR008 MAR011 MAR009 MAR007 MAR004 MAR005 MAR006 MAR013	White Vinyl Black Vinyl Blue Fabric Distressed Brown Vinyl Forest Green Vinyl Gray Fabric Ivory Faux Sheep Fur Linen Fabric Meadow Green Orange Velvet Pear Yellow Fabric Plum Fabric Raspberry Fabric Red Fabric Rose Quartz Fabric Teal Velvet	Round: 17" Height: 18" Seat Round: 17" Seat Height: 18"
	Regis Bench	REGBEN	Brushed Metal	Length: 47" Depth: 15.5" Height: 16"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 <div>  </div>	Vibe Cube Ottoman	VIB10 VIB02 VIB05 VIB14 VIB17 VIB01 VIB08 VIB13 VIB04 VIB12 VIB16 VIB11 VIB15 VIB09	Black Vinyl Blue Vinyl Bright Yellow Vinyl Citrus Green Vinyl Desert Rose Vinyl Green Vinyl Orange Vinyl Purple Vinyl Red Vinyl Silver Vinyl Spice Orange Vinyl Steel Blue Vinyl Taupe Vinyl White Vinyl	Length: 18" Depth: 18" Height: 18" Seat Length: 18" Seat Depth: 18" Seat Height: 18"



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Midtown Bar, Lighted w/ Plug In	MTBLPI	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"
	Midtown Bar, Unlighted	MTBUUL	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"

BAR SEATING



Banana Barstool Collection



Blade Barstool Collection



Chelsea Barstool Collection



Christopher Barstool



Laguna Barstool



Lift Barstool Collection



Lucent Barstool



Marina Barstool Collection



Rustique Barstool



Shark Barstool








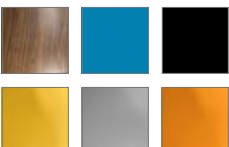
Syntax Barstool




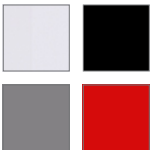

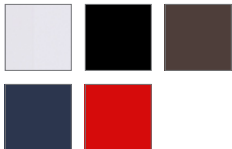








Zenith Barstool














Zoey Barstool









Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Banana Barstool	BSS	Black, Chrome	Length: 21" Depth: 22" Height: 41" Seat Length: 18" Seat Depth: 18" Seat Height: 30.25"
	Banana Barstool	BST	White, Chrome	Length: 21" Depth: 22" Height: 41" Seat Length: 18" Seat Depth: 18" Seat Height: 30.25"
 	Blade Barstool	BLDBBK BLDBRD BLDBSB	Black Red Sky Blue	Length: 20.5" Depth: 20" Height: 40.5" Seat Length: 14" Seat Depth: 15.75" Seat Height: 30.25"
 	Chelsea Barstool	CBSBWL CBSBAZ CBSBBK CBSBYL CBSBGY CBSBOR	Walnut-Look, Black Tower Base Azure Blue, Black Tower Base Black, Black Tower Base Goldenrod Yellow, Black Tower Base Gray, Black Tower Base Orange, Black Tower Base	Length: 20.5" Depth: 20" Height: 40.5" Seat Length: 14" Seat Depth: 15.75" Seat Height: 30.25"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Christopher Barstool	XBAR	White Vinyl, Chrome	Length: 19" Depth: 19" Height: 41" Seat Length: 14.5" Seat Depth: 15" Seat Height: 29"
	Laguna Barstool	LMBAR	Maple, Chrome	Length: 18" Depth: 20" Height: 47" Seat Length: 17" Seat Depth: 16" Seat Height: 31"
 	Lift Barstool	ROLLWH ROLLBL ROLLGY ROLLRD	White Vinyl, Chrome Black Vinyl, Chrome Gray Vinyl, Chrome Red Vinyl, Chrome	Round: 18" Height: 23-33.5" Seat Round: 15" Seat Height: 22.25-31.5"
 	Marina Barstool	MARBWH MARBBK MARBBR MARBBE MARBRD	White Vinyl, Brushed Metal Black Vinyl, Brushed Metal Brown Fabric, Brushed Metal Ocean Blue Fabric, Brushed Metal Red Fabric, Brushed Metal	Length: 21" Depth: 17.5" Height: 41.5" Seat Length: 17" Seat Depth: 16" Seat Height: 30.5"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Lucent Barstool	LUBSCL	Frosted Acrylic, Chrome	Length: 22" Depth: 22.5" Height: 45.5" Seat Length: 16.25" Seat Depth: 15.5" Seat Height: 31"
	Rustique Barstool	RSTSTL	Gunmetal	Length: 13" Depth: 13" Height: 30" Seat Length: 12" Seat Depth: 12" Seat Height: 30"
	Shark Barstool	BS001	White, Chrome	Length: 22" Depth: 19" Height: 34-44" Seat Length: 17.5" Seat Depth: 14.5" Seat Height: 21.5-32"
	Syntax Barstool	BSR	Black, Chrome	Length: 23" Depth: 19" Height: 43.25" Seat Length: 18" Seat Depth: 17" Seat Height: 28.5"
	Zenith Barstool	ZENBAR	White, Chrome	Length: 19" Depth: 20" Height: 44" Seat Length: 18" Seat Depth: 16" Seat Height: 29"
	Zoey Barstool	BS002	White, Chrome	Length: 15" Depth: 16" Height: 30-34.75" Seat Length: 14" Seat Depth: 13" Seat Height: 26-30.5"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	30" Round Bar Table w/ Hydraulic Base	30WHHB 30WDHB 30BKHB 30BEHB 30AGHB 30YSHB 30GRHB 30GSHB 30MTHB 30OSHB 30BRHB 30MAHB	White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top	Round: 30" Height: 45"
 	30" Round Bar Table w/ Standard Black Base	30WH42 30WDBB 30BKSB 30BEBB 30AGBB 30YBBB VTJ 30GSBB VTK 30OSBB VTB VTA	White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top	Round: 30" Height: 42"
	30" Round Bar Table, Powered	P30BWH	White Top, Black	Round: 30" Height: 42"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	36" Round Bar Table w/ Hydraulic Base	36WTHB 36BKHB 36GRHB 36MTHB	White Top Black Top Graphite Nebula Top Maple Top	Round: 36" Height: 45"
 	36" Round Bar Table w/ Standard Black Base	VTW 36BKSB VTN VTP	White Top Black Top Graphite Nebula Top Maple Top	Round: 36" Height: 42"
 	30" Round Café Table w/ Hydraulic Base	30WHHC 30WDHC 30BKHC 30BEHC 30AGHC 30YSHC 30GRHC 30GSHC 30MTHC 30OSHC 30BRHC 30MAHC	White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top	Round: 30" Height: 29"











Product Image	Product Name	Product Code	Color/Materials	Dimensions
  	30" Round Cafe Table w/ Standard Black Base	30WH29 30WDBC 30BKSC 30BEBC 30AGBC 30YSBC ZTJ 30GSBC ZTK 30OSBC ZTB ZTA	White Top Barnwood Top Black Top Blue Top Brushed Gunmetal Top Brushed Yellow Top Graphite Nebula Top Green Top Maple Top Orange Top Red Top Gray Acajou Top	Round: 30" Height: 29"
 	30" Round Cafe Table, Powered	P30CWH	White Top, Black	Round: 30" Height: 29"
  	36" Round Cafe Table w/ Hydraulic Base	36WTHC 36BKHC 36MTHC 36GRHC	White Top Black Top Maple Top Graphite Nebula Top	Round: 36" Height: 29"







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Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Ventura Communal Bar Table	VNTBNP VNTWNP VNTMNP	Black Top, Silver White Top, Silver Maple Top, Silver	Length: 72.25" Depth: 26.25" Height: 42"
	Ventura Communal Bar Table, Powered	VNTBLK VNTWHT	Black Top, Silver White Top, Silver	Length: 72.25" Depth: 26.25" Height: 42"
	Ventura Communal Bar Table w/ Grommet Holes	VNTBWW VNTBMW	White Top, Silver Maple Top, Silver	Length: 72.25" Depth: 26.25" Height: 42"
	Ventura Communal Cafe Table	VNTCBN VNTCWN VNTCMN	Black Top, Silver White Top, Silver Maple Top, Silver	Length: 72.25" Depth: 26.25" Height: 30"
	Ventura Communal Cafe Table, Powered	VNTCBK VNTCWH	Black Top, Silver White Top, Silver	Length: 72.25" Depth: 26.25" Height: 30"
	Ventura Communal Cafe Table w/ Grommet Holes	VNTCWW VNTCMW	White Top, Silver Maple Top, Silver	Length: 72.25" Depth: 26.25" Height: 30"




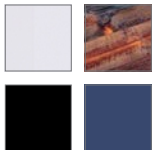

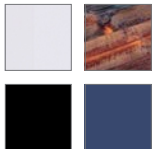








Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	10' Table	<p>Powered: C10PWR Non-Powered: CONF10</p> <p>Powered: BKC10P Non-Powered: BKC10N</p> <p>Powered: M10PWR Non-Powered: MADC10</p>	<p>White Top, Silver</p> <p>Black Top, Silver</p> <p>Gray Acajou, Silver</p>	<p>Length: 120" Depth: 48" Height: 29"</p>
 	8' Table	<p>Powered: C8PWR Non-Powered: CONF8</p> <p>Powered: BKCT8P Non-Powered: BKCT8N</p> <p>Powered: M8PWR Non-Powered: MADC08</p>	<p>White Top, Silver</p> <p>Black Top, Silver</p> <p>Gray Acajou, Silver</p>	<p>Length: 96" Depth: 60" Height: 29"</p>
 	5' Table	<p>Powered: C5PWR Non-Powered: CONF5</p> <p>Powered: BKCT5P Non-Powered: BKCT5N</p> <p>Powered: M5PWR Non-Powered: MADC05</p>	<p>White Top, Silver</p> <p>Black Top, Silver</p> <p>Gray Acajou, Silver</p>	<p>Length: 60" Depth: 48" Height: 29"</p>









Product Image	Product Name	Product Code	Color/Materials	Dimensions
   	Adelaide Cocktail Table	Non-Powered: ADCTWH Powered: ADCTWP Non-Powered: ADCTBK Powered: ADCTBP ADCTGL	White Top, Silver Black Top, Silver Glass Top, Silver	Length: 48.875" Depth: 25.375" Height: 18"
  	Adelaide End Table	ADETWH ADETBK ADETGL	White Top, Silver Black Top, Silver Glass Top, Silver	Length: 21.5" Depth: 21.5" Height: 18"
  	Alondra Cocktail Table	ALC200 ALC100	Brandy Maple Top, Chrome Glass Top, Chrome	Length: 47" Depth: 24" Height: 17" Length: 47" Depth: 24" Height: 16"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Alondra End Table	ALE200	Brandy Maple Top, Chrome	Length: 20" Depth: 20" Height: 21"
		ALE100	Glass Top, Chrome	Length: 20" Depth: 20" Height: 20"
 	Geo Cocktail Table	C1FWB	Brandy Maple Top, Black Base	Length: 47" Depth: 24" Height: 17"
		C1C	Glass Top, Chrome Base	Length: 50" Depth: 22" Height: 16"
 	Geo End Table	E1FWB	Brandy Maple Top, Black Base	Length: 20" Depth: 20" Height: 21"
		E1C	Glass Top, Chrome Base	Length: 24" Depth: 24" Height: 20"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Mesa Cocktail Table	MESCTW MESCTB MESCTG	Barnwood Top, Bronze Black Top, Bronze Glass Top, Bronze	Round: 32.25" Height: 17.25" Round: 36" Height: 17.25"
 	Mesa End Table	MESETW MESETB MESETG	Barnwood Top, Bronze Black Top, Bronze Glass Top, Bronze	Round: 20.5" Height: 21.25" Round: 24" Height: 21.25"
	Regis Bench/Table	REGBEN	Brushed Metal	Length: 47" Depth: 15.5" Height: 16"
	Regis End Table	REGOTT	Brushed Metal	Length: 16" Depth: 15.5" Height: 16.5"






Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Silverado Cocktail Table	C1E	Glass Top, Chrome	Round: 36" Height: 17"
	Silverado End Table	E1E	Glass Top, Chrome	Round: 24" Height: 22"
 	Sydney Cocktail Table	Non-Powered: C1W Powered: C1WP SYDWDC Non-Powered: C1Y Powered: C1YP SYDBEC	White Top, Brushed Steel Barnwood Top, Brushed Steel Black Top, Brushed Steel Blue Top, Brushed Steel	Length: 48" Depth: 26" Height: 18"
 	Sydney End Table	E1W SYDWDE E1Y SYDBEE	White Top, Brushed Steel Barnwood Top, Brushed Steel Black Top, Brushed Steel Blue Top, Brushed Steel	Length: 27" Depth: 23" Height: 22"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Aura Round Table	AURA	White Metal	Round: 15" Height: 22"
 	Sedona Side Table	SEDBWH SEDBWD SEDBBK	White Top, Bronze Barnwood Top, Bronze Black Top, Bronze	Length: 15.75" Depth: 15.75" Height: 24"
 	Taos Side Table	TAOBWH TAOBWD TAOBBK	White Top, Bronze Barnwood Top, Bronze Black Top, Bronze	Length: 15.75" Depth: 15.75" Height: 24"
	Timber Table	TMBTBL	Wood	Round: 16" Height: 17"





Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Madison Executive Desk	JD8	Gray Acajou	Length: 60" Depth: 30" Height: 29"
	Tech Desk, Powered 	TECH	Black Metal, Black Laminate w/electrical unit	Length: 60" Depth: 30" Height: 30"
	Tech Desk, Powered w/ 3 Drawer File Cabinet 3 Drawer File Cabinet on Castors 	TECH3B TECH3	Black Metal, Black Laminate w/electrical unit Black Top, Black Metal	Length: 60" Depth: 30" Height: 30" Length: 16" Depth: 20" Height: 28"
	Madison Bookcase	BC8	Gray Acajou	Length: 36" Depth: 12" Height: 72"
	Posh Shelving	PSHCCS	Chrome, Acrylic	Length: 36" Depth: 18" Height: 72"
	Divider, Freestanding Whiteboard	DIVFWB	Silver, White	Length: 39.5" Depth: 1.5" Height: 72"













Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Atomic 42" Round Table	42ATO	Glass Top, Chrome	Round: 42" Height: 30"
	Atomic 36" Round Table	36ATO	Glass Top, Chrome	Round: 36" Height: 30"
	Geo Table, Rectangle	CF2 CE2	Glass Top, Black Glass Top, Chrome	Length: 60" Depth: 36" Height: 29"
	Geo Table, Rounded Square	CE1 CF1	Glass Top, Chrome Glass Top, Black	Length: 42" Depth: 42" Height: 29"
	Work Table	WD3	White Top, White	Length: 48" Depth: 24" Height: 30"
	42" Round Madison Table	CB8	Gray Acajou, Black	Round: 42" Height: 29"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	42" Round Table	CONF42	White Top, Black	Round: 42" Height: 29"
	42" Round Table	42BKCT	Black Top, Black	Round: 42" Height: 29"
	10' Table	Powered: BKC10P Non-Powered: BKC10N	Black Top, Silver	Length: 120" Depth: 48" Height: 29"
	8' Table	Powered: BKCT8P Non-Powered: BKCT8N	Black Top, Silver	Length: 96" Depth: 60" Height: 29"
	5' Table	Powered: BKCT5P Non-Powered: BKCT5N	Black Top, Silver	Length: 60" Depth: 48" Height: 29"
	10' Table	Powered: C10PWR Non-Powered: CONF10	White Top, Silver	Length: 120" Depth: 48" Height: 29"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	8' Table	Powered: C8PWR Non-Powered: CONF8	White Top, Silver	Length: 96" Depth: 60" Height: 29"
	5' Table	Powered: C5PWR Non-Powered: CONF5	White Top, Silver	Length: 60" Depth: 48" Height: 29"
	Madison 10' Table	Powered: M10PWR Non-Powered: MADC10	Gray Acajou, Silver	Length: 120" Depth: 48" Height: 29"
	Madison 8' Table	Powered: M8PWR Non-Powered: MADC08	Gray Acajou, Silver	Length: 96" Depth: 60" Height: 29"
	Madison 5' Table	Powered: M5PWR Non-Powered: MADC05	Gray Acajou, Silver	Length: 60" Depth: 48" Height: 29"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Ace High Back Chair	ACEHBC	White Vinyl, Chrome	Length: 26" Depth: 26" Height: 42.25-44" Seat Length: 19.5" Seat Depth: 18" Seat Height: 17-19.75"
	Ace Mid Back Chair	ACEMBC	White Vinyl, Chrome	Length: 26" Depth: 26" Height: 33.25-33.75" Seat Length: 19.5" Seat Depth: 18" Seat Height: 17-19.75"
	Cupertino Mid Back Chair	CUPCHA	Black Vinyl, Chrome	Length: 27" Depth: 30.5" Height: 40-43" Seat Length: 19.5" Seat Depth: 19" Seat Height: 18.5-20.5"
	Genesis Chair	GENCHA	Black	Length: 27.5" Depth: 27.5" Height: 40-43.5" Seat Length: 20" Seat Depth: 17.5" Seat Height: 17.5-21"
	Pro Executive Guest Chair	PROGB	Black Vinyl, Chrome	Length: 24" Depth: 26" Height: 36" Seat Length: 19.5" Seat Depth: 19" Seat Height: 18"
	Pro Executive High Back Chair	PROEXB	Black Vinyl, Chrome	Length: 25" Depth: 24" Height: 45-48" Seat Length: 19.5" Seat Depth: 18.5" Seat Height: 18-21"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Pro Executive High Back Chair	PROEXE	White Vinyl, Chrome	Length: 25" Depth: 24" Height: 45-48" Seat Length: 19.5" Seat Depth: 18.5" Seat Height: 18-21"
	Pro Executive Mid Back Chair	PROMDB	Black Vinyl, Chrome	Length: 24" Depth: 22" Height: 36.75-39.75" Seat Length: 20" Seat Depth: 19.5" Seat Height: 18-21"
	Pro Executive Mid Back Chair	PROMID	White Vinyl, Chrome	Length: 24" Depth: 22" Height: 36.75-39.75" Seat Length: 20" Seat Depth: 19.5" Seat Height: 18-21"
	Task Stool	TASKST	Black Fabric, Black	Length: 27.5" Depth: 27.5" Height: 32.75-40.25" Seat Length: 18.5" Seat Depth: 18.5" Seat Height: 18-25.5"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Midtown Powered Counter, Lighted w/ Plug In 	MTCLPI	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"
	Midtown Powered Counter, Unlighted 	MTCPUL	Taupe Glass Top, Pewter	Length: 60" Depth: 18" Height: 42"
	Powered Locking Pedestal, 36" 	PDL36B	Black	Length: 24" Depth: 24" Height: 36"
	Powered Locking Pedestal, 36" 	PDL36W	White	Length: 24" Depth: 24" Height: 36"
	Powered Locking Pedestal, 42" 	PDL42B	Black	Length: 24" Depth: 24" Height: 42"
	Powered Locking Pedestal, 42" 	PDL42W	White	Length: 24" Depth: 24" Height: 42"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Clear Divider, Bar/Counter	DIVBAR	Clear, Black	Length: 48-70" Depth: 12" Height: 31.5"
	Clear Divider, Freestanding	DIVFRE	Silver, Clear	Length: 39" Depth: 1.5" Height: 72"
	Clear Divider, Freestanding Corner	DIVFCR	Silver, Clear	Length: 39" Depth: 39" Height: 72"
	Clear Divider, Freestanding Wall	DIVFWL	Silver, Clear	Length: 40" Depth: 1.5" Height: 72"
	Clear Divider, Sofa/Table	DIVFST	Silver, Clear	Length: 34" Depth: 11" Height: 47-74"
	Miramar Divider, White	MIRWHT	Molded Plastic	Length: 63" Depth: 23" Height: 83"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Stanchion Sign Holder	STNSGN	Chrome	Length: 10" Height: 13"
	Stanchion w/ Retractable Belt	STNCHI	Black, Chrome	Length: 96" Height: 37"
	Mason Floor Lamp	LA15	Brushed Silver	Round: 18" Height: 55"
	Mason Table Lamp	LA14	Brushed Silver	Round: 16" Height: 26"
	Boxwood Hedge 7'	HDG7FT	Green, Black	Length: 36.5" Depth: 12" Height: 84"
	Boxwood Hedge 4'	HDG4FT	Green, Black	Length: 46" Depth: 9" Height: 47"



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SOFT SEATING COLLECTIONS

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Loveseats

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLVWHT	Baja Loveseat - White Vinyl, Metal Base		\$1,351.90	\$1,554.70	\$1,741.25	
KEYLOV	Key Largo Loveseat - Black Fabric, Metal Base		\$622.75	\$716.15	\$802.10	
NPLLOV	Naples Loveseat - Black Vinyl, Metal Base		\$1,193.70	\$1,372.75	\$1,537.50	
NPLLOP	Naples Loveseat - Black Vinyl, Metal Base POWERED		\$1,487.50	\$1,710.60	\$1,915.85	
COLVTP	Cordoba Loveseat - Taupe, Black Metal Base		\$955.55	\$1,098.90	\$1,230.75	
MONLOV	Montreal Loveseat - Blue, Black Metal Base		\$1,147.15	\$1,319.20	\$1,477.50	

Sofas

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
SFA002	Allegro Sofa - Blue Fabric, Brushed Metal		\$1,187.40	\$1,365.50	\$1,529.35	
BSFWHT	Baja Sofa - White Vinyl		\$1,437.20	\$1,652.80	\$1,851.15	
FAIRSW	Fairfax Sofa - White Vinyl, Brushed Metal		\$809.85	\$931.35	\$1,043.10	
KEYSOF	Key Largo Sofa - Black Fabric, Wood		\$803.35	\$923.85	\$1,034.70	
NPLSOF	Naples Sofa - Black Vinyl		\$1,419.65	\$1,632.60	\$1,828.50	
NPLLOP	Naples Sofa - Black Vinyl POWERED		\$1,729.45	\$1,988.85	\$2,227.50	
PALSOF	Palm Beach Sofa - White Vinyl		\$1,127.70	\$1,296.85	\$1,452.45	
STESOF	Sterling Sofa - Grey Fabric		\$1,338.80	\$1,539.60	\$1,724.35	
VALSOF	Valencia Sofa - Coffee Brown Velvet		\$755.55	\$868.90	\$973.15	

= **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)	8.90%
AMOUNT DUE	\$ _____

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ACCENT CHAIRS

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CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CHR002	Allegro Chair - Blue Fabric, Brushed Metal		\$833.00	\$957.95	\$1,072.90	
ATHCHA	Atherton Chair - Brown Leather, Black Metal		\$690.40	\$793.95	\$889.20	
BCHWHT	Baja Chair - White Vinyl		\$922.85	\$1,061.30	\$1,188.65	
BOWCHA	Bowery Chair - Ochre Fabric		\$648.45	\$745.70	\$835.20	
CNTCHR	Century Chair - Gray Velvet		\$660.80	\$759.90	\$851.10	
FAIRCW	Fairfax Chair - White Vinyl, Brushed Metal		\$584.00	\$671.60	\$752.20	
KEYCHR	Key Largo Chair - Black Fabric, Wood		\$532.40	\$612.25	\$685.70	
LABREA	La Brea Swivel Chair - Charcoal Gray Fabric, Chrome		\$696.85	\$801.40	\$897.55	
LENCHA	Lena Chair - Moss Green Leather, Bronze		\$581.90	\$669.20	\$749.50	
BCW	Madrid Chair - White Vinyl, Chrome		\$1,268.05	\$1,458.25	\$1,633.25	
MONCHA	Montreal Chair - Blue, Black Metal		\$712.55	\$819.45	\$917.80	
MNCHCH	Munich Armless Chair - Gray Fabric, Black		\$958.25	\$1,102.00	\$1,234.25	
NPLCHP	Naples Chair - Black Vinyl  POWERED		\$1,074.45	\$1,235.60	\$1,383.85	
NPLCHR	Naples Chair - Black Vinyl		\$990.55	\$1,139.15	\$1,275.85	
STECHE	Sterling Chair - Gray Fabric		\$919.65	\$1,057.60	\$1,184.50	
SWAN	Swanson Swivel Chair - White Vinyl, Chrome		\$606.55	\$697.55	\$781.25	
TCHP	Tech Chair, No Tablet - Gray Vinyl, Chrome Base		\$507.90	\$584.10	\$654.20	
TCHGRY	Tech Tablet Chair - Gray Vinyl, White Metal Tablet, Chrome Base  POWERED		\$495.60	\$569.95	\$638.35	
VALCHA	Valencia Chair - Spice Orange Velvet		\$508.30	\$584.55	\$654.70	
WENCH	Wentworth Swivel Chair - Brown Vinyl		\$557.35	\$640.95	\$717.85	
BNMCOW	Brooklyn Meeting Chair - White		\$446.15	\$513.05	\$574.60	
BNMCOW	Brooklyn Meeting Chair, Swivel - White		\$446.15	\$513.05	\$574.60	
BNMCSB	Brooklyn Meeting Chair - Black		\$418.90	\$481.75	\$539.55	
BNMCOB	Brooklyn Meeting Chair, Swivel - Black		\$418.90	\$481.75	\$539.55	
COCHTP	Cordoba Chair		\$669.15	\$769.50	\$861.85	

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

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INDIVIDUAL SEATING

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CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLDCRD	Blade Chair - Red		\$114.35	\$131.50	\$147.30	
BLDCSB	Blade Chair - Sky Blue		\$114.35	\$131.50	\$147.30	
BLDCBK	Blade Chair - Black		\$97.60	\$112.25	\$125.70	
CCSCAZ	Chelsea Chair - Azure Blue, Black Swivel Base		\$221.35	\$254.55	\$285.10	
CCBTAZ	Chelsea Chair - Azure Blue, Black Tower Base		\$221.35	\$254.55	\$285.10	
CCSCBK	Chelsea Chair - Black, Black Swivel Base		\$221.35	\$254.55	\$285.10	
CCBTBK	Chelsea Chair - Black, Black Tower Base		\$221.35	\$254.55	\$285.10	
CCSCYL	Chelsea Chair - Goldenrod Yellow, Black Swivel Base		\$221.35	\$254.55	\$285.10	
CCBTYL	Chelsea Chair - Goldenrod Yellow, Black Tower Base		\$221.35	\$254.55	\$285.10	
CCSCGY	Chelsea Chair - Gray, Black Swivel Base		\$221.35	\$254.55	\$285.10	
CCBTGY	Chelsea Chair - Gray, Black Tower Base		\$221.35	\$254.55	\$285.10	
CCSCOR	Chelsea Chair - Orange, Black Swivel Base		\$221.35	\$254.55	\$285.10	
CCBTOR	Chelsea Chair - Orange, Black Tower Base		\$221.35	\$254.55	\$285.10	
CCSCWL	Chelsea Chair - Walnut, Black Swivel Base		\$221.35	\$254.55	\$285.10	
CCBTWL	Chelsea Chair - Walnut, Black Tower Base		\$221.35	\$254.55	\$285.10	
SC3	Brewer Chair - Onyx, Chrome		\$296.75	\$341.25	\$382.20	
XCHR	Christopher Chair - White Vinyl, Chrome		\$177.50	\$204.10	\$228.60	
DUET	Duet Stack Chair - Black, Chrome		\$109.70	\$126.15	\$141.30	
LMCHR	Laguna Chair - Maple, Chrome		\$251.70	\$289.45	\$324.20	
LUCHCL	Lucent Chair - Frosted Acrylic, Chrome		\$307.95	\$354.15	\$396.65	
MALGRN	Malba Chair - Green, Chrome		\$193.60	\$222.65	\$249.35	
MALGRY	Malba Chair - Gray, Chrome		\$193.60	\$222.65	\$249.35	
MARCBE	Marina Chair - Ocean Blue Fabric, Brushed Metal		\$249.30	\$286.70	\$321.10	
MARCBK	Marina Chair - Black Vinyl, Brushed Metal		\$249.30	\$286.70	\$321.10	
MARCBR	Marina Chair - Brown Fabric, Brushed Metal		\$249.30	\$286.70	\$321.10	
MARCRD	Marina Chair - Red Fabric, Brushed Metal		\$249.30	\$286.70	\$321.10	
MARCWH	Marina Chair - White Vinyl, Brushed Metal		\$249.30	\$286.70	\$321.10	
PASCHR	Pasadena Chair - White Molded Plastic w/Chrome Tower Base		\$401.85	\$462.15	\$517.60	
SC10	Razor Armless Chair - White		\$132.35	\$152.20	\$170.45	
RSTDIN	Rustique Chair w/ Arms - Gunmetal		\$222.60	\$256.00	\$286.70	
CS4	Syntax Chair - Black, Chrome		\$351.70	\$404.45	\$453.00	
ZENCHR	Zenith Chair - White, Chrome		\$283.85	\$326.45	\$365.60	

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Beverly Benches

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BVSMBK	Beverly Small Bench Ottoman - Black Vinyl		\$357.55	\$411.20	\$460.55	
BVSMBL	Beverly Small Bench Ottoman - Ocean Blue Fabric		\$357.55	\$411.20	\$460.55	
BVSMBN	Beverly Small Bench Ottoman - Brown Fabric		\$357.55	\$411.20	\$460.55	
BVSMCN	Beverly Small Bench Ottoman - Olive Green Fabric		\$357.55	\$411.20	\$460.55	
BVSMGY	Beverly Small Bench Ottoman - Grey Fabric		\$357.55	\$411.20	\$460.55	
BVSM LN	Beverly Small Bench Ottoman - Linen Fabric		\$357.55	\$411.20	\$460.55	
BVSM LV	Beverly Small Bench Ottoman - Lavender Fabric		\$357.55	\$411.20	\$460.55	
BVSMOR	Beverly Small Bench Ottoman - Orange Fabric		\$357.55	\$411.20	\$460.55	
BVSMRD	Beverly Small Bench Ottoman - Red Fabric		\$357.55	\$411.20	\$460.55	
BVSMWH	Beverly Small Bench Ottoman - White Vinyl		\$357.55	\$411.20	\$460.55	
BVSMYL	Beverly Small Bench Ottoman - Yellow Fabric		\$357.55	\$411.20	\$460.55	
BVLYBK	Beverly Bench - Black Vinyl		\$684.00	\$786.60	\$881.00	
BVLYBN	Beverly Bench - Brown Fabric		\$684.00	\$786.60	\$881.00	
BVLYGR	Beverly Bench - Grey Fabric		\$684.00	\$786.60	\$881.00	
BVLYLN	Beverly Bench - Linen Fabric		\$684.00	\$786.60	\$881.00	
BVLYOB	Beverly Bench - Ocean Fabric		\$684.00	\$786.60	\$881.00	
BVLYRD	Beverly Bench - Red Fabric		\$684.00	\$786.60	\$881.00	
BVLYWH	Beverly Bench - White Vinyl		\$684.00	\$786.60	\$881.00	

Metal Bench

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
REGBEN	Regis Bench/Table - Brushed Metal		\$487.20	\$560.30	\$627.55	

Ottomans

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
END01B	Endless Curved Ottoman - Black Vinyl, Chrome		\$709.85	\$816.35	\$914.30	
END01W	Endless Curved Ottoman - White Vinyl, Chrome		\$709.85	\$816.35	\$914.30	
END02B	Endless Square Ottoman - Black Vinyl, Chrome		\$445.30	\$512.10	\$573.55	
END02W	Endless Square Ottoman - White Vinyl, Chrome		\$445.30	\$512.10	\$573.55	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.90%
AMOUNT DUE	\$ _____

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CUBE & SWIVEL OTTOMANS

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Vibe Cubes

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VIB01	Vibe Cube - Green		\$238.85	\$274.70	\$307.65	
VIB02	Vibe Cube - Blue		\$238.85	\$274.70	\$307.65	
VIB04	Vibe Cube - Red		\$238.85	\$274.70	\$307.65	
VIB05	Vibe Cube - Yellow		\$238.85	\$274.70	\$307.65	
VIB08	Vibe Cube - Orange		\$238.85	\$274.70	\$307.65	
VIB09	Vibe Cube - White Waterproof		\$238.85	\$274.70	\$307.65	
VIB10	Vibe Cube - Black Waterproof		\$238.85	\$274.70	\$307.65	
VIB11	Vibe Cube - Steel Blue Vinyl		\$238.85	\$274.70	\$307.65	
VIB12	Vibe Cube - Silver Vinyl		\$238.85	\$274.70	\$307.65	
VIB13	Vibe Cube - Purple Vinyl		\$238.85	\$274.70	\$307.65	
VIB14	Vibe Cube - Cirtus Green		\$238.85	\$274.70	\$307.65	
VIB15	Vibe Cube - Taupe Vinyl		\$238.85	\$274.70	\$307.65	
VIB16	Vibe Cube - Spice Orange		\$238.85	\$274.70	\$307.65	
VIB17	Vibe Cube - Desert Rose		\$238.85	\$274.70	\$307.65	

Marche Swivel

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MAR001	Marche Swivel - White		\$316.10	\$363.50	\$407.10	
MAR002	Marche Swivel - Grey		\$316.10	\$363.50	\$407.10	
MAR003	Marche Swivel - Linen		\$316.10	\$363.50	\$407.10	
MAR004	Marche Swivel - Raspberry		\$316.10	\$363.50	\$407.10	
MAR005	Marche Swivel - Red		\$316.10	\$363.50	\$407.10	
MAR006	Marche Swivel - Rose Qtz		\$316.10	\$363.50	\$407.10	
MAR007	Marche Swivel - Plum		\$316.10	\$363.50	\$407.10	
MAR008	Marche Swivel - Meadow Green		\$316.10	\$363.50	\$407.10	
MAR009	Marche Swivel - Pear		\$316.10	\$363.50	\$407.10	
MAR010	Marche Swivel - Blue		\$316.10	\$363.50	\$407.10	
MAR011	Marche Swivel - Orange		\$316.10	\$363.50	\$407.10	
MAR012	Marche Swivel - Forest Green		\$316.10	\$363.50	\$407.10	
MAR013	Marche Swivel - Teal Velvet		\$316.10	\$363.50	\$407.10	
MAR014	Marche Swivel - Distressed Brown		\$316.10	\$363.50	\$407.10	
MAR015	Marche Swivel - Black Vinyl		\$316.10	\$363.50	\$407.10	
MAR016	Marche Swivel - Ivory Faux Sheep Fur		\$316.10	\$363.50	\$407.10	

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

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TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.90%
AMOUNT DUE	\$ _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.com

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 18, 2023

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

Cocktail Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ADCTBK	Adelaide Cocktail Table - Black Top, Silver		\$371.30	\$427.00	\$478.25	
ADCTGL	Adelaide Cocktail Table - Glass Top, Silver		\$371.30	\$427.00	\$478.25	
ADCTWH	Adelaide Cocktail Table - White Top, Silver		\$371.30	\$427.00	\$478.25	
ADCTBP	Adelaide Cocktail Table - Black Top, Silver  POWERED		\$514.10	\$591.20	\$662.15	
ADCTWP	Adelaide Cocktail Table - White Top, Silver  POWERED		\$514.10	\$591.20	\$662.15	
ALCI00	Alondra Cocktail Table - Glass Top, Chrome		\$567.80	\$652.95	\$731.30	
ALC200	Alondra Cocktail Table - Brandy Maple Top, Chrome		\$567.80	\$652.95	\$731.30	
CIC	Geo Cocktail Table - Glass Top, Chrome		\$425.90	\$489.80	\$548.60	
CIFWB	Geo Cocktail Table - Brandy Maple Top, Black		\$496.90	\$571.45	\$640.00	
MESCTB	Mesa Cocktail Table - Black Top, Bronze		\$328.90	\$378.25	\$423.65	
MESCTG	Mesa Cocktail Table - Glass Top, Bronze		\$328.90	\$378.25	\$423.65	
MESCTW	Mesa Cocktail Table - Barnwood Top, Bronze		\$328.90	\$378.25	\$423.65	
CIE	Silverado Cocktail Table - Glass Top, Chrome		\$471.05	\$541.70	\$606.70	
CIW	Sydney Cocktail Table - White Top, Brushed Steel		\$477.50	\$549.15	\$615.05	
CIY	Sydney Cocktail Table - Black Top, Brushed Steel		\$477.50	\$549.15	\$615.05	
CIWP	Sydney Cocktail Table - White Top, Brushed Steel  POWERED		\$606.55	\$697.55	\$781.25	
CYP	Sydney Cocktail Table - Black Top, Brushed Steel  POWERED		\$606.55	\$697.55	\$781.25	
SYDBEC	Sydney Cocktail Table - Blue Top, Brushed Steel		\$483.95	\$556.55	\$623.35	
SYDWDC	Sydney Cocktail Table - Barnwood Top, Brushed Steel		\$439.95	\$505.95	\$566.65	

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TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.90%
AMOUNT DUE	\$ _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 18, 2023

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End Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ADETBK	Adelaide End Table - Black Top, Silver		\$359.40	\$413.30	\$462.90	
ADETG	Adelaide End Table - Glass Top, Silver		\$359.40	\$413.30	\$462.90	
ADETWH	Adelaide End Table - White Top, Silver		\$359.40	\$413.30	\$462.90	
ALE100	Alondra End Table - Glass Top, Chrome		\$409.80	\$471.25	\$527.80	
ALE200	Alondra End Table - Brandy Maple Top, Chrome		\$409.80	\$471.25	\$527.80	
CUBPOW	Wireless Charging Table - White, AC Plug In  POWERED		\$730.35	\$839.90	\$940.70	
EIC	Geo End Table - Glass Top, Chrome		\$419.45	\$482.35	\$540.25	
E1FWB	Geo End Table - Brandy Maple Top, Black		\$432.35	\$497.20	\$556.85	
MESETB	Mesa End Table - Black Top, Bronze		\$217.30	\$249.90	\$279.90	
MESETG	Mesa End Table - Glass Top, Bronze		\$217.30	\$249.90	\$279.90	
MESETW	Mesa End Table - Barnwood Top, Bronze		\$217.30	\$249.90	\$279.90	
REGOTT	Regis End Table - Brushed Metal		\$358.20	\$411.95	\$461.40	
EIE	Silverado End Table - Glass, Chrome		\$448.45	\$515.70	\$577.60	
E1W	Sydney End Table - White Top, Brushed Steel		\$432.35	\$497.20	\$556.85	
E1Y	Sydney End Table - Black Top, Brushed Steel		\$432.35	\$497.20	\$556.85	
SYDBEE	Sydney End Table - Blue Top, Brushed Steel		\$425.30	\$489.10	\$547.80	
SYDWDE	Sydney End Table - Barnwood Top, Brushed Steel		\$425.30	\$489.10	\$547.80	

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

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

Side Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
AURA	Aura Round Table - White Metal		\$245.15	\$281.90	\$315.75	
SEDBBK	Sedona Side Table - Black Top, Bronze		\$219.25	\$252.15	\$282.40	
SEDBWD	Sedona Side Table - Wood Top, Bronze		\$219.25	\$252.15	\$282.40	
SEDBWH	Sedona Side Table - White Top, Bronze		\$219.25	\$252.15	\$282.40	
TAOBBK	Taos Side Table - Black Top, Bronze		\$219.25	\$252.15	\$282.40	
TAOBWD	Taos Side Table - Wood Top, Bronze		\$219.25	\$252.15	\$282.40	
TAOBWH	Taos Side Table - White Top, Bronze		\$219.25	\$252.15	\$282.40	
TMBTBL	Timber Table - Wood		\$290.40	\$333.95	\$374.00	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.90%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____


CONTACT NAME: _____

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ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 18, 2023

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30" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBB	30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top		\$425.30	\$489.10	\$547.80	
30BEBB	30" Round Bar Table w/ Standard Black Base - Blue Top		\$425.30	\$489.10	\$547.80	
30BKSB	30" Round Bar Table w/ Standard Black Base - Black Top		\$425.30	\$489.10	\$547.80	
30GSBB	30" Round Bar Table w/ Standard Black Base - Green Top		\$425.30	\$489.10	\$547.80	
30OSBB	30" Round Bar Table w/ Standard Black Base - Orange Top		\$425.30	\$489.10	\$547.80	
30WDBB	30" Round Bar Table w/ Standard Black Base - Barnwood Top		\$425.30	\$489.10	\$547.80	
30WH42	30" Round Bar Table w/ Standard Black Base - White Top		\$441.95	\$508.25	\$569.25	
30YBBB	30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top		\$425.30	\$489.10	\$547.80	
VTB	30" Round Bar Table w/ Standard Black Base - Red Top		\$419.45	\$482.35	\$540.25	
VTJ	30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$419.45	\$482.35	\$540.25	
VTK	30" Round Bar Table w/ Standard Black Base - Maple Top		\$419.45	\$482.35	\$540.25	
VTA	30" Round Madison Bar Table w/ Standard Black Base - Gray Acajou Top		\$419.45	\$482.35	\$540.25	
P30BWH	30" Round Cafe Table w/ Standard Black Base - White Top 		\$859.25	\$988.15	\$1,106.75	

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		\$419.45	\$482.35	\$540.25	
VTN	36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$448.45	\$515.70	\$577.60	
VTW	36" Round Bar Table w/ Standard Black Base - White Top		\$448.45	\$515.70	\$577.60	
VTP	36" Round Bar Table w/ Standard Black Base - Maple Top		\$448.45	\$515.70	\$577.60	

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		\$513.35	\$590.35	\$661.20	
30BEHB	30" Round Bar Table w/ Hydraulic Base - Blue Top		\$513.35	\$590.35	\$661.20	
30BKHB	30" Round Bar Table w/ Hydraulic Base - Black Top		\$513.35	\$590.35	\$661.20	
30BRHB	30" Round Bar Table w/ Hydraulic Base - Red Top		\$509.80	\$586.25	\$656.60	
30GRHB	30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$509.80	\$586.25	\$656.60	
30GSHB	30" Round Bar Table w/ Hydraulic Base - Green Top		\$513.35	\$590.35	\$661.20	
30MTHB	30" Round Bar Table w/ Hydraulic Base - Maple Top		\$554.95	\$638.20	\$714.80	
30OSHB	30" Round Bar Table w/ Hydraulic Base - Orange Top		\$513.35	\$590.35	\$661.20	
30WDHB	30" Round Bar Table w/ Hydraulic Base - Barnwood Top		\$513.35	\$590.35	\$661.20	
30WHHB	30" Round Bar Table w/ Hydraulic Base - White Top		\$551.80	\$634.55	\$710.70	
30YSHB	30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top		\$513.35	\$590.35	\$661.20	
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top		\$509.80	\$586.25	\$656.60	

36" Round Bar Table with Hydraulic Base


CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHB	36" Round Bar Table w/ Hydraulic Base - Black Top		\$513.35	\$590.35	\$661.20	
36GRHB	36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$554.95	\$638.20	\$714.80	
36MTHB	36" Round Bar Table w/ Hydraulic Base - Maple Top		\$554.95	\$638.20	\$714.80	
36WTHB	36" Round Bar Table w/ Hydraulic Base - White Top		\$554.95	\$638.20	\$714.80	

BAR TABLES, BARS & COUNTERS CONTINUED

G184491023
ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 18, 2023

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30" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBB	30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top		\$425.30	\$489.10	\$547.80	
30BEBB	30" Round Bar Table w/ Standard Black Base - Blue Top		\$425.30	\$489.10	\$547.80	
30BKSB	30" Round Bar Table w/ Standard Black Base - Black Top		\$425.30	\$489.10	\$547.80	
30GSBB	30" Round Bar Table w/ Standard Black Base - Green Top		\$425.30	\$489.10	\$547.80	
30OSBB	30" Round Bar Table w/ Standard Black Base - Orange Top		\$425.30	\$489.10	\$547.80	
30WDBB	30" Round Bar Table w/ Standard Black Base - Barnwood Top		\$425.30	\$489.10	\$547.80	
30WH42	30" Round Bar Table w/ Standard Black Base - White Top		\$441.95	\$508.25	\$569.25	
30YBBB	30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top		\$425.30	\$489.10	\$547.80	
VTB	30" Round Bar Table w/ Standard Black Base - Red Top		\$419.45	\$482.35	\$540.25	
VTJ	30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$419.45	\$482.35	\$540.25	
VTK	30" Round Bar Table w/ Standard Black Base - Maple Top		\$419.45	\$482.35	\$540.25	
VTA	30" Round Madison Bar Table w/ Standard Black Base - Gray Acajou Top		\$419.45	\$482.35	\$540.25	
P30BWH	30" Round Cafe Table w/ Standard Black Base - White Top 		\$859.25	\$988.15	\$1,106.75	

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		\$419.45	\$482.35	\$540.25	
VTN	36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$448.45	\$515.70	\$577.60	
VTW	36" Round Bar Table w/ Standard Black Base - White Top		\$448.45	\$515.70	\$577.60	
VTP	36" Round Bar Table w/ Standard Black Base - Maple Top		\$448.45	\$515.70	\$577.60	

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		\$513.35	\$590.35	\$661.20	
30BEHB	30" Round Bar Table w/ Hydraulic Base - Blue Top		\$513.35	\$590.35	\$661.20	
30BKHB	30" Round Bar Table w/ Hydraulic Base - Black Top		\$513.35	\$590.35	\$661.20	
30BRHB	30" Round Bar Table w/ Hydraulic Base - Red Top		\$509.80	\$586.25	\$656.60	
30GRHB	30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$509.80	\$586.25	\$656.60	
30GSHB	30" Round Bar Table w/ Hydraulic Base - Green Top		\$513.35	\$590.35	\$661.20	
30MTHB	30" Round Bar Table w/ Hydraulic Base - Maple Top		\$554.95	\$638.20	\$714.80	
30OSHB	30" Round Bar Table w/ Hydraulic Base - Orange Top		\$513.35	\$590.35	\$661.20	
30WDHB	30" Round Bar Table w/ Hydraulic Base - Barnwood Top		\$513.35	\$590.35	\$661.20	
30WHHB	30" Round Bar Table w/ Hydraulic Base - White Top		\$551.80	\$634.55	\$710.70	
30YSHB	30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top		\$513.35	\$590.35	\$661.20	
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top		\$509.80	\$586.25	\$656.60	

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COMPANY NAME: _____ BOOTH NUMBER: _____


CONTACT NAME: _____

EMAIL ADDRESS: _____

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 18, 2023

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30" Round Café Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBC	30" Round Cafe Table w/ Standard Black Base - Brushed Gunmetal Top		\$381.35	\$438.55	\$491.20	
30BEBC	30" Round Cafe Table w/ Standard Black Base - Blue Top		\$381.35	\$438.55	\$491.20	
30BKSC	30" Round Cafe Table w/ Standard Black Base - Black Top		\$381.35	\$438.55	\$491.20	
30GSBC	30" Round Cafe Table w/ Standard Black Base - Green Top		\$381.35	\$438.55	\$491.20	
30OSBC	30" Round Cafe Table w/ Standard Black Base - Orange Top		\$381.35	\$438.55	\$491.20	
30WDBC	30" Round Cafe Table w/ Standard Black Base - Barnwood Top		\$381.35	\$438.55	\$491.20	
30WH29	30" Round Cafe Table w/ Standard Black Base - White Top		\$403.30	\$463.80	\$519.45	
30YSBC	30" Round Cafe Table w/ Standard Black Base - Brushed Yellow Top		\$381.35	\$438.55	\$491.20	
ZTA	30" Round Madison Cafe Table w/ Standard Black Base - Gray Acajou Top		\$393.60	\$452.65	\$506.95	
ZTB	30" Round Cafe Table w/ Standard Black Base - Red Top		\$380.75	\$437.85	\$490.40	
ZTJ	30" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$380.75	\$437.85	\$490.40	
ZTK	30" Round Cafe Table w/ Standard Black Base - Maple Top		\$380.75	\$437.85	\$490.40	
P30CWH	30" Round Cafe Table w/ Standard Black Base - White Top  POWERED		\$859.25	\$988.15	\$1,106.75	

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		\$416.20	\$478.65	\$536.10	
ZTN	36" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$416.20	\$478.65	\$536.10	
ZTP	36" Round Cafe Table w/ Standard Black Base - Maple Top		\$416.20	\$478.65	\$536.10	
ZTQ	36" Round Cafe Table w/ Standard Black Base - White Top		\$416.20	\$478.65	\$536.10	

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		\$512.60	\$589.50	\$660.25	
30BEHC	30" Round Cafe Table w/ Hydraulic Base - Blue Top		\$513.35	\$590.35	\$661.20	
30BKHC	30" Round Cafe Table w/ Hydraulic Base - Black Top		\$512.60	\$589.50	\$660.25	
30BRHC	30" Round Cafe Table w/ Hydraulic Base - Red Top		\$509.80	\$586.25	\$656.60	
30GRHC	30" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$554.95	\$638.20	\$714.80	
30GSHC	30" Round Cafe Table w/ Hydraulic Base - Green Top		\$512.60	\$589.50	\$660.25	
30MTHC	30" Round Cafe Table w/ Hydraulic Base - Maple Top		\$509.80	\$586.25	\$656.60	
30OSHC	30" Round Cafe Table w/ Hydraulic Base - Orange Top		\$512.60	\$589.50	\$660.25	
30WDHC	30" Round Cafe Table w/ Hydraulic Base - Barnwood Top		\$513.35	\$590.35	\$661.20	
30WHHC	30" Round Cafe Table w/ Hydraulic Base - White Top		\$551.80	\$634.55	\$710.70	
30YSHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Yellow Top		\$512.60	\$589.50	\$660.25	
30MAHC	30" Round Madison Cafe Table w/ Hydraulic Base - Gray Acajou Top		\$509.80	\$586.25	\$656.60	



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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		\$554.95	\$638.20	\$714.80	
36GRHC	36" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$554.95	\$638.20	\$714.80	
36MTHC	36" Round Cafe Table w/ Hydraulic Base - Maple Top		\$554.95	\$638.20	\$714.80	
36WTHC	36" Round Cafe Table w/ Hydraulic Base - White Top		\$554.95	\$638.20	\$714.80	

Ventura Communal Café Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTCBN	Ventura Communal Cafe Table - Black Top, Silver		\$865.30	\$995.10	\$1,114.50	
VNTCMN	Ventura Communal Cafe Table - Maple Top, Silver		\$865.30	\$995.10	\$1,114.50	
VNTCWN	Ventura Communal Cafe Table - White Top, Silver		\$865.30	\$995.10	\$1,114.50	
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes - Maple Top, Silver		\$865.30	\$995.10	\$1,114.50	
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes - White Top, Silver		\$865.30	\$995.10	\$1,114.50	
VNTCBK	Communal Ventura Cafe Table - Black Top, Silver  POWERED		\$982.60	\$1,130.00	\$1,265.60	
VNTCWH	Communal Ventura Cafe Table - White Top, Silver  POWERED		\$982.60	\$1,130.00	\$1,265.60	

 = **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)	8.90%
AMOUNT DUE	\$ _____

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Bar Stools

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BSS	Banana Barstool - Black, Chrome		\$422.70	\$486.10	\$544.45	
BST	Banana Barstool - White, Chrome		\$422.70	\$486.10	\$544.45	
BLDBRD	Blade Barstool - Red		\$219.95	\$252.95	\$283.30	
BLDBSB	Blade Barstool - Sky Blue		\$219.95	\$252.95	\$283.30	
BLDBBK	Blade Barstool - Black		\$188.00	\$216.20	\$242.15	
CBSBAZ	Chelsea Barstool- Azure Blue, Black Tower Base		\$221.35	\$254.55	\$285.10	
CBSBBK	Chelsea Barstool- Black, Black Tower Base		\$221.35	\$254.55	\$285.10	
CBSBYL	Chelsea Barstool- Goldenrod Yellow, Black Tower Base		\$221.35	\$254.55	\$285.10	
CBSBCY	Chelsea Barstool- Gray, Black Tower Base		\$221.35	\$254.55	\$285.10	
CBSBOR	Chelsea Barstool- Orange, Black Tower Base		\$221.35	\$254.55	\$285.10	
CBSBWL	Chelsea Barstool- Walnut-look, Black Tower Base		\$221.35	\$254.55	\$285.10	
XBAR	Christopher Barstool - White Vinyl, Chrome		\$306.45	\$352.40	\$394.70	
LMBAR	Laguna Barstool - Maple, Chrome		\$316.10	\$363.50	\$407.10	
ROLLBL	Lift Barstool - Black Vinyl, Chrome		\$358.20	\$411.95	\$461.40	
ROLLGY	Lift Barstool - Gray Vinyl, Chrome		\$358.20	\$411.95	\$461.40	
ROLLRD	Lift Barstool - Red Vinyl, Chrome		\$358.20	\$411.95	\$461.40	
ROLLWH	Lift Barstool - White Vinyl, Chrome		\$358.20	\$411.95	\$461.40	
LUBSCL	Lucent Barstool - Frosted Acrylic, Chrome		\$439.95	\$505.95	\$566.65	
MARBBE	Marina Barstool - Ocean Blue Fabric, Brushed Metal		\$357.55	\$411.20	\$460.55	
MARBBK	Marina Barstool - Black Vinyl, Brushed Metal		\$357.55	\$411.20	\$460.55	
MARBBR	Marina Barstool - Brown Fabric, Brushed Metal		\$357.55	\$411.20	\$460.55	
MARBRD	Marina Barstool - Red Fabric, Brushed Metal		\$357.55	\$411.20	\$460.55	
MARBWH	Marina Barstool - White Vinyl, Brushed Metal		\$357.55	\$411.20	\$460.55	
RSTLTL	Rustique Barstool - Gunmetal		\$245.15	\$281.90	\$315.75	
BS001	Shark Barstool - White, Chrome		\$538.75	\$619.55	\$693.90	
BSR	Syntax Barstool - Black, Chrome		\$383.95	\$441.55	\$494.55	
ZENBAR	Zenith Barstool - White, Chrome		\$283.85	\$326.45	\$365.60	
BS002	Zoe Barstool - White, Chrome		\$493.65	\$567.70	\$635.80	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.90%
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: _____

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 18, 2023


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

Conference Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BKCTSN	5' Table - Black Top, Silver		\$552.35	\$635.20	\$711.40	
BKCTSP	5' Table - Black Top, Silver  POWERED		\$715.00	\$822.25	\$920.90	
CONF5	5' Table - White Top, Silver		\$647.35	\$744.45	\$833.80	
C5PWR	5' Table - White Top, Silver  POWERED		\$764.00	\$878.60	\$984.05	
BKCT8N	8' Table - Black Top, Silver		\$1,099.60	\$1,264.55	\$1,416.30	
BKCT8P	8' Table - Black Top, Silver  POWERED		\$1,373.30	\$1,579.30	\$1,768.80	
CONF8	8' Table - White Top, Silver		\$1,228.10	\$1,412.30	\$1,581.80	
C8PWR	8' Table - White Top, Silver  POWERED		\$1,470.85	\$1,691.50	\$1,894.50	
BKCT10N	10' Table - Black Top, Silver		\$1,099.60	\$1,264.55	\$1,416.30	
BKCT10P	10' Table - Black Top, Silver  POWERED		\$1,373.30	\$1,579.30	\$1,768.80	
CONF10	10' Table - White Top, Silver		\$1,228.10	\$1,412.30	\$1,581.80	
C10PWR	10' Table - White Top, Silver  POWERED		\$1,470.85	\$1,691.50	\$1,894.50	
CB8	42" Round Madison Table - Gray Acajou, Black		\$576.15	\$662.55	\$742.05	
42BKCT	42" Round Table - Black Top, Black		\$592.40	\$681.25	\$763.00	
CONF42	42" Round Table - White Top		\$651.80	\$749.55	\$839.50	
36ATO	Atomic 36" Round Table - Glass Top, Chrome		\$538.75	\$619.55	\$693.90	
42ATO	Atomic 42" Round Table - Glass Top, Chrome		\$538.75	\$619.55	\$693.90	
CE2	Geo Table, Rectangle - Glass Top, Chrome		\$764.65	\$879.35	\$984.85	
CF2	Geo Table, Rectangle - Glass Top, Black		\$764.65	\$879.35	\$984.85	
CE1	Geo Table, Rounded Square - Glass Top, Chrome		\$538.75	\$619.55	\$693.90	
CF1	Geo Table, Rounded Square - Glass Top, Black		\$538.75	\$619.55	\$693.90	
MADC05	Madison 5' Table - Gray Acajou, Chrome		\$816.30	\$938.75	\$1,051.40	
MADC08	Madison 8' Table - Gray Acajou, Chrome		\$1,629.35	\$1,873.75	\$2,098.60	
MADC10	Madison 10' Table - Gray Acajou, Chrome		\$1,629.35	\$1,873.75	\$2,098.60	

Work Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
WD3	Work Table - White Top, White		\$561.45	\$645.65	\$723.15	

 = **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)	8.90%
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: _____

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EMAIL ADDRESS: _____



ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 18, 2023

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Seating

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CUPCHA	Cupertino Mid Back Chair - Black Vinyl		\$469.85	\$540.35	\$605.20	
GENCHA	Genesis Chair - Black		\$410.05	\$471.55	\$528.15	
PROGB	Pro Executive Guest Chair - Black Vinyl, Chrome		\$441.95	\$508.25	\$569.25	
PROEXB	Pro Executive High Back Chair - Black Vinyl, Chrome		\$629.15	\$723.50	\$810.30	
PROEXE	Pro Executive High Back Chair - White Vinyl, Chrome		\$629.15	\$723.50	\$810.30	
PROMDB	Pro Executive Mid Back Chair - Black Vinyl, Chrome		\$413.00	\$474.95	\$531.95	
PROMID	Pro Executive Mid Back Chair - White Vinyl, Chrome		\$400.10	\$460.10	\$515.30	
TASKST	Task Stool - Black Fabric, Black		\$249.30	\$286.70	\$321.10	

Desks

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
TECH	Tech Desk - Black Metal, Black Laminate w/ Electrical Unit  POWERED		\$764.65	\$879.35	\$984.85	
TECH3B	Tech Desk w/ 3 Drawer File Cabinet - Black Metal, Black Laminate w/ Electrical Unit  POWERED		\$945.40	\$1,087.20	\$1,217.65	
JD8	Madison Executive Desk - Gray Acajou, Chrome		\$1,029.30	\$1,183.70	\$1,325.75	

Storage

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BC8	Madison Bookcase - Gray Acajou, Chrome		\$745.25	\$857.05	\$959.90	
TECH3	Cabinet on Castors - Black Top, Black Metal		\$251.70	\$289.45	\$324.20	

 = **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)	8.90%
AMOUNT DUE	\$ _____

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Georgia World Congress Center - Hall B & C | Atlanta, GA
October 18 - 20, 2023

DIVIDERS

G184491023

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 18, 2023

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Boxwood Hedges

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
HDG4FT	4' Boxwood Hedge		\$747.90	\$860.10	\$963.30	
HDG7FT	7' Boxwood Hedge		\$1,217.30	\$1,399.90	\$1,567.90	

Stanchions

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
STNSCN	Stanchion Sign Holder - Chrome		\$66.60	\$76.60	\$85.80	
STNCHI	Stanchion w/ Retractable Belt - Black, Chrome		\$76.40	\$87.85	\$98.40	

Dividers

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
DIVBAR	Bar/Counter Divider - Clear, Black		\$214.50	\$246.65	\$276.25	
DIVFRE	Freestanding Divider - Clear, Silver		\$431.50	\$496.20	\$555.75	
DIVFCR	Freestanding Corner Divider - Clear, Silver		\$862.95	\$992.40	\$1,111.50	
DIVFWL	Freestanding Wall Divider - Clear, Silver		\$431.50	\$496.20	\$555.75	
DIVFST	Sofa/Table Divider - Clear, Silver		\$387.10	\$445.15	\$498.55	
DIVFWB	Freestanding Whiteboard Divider - White, Silver		\$537.45	\$618.05	\$692.20	
MIRWHT	Miramar Divider - White Molded Plastic		\$552.35	\$635.20	\$711.40	

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

TOTAL ESTIMATE	\$ _____
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AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

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EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



PRINTING United

Georgia World Congress Center - Hall B & C | Atlanta, GA

October 18 - 20, 2023

ACCESSORIES

G184491023

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 18, 2023

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Charging Hub

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VILHUB	Village Charging Hub - Cream POWERED		\$322.95	\$371.40	\$415.95	

Lamps

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
LA14	Mason Silver Table Lamp - Brushed Silver		\$245.15	\$281.90	\$315.75	
LA15	Mason Silver Floor Lamp - Brushed Silver		\$374.25	\$430.40	\$482.05	

Pedestals

PDL36B	36" Locking Pedestal - Black POWERED		\$855.00	\$983.25	\$1,101.25	
PDL36W	36" Locking Pedestal - White POWERED		\$855.00	\$983.25	\$1,101.25	
PDL42B	42" Locking Pedestal - Black POWERED		\$1,013.10	\$1,165.05	\$1,304.85	
PDL42W	42" Locking Pedestal - White POWERED		\$1,013.10	\$1,165.05	\$1,304.85	

Shelving

PSHCCS	Posh Shelving - Chrome, Acrylic		\$874.40	\$1,005.55	\$1,126.20	
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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)	8.90%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.com

DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 18, 2023

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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		\$238.55	\$274.35	\$307.25	
70010	22" x 28" Horizontal		\$238.55	\$274.35	\$307.25	
70011	28" x 44" Vertical		\$363.30	\$477.80	\$467.95	
70012	28" x 44" Horizontal		\$363.30	\$477.80	\$467.95	
70027	38.25" x 90.75" Meter Board, Trovicel Panel		\$735.25	\$845.55	\$947.00	
70138	39" x 84" Meter Board, Ultraboard		\$427.15	\$491.20	\$550.15	

Printed Vinyl Banners (per sq. ft.)

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70065	Vertical with Grommets		\$30.25	\$34.80	\$39.00	
70071	Horizontal with Grommets		\$30.25	\$34.80	\$39.00	
70066	Vertical with Pockets		\$32.55	\$37.45	\$41.95	
70072	Horizontal with Pockets		\$32.55	\$37.45	\$41.95	

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>		\$253.70	\$291.75	\$326.75	

Accessories

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70017	4' x 8' Blank Foamcore		\$64.75	\$74.45	\$83.40	
70021	Velcro/per ft. (Minimum of 5')		\$4.15	\$4.75	\$5.30	
70004	7" x 44" ID Sign		\$71.35	\$82.05	\$91.90	
50094	Floor Easel		\$63.95	\$73.55	\$82.40	
50095	22" x 28" Chrome Sign Holder		\$145.55	\$167.40	\$187.50	
50508	Cardboard Meter Board Base, Black		\$28.45	\$32.70	\$36.60	

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.90%

AMOUNT DUE \$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

UPLOADING GRAPHICS 101

ADDING FILES TO THE FTP.

PRINTING United

Georgia World Congress Center - Hall B & C | Atlanta, GA

G184491023

October 18 - 20, 2023

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

Before Sending Files

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

Company Name_Booth#_Panel Letter

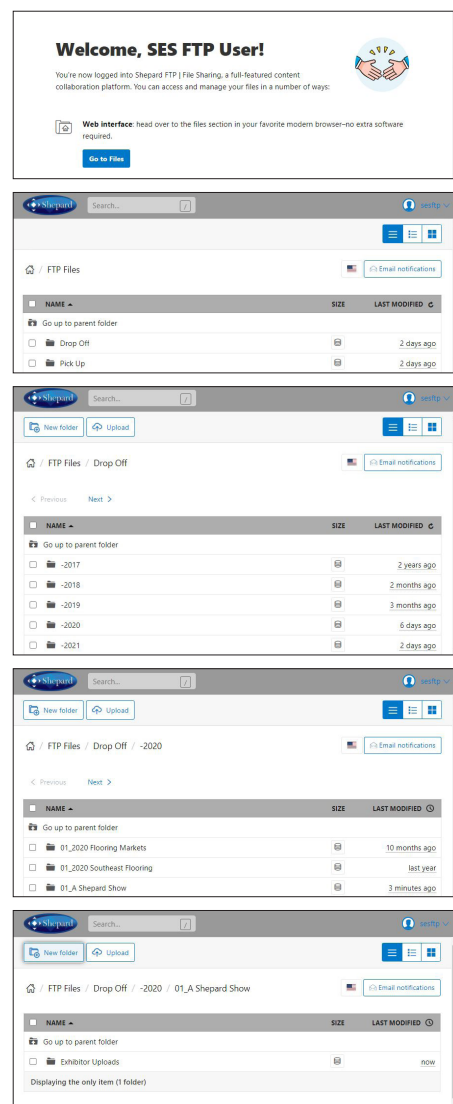
example: Shepard_Booth1905_Panel A.pdf

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

Submitting Your Files

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

Failure to follow these steps could result in delayed graphics.



SHEPARD GRAPHIC GUIDELINES

DIRECT TO SUBSTRATE PRINTING.

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





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

Document Size & Specs

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

Acceptable File Formats

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

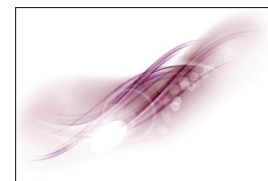
PROGRAM	FILE EXTENSION	SPECIAL CONSIDERATIONS
 Acrobat	.pdf	Must be high resolution with fonts embedded.
 InDesign	.indd or .idml	Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
 Illustrator	.ai or .eps	Vector artwork. Images embedded and fonts changed to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

Color

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



RGB Color Space.



CMYK Color Space.

Fonts & Links

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

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

SHEPARD GRAPHIC GUIDELINES

CONTINUED

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

Vector

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

Raster

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



Vector Logo at 100% scale.



Vector Logo at 200% scale.



Raster Logo at 100% scale.



Raster Logo at 200% scale.

Resolution

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

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

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

Before Sending Files

- Please name your files appropriately for easy identification.

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

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

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

Submitting Your Files

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

Website: files.shepardes.com

Login: [sesftp](#)

Password: [ftpftp](#)

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

ELEVATE YOUR EXHIBIT

With Shepard, You Can.

What are *your* exhibit goals?

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

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



High-impact Exhibits

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

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



Offering innovative exhibit frameworks...and more!

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



Why Shepard?

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

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 18, 2023

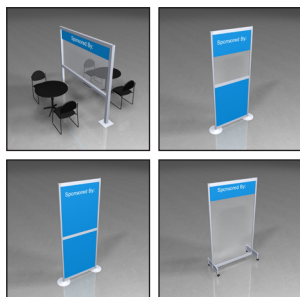
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Counters and Furnishings not included.



Counters not included.

Plexi Shields

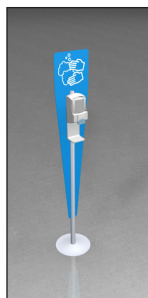
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66651	Standard Plexi Shield (CVPS1) 40" (l) x 36" (h)		\$440.70	\$506.80	\$567.60	
66652	Tall Plexi Shield (CVPS2) 40" (l) x 44" (h)		\$542.40	\$623.75	\$698.60	
66653	Curved Plexi Shield (CVPS3) 4' 8.75" (l) x 4' (h) x 2' 2.25" (d)		\$678.00	\$779.70	\$873.25	



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		\$678.00	\$779.70	\$873.25	
66655	Plexi/Trovisel Panel Wall Divider (CVDW2) 3' 4.5" (l) x 8' high x Approx. 6" (d) base		\$474.65	\$545.85	\$611.35	
66656	Trovisel/Trovisel Wall Divider (CVDW3) 3' 4.5" (l) x 8' (h) x 1' 9" (d) base		\$406.80	\$467.80	\$523.95	
66657	Plexi Rolling Baffle (CVDW4) 4' 2.5" (l) x 7' (h) x 1' 9" (d) base		\$847.50	\$974.60	\$1,091.55	

Sanitizer Kiosk



CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66650	Sanitizer Kiosk A (CVSK1) 40" (l) x 36" (h)		\$508.55	\$584.85	\$655.05	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.90%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

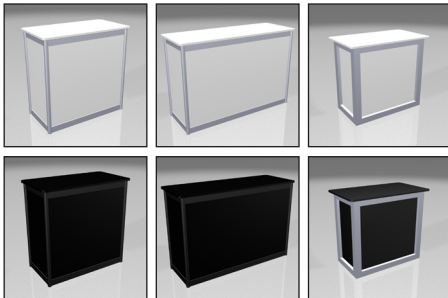
ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 18, 2023

* 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.

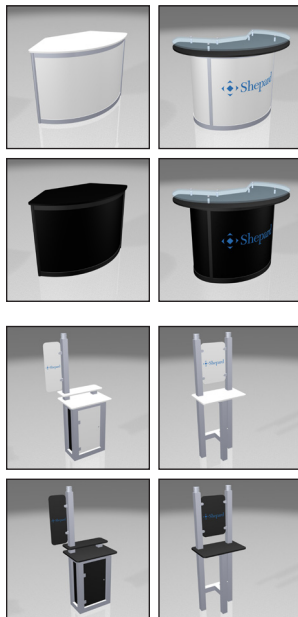
Choose Your Counter & Customize to Fit Your Exhibit!

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		\$1,115.15	\$1,282.40	\$1,436.30	
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		\$1,353.20	\$1,556.20	\$1,742.95	
6628403 (w) 6628406 (b)	Locking Cabinet (LC3) 3' 9" (l) x 3' 6" (h) x 2' 3" (d) Graphic Size: 922mm x 872mm		\$822.60	\$946.00	\$1,059.50	

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		\$1,146.75	\$1,318.75	\$1,477.00	
6627603 (w) 6627606 (b)	Reception Counter (RC3) 5' 2.75" (l) x 42" (h) x 3' 5.5" (d) Graphic Size: 1080mm x 898mm		\$2,487.65	\$2,860.80	\$3,204.10	

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		\$1,446.70	\$1,663.70	\$1,863.35	
6628603 (w) 6628606 (b)	Computer Stand 2 (CS2) 2' 3" (l) x 6' 3" (h) x 1' 6" (d) Graphic Size: 380mm x 580mm		\$843.25	\$969.75	\$1,086.10	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.90%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

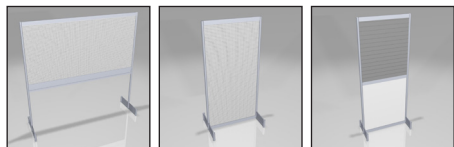
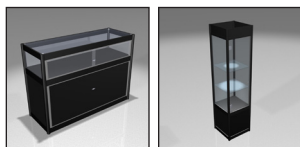
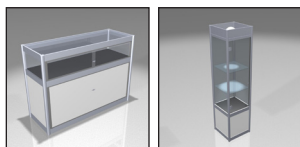
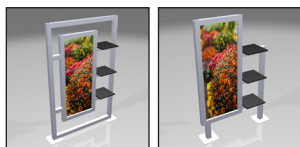
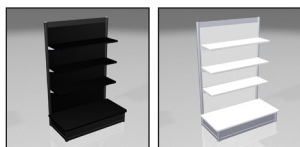
ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 18, 2023

* 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)		\$781.45	\$898.65	\$1,006.50	
6627803 (w) 6627806 (b)	GL1 5' 4" (l) x 8' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$772.50	\$888.35	\$994.95	
6627903 (w) 6627906 (b)	GL2 4' 3" (l) x 7' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$1,331.55	\$1,531.30	\$1,715.05	

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)		\$1,504.50	\$1,730.20	\$1,937.80	
6627203 (w) 6627206 (b)	Square Showcase (Square) 1' 9" (l) x 7' (h) x 1' 9" (d)		\$1,623.80	\$1,867.35	\$2,091.45	

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		\$2,556.10	\$2,939.50	\$3,292.25	Black ONLY

Perforated/Peg Boards

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR
66148	8' x 4' Pegboard Panel (PerfH)		\$379.90	\$436.90	\$489.35
66149	4' x 8' Pegboard Panel (PerfV)		\$379.90	\$436.90	\$489.35
50104	6" Pegs - 1 dozen (6"Pegs)		\$62.05	\$71.35	\$79.90
66147	3.5' x 8' Slat Wall, Grey (Slatwall)		\$379.90	\$436.90	\$489.35

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.90%

AMOUNT DUE \$ _____

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EMAIL ADDRESS: _____

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 18, 2023

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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.

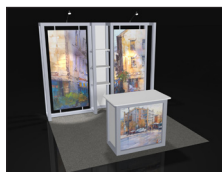
Don't see what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Please contact an Exhibit Team member with any questions or customization requests.



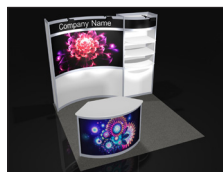
The Eddie



The Jonathon



The Pierce



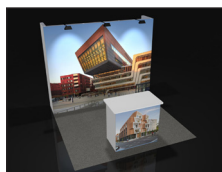
The Madison



The Grant



The Harrison



The Hamilton



The Lucy

Inline Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66470	The Eddie - 10' x 10'		\$4,535.85	\$5,216.25	\$5,842.20	
66471	The Eddie - 10' x 20'		\$7,386.25	\$8,494.20	\$9,513.50	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66474	The Jonathon - 10' x 10'		\$3,164.35	\$3,639.00	\$4,075.70	
66475	The Jonathon - 10' x 20'		\$5,538.85	\$6,369.70	\$7,134.05	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66477	The Pierce - 10' x 10'		\$3,925.00	\$4,513.75	\$5,055.40	
66478	The Pierce - 10' x 20'		\$7,452.45	\$8,570.30	\$9,598.75	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66484	The Madison - 10' x 10'		\$4,759.70	\$5,473.65	\$6,130.50	
66485	The Madison - 10' x 20'		\$5,641.10	\$6,487.25	\$7,265.70	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66486	The Grant - 10' x 10'		\$5,024.00	\$5,777.60	\$6,470.90	
66487	The Grant - 10' x 20'		\$6,963.25	\$8,007.75	\$8,968.70	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66492	The Harrison - 10' x 10'		\$4,618.70	\$5,311.50	\$5,948.90	
66493	The Harrison - 10' x 20'		\$6,786.85	\$7,804.90	\$8,741.50	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66467	The Hamilton - 10' x 10'		\$3,218.40	\$3,701.15	\$4,145.30	
66468	The Hamilton - 10' x 20'		\$5,638.35	\$6,484.10	\$7,262.20	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66473	The Lucy - 10' x 10'		\$2,908.70	\$3,345.00	\$3,746.40	

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.90%

AMOUNT DUE \$ _____

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ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 18, 2023

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

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

Please contact an Exhibit Team member with any questions.



FX21



FX2H1



FX22



FX2H2

10' x 10' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66557	10' x 10' Booth (FX21)		\$2,990.95	\$3,439.60	\$3,852.35	
66561	10' x 10' Booth with Header (FX2H1)		\$3,659.75	\$4,208.70	\$4,713.75	

GRAPHIC SIZE SPECIFICATIONS

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

10' x 20' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66559	10' x 20' Booth (FX22)		\$5,184.30	\$5,961.95	\$6,677.40	
66567	10' x 20' Booth with Header (FX2H2)		\$5,782.55	\$6,649.95	\$7,447.95	

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)	8.90%
AMOUNT DUE	\$ _____

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ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 18, 2023

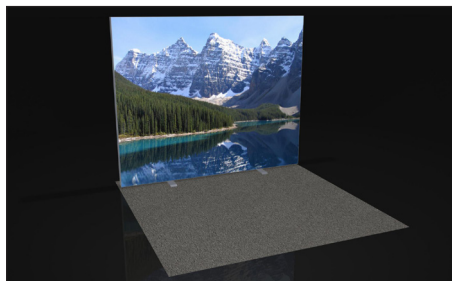
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Freestanding 8' High Backlit Backwalls with Full Color Graphics

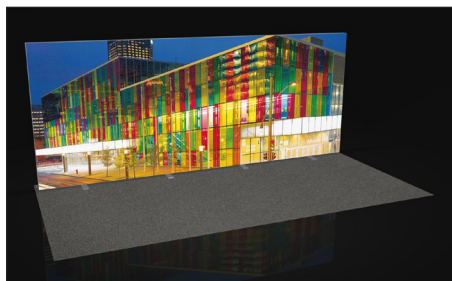
Carpet/flooring, furnishings, electrical and accessories not included. Please use the appropriate order forms to order these items.

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

Please contact an Exhibit Team member with any questions.



FX11



FX12



FX13

Freestanding 8' High Backlit Backwalls with Full Color Graphics

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66564	8' x 10' Backlit Backwall with Graphics (FX11) <i>Graphic Size: 2992mm x 2436mm</i>		\$3,015.95	\$3,468.35	\$3,884.55	
66565	8' x 20' Backlit Backwall with Graphics (FX12) <i>Graphic Size: 5992mm x 2436mm</i>		\$4,660.85	\$5,360.00	\$6,003.20	
66566	8' x 30' Backlit Backwall with Graphics (FX13) <i>Graphic Size: 8992mm x 2436mm</i>		\$6,305.85	\$7,251.75	\$8,121.95	

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.90%

AMOUNT DUE \$ _____

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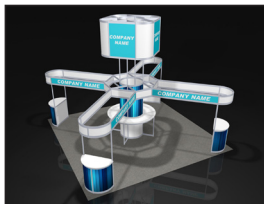
Rental Designs Make Exhibiting Easier!

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

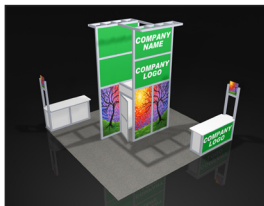
Please contact an Exhibit Team member with any questions.



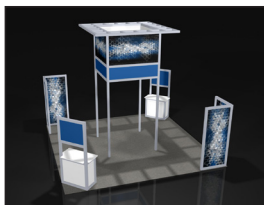
The Monroe



The Washington



The Tyler



The Garfield

Island Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66494	The Monroe		\$11,546.50	\$13,278.45	\$14,871.85	
66368	The Washington		\$16,570.70	\$19,056.30	\$21,343.05	
66495	The Tyler		\$12,331.10	\$14,180.75	\$15,882.45	
66496	The Garfield		\$12,075.35	\$13,886.65	\$15,553.05	

TOTAL ESTIMATE \$ _____

TAX (All tax rates are subject to change) 8.90%

AMOUNT DUE \$ _____

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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)		\$7,271.75	\$8,362.50	\$9,366.00	
69142	16' x 48" Circle Hanging Sign (HSC16)		\$11,557.20	\$13,290.80	\$14,885.70	

Square Hanging Sign

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69143	10' x 48" Square Hanging Sign (HSS10)		\$8,842.40	\$10,168.75	\$11,389.00	

Triangle Hanging Sign

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69144	10' x 48" Triangle Hanging Sign (HST10)		\$7,155.30	\$8,228.60	\$9,216.05	

Wave Hanging Signs

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69145	10' x 48" Single Sided Wave Hanging Sign (HSWS)		\$3,151.10	\$3,623.75	\$4,058.60	
69146	10' x 48" Double Sided Wave Hanging Sign (HSWD)		\$4,193.15	\$4,822.10	\$5,400.75	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.90%
AMOUNT DUE	\$ _____

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

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

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

ADVANCED WAREHOUSE	 Shepard
	ADVANCED WAREHOUSE HANGING SIGN
RUSH	TO:
	<hr/> <small>(Exhibiting Company Name)</small> <hr/> <small>(Exhibiting Company Booth Number)</small>
	c/o TForce Freight/ RAC Logistics c/o Shepard Exposition Services 4351 Thurman Rd Conley, GA 30288
	FOR: PRINTING United
	<hr/> Delivery Hours: Monday - Friday, 8:00AM - 4:00PM First day freight can arrive without a surcharge: Monday, September 18, 2023 Last day freight can arrive without a surcharge: Wednesday, October 4, 2023



HANGING SIGNS 101

THINGS TO KNOW.

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

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

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

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

Signs weighing over 200 pounds may require a motor and other additional charges.

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.

Each facility is different and 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, October 4, 2023**

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

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 18, 2023

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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:

**Georgia World Congress Center - Hall B & C
285 Andrew Young International Blvd. NW
Atlanta, GA 30313**

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: _____ BOOTH NUMBER: _____

EMAIL ADDRESS: _____

AUTHORIZED NAME (printed): _____

AUTHORIZED SIGNATURE: _____ DATE: _____

DISPLAY HOUSE/BUILDER (if applicable): _____

EMAIL ADDRESS: _____

AUTHORIZED NAME (printed): _____

AUTHORIZED SIGNATURE: _____ DATE: _____



HANGING SIGNS

HEIGHT GUIDELINES

All signs must be designed to comply with Show Organizer Rules and Regulations and facility limitations.

Perimeter Inline Wall Booths

Maximum Height is **12'H** to top of Booth Structure (No Hanging Sign permitted)

Mini Island Booths 10' x 20' or Longer:

Maximum height limit is **20'H** to the top of the sign

Island Booths:

Maximum height is **20'H** to the top of the sign

Gold Sponsored Island Booths:

Maximum height limit is **23'H** to the top of the sign.

Platinum Sponsored Island Booths:

Maximum height limit is **25'H** to the top of the sign.

Diamond Sponsors Island Booths:

Maximum height limit is **27'H** to the top of the sign.

Title Sponsored Island Booth:

Maximum height limit is **27'H** to the top of the sign



HANG SIGN ASSEMBLY/DISASSEMBLY

PRINTING United

C184491023

Georgia World Congress Center - Hall B & C | Atlanta, GA

October 18 - 20, 2023

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 18, 2023

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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		\$130.63	\$150.20	\$168.20	
69151	OT		\$195.94	\$225.35	\$252.40	
69152	DT		\$261.25	\$300.45	\$336.50	

SIGN DISASSEMBLY LABOR - EXHIBITOR SUPERVISED						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69153	ST		\$130.63	\$150.20	\$168.20	
69154	OT		\$195.94	\$225.35	\$252.40	
69155	DT		\$261.25	\$300.45	\$336.50	

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 | 6:00AM - 8:00AM and 5:00PM - Midnight. Saturdays and Sundays 6:00AM - Midnight.

Double Time (DT): All hours between Midnight and 6:00AM. Holidays.

Holidays: NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July, Labor 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		\$169.81	\$195.30	\$218.75	
69191	OT		\$254.72	\$292.95	\$328.10	
69192	DT		\$339.63	\$390.55	\$437.40	

SIGN DISASSEMBLY LABOR - SHEPARD SUPERVISED						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69193	ST		\$169.81	\$195.30	\$218.75	
69194	OT		\$254.72	\$292.95	\$328.10	
69195	DT		\$339.63	\$390.55	\$437.40	

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)	8.90%
AMOUNT DUE	\$ _____



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Georgia World Congress Center - Hall B & C | Atlanta, GA

October 18 - 20, 2023

OVERHEAD RIGGING LABOR

G184491023

ONLINE & DISCOUNT DEADLINE: *MONDAY, SEPTEMBER 18, 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 | 6:00AM - 8:00AM and 5:00PM - Midnight.

Saturdays and Sundays 6:00AM - Midnight.

Double Time (DT):

All hours between Midnight and 6:00AM. Holidays.

Holidays:

NY Eve, NY Day, ML King Day, Easter, Memorial Day, 4th of July,

Thanksgiving, Christmas, New Year's Day.

Step 1. Tell us about your hanging sign.

TYPE: ☐ Cloth ☐ Wood ☐ Truss ☐ Metal

☐ Other: _____

SHAPE: ☐ Circle ☐ Square ☐ Triangle ☐ Rectangle

☐ Other: _____

DIMENSIONS: Length: _____ Height: _____ Width: _____

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		\$795.00	\$914.25	\$1,023.95	
69157	Rigging Removal		\$795.00	\$914.25	\$1,023.95	

REQUESTED DATE OF INSTALL: _____ REQUESTED START TIME: _____

REQUESTED DATE OF REMOVAL: _____ REQUESTED START TIME: _____

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.90%
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

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G184491023

Georgia World Congress Center - Hall B & C | Atlanta, GA

October 18 - 20, 2023

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 18, 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.)		\$25.00	\$28.75	\$32.20	
6909406	12" Black Box Truss (Per Ft.)		\$25.00	\$28.75	\$32.20	
69038	12" Silver Corner Block		\$93.75	\$107.80	\$120.75	
6903806	12" Black Corner Block		\$93.75	\$107.80	\$120.75	
70067	Design Fee (Hourly)		\$190.65	\$219.25	\$245.55	

** 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		\$531.35	\$611.05	\$684.40	
69016	Half Ton Hoist/Chain Motor		\$468.85	\$539.20	\$603.90	
69019	Rotating Motor 500 LB Limit		\$500.05	\$575.05	\$644.05	
69020	Rotating Motor 200 LB Limit		\$281.25	\$323.45	\$362.25	

☐ 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)	8.90%
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: _____



Email completed form to: orders@shepardes.com

LABOR RULES & REGULATIONS

Georgia

LABOR

Georgia is a “right-to-work” state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION

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

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

MATERIAL/FREIGHT HANDLING JURISDICTION

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

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

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

GRATUITIES /BREAKS

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

IN GENERAL

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

SAFETY

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



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Georgia World Congress Center - Hall B & C | Atlanta, GA

October 18 - 20, 2023

SHEPARD BLUE LABOR

G184491023

ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 18, 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 | 6:00AM - 8:00AM and 5:00PM - Midnight.
Saturdays and Sundays 6:00AM - Midnight.

Double Time (DT): All hours between Midnight and 6:00AM. 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	\$135.85	\$156.25	\$175.00	
68067	OT	\$203.80	\$234.35	\$262.45	
68068	DT	\$271.70	\$312.45	\$349.95	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68070	ST	\$135.85	\$156.25	\$175.00	
68071	OT	\$203.80	\$234.35	\$262.45	
68072	DT	\$271.70	\$312.45	\$349.95	

**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		\$795.00	\$914.25	\$1,023.95	
68121	Scissor Lift Removal		\$795.00	\$914.25	\$1,023.95	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.90%
AMOUNT DUE	\$ _____

Step 1. Choose your service.

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

Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: _____

DISMANTLING NUMBER OF PEOPLE: _____

BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE: _____

Step 3. How many hours?***

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

INSTALLATION HOURS: _____ DISMANTLING HOURS: _____

BOTH INSTALLATION & DISMANTLING HOURS: _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

shepardes.com | 139

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)



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EXHIBITOR SUPERVISED LABOR

G184491023

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ONLINE & DISCOUNT DEADLINE:* MONDAY, SEPTEMBER 18, 2023

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Labor Hours

Straight Time (ST): Monday - Friday | 8:00AM - 5:00PM**Overtime (OT):** Monday - Friday | 6:00AM - 8:00AM and 5:00PM - Midnight.
Saturdays and Sundays 6:00AM - Midnight.**Double Time (DT):** All hours between Midnight and 6:00AM. 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	\$104.50	\$120.20	\$134.60	
68061	OT	\$156.75	\$180.25	\$201.90	
68062	DT	\$209.00	\$240.35	\$269.20	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68063	ST	\$104.50	\$120.20	\$134.60	
68064	OT	\$156.75	\$180.25	\$201.90	
68065	DT	\$209.00	\$240.35	\$269.20	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	8.90%
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

The background is a deep blue gradient. It features several layers of wavy, translucent lines that create a sense of depth and movement, resembling digital waves or data flow. Scattered throughout the scene are numerous small, glowing white and light blue particles, some of which appear to be moving or pulsing, adding a dynamic, high-tech feel to the overall composition.

popshap
BEYOND INTERACTIVE

About Popshap



What You Need to know about Popshap.

From custom touchscreen kiosks and interactive tables to digital signage and video walls. Let us guide your brand into the digital future of success. What sets Popshap apart is its software that empowers brands to thrive in the digital age by attracting and converting more sales, improving the attendee and exhibitor experience, and streamlining event operations.

popshap

Digital Posters



Sophisticated interactive features make a digital poster a cut above the rest. Showcase multiple messages, products, or services on one device.

popshop

The Standing Kiosk

Kiosk Specs
32" | 43" | 49"
Available in white and black



Photo Booth Camera:

Increase your brand presence with a custom photo booth feature. Even live stream from the device.

Windows 10 Pro/Android:

Simple, flexible management. Windows 10 Pro simplifies identity, device and application management so you can focus on your business

Anti Bacterial Screen:

Antibacterial screen protector kills germs on the device display.

Customizable Branding:

Build solid, lasting connections between your visitors and your brand.

Multitouch - 10 Point Touch:

Multi-Touch technology works with touch-screen interfaces, like those found on laptops, smartphones and tablets.

WiFi Ready:

Not only do we give you everything you need to be successful, we also allow you to easily hide wires and cables.

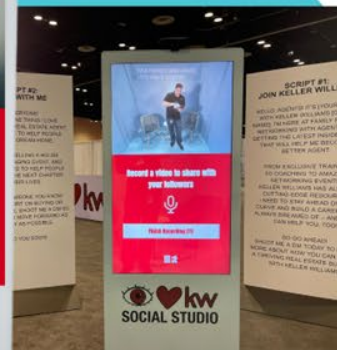


What's Included in kit:

- Delivery
- Set-Up
- Removal
- On-Site Tech

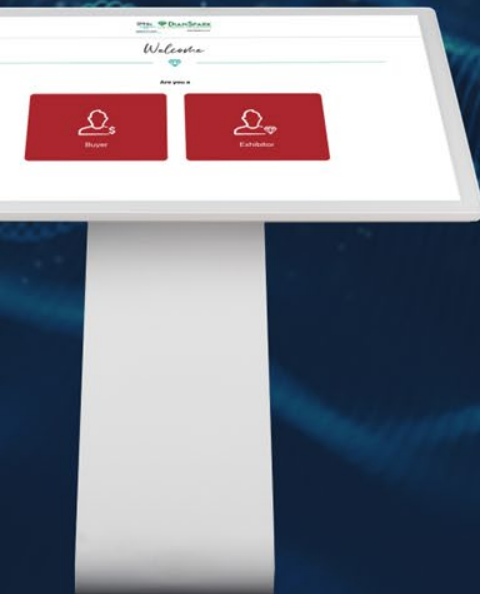
Additional Charges:

WiFi Hotspot, Delivery, Setup & Removal, Setup, Removal, Vinyl Logo, Kioware Software (Rental), Kioware Software (Purchase), Web Camera (Rental), Web Camera (Purchase), Speakers (Rental), Speakers (Purchase), Road Case Purchase (Single Kiosk), Road Case Purchase (Double Kiosk), Onsite Tech (Local), Onsite Tech (Non-Local), Software Basic,



The Table Kiosk

Kiosk Specs
32" | 43" | 49" | 55"
Available in white and black



Anti Bacterial Screen:

Antibacterial screen protector kills germs on the device display.

Modern Design:

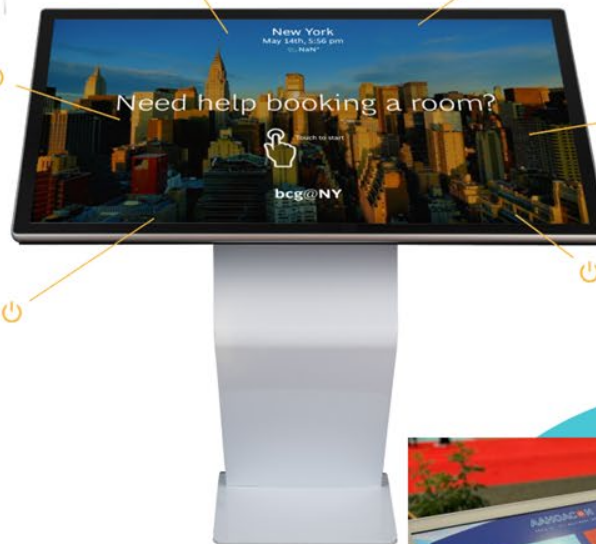
Impress attendees and competitors alike with the latest interactive technology.

Windows 10 Pro/Android:

Simple, flexible management. Windows 10 Pro simplifies identity, device and application management so you can focus on your business

Customizable Branding:

Build solid, lasting connections between your visitors and your brand.



WiFi Ready:

Not only do we give you everything you need to be successful, we also allow you to easily hide wires and cables.

Multitouch - 10 Point Touch:

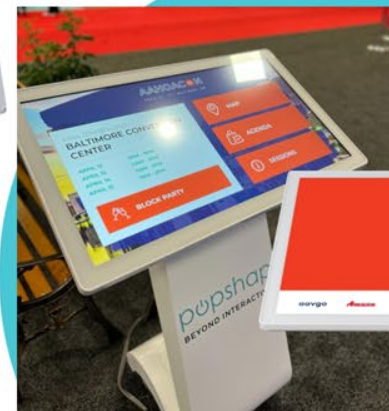
Multi-Touch technology works with touch-screen interfaces, like those found on laptops, smartphones and tablets.

What's Included in kit:

- Delivery
- Set-Up
- Removal
- On-Site Tech

Additional Charges:

WiFi Hotspot, Delivery, Setup & Removal, Setup, Removal, Vinyl Logo, Kioware Software (Rental), Kioware Software (Purchase), Web Camera (Rental), Web Camera (Purchase), Speakers (Rental), Speakers (Purchase), Road Case Purchase (Single Kiosk), Road Case Purchase (Double Kiosk), Onsite Tech (Local), Onsite Tech (Non-Local), Software Basic,



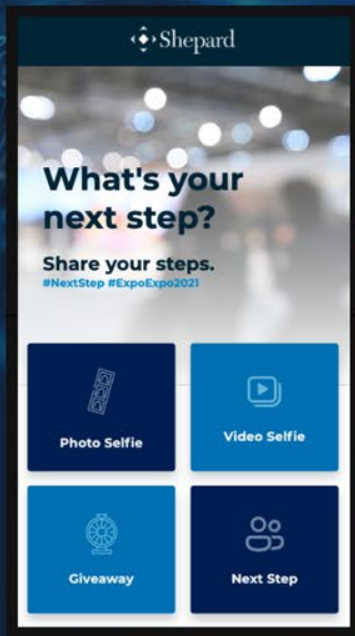
Touch/Non-Touch Screens

Kiosk Specs

Touch: 32" | 43" | 49"

Non-Touch: 46" | 55" | 65" | 75" | 86"

Available in white and black



TOUCH SCREEN

Engaging and Interactive

Touchscreen monitors in public settings automatically draw people in and engage them in the content that's being displayed.

Changing the Customer Experience

In your booth, you can install a touchscreen which is highly likely used by everyone in ways that a traditional workstation is not suited for.

Speed & Efficiency

Touch screen monitors are operated by your fingers, which is a fantastic improvement upon traditional mouse-operated computers.

Durability and Resilience

Since these monitors are designed for industrial and commercial use, they contain certain protective features that ensure excellent long-term performance.

What's Included in kit:

Stand (optional)
Delivery
Set-Up
Removal
On-Site Tech

Additional Charges:

WiFi Hotspot, Delivery, Setup & Removal, Setup, Removal, Vinyl Logo, Kioware Software (Rental), Kioware Software (Purchase), Web Camera (Rental), Web Camera (Purchase), Speakers (Rental), Speakers (Purchase), Road Case Purchase (Single Kiosk), Road Case Purchase (Double Kiosk), Onsite Tech (Local), Onsite Tech (Non-Local), Software Basic,

NON-TOUCH SCREEN

High-quality, animated displays

These monitors often come with excellent brightness and better color accuracy, vibrancy, and reproduction compared to standard ones.

Saves Space

While traditional TV screens generally require the use of a keyboard and mouse, our monitors do not. As a result, they'll save valuable space in your office or anywhere else you intend to use them.

Simplicity

The users can easily work with a monitor that possesses a screen. There is no need for any prior training. Even a beginner can use it without any hurdles. It is user-friendly.

New Control Options

You'll have new control options with a monitor that isn't possible with traditional TV screens.



The Video Walls

Kiosk Specs
43" | 49" | 55"
Available in white and black



Guarantee a Positive First Impression

You never get a second chance to make a great first impression. Wherever video walls go, they are the centerpiece of attention.

Increased Flexibility, Scalability, and Creativity

Deploying a video wall allows ever-changing content such as promotions, graphics, news, dashboards, and any other information, to be easily managed, changed, and controlled.

Easy Configuration and Control

Popshop simplify the configuration and operation of video walls, giving users absolute control of what they want to display, where and how on the video wall

Looks modern and sharp

The modern feel and sharp aesthetic reflect positively on the brand. At tradeshow, a video wall sells the idea of sophistication and luxury.



Corner the Market on Visual Superiority

A video wall consists of several display panels placed together. This means that the total resolution of the display increases with each panel added

What's Included in kit:

- Delivery
- Set-Up
- Removal
- On-Site Tech

Additional Charges:

WiFi Hotspot, Delivery, Setup & Removal, Setup, Removal, Vinyl Logo, Kioware Software (Rental), Kioware Software (Purchase), Web Camera (Rental), Web Camera (Purchase), Speakers (Rental), Speakers (Purchase), Road Case Purchase (Single Kiosk), Road Case Purchase (Double Kiosk), Onsite Tech (Local), Onsite Tech (Non-Local), Software Basic,

SAVE THE
date

AJS
Fall Show

AUGUST 27-28, 2022

CONNECTED CONFERENCE: FRIDAY, AUGUST 26

COBB GALLERIA CENTRE, ATLANTA

The Rotating Kiosk

Kiosk Specs
49"
Available in white



Modern and Sleek Appearance

Ultra-Slim and very fashionable for every event.



Showcase Products and Presentations in a Unique Way

Quickly rotates from landscape to portrait and quickly impress your target audience.



Perfect for Any Industry

Our rotating kiosks are all-in-one solutions for every market. Regardless of your company or industry, we are confident that we will align with your goals.



Use an intuitive, user-friendly interface

Using an intuitive, simple interface makes interacting with kiosks easier for first-timers.

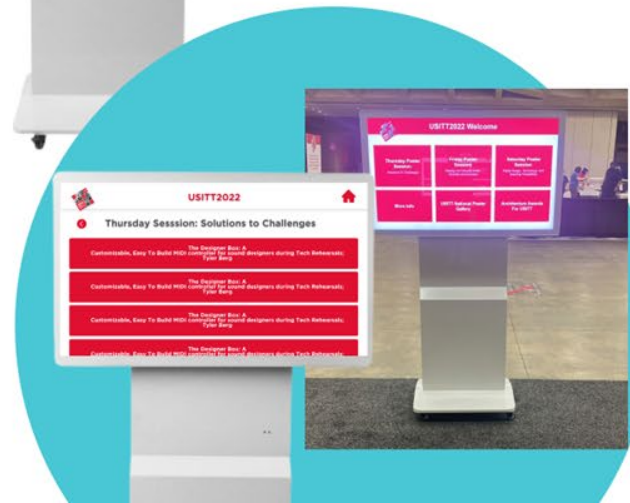


What's Included in kit:

Delivery
Set-Up
Removal
On-Site Tech

Additional Charges:

WiFi Hotspot, Delivery, Setup & Removal, Setup, Removal, Vinyl Logo, Kioware Software (Rental), Kioware Software (Purchase), Web Camera (Rental), Web Camera (Purchase), Speakers (Rental), Speakers (Purchase), Road Case Purchase (Single Kiosk), Road Case Purchase (Double Kiosk), Onsite Tech (Local), Onsite Tech (Non-Local), Software Basic,



LED Tiles

Kiosk Specs
2.9mm, 3.9 mm
Available in black



Engage More Attendees

Your brand can better engage guests by using an LED wall. You can share videos, images, and text, like special messages or product offers.



Boost Your Sales

Having a dynamic display to show off your products can help draw in potential customers and drive more sales. Rather than a static poster or billboard, LED walls will allow you to showcase more about what your product is and what it can do.

Highest Resolution

Nothing beats our fine pixel pitch direct view LED solutions for large, high-detail content viewed from close distances.

Create Personalized Displays

If you're looking to promote yourself or simply express something you want people to see, LED walls will allow you to do so. These can be displayed just about anywhere.

What's Included in kit:

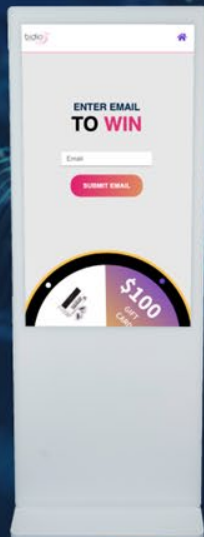
- Delivery
- Set-Up
- Removal
- On-Site Tech

Additional Charges:

WiFi Hotspot, Delivery, Setup & Removal, Setup, Removal, Vinyl Logo, Kioware Software (Rental), Kioware Software (Purchase), Web Camera (Rental), Web Camera (Purchase), Speakers (Rental), Speakers (Purchase), Road Case Purchase (Single Kiosk), Road Case Purchase (Double Kiosk), Onsite Tech (Local), Onsite Tech (Non-Local), Software Basic,



Widgets



Wheel of Fortune

This lead generation tool captures attendees with a chance to win free swag. Attendees must enter in their contact info for a chance to spin. Excite audiences with this fan favorite.

Trivia

Want to know who the serious players are in your industry? Entertain attendees with industry or product questions that can be answered to win prizes and capture leads.



PDFs

Digitally enhance your sales presentations and PDFs in a sleek modern way that impresses your target audience.



PDFs

Digitally enhance your sales presentations and PDFs in a sleek modern way that impresses your target audience.



Instagram

Showcase your Instagram in real-time from a touch kiosk that looks like a huge phone.



Gallery

Highlight products, services, employees, testimonials, and more by using the latest in digital technology.



iFrame

Mirror existing web pages to display content from your website as interactive content.



Raffle

Create excitement for attendees with a raffle. Great for brand awareness and lead generation.



Selfie

Take your brand experience to another level with your own selfie booth. Get creative and send photos directly to the attendee's inbox.



Products

Show attention-grabbing product videos and content that your customers will love.



Digital Solutions Made Easy For Event Success

Popshop is an all-in-one digital solution provider that assists exhibitors in increasing their brand awareness by capturing attendees' attention in the event space.

Videos, logos, and games, are just the beginning...

Strengthen And Expand Your Exhibiting Opportunities With:

- Customized QR Codes
- Branded Lead Generation Tools
- Include Social Media Links
- Live Chat features
- Real-time Polls, Surveys, Games, etc.
- Showcase Programs, Advertisements, Services
 - Videos, Specs, Demo, Descriptions, etc.
- Branded Videos
- Testimonials/Reviews
- Place Orders and Schedule Appointments
- Ask a Rep (Live Chat Feature)
- Branded Games, Giveaways, Contest
- Offer Sponsored Promotions and Special Discounts
- Live Stream on Social Media, the Web, and YouTube
- Customized Lead Generation Campaigns
- Branded Photo Booth and Games
- And So Much More

All kiosks and screens can be used with a windows player.

You can load your content using USB or we can create content for you.
Our custom software interfaces start at \$3500.00.

Once you place your order, a representative will reach out to you to discuss your needs and determine the best widgets to achieve your goals.



Standing Kiosk

Windows 10 Pro/ Android
[Tech Specs](#) | Available in White & Black

32" - SKU I32TW / I32TB
43" - SKU TK43W01 / TK43W01B
49" - SKU TK49W01 / TK49B01



S-Touch Table Kiosk

Windows 10 Pro/ Android
[Tech Specs](#) | Available in White & Black

32" - SKU TT32W01 / TT32B01
43" - SKU TT43W02 / TT43B02



K-Touch Table Kiosk

Windows 10 Pro/ Android
[Tech Specs](#) | Available in White & Black

49" - SKU TT49W01 / TT49B01
55" - SKU TT55W02 / TT55B02



Rotating Kiosk

Windows 10 Pro/ Android
[Tech Specs](#) | Available in White

49" - SKU RK49W02



Wall Mount Touchscreen

Windows 10 Pro/ Android
[Tech Specs](#) | Available in Black

32" - SKU TM32B02
43" - SKU TM43B02
49" - SKU TM49B02



Wall Mount Non-Touchscreen

Windows 10 Pro/ Android
[Tech Specs](#) | Available in Black

46" - SKU NTM46B02
55" - SKU NTM55B02
65" - SKU NTM65B02
75" - SKU NTM75B02
86" - SKU NTM86B02



2x2 Video Wall

Windows 10 Pro/ Android
[Tech Specs](#) | Available in Black

2x2 - SKU VW46B03-4
2x3 - SKU VW46B03-6
3x3 - SKU VW46B03-9



LED Tile

Windows 10 Pro/ Android
[Tech Specs](#) | Available in Black

2.9mm - SKU LEDTL29
3.9mm - SKU LEDTL39
*Min 10 Tile Order

Questions?

Exhibits@shepardes.com

Available Widgets

- Wheel of Fortune
- Trivia
- Branding PDFs
- Videos
- Instagram
- Gallery
- iFrame
- Raffle
- Selfie Stations
- Product Content

UTILITY & ANCILLARY VENDORS

The background of the page is a dark, monochromatic photograph. It shows a complex network of steel beams and cables, likely part of a suspension bridge, viewed from a low angle looking up. The structure creates a series of intersecting lines and triangles. In the background, through the gaps in the steel framework, a city skyline with various skyscrapers is visible, though it is out of focus and has a hazy, atmospheric quality. The overall color palette is dark, consisting of various shades of blue, grey, and black.

2023 WASTE DISPOSAL GUIDELINES

Drums will be distributed and collected by Enviro-Guard and stored in a secured location at the show.

Container Requirements:

- Waste content must be identified properly
- Flammable & Non-Flammable must be kept separate
- Must be in a sealed & not leaking container



If you have any questions, (before, during, or after the Expo) please contact:

Tom Cobos, President/CEO

(800) 943-6847

customerservice@enviro-guard.net

TURNKEY

EVENTS



Plant & Floral Order Form

Ph: 702-415-8236

Submit Order to:

customerservice@turnkeyevents.us

Nationwide Service Available

Event Name: _____

Location: _____

Date/Time In: _____

Date/Time Out: _____

Booth Number/Name: _____

Contact Name: _____

Contact Number: _____

E-Mail Address: _____

Floral Arrangements	Unit Price	Qty	Total
Mixed Arrangements	\$95 & Up		
Tropical Floral	\$125 & Up		
Custom Arrangements Height _____ Width _____	\$125 & Up		
Blooming Foliage			
Mum: <input type="checkbox"/> Yellow <input type="checkbox"/> White <input type="checkbox"/> Lavender	\$45.00		
Azaleas: <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Pnk/Wht	\$50.00		
Bromeliad	\$50.00		
Tropical Plants			
Ivy _____ Pothos _____	\$45.00		
Fern	\$50.00		
3 Foot Tropical Plant	\$65.00		
4 Foot Tropical Plant	\$75.00		
5 Foot Tropical Plant	\$85.00		
6 Foot Tropical Plant	\$95.00		
8 to 12 Foot Tropical Plant	\$155 & up		
6 foot Dressed w/Ivy & Blooming	\$165 & Up		
Boxwood Hedge Walls - Green Walls	\$225.00		
Containers (Please Check One)			
<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Other			
Special Order: _____			

Other Decorating Services:

*Privacy Walls Available - (Live and Artificial)

***Themed Parties and Props, Scenic Sets, Beaded Drapery, Entertainment and Trade Show Booth Decor.

• ALL ITEMS FOR RENTAL ONLY

• ALL ORDERS MUST BE PAID IN ADVANCE

• SUBSTITUTIONS MAY BE NECESSARY

• ALL ORDERS NOT CANCELLED AT LEAST 14 DAYS PRIOR TO DELIVERY ARE SUBJECT TO FULL RENTAL PRICE

SUB TOTAL: _____

Delivery, Set, & Pickup- 15%
or \$55 min. for round trip: _____

TAX: _____

TOTAL: _____

Payment Information: ☐ Visa ☐ Mastercard ☐ Amex

Company Name: _____

Card Holder Name: _____

Billing Address: _____ City: _____ State: _____ Zip: _____

Credit Card#: _____ Expiration: _____ Security Code: _____

Authorized Signature: _____ Date: _____

Thank you for your business. We look forward to assisting you in the future.

DSV

INTERNATIONAL SHIPPING INSTRUCTIONS

PRINTING UNITED



EXPO • Oct. 18-20, 2023 • Atlanta, GA



DSV Fairs & Events has been appointed by show management as the **Official International Freight Forwarder and Customs Broker** for the **2023 PRINTING United Expo**.

It's time to plan your shipping, so let our exposition freight experts assist you with all of your international transportation needs, including:

- Shipping of international exhibits to the show
- Customs clearance procedures
- Delivering your cargo to the appointed site handling contractor
- Re-exporting your freight at the conclusion of the show.

Please **[CLICK HERE](#)** to request a quotation for our services.



DSV Fairs & Events, Solutions USA

www.dsv.com

Contact: Rick Blumberg

E-mail: rick.Blumberg@dsv.com

Direct: + 1 786 577 6754

Mobile: + 1 770 841 1419

LCL OCEAN
INTO
ATLANTA
TERMINAL



Freight for **advance warehouse delivery** should arrive by **September 15th**



Freight for **direct to show delivery** should arrive **21 days** before assigned target move-in date

FCL OCEAN
INTO
SAVANNAH
PORT



Freight for **advance warehouse delivery** should arrive by **September 20th**



Freight for **direct to show delivery** should arrive **14 days** before assigned target move-in date

AIR
FREIGHT
INTO
ATLANTA
(ATL)



Freight for **advance warehouse delivery** should arrive by **September 25th**



Freight for **direct to show delivery** should arrive **10 days** before assigned target move-in date

- Georgia World Congress Center
- 285 Andrew Young International Blvd. NW
- Atlanta, GA USA

Consignee



- “Exhibitor Name” / Booth No. _____
- 2023 PRINTING United Expo
- c/o DSV Fairs & Events
- E-mail: US-Exhibitions@dsv.com
- Office: + 1 786 577 6750

Notify



- “Exhibiting Company Name”
- c/o 2023 PRINTING United Expo
- Booth No. _____
- Georgia World Congress Center
- Atlanta, GA USA
- Made in (country of origin)

Marks



To find a local **DSV Fairs & Events** agent office in your country please [CLICK HERE](#)

If you only require services from arrival USA, then [CONTACT US](#) prior to shipping for handling and coordination

Please [CLICK HERE](#) for blank shipping documents and instructions (ex - pre alert, ISF form, commercial invoice & packing list, Customs POA and other gov't agency forms)

NOTIFICATION - Notify **DSV Fairs & Events** with the details of your shipment before it departs the origin country

INSURANCE – Take out adequate insurance to cover the value of your exhibit to and from the show

Pre Alert Requirements
for Air Freight

Pre Alert Requirements
for Sea Freight

Pre Alert Form

ISF Guidelines and Notes
for Consolidated Containers

ISF Worksheet

Commercial Invoice
& Packing List Form

Customs POA Form

POA Non-Resident Form

Customs Form 5106

Re-export FPPI - Power of
Attorney for Foreign
Principle Party in Interest

Textile Declaration Form

Textile Manufacturer Form

Toxic Substances
Control Act Form (TSCA)

Lacey Act Form

- Pre Alert requirement documents are basic guides for which documents are required for air and ocean shipments, and details on specific items that require additional documentation.
- Pre Alert form is your instructions page to us on how to handle the shipment.
- ISF guidelines are notes on what is required to complete an Importer Security Filing for your ocean shipment along with the blank ISF form.
- Commercial Invoice and Packing List (CIPL)
- Contact DSV Fairs & Events USA for the correct Customs POA Form, Non-Resident Form and Form 5106 for your shipment.
- Re-export FPPI Power of Attorney is required for ALL shipments that are being re-exported after the show / exhibition.
- Textile Declaration form and manufacturer form are both required for any shipment that contains any textile items.
- TSCA form is required for any shipment that contains a chemical. The TSCA form is required for all shipments that contain pens.
- Lacey Act form is required for any product that is made of wood.

[CONTACT DSV F&E USA FOR BLANK DOCUMENTS](#)

DSV Fairs & Events is ready to make your international shipping needs easy. Contact DSV Fairs & Events USA today to get started!

Show Project Manager: Rick Blumberg

Email: rick.blumberg@dsv.com

Direct: + 1 786 577 6754

Mobile: + 1 770 841 1419

DSV Fairs & Events, Solutions USA

1100 Tamiami Trail South, Suite B

Venice, FL 34285 USA

www.dsv.com

Office: + 1 786 577 6750

Toll Free: + 1 866 298 3422

Colin May, Director - Fairs & Events, Solutions

Direct: + 1 786 577 6751

Mobile: + 1 404 822 5440

Please **[CLICK HERE](#)** to request a quotation for our services.



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

Austria

AMB Logistics GmbH
Messeplatz 1
Graz 8010
Austria
Contact: Patrick Görgl
Tel: + 43 316 8088 150
Fax: + 43 316 8088 159
Email: patrick.goergl@amb-logistics.at

Belgium

Schenker Fairs & Exhibitions
Vliegveld 756
1820 Steenokkerzeel
Belgium
Contact: Selma Demir
Tel: + 32 2 716 37 86
Fax: + 32 2 716 38 55
Email: selma.demir@dbschenker.com

Brazil

Fink Mobility
Estrada dos Bandeirantes, 2856
Jacarepagua, Rio de Janeiro
RJ 22775-110 Brazil
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Tel: + 55 21-3410-9737
Mobile: +55 21 98236 0130
Email: rvinhas@fink.com.br

Canada

DSV Global Transport & Logistics
2200 Yukon Court, Milton, ON
L9E 1N5 Canada
Contact: Abishek Ramadoss
Tel: +1 905-203-2048
Mobile: +1 365 822 2333 (Faisal)
E-mail: fairs&eventsDSVcanada@ca.dsv.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
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Mobile: + 86 13 91029 8808
Email: roaddy.lu@dsv.com

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Fairs & Events
Center Boulevard 5
2300 Copenhagen S
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Finland

Suomen Messulogistiikka Oy
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02630 Espoo
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Fax: + 358 10 309 6611
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France

E.S.I.
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Zac du Moulin
95700
Roissy en France
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Fax: + 33 7 88 63 82 46
Email: bensaber.rachid@group-esi.com

Germany

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

Hong Kong

DSV – Agility 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

India

PS Bedi Group
D-14/1 & 14/2
Okhla Industrial Area
Phase – I, New Delhi
110 020
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Mobile: +91 9971889881
Email: outboundexh@psbedi.com

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Suite 304
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Email: niall@interflow.ie

Italy

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Fairs and Events
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Fax +81 3 6807 5893
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Malaysia

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No 2, Block B, Jalan Bumbung
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Selangor Darul Eshan
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Mobile: + 60 1 2297 7377
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Netherlands

Fairexx BV
De Trompet 2650
1967 DB Heemskerk
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Fax: + 31 251 2500 65
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2022 Auckland
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Senhora da Hora
4460-208
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Taiwan

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Ho Chi Minh City, Vietnam
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Mobile: 84 906690580
Email: bong.thi.nguyen@dsv.com

EXHIBITOR AUDIO VISUAL ORDER FORM

DISCOUNT DEADLINE: SEPTEMBER 18, 2023

CUTOFF DEADLINE: OCTOBER 4, 2023 (Call to confirm availability)

Event Name: PRINTING UNITED EXPO 2023
 Event Dates: October 18 - 20, 2023
 Venue: Georgia World Congress Center
 PROJ #11230 - 1016ESNU

Customer Information	
ORGANIZATION NAME	
ORDERED BY NAME	
ADDRESS	
CITY	
STATE	ZIP
PHONE #	
EMAIL	
NOTES:	

Delivery Information	
HALL	
BOOTH #	
ON-SITE CONTACT	
ON-SITE CELL	
ON-SITE EMAIL	
SHOW START	
SHOW END	
DELIVERY DATE	TIME
PICKUP DATE	TIME

SOMEONE MUST BE PRESENT FOR DELIVERY

470-939-4778 or

orders-av@shepardav.com

NOTE: POWER & INTERNET SERVICES ARE PROVIDED BY FACILITY

COMPUTERS & ACCESSORIES - Show Rate	SHOW RATE		Qty	Total
	Discounted	Regular		
PC laptop computer (with Windows/Microsoft Office)	\$285.00	\$370.00		
Apple iPad	\$180.00	\$234.00		
iPad Floor Stand (white)	\$155.00	\$200.00		
Apple 15" MacBook Pro	\$465.00	\$605.00		
Apple 17" MacBook Pro	\$540.00	\$702.00		
Apple 27" iMac Retina 5K, I-9, 8-Core	\$525.00	\$580.00		
Mac Mini Computer	\$255.00	\$335.00		
Wired USB Keyboard and Mouse	\$30.00	\$40.00		
Wireless keyboard and Mouse	\$45.00	\$60.00		
Laser printer (black & white)	\$155.00	\$180.00		
AUDIO - Show Rate	Discounted	Regular	Qty	Total
Small Sound System (2 spkrs w/stands, wired mic, mixer, pcdi)	\$410.00	\$510.00		
Large Sound System (4 spkrs w/stands, wired mic, mixer, pcdi)	\$585.00	\$650.00		
Wireless Microphone Select: Handheld or Lavalier	\$260.00	\$335.00		
Computer Audio Interface	\$35.00	\$45.00		
ACCESSORIES - Show Rate	Discounted	Regular	Qty	Total
HDMI Cable (4')	\$25.00	\$32.50		
Monitor Floor Stand Dual Post w/shelf (requires monitor rental)*	\$230.00	\$300.00		
Media Player	\$75.00	\$95.00		
Page 1 Total				

Ordering Instructions

Orders received after **9/18/23** will be charged at the regular rate. Orders received after **10/4/23 (cutoff date)** will be based on availability and are subject to 20% upcharge.

CALL TO CONFIRM.

The total charge per item is determined by multiplying the Quantity x Rate. **Prices are for the duration of the show.**

Operator labor, if requested, is subject to the prevailing hourly rate with a four (4) hour minimum.

We will attempt to accommodate requested delivery times, but cannot guarantee due to the volume of orders.

EXHIBITOR AUDIO VISUAL ORDER FORM

DISCOUNT DEADLINE: SEPTEMBER 18, 2023

CUTOFF DEADLINE: OCTOBER 4, 2023 (Call to confirm availability)

Event Name: **PRINTING UNITED EXPO 2023**
 Event Dates: **October 18 - 20, 2023**
 Venue: **Georgia World Congress Center**
PROJ #11230 - 1016ESNU

FLATSCREEN MONITORS - Show Rate	SHOW RATE		Qty	Total	Ordering Instructions
	Discounted	Regular			
24" HDTV Monitor* Select: Table Stand or Wall Mount	\$230.00	\$300.00			If you don't see what you're looking for, contact your Shepard AV Team to discuss the possibilities! We have a wide range of services and solutions to help deliver your message. We offer custom LED walls, truss, lighting, concert sound, and the experts to make it all work!
32" HDTV Monitor* Select: Table Stand or Wall Mount	\$385.00	\$500.00			
43" HDTV Monitor* Select: Table Stand or Wall Mount	\$460.00	\$598.00			
48" HDTV Monitor* Select: Table Stand or Wall Mount	\$615.00	\$799.00			
55" HDTV Monitor* Select: Table Stand or Wall Mount	\$720.00	\$935.00			
65" HDTV Monitor* Select: Table Stand or Wall Mount	\$925.00	\$1,200.00			
75" HDTV Monitor* w/wall mounting bracket	\$1,280.00	\$1,450.00			
Monitor Floor Stand w/shelf (requires monitor rental)*	\$230.00	\$300.00			

*Monitor floor stands are available for rent and for use with monitors 32" to 65" and require monitor rental.

32" Touchscreen Kiosk- Windows OS	Call for Quote	Call for Quote		
43" Touchscreen Kiosk- Windows OS	Call for Quote	Call for Quote		
49" Touchscreen Kiosk- Windows OS	Call for Quote	Call for Quote		
Digital Signage	Call for Quote	Call for Quote		
LED Video Wall	Call for Quote	Call for Quote		
Custom Theatrical Lighting Packages	Call for Quote	Call for Quote		

Page 1 Total	
Page 2 Total	
(add Page 1 & Page 2 totals) SUBTOTAL:	
(30% of subtotal or \$190.00 minimum, whichever is greater) DELIVERY/SETUP/PICKUP	
TOTAL AMOUNT DUE	

SEND BOTH PAGES TO
orders-av@shepardav.com

ORDER IS NOT CONFIRMED UNTIL
PAYMENT IS RECEIVED IN FULL AND
CONFIRMATION HAS BEEN SENT

If monitor is ordered, what is your content source? ☐ Laptop ☐ Flash drive ☐ Media Player ☐ Other _____

Exhibitor is responsible for all necessary electrical/internet services needed (provided by facility).
 All prices quoted for the duration of the show.

PAYMENT	
ADVANCE PAYMENT IS DUE TO CONFIRM ORDER	
You will receive an e-mail with a link for secure online credit card payment. Order is not finalized without full payment and confirmation email from Shepard AV.	
RENTAL AGREEMENT: It is agreed that the customer is renting the equipment for a specific period only and is responsible for its safe return. Customer agrees to be billed for any loss or damage to equipment other than caused by normal operation.	
Signature _____	Date _____

Catherine Bachman
Exhibit Planning Coordinator
470-939-4778
orders-av@shepardav.com

SOMEONE MUST BE PRESENT AT BOOTH AT TIME OF DELIVERY

CMT AGENCY

We help build brands by creating unforgettable human connections

Hand pick your staff and talent from our select group of candidates.

- Nationwide, one point of contact, for all your staffing & talent needs
- Project management agents available 24/7/365
- Real-time reporting of project results
- Dedicated client dashboard to review budget, project status, photos, and more
- Customized training on your project and brand
- Fully insured and bonded, eliminating your risk with our talent
- State-by-state compliance certifications
- COVID compliant personnel and PPE

STAFFING

Receptionists, Greeters, Hospitality Staff, Crowd Gatherers

PROMOTIONAL TALENT

Lead Generators, Survey Takers, Brand Ambassadors, Sales Assistants, Promotional Models, Demonstrators, Product Specialists, Corporate Presenters, EMCEEs, Costume Characters, Street Teams and Guerilla Marketers

SPECIALITY PERSONNEL

Runway Models, Ultrasound/Heart Monitor Models, Ear Prompter Presenters, Interpreters and Translators, Tour Managers

Contact Us :

+1 404-233-4644

CMTINFO@CMTAGENCY.COM

WWW.CMTAGENCY.COM



SERVICE ORDER FORM

NAME:	
COMPANY:	
BOOTH:	
ADDRESS:	
CITY:	
STATE/PROVINCE:	
PHONE:	
CONTACT:	
EMAIL ADDRESS:	
EVENT NAME:	
EVENT LOCATION:	
DATE(S) REQUESTED:	
HOURS REQUESTED:	

Please indicate the number of people needed below:

_____ BOOTH GREETER (\$425 - \$475)	_____ HOSPITALITY STAFFING (\$425 - \$475)
_____ PRODUCT DEMONSTRATOR (\$450 - \$600)	_____ CORPORATE PRESENTER (\$1,200 - \$2,500)
_____ BRAND AMBASSADOR (\$450 - \$525)	_____ INTERPRETER (\$500 - \$900)
_____ CROWD GATHERER (\$425 - \$475)	_____ OTHER (CALL FOR PRICING)

**Rates are a per day basis except where specified. Ranges vary by experience of talent and client needs. A 20% Agency fee will be added to all invoices. Total payment must be received at least 7 days prior to an event in order to guarantee reservation*

A credit card guarantee is required to confirm an order. We accept: ACH / American Express / MasterCard / Visa

Email this form to: cmtinfo@cmtagency.com



Georgia World Congress Center

ELECTRICAL, PLUMBING & CABLE SERVICE ORDER ONLINE TODAY!

Take advantage of discounted rates!

Order your electrical, plumbing, & cable services online by

09 / 27 / 2023

ORDERING.EDLEN.COM

Quick, secure, and easy to use!

You may receive an email to finalize your order from

ExhibitorServices-Atlanta@edlen.com

EDLEN
The Power People

Edlen Electrical Exhibition Services

285 Andrew Young International Blvd NW, Atlanta, GA 30313

404.223.8400 • atlanta@edlen.com • www.edlen.com

ORDER INSTRUCTIONS

Advance Payment Deadline Date: 09/27/2023



ELECTRICAL EXHIBITION SERVICES
285 Andrew Young International Blvd, NW
Atlanta, GA 30313
Phone: (404) 223-8400 Email: Atlanta@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Printing United Expo 2023		
FACILITY:	GEORGIA WORLD CONGRESS CENTER		
DATES:	October 18-20, 2023	EVENT #103002AT	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

COMPLETE THE STEPS BELOW IN PLACING YOUR UTILITY ORDERS

Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order
- C. Lighting Order
- D. Cable Order

Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor Forms as Required

Forms include the following:

- A. **Electrical Distribution**
This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.
- B. **Plumbing Distribution**
This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths requiring plumbing. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.
- C. **Lighting Order Form**
This form is used for the distribution of overhead par can lights in your booth space. The form should be completed by all island booths requiring overhead lighting. Please also provide a diagram indicating the locations and focus of each ordered light.
- D. **Cable Service Order Form**
This form is used for the distribution of cable services to your booth space. The form should be completed for any booths requiring such service.

Step 5 Complete the Electrical, Plumbing & Lighting Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth. Lighting layouts should be submitted, indicating both the placement of lights and focus.

ORDER_INSRUCT.V1.AT.06.22

METHOD OF PAYMENT

Advance Payment Deadline Date: 09/27/2023



ELECTRICAL EXHIBITION SERVICES
285 Andrew Young International Blvd, NW
Atlanta, GA 30313

Phone: (404) 223-8400 Email: Atlanta@edlen.com

EXHIBITOR:			BTH #	
EVENT:	Printing United Expo 2023			
FACILITY:	GEORGIA WORLD CONGRESS CENTER			
DATES:	October 18-20, 2023		EVENT #103002AT	

FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:	CELL #:		
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ ACH ELECTRONIC PAYMENT TRANSFER

Wells Fargo ABA# 121000248 Acct: 4122636046
3800 Howard Hughes Parkway, Las Vegas, NV 89169
Phone: 800.289.3557

The financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

☐ MANUAL PROCESSING FEE *

Orders submitted for manual processing **MUST include a \$25 processing fee.** Submit orders online instead @ www.edlen.com

☐ COMPANY CHECK

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Reference the Event # listed above on your remittance.

☐ BANK WIRE TRANSFER INFORMATION *

Bank transfer to Wells Fargo
Wire Transfer:
ABA#: 121000248 Acct: 4122636046
International Wire Transfer:
Swift Code: WFBUS6S Acct: 4122636046

* Reference the Event # listed above and your Booth # on all electronic payments.

*** \$50 processing fee MUST be included with transfer.**

☐ CREDIT CARD *

We will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ DISCOVER

* A 3% credit card processing fee is applied to all Credit Card payments.

CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:	
CHECK #:	
CREDIT CARD NUMBER:	EXP DATE:
CARD HOLDER SIGN:	PRINT NAME:
EMAIL:	THIRD PARTY PAYMENT? YES or NO

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
----------	-------	-----	------

SERVICE TOTALS

* MANUAL PROCESSING FEE	\$25.00
* BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. BOOTH WORK	
5. LIGHTING ORDER	
6. CABLE SERVICES	
7. PLUMBING ORDER	
TOTAL DUE	

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE

PRINT NAME ABOVE

TODAY'S DATE ABOVE

By signing and placing this order, I accept all payment policies, terms and conditions outlined on all completed service order forms and the Edlen General Data Protection Regulation privacy policy.

ELECTRICAL ORDER

E ☐ M ☐

Advance Payment Deadline Date: 09/27/2023



ELECTRICAL EXHIBITION SERVICES

285 Andrew Young International Blvd, NW
Atlanta, GA 30313

Phone: (404) 223-8400 Email: Atlanta@edlen.com

EXHIBITOR:			BTH #	
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FACILITY:	GEORGIA WORLD CONGRESS CENTER			
DATES:	October 18-20, 2023		EVENT #103002AT	

PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

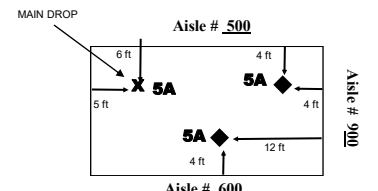
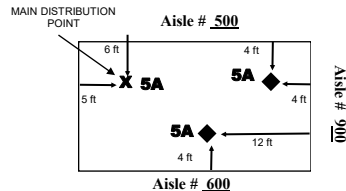
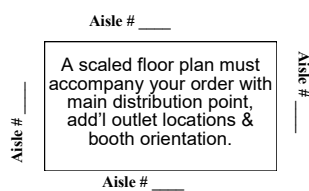
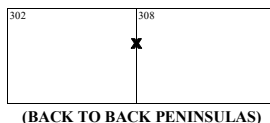
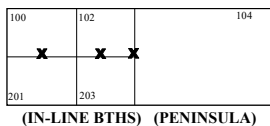
ORDER INSTRUCTIONS	ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event				
INLINE AND PENINSULA DELIVERY The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
ISLAND BOOTH DELIVERY ONE LOCATION Island booths that only need power delivered to one location incur (1) hour labor charge for installation & removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.	120 VOLT				
	500 WATTS (5 AMPS)		144.50	216.75	
	1000 WATTS (10 AMPS)		217.50	326.25	
	1500 WATTS (15 AMPS)		237.00	355.50	
ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.	2000 WATTS (20 AMPS)		268.00	402.00	
	208 VOLT SINGLE PHASE				
	20 AMPS		290.00	435.00	
	30 AMPS		376.00	564.00	
208 VOLT THREE PHASE	60 AMPS		723.50	1,085.25	
	20 AMPS		491.50	737.25	
	30 AMPS		672.50	1,008.75	
	60 AMPS		1,158.50	1,737.75	
208/480V POWER DELIVERY AND CONNECTIONS Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.	100 AMPS		1,820.00	2,730.00	
	200 AMPS		3,528.00	5,292.00	
	400 AMPS		6,201.00	9,301.50	
	TRANSFORMER(S) Boost 208 Volt to 230 Volt				
24 HOUR SERVICES Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.	Transformer (20 amp minimum charge)		Total Amps: _____ x 5.50 = _____		
	Please call us for information on any services you require that are not listed here.				
	480V CONNECTIONS Approximately 480V A.C. 60 Cycle - Prices are for Entire Event				
	480 VOLT THREE PHASE				
ADVANCE RATES To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.	20 AMPS		938.00	1407.00	
	30 AMPS		1323.00	1984.50	
	60 AMPS		2227.00	3340.50	
	100 AMPS		3675.00	5512.50	
TERMS & CONDITIONS I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.	120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)				
	15' EXTENSION CORD			23.75	
	POWER STRIP			15.50	
	POWER DONE W/USB			23.75	
TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM			TOTAL		
PRINT NAME:					
EMAIL:			PHONE:		

TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email of any such corrections.
4. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
5. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
7. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
8. There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
9. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
10. Edlen Supervision—A supervisory charge of 10% of the prevailing labor rate will apply to all labor that exceeds one hour.
11. For a dedicated outlet, order a 20 amp outlet.
12. No inverters, self contained power supplies or devices that convert battery power to 120 volt power allowed.
13. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
14. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
15. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
16. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
17. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
18. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
19. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
20. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
21. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
22. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
23. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
24. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
25. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
26. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
27. A 3% credit card processing fee is applied to all credit card payments.
28. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
29. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE ELECTRICAL ORDER FORM

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 09/27/2023



ELECTRICAL EXHIBITION SERVICES
285 Andrew Young International Blvd, NW
Atlanta, GA 30313
Phone: (404) 223-8400 Email: Atlanta@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Printing United Expo 2023		
FACILITY:	GEORGIA WORLD CONGRESS CENTER		
DATES:	October 18-20, 2023	EVENT #103002AT	

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Form

There is a different form utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

B. Electrical Booth Work

This form is used to estimate electrical labor required in the construction of your booth.

Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

1. Electrical distribution under carpet.
2. Connection of all 208 volt or higher services.
3. Overhead installation of Edlen-owned static lighting hung from ceiling.
4. Data/network cable under carpet that is owned by an exhibitor or I & D house.
5. Overhead power and/or coaxial (network) cable distribution.

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

ELECTRICAL DISTRIBUTION

Advance Payment Deadline Date: 09/27/2023



ELECTRICAL EXHIBITION SERVICES

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Atlanta, GA 30313

Phone: (404) 223-8400 Email: Atlanta@edlen.com

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ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

1. Provide an Electrical Layout Form:

- The electrical layout must indicate each power outlet and its location with exact measurements.
- The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
- Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
- If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.

2. What date will you begin building your booth?

- A. Date: _____ Time: _____

3. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

- A. Describe flooring: _____
- B. Estimated date and time flooring installation will begin. Date: _____ Time: _____

4. Show site supervisor:

Name _____ Cell # _____

Email _____ Company _____

5. The exhibitor acknowledges there is a minimum 1 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur a 1 hour installation and removal charge.

6. In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		DISTRIBUTION LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
		ST	\$125.00	
		OT	\$180.00	
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	LIFT RENTAL		
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	HOURS	RATE	TOTAL
			\$268.00	
TRANSFER ESTIMATED TOTAL TO BOX #3 ON METHOD OF PAYMENT FORM		ESTIMATED TOTAL		

AUTHORIZATION

PRINT NAME:

DATE:



ELECTRICAL EXHIBITION SERVICES

285 Andrew Young International Blvd, NW
Atlanta, GA 30313

Phone: (404) 223-8400 Email: Atlanta@edlen.com

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Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

POWER ORIGINATES FROM THE FLOOR IN THIS VENUE

Power is delivered from a floor port to a “main distribution point” in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if power is needed at any other location than the rear of the booth. (See T&C page 4 for examples):

INDICATE BOOTH TYPE		INDICATE SCALE & TOTAL SQ FT	OUTLET LEGEND	
Island	_____	<p>Example: 1 Square = 1 Foot</p> <p>_____ Square = _____ Ft</p> <p>Total Square Footage = _____</p>	X = Main Distribution Point	▲ = 5amp/500 watt
Inline	_____		◆ = 10amp/1000 watt	★ = 15amp/1500 watt
Peninsula	_____		● = 20amp/2000 watt	

Adjacent Booth or Aisle # _____

[illegible]

Adjacent Booth or Aisle # _____

ELECTRICAL BOOTH WORK

Advance Payment Deadline Date: 09/27/2023



ELECTRICAL EXHIBITION SERVICES
285 Andrew Young International Blvd, NW
Atlanta, GA 30313

Phone: (404) 223-8400 Email: Atlanta@edlen.com

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BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Otherwise, all requests are performed on a first come first serve basis. A representative must come to Edlen's Service Desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1 hour labor charge per electrician applies.

Installation of Booth Overhead Lighting

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Connection of High Voltage Services (208V - 480V)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Miscellaneous Booth Work (Any other work not described above where an electrician is required)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

OVERHEAD LIGHTING / POWER REQUIREMENTS

Assembly & Installation of Edlen Lighting Hung from Ceiling (Complete Lighting Order Form)

Installation and Removal of Overhead Power (Complete Lift Rental Estimate Below)

LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		BOOTH LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
		ST	\$125.00	
		OT	\$180.00	
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	LIFT RENTAL		
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.	HOURS	RATE	TOTAL
			\$268.00	

TRANSFER ESTIMATED TOTAL TO BOX #4 ON THE METHOD OF PAYMENT FORM

ESTIMATED TOTAL

AUTHORIZATION

PRINT NAME:

DATE:

SIGNATURE:

PHONE:

LIGHTING ORDER

E ☐ M ☐

Advance Payment Deadline Date: 09/27/2023



EXPO • Oct. 18-20, 2023 • Atlanta, GA

ELECTRICAL EXHIBITION SERVICES

285 Andrew Young International Blvd, NW
Atlanta, GA 30313

Phone: (404) 223-8400 Email: Atlanta@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Printing United Expo 2023		
FACILITY:	GEORGIA WORLD CONGRESS CENTER		
DATES:	October 18-20, 2023	EVENT #103002AT	

OVERHEAD LIGHTING FIXTURES (Price includes power for the fixture)



Rates below are a Per Fixture cost.
Pricing = Light rental + Lift rental + Labor to install,
remove & focus once.

* Quartz lights are attached to ceiling structure of the venue. A lift is required to hang the light, as well as 2 electricians.

FIXTURE	LIGHT	+	LIFT	+	LABOR*	=	SUBTOTAL	x	QTY	=	TOTAL
1000 WATT PAR CAN	463.50		268.00		125.00						

*Par can lights are attached to ceiling structure of the venue. A lift is required to hang the light(s). There are 2 electricians required whenever a lift is involved. **Call for a Quote. Pricing is based on the Straight Time Labor rate. Prevailing rates will be applied.**

Indicate light location and focus on the 10 x 10 grid below. Please ensure proper measurements, along with orientation of booth are included.

Adjacent Booth or Aisle #: _____

Adjacent Booth or Aisle #:											Adjacent Booth or Aisle #:

Adjacent Booth or Aisle #: _____

FLOOR PLAN	TRANSFER TOTAL TO BOX #5 ON METHOD OF PAYMENT FORM	TOTAL	
Provide floor plan indicating light locations for overhead lights, including focus.	PRINT NAME:		
	EMAIL:	PHONE:	

CABLE SERVICE ORDER FORM

Advance Payment Deadline Date: 09/27/2023



ELECTRICAL EXHIBITION SERVICES
285 Andrew Young International Blvd, NW
Atlanta, GA 30313
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EXHIBITOR:		BTH #	
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DATES:	October 18-20, 2023	EVENT #103002AT	

CABLE SERVICES

Basic cable television service with signal provided by **Comcast**. This service provides the latest news, weather, financial information and in-season sports spectaculars.

Electrical service must be ordered separately to power all television sets.

Service	Number of Services	Floor Rate	Amount
Cable TV		\$340	
Closed Circuit Channels		\$494.50	

NOTES:

- All TV sets must be CABLE READY or have multi-channel converters.
- Power will be placed in the rear of the booth, unless otherwise designated. Submit diagram form including booth orientation.

LABOR RATES AND HOURS

Labor Minimums	Enter a minimum of 1 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
Overtime	Monday - Friday 4:30 PM - 8:00 AM, all day Saturday, Sunday & Holidays.

LABOR ESTIMATE*

MAN HRS		RATE	TOTAL
	ST	\$125.00	
	OT	\$180.00	

*Additional on-site labor & material charges will apply.

TRANSFER ESTIMATED TOTAL TO BOX #6 ON THE METHOD OF PAYMENT FORM

ESTIMATED TOTAL

AUTHORIZATION

PRINT NAME:	DATE:
SIGNATURE:	PHONE:

**ELECTRICAL EXHIBITION SERVICES**285 Andrew Young International Blvd, NW
Atlanta, GA 30313

Phone: (404) 223-8400 Email: Atlanta@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Printing United Expo 2023		
FACILITY:	GEORGIA WORLD CONGRESS CENTER		
DATES:	October 18-20, 2023	EVENT #103002AT	

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

IMPORTANT NOTES	PLUMBING SERVICES	ADVANCE	REGULAR	TOTAL
ADDITIONAL CONNECTIONS If you have more than one machine or multiple connections on a machine, you must order an additional outlet for each machine that requires one.	COMPRESSED AIR: 90-100 LBS. PSI Air Outlet (call for a quote for 24-hour Air) 295.00 442.50 Additional Connections within 20' of Outlet 206.50 309.75 5 CFM MINIMUM (per Outlet/Connection) 20.00 30.00			
AIR LINE RESPONSIBILITIES Edlen is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by Edlen unless they are a fixed part of your machine.	ADDITIONAL CFM REQUIREMENTS Must order CFM with air services. Refer to # 8 on Plumbing Terms, Conditions & Regulations. Total CFM _____ x ADVANCE Rate 5.00 = _____ Total CFM _____ x REGULAR Rate 7.50 = _____			
WATER PRESSURE Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.	WATER LINES (Edlen is not responsible for sediment or the color or taste of water.) Water Outlet 215.00 322.50 Additional Connections within 20' of Outlet 150.50 225.75 # of connections required: _____ Size of connection: _____ PSI required: _____ GPM Required: _____			
OUTLET DELIVERY A minimum labor charge of 1 hour to deliver and 1/2 hour to remove each air, water, and drain outlet applies. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal applies.	DRAIN LINES (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.) Drain Outlet 175.00 262.50			
OUTLET DISTRIBUTION Once outlets have been delivered, the ramping and/or distribution of services on the floor will be done on a time and material basis. A minimum 1 hour labor charge for installation and 1/2 hour for removal applies.	FILL & DRAIN LABOR* (Edlen is not responsible for sediment or the color of water. Rates below based on Straight Time) Up to 150 Gallons 200.00 300.00 Up to 300 Gallons 345.00 517.50 Up to 450 Gallons 490.00 735.00			
OUTLET CONNECTIONS Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers. When Edlen plumbers are requested minimum labor charges apply.	NATURAL GAS 1/2" 50K BTU 450.00 675.00 3/4" 105K BTU 800.00 1,200.00 1" 195k BTU 1,500.00 2,250.00			
FILL & DRAIN LABOR* Rates are based on Straight Time. Services delivered on Over Time will incur a minimum Over Time labor charge of 1 hour to deliver and 1/2 hour to remove.	SINKS Single Bowl 600.00 900.00 Double Bowl 900.00 1,350.00 Triple Bowl 1,100.00 1,650.00			
	LABOR Labor is required for all air, water, & drain lines, as well as distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order.			
	GAS & MISCELLANEOUS REQUIREMENTS (Call for a Quote)			
	TRANSFER TOTAL TO BOX #7 ON THE METHOD OF PAYMENT FORM	TOTAL		
	PRINT NAME:			
	EMAIL:	PHONE:		



ELECTRICAL EXHIBITION SERVICES

285 Andrew Young International Blvd, NW
Atlanta, GA 30313

Phone: (404) 223-8400 Email: Atlanta@edlen.com

EXHIBITOR:		BTH #	
EVENT:	Printing United Expo 2023		
FACILITY:	GEORGIA WORLD CONGRESS CENTER		
DATES:	October 18-20, 2023	EVENT #103002AT	

PLUMBING JURISDICTION

The work described below falls within the jurisdiction of Edlen Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

- Delivery of Air, Water, Fill & Drain & Natural Gas lines
- Installation of Natural Gas lines delivered from overhead
- Distribution of Air, Water & Drain lines under carpet

1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

A. Outlet Delivery & Removal

There is a minimum 1 hour labor charge for the delivery and 1/2 hour for the removal of each air, water, drain and natural gas service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. If you require the distribution of services to any other location within the booth space, there is a minimum 1 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

A. Island Booths need to provide the following information:

1. The plumbing layout must indicate each outlet and its location with exact measurements.
2. Each location should indicate the type of service. All air locations must include CFM requirements.
3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C. Date you will begin building your booth: _____ Estimated time: _____

D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

1. Describe flooring: _____

E. What time do you estimate needing the physical connection to your equipment? Date: _____ Time: _____

F. Show site supervisor: _____ Company: _____

Cell #: _____ Email: _____

G. This information allows Edlen the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. Edlen will make every attempt to complete the work prior to your arrival.

LABOR ESTIMATE		
MAN HOURS	RATE	TOTAL
ST	\$125.00	
OT	\$180.00	

ESTIMATED TOTAL	
-----------------	--

TRANSFER ESTIMATED TOTAL TO BOX #6 ON THE METHOD OF PAYMENT FORM

WORK RATE SCHEDULE	
ST	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
OT	Monday - Friday 4:30 PM - 8:00 AM & all day Saturday, Sunday and Holidays.

AUTHORIZATION	
PRINT NAME:	
DATE:	

PLUMBING TERMS, CONDITIONS & REGULATIONS

1. Complete order (with payment) must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
6. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. If Edlen plumbers are requested for a connection minimum labor charges apply. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
14. If air, water and natural gas pressure is critical Edlen recommends exhibitors arrange to have a pressure regulator valve installed. No guarantee can be made of minimum and maximum pressure.
15. Natural Gas is not regulated by Edlen and is at the facility pressure. Call for price quote.
16. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
17. All equipment using water must have inlet and outlet properly tagged.
18. All equipment must comply with state and local codes.
19. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
20. For gas cylinders or any other special requirements call Edlen for a quote. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
21. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
22. Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event; no exceptions.
23. Credit will not be given for outlets installed or connections made and not used.
24. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
25. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
26. Payment in full for all plumbing services provided must be made in full prior to close of the event.
27. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.

POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM.

For further information please visit our web site at www.edlen.com
or call the number on the Plumbing Order form



Telecommunications & Network Services Order

Georgia World Congress Center

285 Andrew Young International Blvd., NW Atlanta, GA 30313
P: 404.222.5500 F: 404.222.5514 W: cclld.net



Questions: please email us at
info@cclld.net

Event Name: _____

Booth #/Location: _____

Company Name: _____

Event Date(s): _____

Street Address: _____

City: _____ State: _____ Postal Code: _____

Contact Name: _____ Telephone #: _____ Email Address: _____

PAYMENT MUST ACCOMPANY ORDER (Please make checks payable to CCLD. We accept Amex, Mastercard and Visa.)

☐ Check Enclosed ☐ Money Order Enclosed ☐ Visa ☐ Mastercard ☐ American Express

Credit Card Number: _____

Expiration Date: _____

Security Code: _____

I HAVE READ AND AGREE TO ALL TERMS AND CONDITIONS OF THIS ORDER. PLEASE SEE BACK PAGE FOR COMPLETE TERMS & CONDITIONS.

Signature: _____ Date: _____

Name as it appears on credit card: _____

Incentive Rates Apply to Orders Received (with payment) 21 Calendar Days PRIOR to First Open Show Date.

TELECOMMUNICATIONS SERVICES	INCENTIVE RATES	BASE RATES	QUANTITY	TOTAL
Switched Telephone Line (Must dial 9 for an outside line)	\$ 265	\$ 305		
Dedicated Telephone Line (Telco Line, no dial 9)	\$ 475	\$ 475		
Polycom Speakerphone Rental	\$ 250	\$ 300		

A Switched Telephone Line is required to be ordered if a Polycom Speakerphone Rental is rented.

SHARED WIRED INTERNET SERVICES	INCENTIVE RATES	BASE RATES	QUANTITY	TOTAL
High-Speed Internet Connection with 1 IP Address (Wired Drop originates from overhead, please provide detailed location)	\$ 1,195	\$ 1,445		
Additional Device / IP Address	\$ 145	\$ 190		
16-Port Hub Rental	\$ 150	\$ 175		
25-Foot CAT-5 Patch Cables	\$ 65	\$ 65		
50-Foot CAT-5 Patch Cables	\$ 90	\$ 90		
Floor Labor Rate, Booth Cabling, etc. (per hour)	\$ 65	\$ 65		

Customer may utilize their own router (wired or wireless) and cables when using this shared wired service if desired. CCLD does require that an Additional Device/IP Address be purchased for each device utilizing the Shared Wired Internet service.

DEDICATED BANDWIDTH WIRED INTERNET SERVICES	INCENTIVE RATES	BASE RATES	QUANTITY	TOTAL
Dedicated 3Mbps Bandwidth Wired Connection	\$ 3,995	\$ 4,595		
Dedicated 6Mbps Bandwidth Wired Connection	\$ 6,995	\$ 7,595		
Dedicated 10Mbps Bandwidth Wired Connection	\$ 9,995	\$ 10,595		
Dedicated 20Mbps Bandwidth Wired Connection	\$ 16,995	\$ 17,595		

Dedicated Bandwidth Wired Internet Services work well for high bandwidth applications such as webcasting, streaming media, etc. Larger increments of dedicated bandwidth are available upon request.

WI-FI EXHIBITOR BOOTH SERVICES (PER USER)	INCENTIVE RATES	BASE RATES	QUANTITY	TOTAL
Wi-Fi In Booth Connection per user	\$ 300	\$ 350		

This Wi-Fi In Booth Connection per user service is available on the exhibit floor. Each device requiring service would need a separate Wi-Fi In Booth Connection.

WI-FI EXHIBITOR BOOTH SERVICES (MULTIPLE USERS)	INCENTIVE RATES	BASE RATES	QUANTITY	TOTAL
Wi-Fi In Booth Package: Up to 10 Users	\$ 2,500	\$ 3,000		
Wi-Fi In Booth Package: Up to 20 Users	\$ 3,500	\$ 4,000		
Wi-Fi In Booth Package: Up to 50 Users	\$ 5,000	\$ 6,000		

Please note: The above Wi-Fi Exhibitor Booth Services are available on the exhibit floor. For mission critical applications, we recommend using a wired internet connection as Wi-Fi is vulnerable to interference due to many different factors outside of our control. A separate paid network named GWCCWIFI is available exclusively in the lobbies and meeting rooms (excludes exhibit floors) offering a daily rate of \$25 for a 1Mbps connection. A free Wi-Fi network named GWCC Free Wi-Fi is available in the main lobby areas (excludes exhibit floors & meeting rooms).

Subtotal:

8.9% Sales Tax:

Total:

Orders can be emailed to info@cclld.net.
Order online at www.cclld.net
or faxed to 404.222.5514.

TERMS AND CONDITIONS

1. **Lease of Equipment.** CCLD agrees to lease and provide to Customer, and Customer agrees to lease and obtain from CCLD, the equipment and service described herein or on attached supplement(s), for the rental payment set forth herein, or on such attached supplement (plus all sales, use, and all other taxes due to federal, state, or local taxing authorities, if any, on the lease of equipment and provision of service here under). **Payment For Which Must Accompany Service Orders.**
2. **Term.** The equipment and services will be provided during the dates of the relevant show set forth on the CCLD Service Order Form, subject to the other provisions of this agreement. Prices are subject to change without notice.
3. **Use of PBX Switch and Related Services.** Customer's rental of the equipment shall include the usage of (but not physical access to) the common telecommunication equipment (collectively, the "Switch") serving the Customer at the convention facility identified on the CCLD Service Order Form (the "Building").
4. **Local Exchange Telephone Services.** Local exchange telephone services will be provided by the local telephone company's exchange services and facilities.
5. **Long Distance.** Long distance (interchange) services are provided by CCLD under license agreements with center management (1+ dialing) or arrangements directly between Customer and such other parties (0+ dialing). CCLD or other such parties may process billing for such service. Billing or other questions relating to long distance services should be directed initially to CCLD at the number shown on the CCLD Service Order Form. A \$0.75 surcharge per call will be charged on all Directory Assistance, Toll Free Numbers and Credit Card Calls.
6. **Request for Service; Payment.**
 - (a) Request for special arrangements must be received by CCLD no less than thirty (30) days prior to initial move in date. Custom/ Fiber orders must be received at least 60 days prior to move in date.
 - (b) Personal checks will be accepted with Advance Rate requests only.
 - (c) There will be \$50.00 service charge for all returned checks.
7. **Equipment Management.** Customer will be responsible for returning all telephone sets, hubs, or other equipment and related materials to the CCLD Service Desk within 2 hours of the close of show.
8. **Cancellations.** The equipment and services are being provided by CCLD under a license agreement with the building owner or manager. CCLD may cancel this Agreement and its obligations by notice to customer in the event such license agreement expires or is terminated, in which event CCLD's only obligation shall be to refund any advanced payments made by Customer.
9. **Customer's Duties.**
 - (a) Customer will use the equipment in a careful and proper manner. Customer shall not make any alterations, attachments, or additions to the equipment without CCLD's written consent. Only CCLD employees or approved personnel are authorized to modify system wiring.
 - (b) Customer shall be liable for any loss or damage to the equipment arising from Customer's negligence, intentional act, unauthorized maintenance other cause within the reasonable control of Customer, its representatives, employees, agents, or invitees. In the event of any loss or damage to the equipment for which Customer is liable, Customer shall reimburse CCLD for the reasonable cost of the repair or replacement. **You will be charged upon non-return of the equipment.** Standard Telephone Sets, \$75.00 each; Multi-line Sets, \$300.00 each; Speaker Phone Sets, \$75.00 each; Fax Machines, \$500.00 each; Polycorn Sets, \$300.00 each; Pagers, \$150.00 each; Cellular Phones, \$500.00 each; Hubs, \$300.00 each. Any additional equipment rented by CCLD will have an agreed upon non-return charge amount at time of rental. All charges are subject to a 8% sales tax.
 - (c) The equipment shall remain the sole and exclusive property of CCLD or its assignee, and nothing contained herein shall give or convey to Customer any right, title or interest whatever in the equipment which shall, at all times, be and remain personal property notwithstanding that it may be or become attached to or embedded in the realty. **Customer should pick up equipment and/or instructions at the CCLD Service Desk.**
10. **Events of Customer Default.** Customer shall be in default hereunder if Customer fails to pay when due any rental payment or service charge or any other indebtedness to CCLD, or Customer fails to return equipment to CCLD when required to do so hereunder fails to perform or observe any other obligation or covenant to be performed or observed by Customer hereunder. **No credit will be given for equipment or service cancelled after installation date. Installation date is same as Show Move in date. A \$55.00 process charge per service will be applied to any orders cancelled prior to move in date.**
11. **Remedies of CCLD.** At any time after a default by the Customer, CCLD may terminate this Agreement, by notice to Customer, and repossess the equipment, whereupon customers' right to use the equipment shall cease but Customer shall remain liable for all unpaid charges, and CCLD may apply and retain all or such portion of customers deposit as may be necessary to compensate CCLD for any unpaid charges or damages and expenses incurred on account of such default, or CCLD may exercise any other rights accruing to a lessor under any applicable law upon a default by a lessee.
12. **Limitation of Liability.**
 - (a) CCLD's obligations under this Agreement are subject to, and CCLD shall not be liable for delays, failure to perform or damage or destruction or malfunction of the equipment or services or any consequence of any of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than CCLD, its representatives, agents or employees, or any other cause beyond CCLD's reasonable control.
 - (b) In all situations involving performance or non-performance of equipment or related programs of services furnished under this Agreement, the Customer's sole and exclusive remedy and CCLD's sole and exclusive liability will be (i) the adjustment or repair of the equipment or replacement of the its parts by CCLD or at CCLD's option, replacement of the equipment, or correction of programming errors or (ii) if, after reasonable and repeated efforts, CCLD is unable to install the equipment or replacement equipment in good working order, or to restore the same to good working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the excess (if any) of (1) the total amount theretofore paid by Customer to CCLD for equipment and services under this Agreement, or (2) the reasonable value of Customer's use of the equipment and services.
 - (c) **In no event shall CCLD be liable to the Customer or to any other party for special collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, fortuitous conduct, failure of the equipment or services of CCLD or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if CCLD has been advised of the possibility of such damages, or for any damages caused by the Customer's failure to perform the Customer's responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or interruption of business, or other consequential of indirect economic loss.**
 - (d) Customer acknowledges and agrees that neither the owner of the building nor the prime licensee of other party responsible for the event in which the Customer is participating is responsible for the provision of the equipment or the services, and that neither such party shall be liable to Consumer for any failure or defect in such equipment or services.
 - (e) Claims will not be considered unless filed in writing with CCLD by Customer prior to the close of the event identified on the order form submitted.
13. **Indemnification.** Customer hereby assumes liability for and agrees to indemnify, protect and hold wholly harmless CCLD and its agents, employees, officers, directors, and any and all successors and assigns, from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs, and expenses, including reasonable attorney's fees, in contract, in tort or otherwise, which result from and arise out of the negligent or wrongful use of the equipment or the services, or from the acts or omissions of the Customer or its representatives, agents, employees, or invitees.
14. **Assignment.** CCLD shall have the right to assign its interest under the Agreement to any other party subsequently providing equipment and services to the building.
15. **Entire Agreement; Amendment.** This Agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supercedes all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed between both parties.
16. **Governing Law.** This Agreement shall be construed under the laws of the state in which the building is located.
17. **Cellular Air Time (Usage).** Cellular services are billed by license agreements with CCLD. Billing for such services will be billed separately by CCLD.
18. **Wireless Applications.** Users of wireless hardware (e.g. 802.11) and/or applications must contact CCLD to coordinate frequency usage.
19. **Exclusivity.** CCLD is the exclusive voice/data communications provider for the GWCCA. As such all outside proxy servers, routers, or any machine used to propagate a single I.P. address to multiply devices are forbidden. Each device, which has the ability to see the internet, must have an I.P. address purchased for that device.

2022

CATERING MENU





WELCOME TO ATLANTA

In the heart of Atlanta, the Georgia World Congress Center (GWCC) is the world's largest LEED certified convention center. It encloses some 3.9 million feet in exhibition space and consists of three adjacent buildings, Buildings A, B, and C.

In total these buildings have twelve exhibit halls, 98 meeting rooms, and two ballrooms. GWCC hosts more than a million visitors each year and is the third-largest convention center in the United States.

As a family of passionate restaurateurs, we realize we earn our reputation one event, one meal and one gesture at a time. Our goal is to ensure your experience is one that you and your guests will truly enjoy

YOUR EXECUTIVE CHEF, BILLY VELASQUEZ



Our Executive Chef Billy Velasquez pairs fresh local ingredients with seasonal specialties from around the world to create elevated cuisine at the Georgia World Congress Center. Most recently Billy has been the Executive Sous Chef at the Georgia World Congress Center since 2012. Chef Billy has had direct impact on large scale events for GWCC for recognized partners such as Microsoft, NFL, Coca Cola, and NCAA.

Billy is passionate about responsible cooking and investing timewith fellow chefs to bring GWCC into a new era of great food and service.

ALL DAY BREAKS

Assorted Cookies / 45.00 dz
Chocolate chip, sugar, and oatmeal raisin.

Brownies / 45.00 dz

Assorted Breakfast Pastries / 48.00 dz

Savory Danish / 60.00 dz

Assorted Muffins / 45.00 dz

Donut Holes / 42.00 dz

Cupcakes / 50.00 dz

Bagged Chips / 43.00 dz

Granola Bars / 38.00 dz
Individually packaged.

Power Bars / 66.00 dz
Individually packaged.

Whole Fruit / 40.00

Sliced Fruit Platter / 10.00 pp

Potato Chips & French Onion Dip / 50.00 lb

Mixed Nuts / 6.00 ea
Individually packaged.

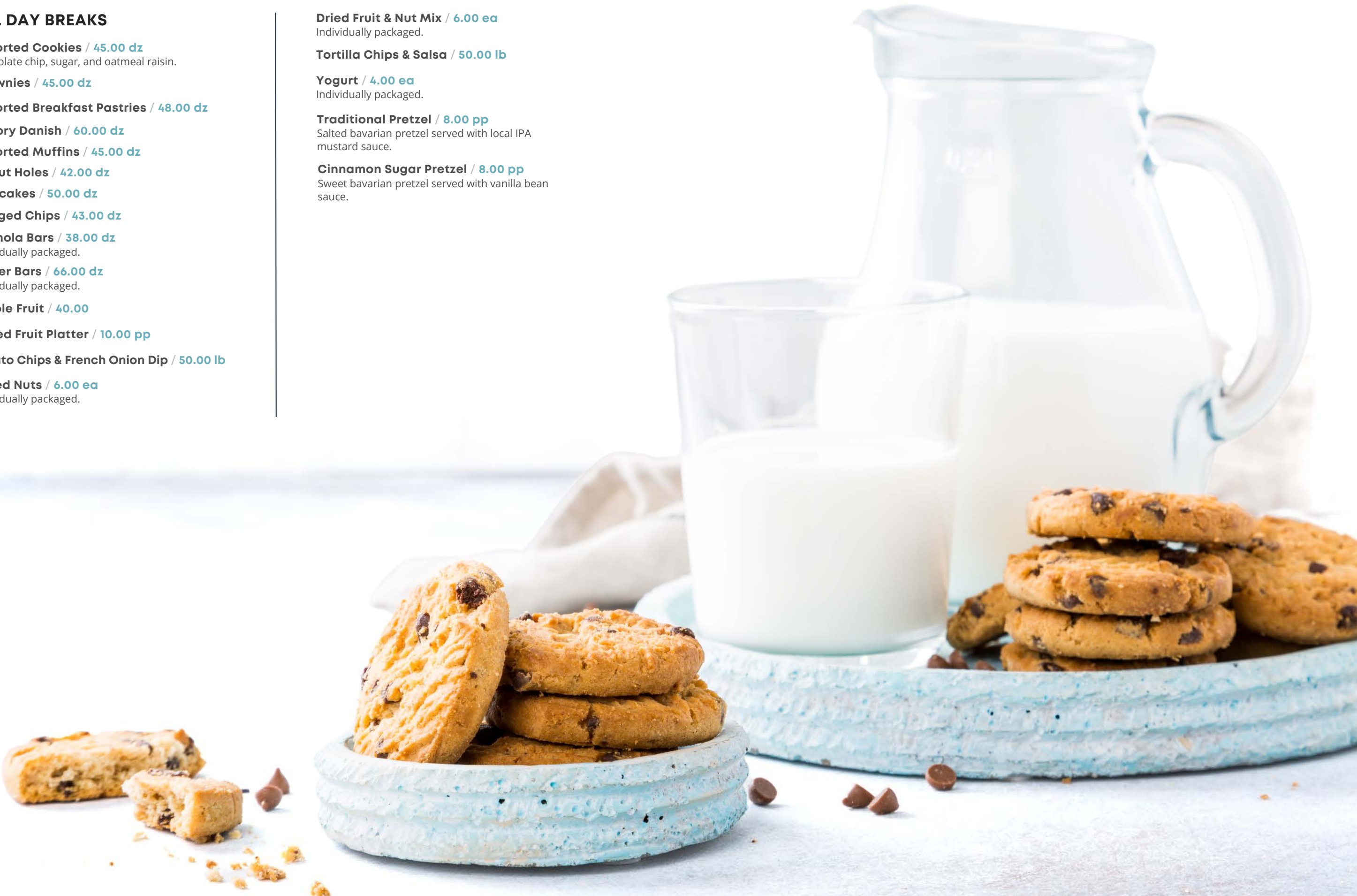
Dried Fruit & Nut Mix / 6.00 ea
Individually packaged.

Tortilla Chips & Salsa / 50.00 lb

Yogurt / 4.00 ea
Individually packaged.

Traditional Pretzel / 8.00 pp
Salted bavarian pretzel served with local IPA mustard sauce.

Cinnamon Sugar Pretzel / 8.00 pp
Sweet bavarian pretzel served with vanilla bean sauce.



REFRESHMENTS

Assorted Fresh Flavored Waters / 60.00 gal

Coffee & Teas / 72.00 gal
Fresh brewed coffee and an assortment of hot and flavored teas.

Iced Tea / 64.00 gal

Lemonade / 64.00 gal

Assorted Soft Drinks / 4.00 ea
12 oz. Coke products: Coke, Diet Coke, Sprite, and Coke Zero.

Assorted Juices / 4.50 ea
10 oz. Minute Maid juices.

Bottled Water / 4.00 ea
12 oz. Dasani bottled water.

Sparkling Water / 4.00 ea
11 oz. Perrier bottle.

Energy Drinks / 5.50 ea

Powerade / 5.50 ea

Ice Bag / 25.00 ea
20 lb. bag.

WATER COOLER RENTAL

Power requirements: 110V/20 amps (provided by client).

Water Cooler & Paper Cups

75.00 PER DAY

5 Gallon Water Jug / 32.00 ea

KEURIG MACHINE RENTAL

75.00 PER DAY

Keurig Coffee Supplies / 120.00 ea
24 K-cup package with assorted flavors: regular, decaf, and tea. Three one-gallon water jugs, cups, napkins, stirrers, creamers, and sweeteners.

FREEZER RENTAL

75.00 PER DAY

VISI COOLER RENTAL

50.00 PER DAY - SMALL

75.00 PER DAY - LARGE



CONTINENTAL BREAKFAST

Enjoy our signature fresh baked European style breakfast pastries, market style whole fruit, orange juice, coffee, and assortment of hot teas.

18.00 PER PERSON

CONTINENTAL ENHANCEMENTS

Enhancements are priced per person.

- Scrambled Eggs / 5.00
- Hard Cooked Eggs / 3.00
Two hard boiled eggs, peeled & ready to eat!
- French Toast Casserole / 6.00
- Potato Hash / 3.00
- Asparagus & Peppadew Frittata / 6.00
- Spinach & Cheese Crustless Quiche / 6.00
- Bacon & Cheese Crustless Quiche / 6.00
- Yukon Gold Potatoes / 3.00
- Oatmeal / 6.00
Served with brown sugar, walnuts, and raisins.
- Assorted Cereals / 4.00
Served with 2% milk.
- Stone Ground Grits / 3.00
- Yogurt / 4.00
Choose from plain, fruit flavored, and low-fat.
- Pork Sausage Links / 5.00
- Hickory Smoked Bacon / 5.00
- Turkey Sausage Links / 5.00
- Chicken Apple Sausage / 5.00

BREAKFAST SANDWICHES

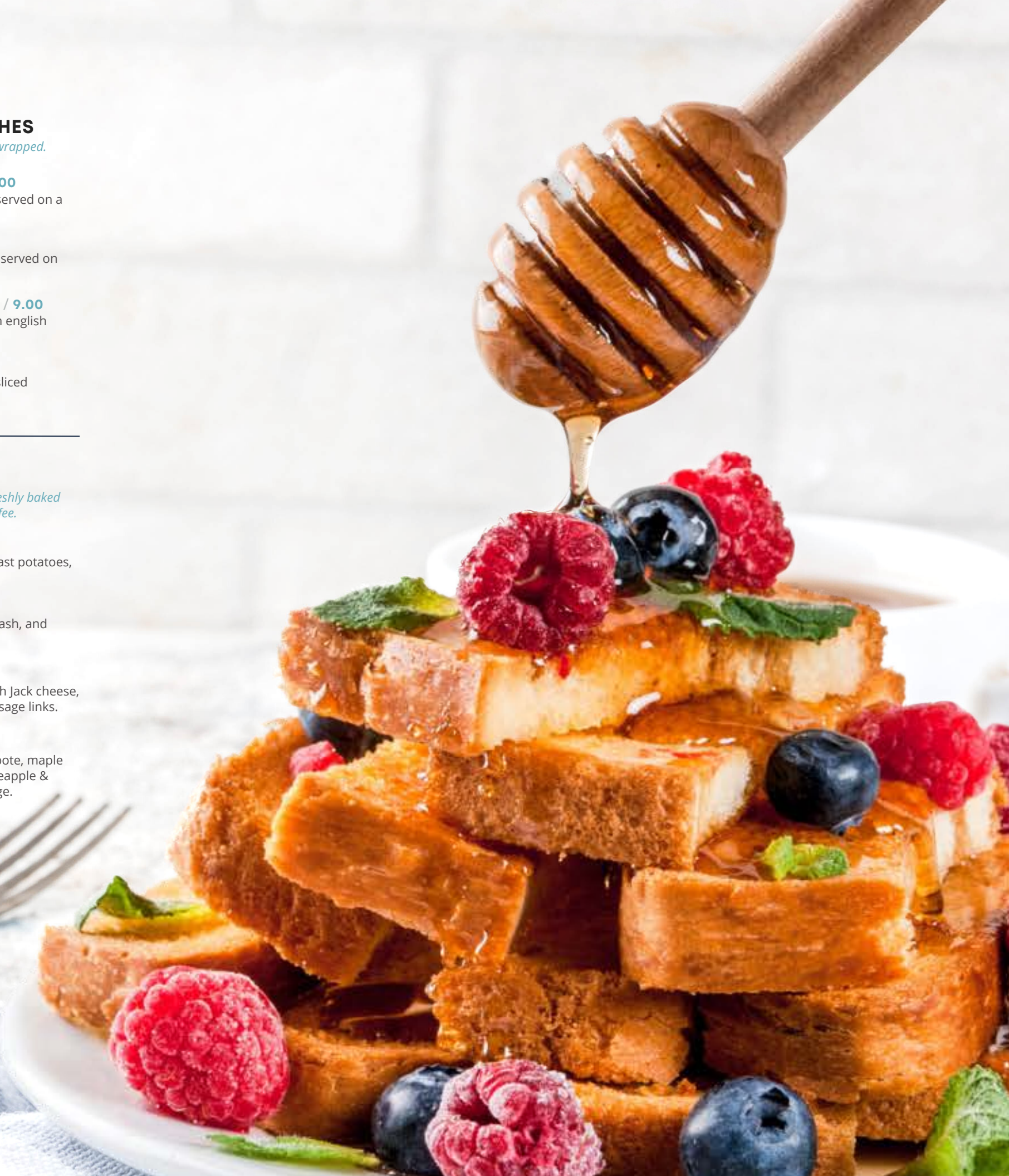
Breakfast sandwiches are individually wrapped.

- Southern Chicken Biscuit / 9.00
Southern breaded chicken, and egg served on a biscuit.
- Country Ham Ciabatta / 9.00
Country ham, pimento aioli, and egg served on ciabatta bread.
- Egg & Spinach English Muffin / 9.00
Egg whites, and spinach served on an english muffin.
- Bacon & Egg Croissant / 9.00
Bacon, egg, and cheese served on a sliced croissant.

PLATED BREAKFAST

All plated breakfasts are served with freshly baked pastries, whipped butter, juice, and coffee.

- Selection 1 / 30.00
Vegetable quiche served with breakfast potatoes, and chicken & apple sausage.
- Selection 2 / 28.00
Farm fresh scrambled eggs, potato hash, and pecan smoked bacon.
- Selection 3 / 30.00
Hardwood smoked bacon quiche with Jack cheese, Yukon gold potatoes, and turkey sausage links.
- Selection 4 / 30.00
Brioche french toast with berry compote, maple syrup, and garnished with grilled pineapple & berries. Served with breakfast sausage.



CHEF'S BEST BOXED LUNCH

Lunch includes your sandwich or salad entrée of choice, two sides, and an individual beverage (bottled water or soda). Each box must contain the same sides.

35.00 PER PERSON

SANDWICH OPTIONS

Choose one sandwich or one salad.

Highlands Turkey

Turkey, Gouda, peach chutney, and Vidalia onion on honey wheat roll.

Grilled Chicken

Chicken, braised spinach, roasted tomato, and herb cheese spread on ciabatta.

Roast Beef & Gruyère

Roast beef, Gruyère, and horseradish cream on onion roll.

Smoked Ham & Swiss

Ham, Swiss, and mustard butter on pretzel bun.

ZLT Flatbread

Zucchini, smoked tomato pesto and pepperjack cheese.

SALAD OPTIONS

Choose one sandwich or one salad. Add chicken to any salad +2.00.

Grilled Chicken Caesar

Chicken, crisp lettuce, parmesan cheese, and garlic croutons.

Vegetable Chop

Broccoli, tomato, garbanzo bean, cucumber, and onion with honey Dijon dressing.

Bistro Style

Artichokes, roasted red peppers, tomato, carrots, and hard cooked egg with aged balsamic vinaigrette.

Deluxe Garden

Carrots, cucumber, onions, and bell peppers with peppercorn dill dressing.

SIDE OPTIONS

Choose two. All box lunches must have the same two sides.

Whole Fruit

Kettle Chips

Mustard Potato Salad

Vegetable Pasta Salad

Individually Wrapped Cookie

Individually Wrapped Brownie



PLATED MEALS

Our freshly prepared entrees are hand-crafted and served with signature rolls, whipped butter and Chef's choice of seasonal vegetable, iced tea, and water.

SALADS

Arugula Citrus Salad / 7.00
Arugula, shaved fennel, Valencia orange, and Meyer lemon vinaigrette.

Spinach & Pancetta Salad / 7.50
Baby spinach, peppadews, crispy pancetta, manchego, and sherry vinaigrette.

Bibb & Frisée Salad / 7.50
Bibb & frisée lettuce, goat cheese, dried cranberries, candied pecans, and maple vinaigrette.

Tomato & Mozzarella Salad / 8.00
Tomatoes, fresh mozzarella, olive oil, aged balsamic vinegar, fresh basil.

Caesar Salad / 7.00
Romaine, lemon Caesar dressing, shaved parmesan, and garlic croutons.

Southern Salad / 8.00
Baby greens, mixed berries, spiced pecans, and goat cheese with white balsamic vinaigrette.

ENTREES

Rosemary Lemon Chicken / 38.00
Chicken marinated with rosemary, lemon, and garlic, served with an au gratin potato cake.

Peppered Balsamic Chicken / 38.00
Peppered chicken with baby new potatoes, roasted grape tomatoes, and balsamic vinegar sauce.

Parmesan Crusted Chicken Breast / 39.00
Parmesan crusted chicken breast served with sea salt fingerling potatoes and a tomato basil chutney.

Chili Spiced Roasted Chicken Breast / 39.00
Served with cauliflower au gratin and red wine cranberry reduction.

Beef Tenderloin / 45.00
Pan roasted beef tenderloin served with pomme puree and a green peppercorn port reduction.

Short-Rib / 41.00
Braised short-rib served with herb polenta and natural cabernet reduction.

Double Cut Pork Chop / 39.00
Grilled double cut pork chop served with sweet potato soufflé and Zinfandel bing cherry sauce.

Miso Glazed Salmon / 43.00
Miso glazed salmon served with coconut jasmine rice and baby bok choy.

Roasted Corn & Black Bean Tart / 37.00
Fire roasted corn, black beans, red bell peppers, and brown rice in a cilantro infused tart shell.

Butternut Squash Ravioli / 37.00
Butternut squash ravioli served in a light cream tomato sauce.

DUET ENTREES

Grilled Petite Filet + Pan Seared Lemon Chicken with Tomato Basil Relish / 53.00
Served with cabernet mashed potatoes and caramelized shallot jus.

Double Colorado Niman Ranch Lamb Chop + Gulf Shrimp / 67.00
Served with butternut squash and polenta.

Herb Crusted Beef Tenderloin + Maine Sea Scallops / 67.00
Served with scalloped Yukon gold potatoes and red wine sauce.

Petite Filet Mignon + Seared Salmon / 55.00
Served with risotto cake and three-peppercorn sauce.

CHILLED ENTREES

Dragon's Gate Asian Chicken Salad / 30.00
Char siu chicken, hoisin noodles, sweet & sour vegetables, asian slaw, and wonton croutons.

Chophouse Bistro Steak Salad / 34.00
Char-fired bistro steaks, wood-roasted mushrooms, artichokes, grilled peppers, and balsamic vinaigrette, topped with tobacco onions.

Wrapped Artisan Greens / 32.00
Grilled chicken, vegetables, and classic mustard vinaigrette.

Antipasti Salad / 33.00
Romaine hearts wrapped in prosciutto, pesto chicken, fresh mozzarella, grilled olives, oven-dried tomatoes, balsamic reduction, and lemon basil oil.

DESSERTS

Coffee service included with all desserts.

Red Velvet Cake / 8.00
Topped with cream cheese frosting.

New York Style Cheesecake / 8.00
Topped with strawberry sauce.

Carrot Cake / 8.00
Topped with cream cheese frosting and toasted walnuts.

Rustic Apple Tart / 8.00
Topped with cinnamon custard sauce.

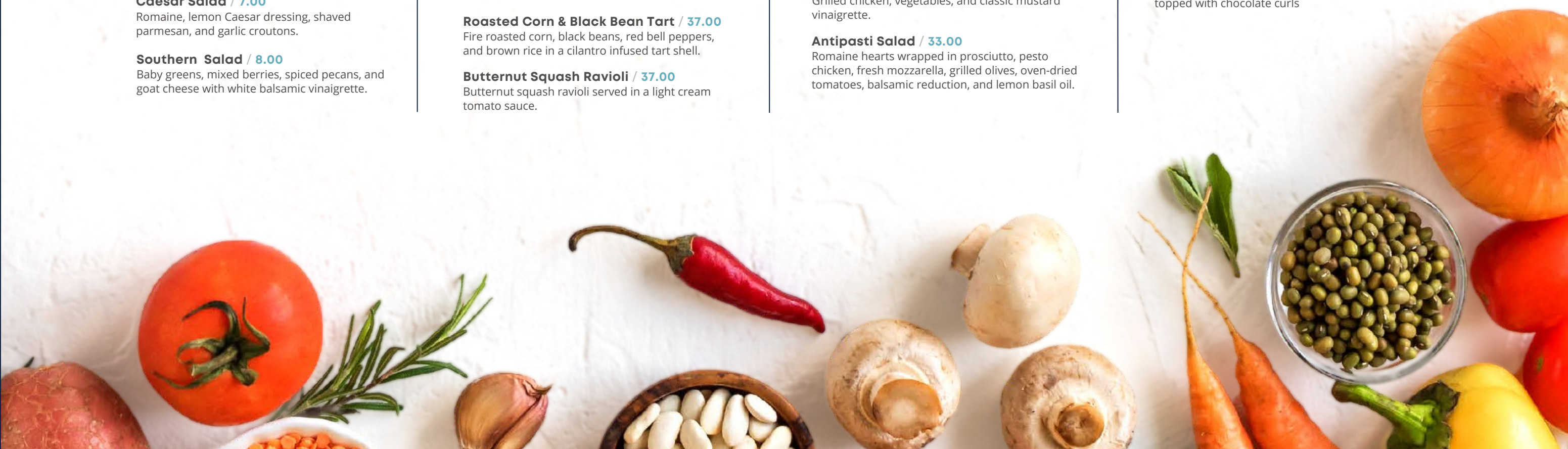
Tiramisu Glass / 8.00

Coppa 3 Chocolates / 8.00
Delicious combination of silky dark, milk, and white chocolate creams with a layer of hazelnut crunch.

Coppa Mascarpone & Fragole / 8.00
A sponge cake base topped with mascarpone cream, studded with chocolate chips, topped with wild strawberries, and strawberry sauce.

Creme Brûlée & Berries / 8.00
A layer of raspberry sauce topped with a creamy custard and decorated with mixed berries coated in caramel.

Chocolate Mousse Glass / 8.00
Rich chocolate mousse with a heart of zabaione, topped with chocolate curls



TEX MEX CHEF TABLE

Includes water, lemonade, and iced tea.

Our Mexican themed Chef's Table creates a lively festive atmosphere complete with house-made guacamole, salsa and chips. Rich, savory entrees round out this exciting signature experience.

45.00 PER PERSON

ENTREES

includes entrees below.

Firecracker Chicken & Beef

Served with grilled peppers and onions, sour cream, pico de gallo and warm tortillas

Carnitas

Braised pork with cilantro, white onion, and grilled pineapple. Served with warm tortillas.

SIDES

Choice of 4 sides. Additional choice +6.00 pp.

Charro Beans

Fire Roasted Tomato Rice

Chili Fiesta Corn & Bell Peppers

Cumin Toasted Fingerling Tomatoes

Southwestern Salad

Corn, black beans, pico de gallo, tortilla strips and a chipotle honey dressing.

DESSERTS

Includes desserts below.

Cinnamon Sugar Churros

Served with chocolate dip.

Tequila Lime Cheesecake

ITALIAN BISTRO CHEF TABLE

Includes water, lemonade, and iced tea.

Explore the artisanal side of Italy with expertly curated menus complete with an assortment of Mediterranean vegetables.

44.00 PER PERSON

ENTREES

includes entrees below.

Pan Seared Rosemary Chicken

Served with grilled peppers and onions, sour cream, pico de gallo and warm tortillas.

Butternut Squash Ravioli

Served in a light cream tomato sauce.

SIDES

Choice of 4 sides. Additional choice +6.00 pp.

Asiago Roasted Bliss Potatoes

Caesar Salad

Pennette Putanesca

Creamy Polenta

Caprese Salad

Vesuvio Style Potatoes

Green Beans

Served with lemon and capers.

DESSERTS

Includes desserts below.

Tiramisu

Chocolate Chip Canolis

SOUTHERN HOSPITALITY

Includes water, lemonade, and iced tea.

Get a taste of the low country with our hickory and oak wood smoked meats dressed in traditional, mustard, and ancho-spiced sauces served with southern cornbread. No barbecue is complete without scrumptious sides, and we've put our own spin on the classics.

45.00 PER PERSON

ENTREES

includes entrees below.

12 Hour Smoked Brisket

Smoked BBQ Chicken

SIDES

Choice of 4 sides. Additional choice +6.00 pp.

3 Cheese Mac

Crushed Corn Pudding

Southern Style Green Beans

Cauliflower Au Gratin

Herbed Seasonal Bistro Vegetable

Southern Salad

Mixed berries, goat cheese, pecans and white balsamic vinaigrette.

DESSERTS

Includes desserts below.

Peach Cobbler

Served with fresh whipped cream.

Double Chocolate Bread Pudding



THE STEAKHOUSE TABLE

Includes water, lemonade, and iced tea.

Iceberg Wedge Salad

Iceberg wedge, grape tomatoes, red onions, crisp bacon, and creamy blue cheese dressing.

Caesar Salad

Crisp romaine, parmesan, and garlic croutons with classic Caesar dressing.

New York Strip Loin Cutlets

Egg whites, and spinach served on an english muffin.

Roasted Lemon-Garlic Chicken

Served with natural jus.

Grilled Salmon

Served with braised spinach and leek confit.

Sautéed Green Beans

Served with herbed tomatoes.

Loaded Mashed Potatoes

Served with bacon, cheddar, and green onions.

Red Wine Braised Wild Mushrooms

Served with shallots.

Traditional Bread Pudding

Served with warm caramel sauce.

Mixed Berry Fruit Crisp

Served with vanilla whipped cream.

52.00 PER PERSON

HOT PRESSED SANDWICHES

Includes water, lemonade, and iced tea.

Grilled Chicken Flatbread

Chicken, applewood smoked bacon, baby kale, lemon yogurt dressing, and parmesan.

Harvest Grain Salad

Served with roasted seasonal vegetables and a sweet onion dressing.

Spinach & Arugula Salad

Served with cucumber, feta, tomato and oregano vinaigrette.

Pressed Cubano

Mojo roasted pork, spicy pickles, swiss cheese, ham and dijonnaise.

Falafel Melt

Falafel, roasted red pepper, three cheese blend, and basil bean spread on sourdough.

Chipotle Chicken

Smoked chicken, provolone, red onions, and tomato on grilled focaccia.

Sweet Potato Chips

Chef's Selection of Dessert Bars

Fresh Baked Cookies

40.00 PER PERSON

SOUP, SALADS & SANDWICHES

Includes water, lemonade, and iced tea.

Soup of Choice

Choose from tomato bisque, broccoli cheddar, minestrone or potato leak.

Vegetable Chop Salad

Broccoli, garbanzo beans, cucumber, and tomato, topped with honey-dijon dressing.

Chicken Salad Sandwich

Chicken salad with apples, grapes and celery on a croissant.

Egg Salad Sandwich

Egg salad with mustard and sweet pickle relish on a petite sweet roll.

Tuna Salad Sandwich

Tuna salad with fresh dill, capers, and mayonnaise.

Kettle-Style Potato Chips

Assorted "Small Bites" Cheesecakes

Blueberry Peach Cobbler

Served with cinnamon whipped cream.

40.00 PER PERSON

GOURMET MARKET SALADS & SANDWICHES

Includes water, lemonade, and iced tea.

Field Greens Salad

Mixed field greens, grape tomatoes, red onion, cucumber, and aged balsamic vinaigrette.

Southern Potato Salad

Roasted baby potatoes, sweet pickle relish, pimentos, eggs, sweet onions, and herb-mustard vinaigrette.

Roasted Vegetable Flatbread

Mushroom, zucchini, squash, roasted red pepper, and hummus spread, topped with feta cheese.

All American Submarine Sandwich

Ham, turkey, roast beef, lettuce, tomato, red onion, and herbed mayo.

Beef Sirloin Sandwich

Sirloin of beef and cheddar on petite roll with french onion spread.

BBQ Potato Chips

Chef's Selection of Dessert Bars

38.00 PER PERSON



PASSED HORS D'OEUVRES

Want your chosen hors d'oeuvres passed around to your guests? Butler passers are available.

240.00 FOR 4 HOURS

After the first 4 hours, additional hours are charged at 60.00 each.

CHICKEN HORS D'OEUVRES

Chicken Cordon Blue / 6.50

Chicken Quesadilla / 6.50

Served with avocado crema.

Pecan Chicken / 7.00

Served with peach chutney.

Tandori Chicken Satay / 7.00

Served with mango salsa.

Chicken Lemongrass Pot Sticker / 6.50

Served with soy dipping sauce.

BEEF HORS D'OEUVRES

Beef Wellington / 8.00

Served with horseradish cream.

Beef Satay / 7.00

Served with thai peanut sauce.

Grilled Beef Tenderloin Bruschetta / 8.50

Served with caramelized vidalia onion and horseradish crema.

PORK HORS D'OEUVRES

Pulled Pork Biscuit / 7.00

Pork Pot Sticker / 6.50

Served with soy & sweet chili.

LAMB HORS D'OEUVRES

Ancho Chili Lamb Chop / 8.50

Served with jalapeno citrus salsa.

VEGETABLE HORS D'OEUVRES

Vegetable Spring Roll / 6.50

Served with sweet soy.

Wild Mushroom Vol Au Vent / 6.50

Tuscan Ratatouille Tart / 6.50

Served with raspberry.

Vegetable Pot Sticker / 6.00

Served with soy dipping sauce.

Quattro Formaggio Mac N' Cheese

Bite / 6.00

Caprese Skewer / 6.00

Topped with basil and balsamic drizzle.

Peach Honey Mascarpone Purse / 6.00

SEAFOOD HORS D'OEUVRES

Crab Cake / 8.00

Topped with lemon aioli.

Seared Sesame Tuna Wonton / 7.50

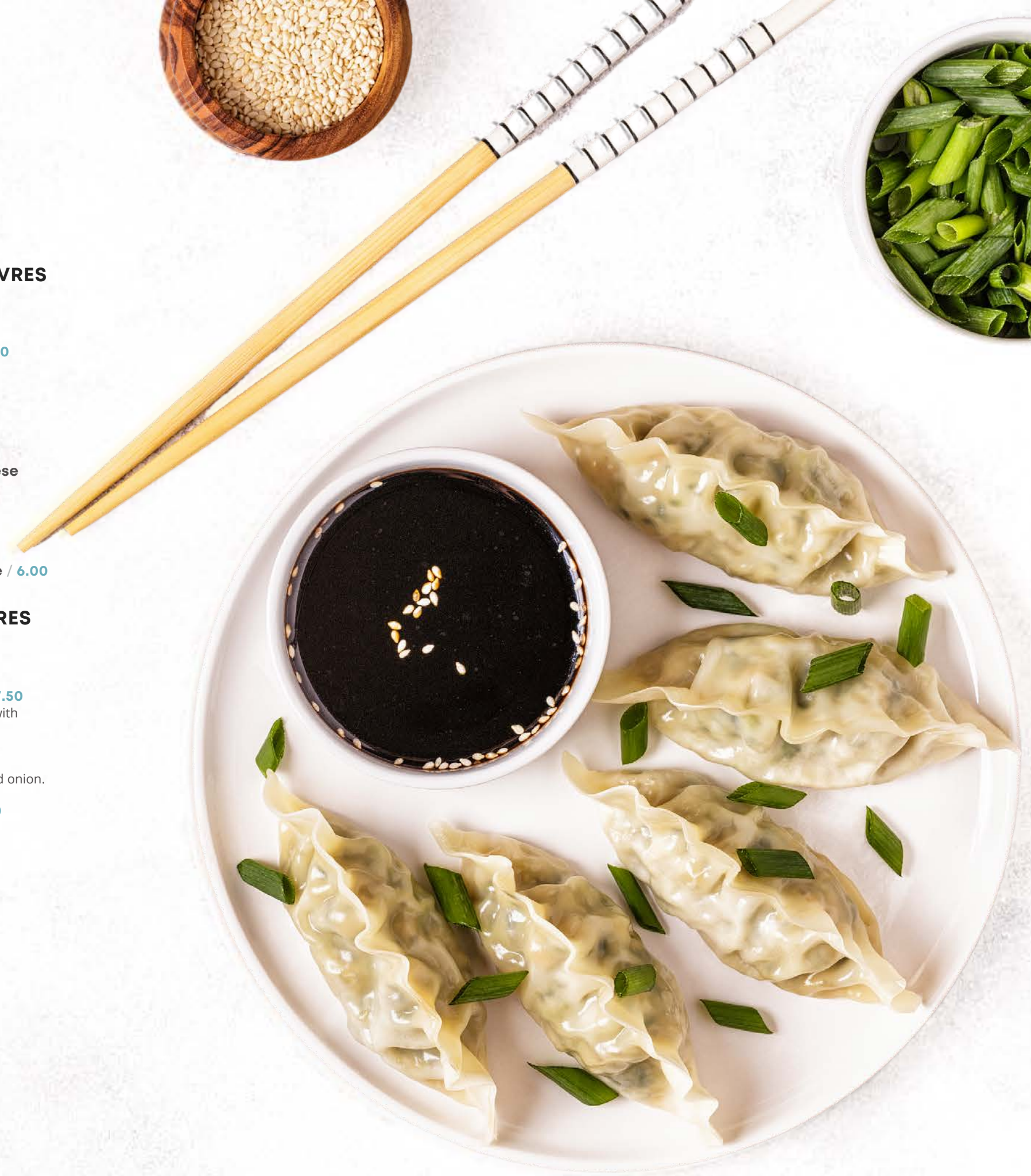
Served with seaweed salad and topped with wasabi cream.

Smoked Salmon Cracker / 7.50

Served with creme fraiche capers and red onion.

Blackened Shrimp Shooter / 8.50

Served with cajun remoulade.



SUSHI STATION

Maki & Sashimi
A selection of fresh made maki, including California rolls, spicy tuna rolls and smoked salmon rolls, as well as market fresh sashimi.

Accompaniments
Seaweed salad, wasabi, pickled ginger, and variety of sauces.

600.00 PER 100 PIECES

BRUSCHETTA ITALIA STATION

Tomato Basil
Topped with parmesan and extra virgin olive oil.

Kalamata Olive Tapenade
Topped with chevre cheese.

Roasted Wild Mushroom
Topped with gorgonzola cheese.

Crackers & Crostini

10.00 PER PERSON

LITTLE ITALY SAMPLER

Cured Meats
Marinated Vegetables
Basil Pesto
Flatbreads & Crackers

22.00 PER PERSON

GEORGIA CHEESE TASTING BOARD

Chef's Selection of Local Cheeses
Georgia Bee Honey
Dried Fruit Garnish
Pecans & Almonds
Flatbreads

22.00 PER PERSON

PITA CHIP BAR

Pita Chips

Dipping Sauces
Traditional hummus, pimento cheese, artichoke and spinach dip.

9.00 PER PERSON

GOURMET NACHO & SALSA BAR

Crispy Corn Tortilla Chips

Zesty Beef Chili

Spicy Queso Sauce

House Made Salsa Verde & Roja

Accompaniments
Sour cream, jalapeños and signature hot sauces.

13.00 PER PERSON

GARDEN FRESH CRUDITÉ OF VEGETABLES

Chef's Selection of Fresh Vegetables
Buttermilk Ranch Dip
Traditional Hummus
Fresh Basil Pesto
Crackers & Breadsticks

8.50 PER PERSON

NUCHAS EMPANADAS

Argentine Beef
Chipotle Chicken
Portobello, Spinach & Mozzarella

14.00 PER PERSON



CHEF ATTENDANTS

All stations require a minimum of 50 guests and a chef attendant.

300.00 FOR 3 HOURS

After the first 3 hours, additional hours are charged at 60.00 each.

CARVED ITALIAN SAUSAGE

Grilled Italian Rope Sausage

Sauteed Tri-Color Peppers

Grilled Onions

Tomato Basil Sauce

Giardinera

Mini Torpedo Rolls

13.00 PER PERSON

CARVED TURKEY

Sweet & Sour Coleslaw

Fingerling Potatoes

Cranberry Chutney

Dinner Rolls

16.00 PER PERSON

CARVED SALMON TEPPANYAKI

Green Cabbage Salad

Sweet Soy Vinaigrette

Wonton Chips

Sweet Chili Glaze

Sesame Rolls

17.00 PER PERSON

CARVED BRISKET

Mac & Cheese

White BBQ Sauce

Pineapple, Jicama & Cucumber Slaw

Texas Toast

17.00 PER PERSON

CARVED SMOKED RIBEYE

Creamed Spinach

Georgia BBQ Sauce

Port Wine Tomato Glaze

Mini Baguettes

18.00 PER PERSON



DOLCE VIDA

Tiramisu Cups

Assorted Italian Cookies

Mini Cream & Hazelnut Bomboloni

12.00 PER PERSON

FRENCH RIVIERA

Custard Eclairs

Creme Puffs

Assorted French Style Macarons

10.00 PER PERSON

AMERICANA

Fruit Filled Hand Pies

Cheesecake Bites

Chocolate Cake Pops

9.00 PER PERSON

COOKIES, BROWNIES & MILK

Assorted Cookies

Chocolate chip & snickerdoodle.

Assorted Brownies

Truffle brownies, cheesecake brownies, and lemon blondies.

Ice Cold Milk

12.00 PER PERSON

CUPCAKE BAR

Lemon Meringue

Red Velvet

Chocolate Peanut Butter Cup

Double Chocolate

Vanilla Bean

10.00 PER PERSON

SIGNATURE DESSERTS

Carrot Cake

Red Velvet Cake

New York-Style Cheesecake Bites

Cookies, Brownies & Dessert Bars

14.00 PER PERSON

TRADITIONAL SHEET CAKE WITH CUSTOM LOGO

Half Sheet / 125.00 ea

Serves approximately 40 to 45 guests.

Whole Sheet / 250.00 ea

Serves approximately 75 to 90 guests.



HOSTED DELUXE BAR
COCKTAILS

Featuring Tito’s Handmade Vodka, Bombay Sapphire, Maker’s Mark, Monkey Shoulder Scotch Whiskey, Bacardi 8 Rum, Jameson Irish Whiskey, Hornitos Tequila, Jack Daniel’s, Martini & Rossi Dry and Sweet Vermouth

8.50 PER DRINK

WINE

Priced by the glass.

- Kendall Jackson Chardonnay / 8.00
- Kim Crawford Sauvignon Blanc / 8.00
- Louis Martini Cabernet Sauvignon / 8.00
- Meomi Pinot Noir / 8.00
- Fleur de Mer Rose / 8.00
- Chandon Brut / 8.00

BEER & SELTZERS

- Imported / 7.00 ea
- Domestic / 6.50 ea
- Craft / 7.00 ea
- White Claw Seltzer / 7.00 ea
- Black cherry and pineapple flavors available.
- Other flavors may be available upon request.*
- Contact your sales manager for the latest offerings.*

BEVERAGES

- Bottled Water/ 4.00 ea
- Soft Drinks / 4.00 ea
- Juices / 4.50 ea

HOSTED PREMIUM BAR
COCKTAILS

Featuring Svedka Vodka, Bombay, Dewar’s, White Label Jim Beam, Bacardi Superior, Jose Cuervo Especial Martini & Rossi Dry and Sweet Vermouth

7.50 PER DRINK

WINE

Priced by the glass.

- Trinity Oaks Chardonnay / 7.00
- Trinity Oaks Pinot Grigio / 7.00
- Trinity Oaks Cabernet / 7.00
- Trinity Oaks Merlot / 7.00
- Trinity Oaks Pinot Noir/ 7.00
- Wycliff Brut & Rose / 7.00

BEER & SELTZERS

- Imported Beer / 7.00 ea
- Domestic Beer / 6.50 ea
- Craft Beer / 7.00 ea
- White Claw Seltzer / 7.00 ea
- Black cherry and pineapple flavors available.
- Other flavors may be available upon request.*
- Contact your sales manager for the latest offerings.*

BEVERAGES

- Bottled Water/ 4.00 ea
- Soft Drinks / 4.00 ea
- Juices / 4.50 ea

MARTINI BAR

The new spin on a classic!
Icy cold Tito’s Handmade Vodka, Bombay Sapphire or Bacardi 8, served with a bevy of liquors and garnish. Available to choose from are the Dirty Martini, Cosmopolitan, Lemon Drop, Caramel Appletini, Hurricane Martini, Melon“Tea”ni and Blackberry Gin Fizztini.

12.00 EACH, CHOOSE UP TO 3

BUBBLY BAR

A salute to a great glass!
Chilled selections of champagne and prosecco, served with delightful liquors and fresh fruit garnish. Available to choose from are the Mimosa, Bellini, Apple Orchard, Kir Royale, Pineapple Sparkler and White Grape Sparkler.

13.00 EACH, CHOOSE UP TO 3

BLOODY MARY BAR

A fabulous starting point!
Tito’s Handmade Vodka, zesty bloody mary mix and a smorgasbord of garnishes including lemons & limes, green olives, celery, pickles, cucumbers, jalapeños, pepperoncini, selection of cheeses, sausage and bacon.

13.00 EACH, CHOOSE UP TO 3

SPECIALTY COCKTAILS

- Jalapeño Margarita / 12.00 ea
- The kick of a margarita with the zip of jalapeño. Go way south of the border
- Cucumber Mojito / 12.00 ea
- Bacardi 8, sweet simple syrup, refreshing club soda and mint and cucumber garnish.

- Sangria / 12.00 ea
- Red wine, brandy and sweet vermouth with fresh citrus fruit, berries, juice and soda.

- Vodka Lemonade with a Twist / 12.00 ea
- A blast of summer! Crisp Svedka Vodka, refreshing lemonade and Chambord.

DRAUGHT BEER KEGS

Cups, napkins and kegerator included.

- Imported Beer Keg / 900.00 ea
- Domestic Beer Keg / 750.00 ea

Beer & Wine Bar 750.00 Minimum (Per Bar)
Beer, Wine, & Liquor Bar 900.00 Minimum (Per Bar)

Bartender Labor 240.00 Minimum
Additional Hours 60.00 (Per Hour)



WHITE WINE

Priced by the bottle.

Kim Crawford Marlborough New Zealand, Sauvignon Blanc / **61.00**

Markham Napa Valley, California, Sauvignon Blanc / **37.00**

Masco Canali, Italy, Pinot Grigio / **65.00**

New Age San Rafael, Argentina, White Blend / **41.00**

Chateau St. Michelle Washington State, Riesling / **37.00**

Kendall-Jackson 'Vintner's Reserve' California, Chardonnay / **51.00**

La Crema Monterey, California, Chardonnay / **65.00**

Cakebread Cellars Napa, California, Chardonnay / **123.00**

Seven Daughters, California, Moscato / **45.00**

BUBBLY

Priced by the bottle.

Lunetta Prosecco, Vento, Italy / **55.00**

Korbel Brut, California / **65.00**

Domaine Chandon Brut, California / **89.00**

Veuve Cliquot "Yellow Label" Brut, Reims, France / **210.00**

RED WINE

Priced by the bottle.

Roscato, Italy, Rosso Dolce (Sweet Red Blend) / **39.00**

Mark West, California, Pinot Noir / **37.00**

Estancia 'Pinnacles Ranches' Monterey, California, Pinot Noir / **41.00**

Mieomi Sonoma-Monterey-Santa Barbara, California, Pinot Noir / **81.00**

Frescobaldi "Nipozzano Riserva" Chianti Rufina, Italy DOCG / **68.00**

Dreaming Tree "Crush" California, Red Blend / **44.00**

14 Hands Washington State, Merlot / **41.00**

Gascon Mendoza, Argentina, Malbec / **37.00**

Cline Cellars "Acient Vine" Contra Cosa Country, Zinfandel / **55.00**

Columbia Crest 'Grand Estates' Columbia Valley, Washington, Cabernet Sauvignon / **37.00**

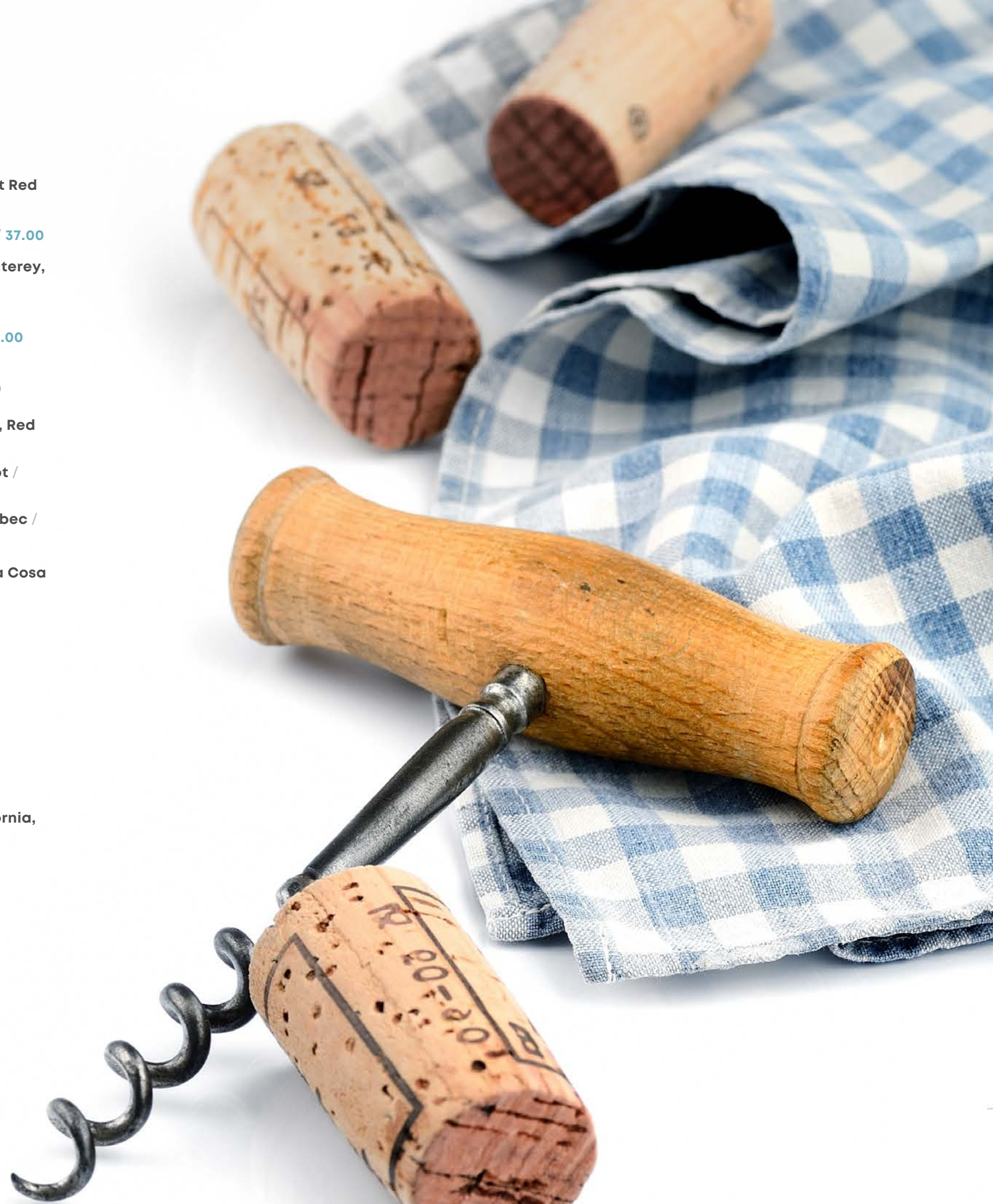
Avalon Napa Valley, California, Cabernet Sauvignon / **55.00**

Simi Alexander Valley, California, Cabernet Sauvignon / **58.00**

Chimney Rock Napa Valley, California, Cabernet Sauvignon / **100.00**

Beer & Wine Bar **750.00 Minimum (Per Bar)**
Beer, Wine, & Liquor Bar **900.00 Minimum (Per Bar)**

Bartender Labor **240.00 Minimum**
Additional Hours **60.00 (Per Hour)**



ESPRESSO EXPRESS

Power requirements: 208V/20 amps (provided by client).

Personal Barista

Enjoy personal barista service from our espresso cart in your booth. Beverage offerings include cappuccino, espresso, latte and mocha. Serving J.Martinez & Company World's Finest Coffees.

300 (8 oz.) Beverage Cups

Service also includes sugar, sugar substitute, creamer, and stirrers.

1875.00 PER DAY

Pricing is for a maximum of 8 hours. Additional hours are charged at 200.00 per hour. No half day service.

Additional 8 oz. Beverage Cups / 5.50 ea

Countertop Install Charge / 200.00

Only applies if a countertop set up is requested.

Additional Barista / 220.00 up to 4 hours

Price decreases to 60.00 per hour after 4 hours.

SHAKE BREAK

Power requirements: 110V/20 amps (provided by client).

Smoothies or Milkshakes

Fresh made-to-order smoothies or creamy milkshakes served from a cart. Choose two flavors per day. Smoothie flavors: strawberry, strawberry-banana, mango, and peach. Milkshake Flavors: chocolate, vanilla, and strawberry.

250 (9 oz.) Beverage Cups

1750.00 PER DAY

Pricing is for a maximum of 6 hours. Additional hours are charged at 200.00 per hour. No half day service.

Additional 9 oz. Beverage Cups / 6.00 ea

POP-ABILITIES

Power requirements: 110V/20 amps (provided by client).

Popcorn - 250 (8 oz.) Cups

Bring the smell of fresh popcorn to your booth! Assorted seasoning salts, popcorn scoop, and napkins included.

975.00 PER DAY

Half day service not available.

Additional Popcorn Box (250 units) / 375.00 ea

Popcorn Attendant / 220.00 up to 4 hours

Price decreases to 60.00 per hour after 4 hours.

LEVY CREAMERY

Power requirements: 110V/20 amps (provided by client).

Frozen Treats - 120 Ice Cream Novelties

Indulge in delicious frozen treats any time of day! Includes freezer rental and frozen novelties featuring a variety of fruit bars and ice cream sandwiches.

675.00 PER DAY

Half day service not available.

Additional Ice Cream Novelties / 60.00 dz

Minimum 3 dozen required.

Haagen-Dazs or Dove Bars / 75.00 dz

Minimum 3 dozen required.

YOM ICE CREAM POPS

Indulge in delicious frozen treats any time of day! Enjoy a premium custard ice cream push pop crafted in the heart of Atlanta from recipes perfected over 16 years.

100.00 PER CASE

200.00 CART RENTAL FEE

Popsicle Attendant / 220.00 up to 4 hours

Price decreases to 60.00 per hour after 4 hours.

BINDI ITALIAN GELATO CART

Established in Milan in 1946 Bindi Desserts provides authentic gelato in a variety of flavors. Choose two flavors from the following: Pistachio, Cappuccino, Vanilla, Chocolate, Sea Salt Caramel, Strawberry, and Raspberry Sorbetto (Dairy Free).

216 (3 oz.) Servings

Requires Attendant / 220.00 up to 4 hours

Price decreases to 60.00 per hour after 4 hours.

1750.00 PER DAY

Includes cart rental.

Additional Servings / 8.00 per cup

EQUIPMENT RENTAL

Large Visi Cooler / 75.00 per day

Small Visi Cooler / 50.00 per day

Freezer / 75.00 per day

Water Cooler / 75.00 per day

Silver Top Table / 175.00 per table per day

Portable Bar / 175.00 per bar per day





GUARANTEES

To provide the highest quality and service, a guaranteed number of attendees/quantities of food is required. Please contact your Catering Sales Manager for additional information. If the guarantee is not received by the date stated on the contract, Levy Restaurants will assume the number of persons/quantities specified on the original contracted event is the minimum guarantee. Attendance or consumption higher than the minimum guarantee will be charged as the actual attendance/ consumption.

CHINA SERVICE

China service is a Levy Restaurants standard for all Meeting Rooms and Ballrooms, unless disposable ware is requested. All food and beverage events located in the Exhibit Halls or Outside Events (with the exception of plated meals) are accompanied by disposable wear. China Service in Exhibit Halls is available for an additional charge of \$3.00 per piece.

BAR SERVICE

For all events with alcohol service, a Certified Levy Restaurants Bartender is required. Alcohol cannot be brought into or removed from the Georgia World Congress Center.

PRICING

Levy Restaurants cannot guarantee pricing for longer than a 12-month period in advance. Pricing is based on market values and in-depth business analysis. Menu pricing typically dose not increase more than 3% year over year.

LINEN/DÉCOR

Levy Restaurants provides linen for most food and beverage events. For additional décor, we are pleased to assist you with centerpieces or arrangements. Additional fees will apply for any specialty items. Your Catering Sales Manager will be happy to offer suggestions on the appropriate style and colors for your event.

LABOR CHARGE

Additional attendants or service staff may be requested over and above our normal staffing level for your event. The charge is 60.00 per hour, per attendant, with a four-hour 240.00 minimum. Charges for specialized services, such as carvers, chefs, bartenders, and cashiers are noted in the menu. There will be an additional 75.00 service charge on all events with a guarantee of less than fifty (50) people. Any unusual service requirements, late night events, or minimal revenue events may incur additional charges, please contact your Catering Sales Manager for additional information.

CATERING CONTRACTS

A signed copy of the contract outlining all catering services must be returned to your Catering Sales Manager prior to the event before services will be confirmed or performed. The signed contract, terms, addendums, and specified function sheets constitute the entire agreement between the client and Levy Restaurants. For larger events, your Catering Sales Manager will outline the payment and contract process.

PREMIUM SERVICE STANDARDS

Levy Restaurants has a standard set time of 30 minutes prior to the start time listed on the event order. Levy Restaurants recommends 1 double sided buffet line per 150 guests. Levy Restaurants recommends 1 server per 30 guests for all plated meals. Levy Restaurants recommends 1 bartender per 125 guests.

EXHIBITOR SERVICE STANDARDS

For all events contracted for an exhibitor booth, Levy Restaurants does NOT provide the following items- Tables, Bars, Trash Service or Electrical Drops. Levy Restaurants does have equipment items available for rent, or items can be rented from the shows’ general services contractor. The exhibitor is also required to provide adequate space for all requested catering services. All service ware provided in an exhibitor booth is disposable, if china or glass service is requested there will be an additional fee of \$3.00 per service piece. There is a minimum order of \$250 per day for the exhibiting company, if the minimum is not met there will be a \$100 service fee assessed on the catering order.

SERVICE YIELDS

1 gallon equals 10-12 servings
1 pound equals 12-15 servings

RETAIL CONCEPTS

If retail concepts are requested by a customer to be set or opened for an event, there will be a minimum of \$1,200 per cart per day. Placement of the carts would be based on attendee flow and access to power and data lines. All Levy Restaurants retail and restaurant concepts are cashless. A pre guaranteed number of paper vouchers can be purchased through your catering sales manager for use at all food outlets inside the convention center. There are voucher requirements and vouchers are not sold on consumption, ask your catering sales manager for details.

SERVICE CHARGE / TAXES

All prices listed in this catering menu are not reflective of the 24% service charge and 8.5% tax.

GEORGIA WORLD CONGRESS CENTER



Georgia World
Congress Center
Authority



EXHIBITOR SERVICES ORDER FORM AND SERVICE AGREEMENT

REVISED 4.2022

COMPANY (INCLUDE BOOTH NAME IF DIFFERENT)	MAIN CONTACT	
BILLING ADDRESS		
CITY	STATE, COUNTRY	ZIP CODE
PHONE NUMBER	FAX NUMBER	E-MAIL
EVENT/TRADESHOW	ROOM/BOOTH NUMBER	FACILITY/HALL
ON SITE AUTHORIZED CONTACT/CONTACT NUMBER	# OF EXPECTED GUESTS	

DAY/ DATE	REQUESTED DELIVERY TIME/END TIME (Contact must be present)	ITEM DESCRIPTION	QUANTITY	PRICE

(Please use additional sheet if needed)

INSTRUCTIONS:

- PLEASE** contact our office if you do not receive your catering agreement, banquet orders, and balance due within 14 days of placing your order; receipt of these forms **CONFIRMS** your order has been placed.
- Full payment must be received **5 business days** prior to the start of services (checks and/or wire transfers must be received **10 days** prior); all replenishment orders during the show must be guaranteed by credit card; any balance of charges due will be billed to this credit card.
- Additions/Increases for the next day must be requested by **1 pm the previous day**. **Cancellations require a 48-hour notice or full charges will be incurred; special order items may be reduced; however you will still incur all charges.**
- Actual service delivery time may range from one hour prior to thirty minutes after your requested delivery time.**
- 24% Service Charge, 8.5% Sales Tax, and 3% City Liquor Tax (where applicable) will be added to total.
- If food/beverage order is less than \$250.00 per delivery, a \$100.00 delivery fee will be charged.**
- If purchasing alcoholic beverages, the undersigned agrees to comply with all applicable laws regarding the use, sale, serving or other disposition of such alcoholic beverages. Accordingly, the undersigned agrees to indemnify and forever hold harmless Levy Restaurants and the GWCCA from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from the undersigned use, sale, serving or other disposition of such alcoholic beverages.

Please let this letter serve as my formal written authorization and approval for you to charge the below described credit card for any and all charges and costs related to food services at the Georgia World Congress Center. This letter shall constitute my express written permission for you to charge, to the extent not previously paid for, the credit card for the initial deposit, the balance due before the event and any additional charges incurred during the event.

CREDIT CARD INFORMATION

Card Type: ☐ Visa ☐ MC ☐ Amex ☐ Discover

Other Payment Options: ☐ Check ☐ Wire Transfer (must be received 10 business days before first show day)

Name as appears on card: _____ Credit

card number: _____ Expiration date: _____ Security Code: _____ Signature

of cardholder: _____

MAIL, FAX, OR SCAN TO: LEVY RESTAURANTS 285 Andrew Young International Blvd., NW, Atlanta, GA 30313-1591

Ph: 404-223-4500 Fax: 404-223-4511 E-mail: foodservices@levyrestaurants.gwcc.com

6 Tools to Maximize Your Sales Opportunities



CompuLEAD® is the most powerful way to capture sales leads on the trade show floor using your own smartphone or a rented tablet. With six distinct tools to help warm up your sales calls and boost ROI, it's a marketing plan in an app!

- 1 Collect leads on and off the show floor
- 2 Create action codes or survey questions to qualify leads
- 3 Score leads to identify your hottest prospects
- 4 Send targeted content to educate and inform prospects
- 5 Access leads any time
- 6 Transfer leads to your CRM for quick lead follow-up

Equip Your Team With the Right Tools For the Job

Show Code: PRU23

Early Bird Pricing Ends: 8/18/23 | Advanced Pricing Ends: 9/4/23

Order Online: compusystems.com/order

LEAD MANAGEMENT PRODUCTS CATALOG**PRINTING United Expo 2023**

Generate Up to 3x More Sales Leads

M3 is an add-on to the CompuLEAD app that helps you streamline content distribution while creating another channel for your team to capture sales leads on the show floor. When coupled with CompuLEAD, this add-on will help your team generate up to 3 times more leads!

How it works:

- 1** Upload your electronic content to our secure portal
- 2** Pick up your "ready-to-go" company-branded signage at our onsite service counter
- 3** Place signage anywhere in your booth
- 4** Allow attendees to scan your signage with their smartphone to receive your content
- 5** Get an organized list of the attendees who scanned your signage in our leads portal

Benefits:
































- ✓ Streamline the distribution of your electronic literature
- ✓ Collect passive sales leads while your team is busy with other prospects
- ✓ Self-serve – attendees can scan your signage when they want
- ✓ No hardware for you to rent
- ✓ No software for attendees to download
- ✓ Daily scan details sent to attendees that includes your content and company information

**Show Code: PRU23****Early Bird Pricing Ends: 8/18/23 | Advanced Pricing Ends: 9/4/23****Order Online: compusystems.com/order**

LEAD MANAGEMENT PRODUCTS CATALOG

PRINTING United Expo 2023

PRODUCT COMPARISON CHART

	 CompuLEAD® App	 CompuLEAD® Tablet	 CompuLEAD® Kiosk
Scan badges for full contact details			
Capture demographic data			
Download app to my own phone			
Use app on rented device			
Capture leads off the show floor			
Capture leads in self-serve mode			
Pair with wireless printer*			
Qualify leads with action codes/surveys*			
Add notes to leads			
Send electronic literature*			
Export leads in CSV format			
Comply with GDPR			

*Additional charges may apply

Show Code: PRU23

Early Bird Pricing Ends: 8/18/23 | Advanced Pricing Ends: 9/4/23

Order Online: compusystems.com/order

LEAD MANAGEMENT PRICING CATALOG

PRINTING United Expo 2023

A-la-Carte	8/18/23 EARLY BIRD	9/4/23 ADVANCED	STANDARD
CompuLEAD App 1 User Activation (173A)	\$380	\$430	\$500
+ Additional User Activations (173B)	\$145	\$145	\$145
CompuLEAD Tablet (174A)	\$505	\$545	\$595
Packages			
CompuLEAD App 3 User Activations (115)	\$580	\$615	\$650
<ul style="list-style-type: none"> Download app to 3 of your smart phones or tablets to capture leads at your booth or anywhere else Qualify top prospects with custom qualifiers and surveys Send prospects up to 5 video links & 15 PDFs for quick email follow-up 			
M3 Exposure (M3E)	\$640	\$775	\$810
<ul style="list-style-type: none"> Download CompuLEAD app to 3 of your smart phones or tablets to capture leads on or off show floor Qualify top prospects with custom qualifiers and surveys Receive 1 unique M3 QR code sign to place in booth Send prospects up to 5 video links & 15 PDFs for quick email follow-up 			
CompuLEAD Tablet (114)	\$825	\$890	\$965
<ul style="list-style-type: none"> One additional app activation for your own mobile device Send prospects up to 5 video links & 15 PDFs for quick email follow-up Identify top prospects with custom qualifiers and surveys (up to 99 qualifiers & 10 survey questions) Delivery, setup and in-booth training 			
CompuLEAD Kiosk For Stand (175A) <i>or Table Top</i> (275A)	\$995	\$995	\$995
<ul style="list-style-type: none"> Kiosk stand, HD touchscreen tablet, kiosk software, integrated barcode scanner, and internet service Custom survey questions and digital content delivery system – leave your hard copies at the office Delivery, set up, training, and pickup Choose between two options preshow: stand or table top. 			
Add-ons			
M3 – In-Booth QR Code Signage (M3a)	\$199	\$199	\$199
Wireless Printer For App (287A) – Only pairs to 1 device/app at a time	\$120	\$135	\$150
Wireless Printer For Tablet (187A) – Only pairs to 1 device/app at a time	\$120	\$135	\$150
Delivery, Setup and In-Booth Training For Tablet (08)	\$80	\$80	\$80
Lead Retrieval Product Pick-up For Tablet (09)	\$80	\$80	\$80
Custom Qualifiers and Survey Questions (05A)	\$90	\$90	\$90
Literature & Videos (LITE) – Send prospects 5 video links and 15 PDFs (up to 5 MB each) from the app.	\$90	\$90	\$90
Insurance For Tablet (INS)	\$90	\$90	\$90

Processing Fee = \$25

Show Code: PRU23**Early Bird Pricing Ends: 8/18/23 | Advanced Pricing Ends: 9/4/23****Order Online: compusystems.com/order****Cancellation/Refund Policy:**

By completing this lead retrieval order, you agree to be held liable for the safekeeping and return of the lead retrieval device and its accessories. If the device or Bluetooth printer is damaged, lost, or stolen, a replacement fee of \$500 per item will be charged. If the power cord is not returned for any device, a \$100 replacement fee will be charged. If the device is not returned within one hour after the show floor closes, a \$100 late fee will be assessed. All fees will be charged to the credit card used when placing the order. CompuSystems and atEvent are not liable in the event of any hardware or software malfunction, service interruption, or loss of saved leads. No refunds on the CompuLEAD App once it has been activated. No refunds on all CompuLEAD products within 30 days of the start of the event or after the event begins. Orders canceled before that period are entitled to a full refund less a \$100 cancellation fee. If the event dates change, the original event dates will apply to the refund policy.



**ATLANTA
EVENT
PHOTOGRAPHY**



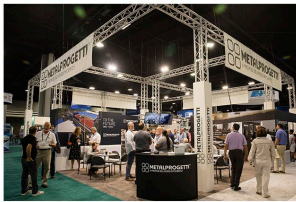
Official Photographer for the 2023 Printing United Expo

Trade Show Booth Photography Special

\$275 Documentary coverage during the show, up to 1 hour of coverage

\$255 Empty Booth: multiple angles and details

\$500 Both Empty Booth and Documentary Coverage



Request Coverage: Scan QR Code or visit Tinyurl.com/AEPboothPhotos

www.AtlantaEventPhotography.com · 404-549-9589 · info@atlantaeventphotography.com

Empty and Busy Booth Photography · Offsite Event Photography
Headshots · Photo Entertainment Onsite Printing, Text and Email Delivery

**PRINTING United Expo 2023
October 18-20, 2023
Georgia World Congress Center- Atlanta, GA**

OFFICIAL CONTRACTOR:



DUPREE SECURITY GROUP, INC.
1800 Peachtree Street, NW, Suite 325, Atlanta, Georgia 30309
Office: 404-350-8355 Fax: 404-350-6991
Contact: jim.ridgway@dupreesecurity.com or Direct Line 404-350-8355 ext 12
Contact: mary.brown@dupreesecurity.com or Direct Line 404-350-8355 ext 10
On-Site Contact: Ryan Worsham cell# 770-294-6283

REQUEST SUBMITTED BY:

Company: _____ On-Site Contact Person: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Booth Number: _____

E-Mail Address: _____

Security services are requested for the following dates and times:

Circle One: Civilian Personnel Police Officer

If your personnel have not arrived at the booth each morning by the time you specified above, should our security personnel stay in your booth until your personnel arrive (any additional costs will become an extra charge over and above this estimate): **If not circled our personnel will leave your booth at the designated time:**

Circle One: Yes No

Hourly Rates:	Civilian Personnel	Police Officer
Orders received by 9/18/23	\$35.00	\$95.00
Orders received after 9/18/23	\$38.00	\$105.00

Terms of Payment: The full amount shall be paid in advance when the request is submitted. Company checks, American Express, Visa and MasterCard are accepted. Any alteration or deviation from the specified dates and times that involve extra costs will become an extra charge over and above this estimate. **A six-hour minimum is required.** Return a completed copy along with payment for the full amount. No order will be accepted without payment. All cancellations must be received 24 hours or more prior to posting time. It is agreed that Dupree Security Group, Inc. is not responsible for theft or damage.

Submitted by: _____ Total Hourly Rate Cost: \$ _____

3.5% Service Fee for Credit Card: \$ _____

Total: \$ _____

Circle One: AMEX Visa MasterCard

Name on Card: _____

Card Number: _____ Expiration Date: _____ CVV#: _____

Address on Card: _____

E-Mail Address: _____

CONFIRMATION OF ORDER

DUPREE SECURITY GROUP, INC.

Amount Received: _____

By: _____

Date: _____



FACILITY USER GUIDE



Georgia World Congress Center Authority

285 Andrew Young International Blvd N.W.
Atlanta, GA 30313

Welcome

Georgia World Congress Center Authority

Thank you for choosing the Georgia World Congress Center Authority (GWCCA) to host your event. As the No. 1 convention, sports, and entertainment destination in the world, the GWCCA is the home to many major events both national and international.

With over 1.5 million square feet of exhibit space, 98 meeting rooms, 3 auditoriums, 2 grand ballrooms, various outdoor spaces and plazas, and the newly re-designed 22-acre Centennial Olympic Park, our uniquely configured campus located in downtown Atlanta gives our planners multiple settings to choose from and an array of services to consider.

Whether you are planning a convention, trade show, exposition, entertainment showcase, sporting event, social event or special occasion, this user guide provides you with vast resources to answer most of your event-related questions.

We are excited to serve as your hosts and look forward to creating a compelling experience for your guests.



Frank Poe

Executive Director
Georgia World Congress Center Authority

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I. Contact Information

A. Facility Contact Information

1. GWCCA SWITCHBOARD	404-223-4000
2. GWCCA EVENT SERVICES	404-223-4300
3. GWCCA SALES	404-223-4200
4. GWCCA FOOD SERVICES	404-223-4500
5. PUBLIC SAFETY DISPATCH	404-223-4911
6. FEDEX BUSINESS CENTER	404-223-4660
7. PARKING SERVICES	404-223-4105
8. CCLD - IT SERVICES	404-222-5500
9. ON SITE AUDIO VISUAL	404-223-4350

B. Websites

1. GWCCA
<https://www.gwcca.org/>
2. GWCCA EVENT PLANNING
<https://www.gwcca.org/event-planning-guide/>

C. Social Media

1. FACEBOOK
<https://www.facebook.com/GeorgiaWorldCongressCenterAuthority/>
2. TWITTER
https://twitter.com/GWCC_ATL
3. INSTAGRAM
https://www.instagram.com/gwcc_atl/

II. Meet the Team

At the Georgia World Congress Center Authority (GWCCA), the customer is the focus of all we do. Our Event Services team is a dedicated and experienced group eager to assist in every way to ensure your event is successful. The talent and knowledge of our staff is one of the many benefits you'll experience when hosting your event with the GWCCA.

While planning your event, your Event Coordinator will be the key point of contact assigned to you throughout the course of planning and executing your event. This individual is crucial to the success of your event. We welcome you to use your Event Coordinator as the primary source of information to answer any questions, coordinate with other departments, and address any event requirements.

Event Services Management Team



Joe Bocherer

.....

Chief Commercial Officer

JBocherer@gwcc.com



Chris Chadwick, CMP

.....

Event Services Manager

CChadwick@gwcc.com



Kelly Ross

.....

Event Services Manager

KRoss@gwcc.com

To learn more about the Event Services team, visit our site at <https://www.gwcca.org/event-planning-guide/>

III. Building Guidelines

A. Advertising and Signage

The GWCCA wishes to accommodate customers' requests to promote events with interior signs, banners, and other forms of promotional advertisement, including exhibitors' requests for signage above booth areas. With the multitude of events scheduled at our facilities, these guidelines have been developed to protect the interests of all users of these facilities and maintain an appropriate building environment. Additionally, these guidelines address safety and maintenance considerations of the buildings.

Generally, these guidelines do not apply to floor installations by individual exhibitors within exhibit booths. These guidelines do apply to any installation connected to the facilities' structural elements (e.g., ceilings, columns, beams, windows) and any proposed installation in the common (public) areas of the facility (e.g., meeting room and entrance concourses, pre-function areas, etc.).

1. CUSTOM SIGNAGE IN APPROVED LOCATIONS

All preliminary requests for installation of show banners, signs, and any rigging should be submitted to the Event Coordinator (EC) approximately six (6) months prior to the event. Final requests are to be included in the Plan of Operation required at least sixty (60) days prior to the event. The plans should include a full description of the proposed installation including proposed location of sign or banner, proposed copy, name of contractor, and dates of installation and removal. Nails, tacks, and screws may not be used to hang signs anywhere in the facility. Large complex signs and banners will also require weights, proposed rigging and anchoring methods, and other relevant information for the facility's engineering review. The GWCCA or rigging consultant may require the additional services of the facility's structural engineer consultant to verify adequacy of connection to the building.

2. DIGITAL ADVERTISING

Signage/Event Information/Sponsorships:

Standard video directories and exterior marquees are provided, as well as interior wayfinding and directional signage. Information and guest services staff will also be available during show hours.

Sponsorship:

The Georgia World Congress Center Authority is proud to present the [Advantage Program](#). This program highlights unique and traditional sponsorship opportunities, in addition to digital signage. The Advantage Program provides extensive exposure to millions of guests that visit the GWCCA campus on an annual basis. If you have any questions regarding the GWCCA Advantage Program, please contact the [Advertising Sales Manager](#).

3. SPONSORSHIP AND ADVERTISING

Show/exhibitor advertising or sponsorship is not allowed in public areas without written permit authorization of the GWCCA. The current rate for all public areas, indoors and outdoors, is fifteen percent (15%) of show management's gross fee charged. Show Management is required to submit requests to the GWCCA with a list of all advertising to be sold in public areas not less than 30 days prior to the first day of move-in, including a rate card, and copy of invoice.

Additional branding and sponsorship opportunities may be available using GWCCA's full-motion digital billboards located on the exterior of the facility and digital signage located throughout the building, as well as numerous static options.

4. WALL, WINDOW, AND FLOOR CLINGS

Use and locations of clings must be approved in advance

by your EC, and are subject to sponsorship fees if used for exhibitor advertising. Check with your EC for approved materials.

All clings must be installed by your General Service Contractor (GSC). The GSC is responsible for any charges for repairs or damages incurred during installation or removal of clings.

Floor clings are not permitted on any terrazzo surfaces in the building.

5. PROHIBITED

Permanent facility and commercial signage is found throughout the GWCCA and may not be visibly blocked in any manner. This signage includes directional graphics, emergency exits, rest rooms, concessions, exhibit hall signs, exhibitor service signs, commercial advertising, etc. Show signs and/or decorations may not be attached to the permanent facility graphics, and the removal of such is strictly prohibited. Banners and signage may be attached to the facility only in locations and by methods approved by the EC. Signage on and around escalators and stairwells may also be restricted for safety reasons.

B. Aerosol Cans

Aerosol cans containing flammable gases or liquids are prohibited. No flammable liquids may be brought into or stored in the building.

C. Air Conditioning and Heating

Heat and air conditioning will be supplied during scheduled show hours in all contracted and public indoor space. Exhibit Hall Air Conditioning: The GWCCA maintains minimal comfort levels during move-in and move-out periods as part of the basic license fee. If the logistical requirements

of an event should demand that temperature be maintained within a specific range and additional air conditioning is necessary, the GWCCA will provide such air conditioning at the rate of \$200.00 per hour, per exhibit hall.

D. Animals

Animals and pets are not permitted in the buildings except in conjunction with an authorized exhibit, display, or performance; or as service animals (ADA).

E. Building Checklist

90-Days Out

Provide High-level Event Schedule (including forecast attendance)	
Provide Electronic Exhibit Hall Floor Plan for Initial Review	
Provide Exhibitor Listing	

60-Days Out

Provide Preliminary Room Specifications	
Submit Security Plan	
Submit First Aid Plan	
Submit Exhibit Hall Floor Plans for Fire Marshal Approval	
Submit Rigging Plan	
Provide Updated Exhibitor Listing	
Submit Signage Plan	
Submit Shuttle Plan (schedule, routes, loading map, security)	
Provide List of all Contractors w/ Contact Information	
Submit Power Requirements	

30-Days Out

Provide Final Event Schedules (event, attendee/exhibitor registration, service center)	
Provide Room Layout Specs	
Provide Updated Exhibitor Listing	
Provide Updated Power Requirements	
Provide High Secure Key Requirements	
Request Coat and Baggage Check Services	

F. Business Center

FedEx Office operates a Business Center in the main A/B Lobby. It is open from 8:00 am – 5:00 pm daily, and offers the following services:

- Black and white and color copying
- Computer workstation rental with Internet access and printing capabilities
- Laptop stations with Internet access and printing capabilities
- Fax services – inbound and outbound
- Packing services and shipping with FedEx Express® and FedEx Ground® (up to 150 lbs.)
- Desktop publishing and document creation services
- Finishing services such as binding options and lamination
- CD and DVD duplication
- Large-format color printing of signs, banners, and posters
- U.S. postage
- Photo services and Sony® PictureStation™

There also is a satellite location in the Building C Lobby that is open based on need. Please advise your Event Coordinator should you require the Building C location to be open.

G. Catwalk Access

Catwalk access in the Thomas Murphy Ballroom, the Georgia Ballroom, and the Sidney Marcus Auditorium will be granted by the load-in/out supervisor from On Site Audio Visual to production companies moving in or out of the room.

H. Chemicals

Exhibitors are responsible for supplying show management with all chemical information brought into the facility, and should provide Safety Data Sheets (SDS) upon request.

Arrangements must be made in advance with an outside resource for disposal. Disposal of hazardous materials is prohibited in the sinks, sewer lines, or drains in the facility.

I. Decorations (Balloons, Fog Machines, etc.)

1. BALLOONS

Helium balloon columns and arches are permitted in public space or meeting room areas as long as they are properly anchored. Helium balloons may not be distributed within the facilities but are permitted as permanent fixtures on authorized event displays.

Helium gas cylinders used for refilling must be secured in an upright position. Balloons must be removed from the property by the exhibitor or the company who provided them. Balloon retrieval from high ceilings will be billed at \$175.00 per balloon.

2. FOG MACHINES

Use of all fog machines must be pre-approved by the Engineering department. Please send specs and schedule to your Event Coordinator at least 7 days in advance of hazing. The fog-generating fluids must be water based and stored in the original containers that were provided by the manufacturer. The facility reserves the right to limit the amount of haze produced by a show.

J. Drilling in Exhibit Hall

Drilling in exhibit halls must be approved in advance. See [Form H](#) for more details.

K. Elevators and Escalators

1. PROHIBITED

Freight is not permitted on passenger elevators. The transportation of dollies, oversized luggage, boxes, or freight and tool boxes on escalators is also prohibited.

2. FREIGHT ELEVATOR LOCATIONS

Freight elevators for contractor use are located in each individual building:

1. Building A (2)
2. Building B (5)
3. Building C (2)

3. ESCALATORS

Escalators are monitored by GWCCA Public Safety during events, and may change direction as necessary to facilitate ingress and egress of patrons.

L. Exclusives

Exclusive providers at the GWCCA include:

1. FedEx Business Center
2. GWCCA Engineering
3. Electrical and utility services
4. CCLD – IT Services
5. Levy Restaurants

All food and beverage and catering services. All arrangements for the serving of food and beverages must be made through Levy Restaurants. State law prevents alcoholic beverages from being brought into the GWCC except by GWCCA Food Services.

6. ONSITE AUDIO VISUAL – Rigging services
7. SP+ – All parking lots/decks on GWCCA campus

M. Exit Signs

Building exit signs must be illuminated and visible at all times. Exit signs may not be turned off.

Any drape, exhibit or convention-related material hung or built near an exit sign must be installed so the exit sign is not covered. If an exit sign is blocked from the usual sight line, another emergency exit sign must be temporarily installed with a secondary power source.

There will be no power interruption to the emergency sockets within an exit sign. The GWCCA emergency power supply will not be used as a secondary power source for temporary signs.

N. Green Initiatives

The Georgia World Congress Center Authority integrates green initiatives campus-wide. The convention center is the largest LEED Gold certified convention center in the world, Centennial Olympic Park is the largest urban green space development in the last two decades, Mercedes-Benz Stadium is the country's first LEED Platinum certified professional sports stadium, and the Savannah International Trade and Convention Center is proudly LEED Gold certified. We work closely with our hosts to improve the environmental and social impacts of their events.

O. GWCCA Employee Access

The EC will work with show management to allow access to leased space to GWCCA personnel in order for them to perform work-related duties.

P. Heavy Equipment Procedures

Customers or contractors may not move planters, furniture, or other facility equipment. The GWCCA will handle the relocation or storage of facility property if required for an

event. Fees may apply for labor to relocate facility property, contact your EC for details. Examples include:

- Motorized vehicles, forklifts, gas or electric carts, bicycles and similar equipment (except equipment for persons with disabilities) may not be operated on any carpeted areas of the facilities. Segways or other similar personal mobility vehicles may be permissible. Please contact the EC for further information.
- Service contractor equipment used in special exhibits, displays, etc., must enter the facility through the loading docks and be transported to the upper levels by freight elevator. A dock marshal and elevator operator may be required; if so, they will be provided at the customer's expense.
- Lift equipment shall not exceed floor load capacity. Equipment weighing more than 6,000 lbs. shall be reviewed by the Engineering department prior to entering facility.
- Powered pallet jacks or fork lifts are not allowed at any time in areas other than the exhibit halls. Manual pallet jacks are allowed only on carpeted areas with a layer of Visqueen or on terrazzo areas with protective flooring installed.
- All lifts on the terrazzo must have tire protection and a diaper placed under the body of the lift.
- Permanent facility carpet and floors must be protected from damage caused by crates, dollies, hand trucks, equipment, etc., during the event, including move-in and move-out days. Motorized pallet jacks are not permitted on upper concourses of the GWCC.
- Carpet runners, show carpet, or other temporary floor coverings over permanent carpet must be approved in advance. Double-faced tape and heat tape cannot be directly applied to permanent carpet. Additionally, the customer is responsible for removing all tape from the exhibit hall floor at the end of the event.
- At the entrances to freight elevators and other entry points and aisles, GWCC carpeting must be covered

by a layer of six (6) millimeter Visqueen and then by carpeting supplied by the service contractor. For heavy items and dollies with metal wheels, extra protection like plywood subflooring will be required.

Terrazzo Policy

- See [Form C](#)

Q. Janitorial and Cleaning Service

The GWCCA provides janitorial service during open show hours in aisles, open spaces, and restrooms, plus one thorough cleaning of these areas during non-open hours. Public areas, meeting rooms, and rest rooms will be cleaned by GWCCA during the leased period.

One complimentary trash haul (40 cubic yard container) is provided per exhibit hall, per show. Licensees will be billed \$400.00 per trash haul for all additional trash hauls required.

During move-in and move-out, the GWCCA will maintain restrooms and concession areas.

In addition to cleaning services provided by the GWCCA, the customer is responsible for the following cleaning services:

- The removal of all trash, crates, pallets, packing materials, lumber, and cleaning of all aisles and exhibit areas during move-in and move-out.
- Cleaning of exhibit booths.
- Cleaning of all show areas including aisles, exhibit areas, registration counters, lounges, etc.
- Post-event cleaning of the exhibit hall and loading dock areas. Please contact your EC for GWCCA event cleaning pricing and additional information.
- Cleaning of general sessions, sporting events, and other unique exhibit hall, auditorium, or ballroom events

are subject to labor fees if services are provided by the GWCCA.

- Any other items designated as bulk trash (e.g., crates, pallets, packing material) should be removed by the official service contractor and are the responsibility of the licensee. Items left, including floor tape following the license period, are subject to a removal fee by the GWCCA.

R. Keys and High Security Locks

GWCCA Access Control will re-program locks for primary show management locations such as the show office, AV storage room, etc. Up to 10 cyber keys will be provided at no charge. Each additional cyber key can be provided at \$25.00 per cyber key. All non-returned cyber keys will be charged \$150.00 per cyber key.

S. Lobbies

Lobby areas are not leased space and must always be kept open for public access and used within guidelines set by the GWCCA.

GUIDELINES

- No carpet or flooring may be placed on the existing carpet or terrazzo in the lobbies or public areas without prior approval from your Event Coordinator. If carpet or flooring is approved to cover the existing floor, Visqueen or Masonite must be laid between the building flooring and the carpet being installed. Use only non-residue tape. All carpet must be pre-cut, cutting is not allowed over building carpet.
- GWCCA management reserves the right to determine areas to be used by each show and resolve any conflicts in the event the lobbies are to be shared by two or more shows.

T. Music Broadcast and Publications

The GWCCA does not regulate, control, approve or disapprove any broadcast, performance, or publication of music or any other audio or visual presentation.

We do not play or perform any music, nor do we offer referrals to anyone who does.

If the Lessee or an exhibitor wishes to use copyrighted material, it is necessary to make arrangements with the ASCAP, BMI, or SESAC for license to perform such copyrighted music or material or otherwise qualify for an exemption.

U. Paging

One complimentary wired paging microphone is provided for contracted exhibit halls. Additional fees will apply for multiple microphones or wireless microphone upgrades. Wired paging mics must be installed in meeting rooms with existing patch capability conducive to the exhibit hall being used.

Please contact your On Site Audio Visual sales team for more information.

V. Personal Mobility Devices

The use of skateboards, hover boards, in-line skates, and roller skates are not permitted inside the GWCC. This includes all non-ADA approved mobility devices.

W. Unmanned Aircraft Systems, Aerial Vehicles/Drone Guidelines, etc.

1. HELICOPTERS

See [Form D](#) for information on helicopter use.

2. UNMANNED AIRCRAFT SYSTEMS AND MODEL AIRCRAFTS

Approval is required to fly any aircraft inside or outside of GWCC. Complete [Form B](#) and submit along with a \$100 deposit (checks made payable to the Georgia World Congress Center Authority) to your EC for approval.

For all purposes under these Regulations and Ordinances, the term Unmanned Aircraft System (UAS) refers to unmanned aircraft (sometimes referred to as drones) and all control stations, data links, telemetry, communications equipment, navigation equipment, and all other associated equipment without limitation necessary to operate the unmanned aircraft.

Federal Aviation Administration (FAA) regulations apply to all UAS regardless of size or weight. Notwithstanding any other provision of these Regulations and Ordinances, anyone operating or preparing to operate a UAS taking off from, operating within or over, and/or landing within any of the facilities must comply with FAA requirements and all applicable laws. Any person operating or preparing to operate a UAS taking off from, operating within or over, and/or landing within any of the facilities must first (1) provide proof of FAA approval (including, as applicable, a 333 exemption, certificate of waiver or authorization, and/or a special airworthiness certificate issued by the FAA) and (2) receive written authorization from the GWCCA

Executive Director. The Executive Director, at his/her sole discretion, may grant such request for approval, may deny such request for approval, or may condition such approval on any terms or conditions which the Executive Director deems appropriate (e.g., payment of a license fee, providing acceptable liability insurance, agreeing to an indemnification and hold harmless agreement acceptable to the Executive Director, etc.).

To operate a UAS taking off from, operating within or over, and/or landing within the facilities, operators must take reasonable precautions to avoid areas normally considered private. Operators of any UAS taking off from, operated within or over, and/or landing within the facilities are prohibited to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted social norms. These areas include but are not limited to restrooms, hotel guestrooms, hotel hallways, etc. Such operators also are prohibited to monitor or record sensitive institutional or personal information, which may be found, for example, on an individual's workspace, on a computer display, or other electronic display, etc.

Model aircraft (as that term is defined by and used in the FAA regulations) are regulated also by the FAA but are subject to different regulations than UASs. Use of model aircraft taking off from, operating within or over, and/or landing within the facilities is strictly prohibited. This prohibition applies to all operations of model aircraft, whether for a business purpose or for hobby/recreation.

X. Roof Access

All persons requiring roof access must obtain approval in advance.

Y. Sound Levels

The GWCCA retains the right to regulate the volume of any sound, whether it be music, voice, special, or artificial effects to the extent that the same interferes with other lessees within the facilities or is determined to be offensive or otherwise violates the terms of the rules and regulations of the lease agreement and the building policies.

Z. Transportation and Shuttles

Please forward the following traffic plan information to your Event Coordinator for approval at least sixty (60) days prior to your first move-in day:

- Name of transportation company
- Schedule of shuttle service
- Number of routes
- Any special requirements
- Number and destination of buses
- Any ADA transportation information
- On-site contact name and telephone number
- Any potential challenges
- Location of bus staging

Additional police supervision is required for all shuttle services. A service using three (3) or more routes and six (6) or more vehicles should retain at least one (1) law enforcement officer to supervise shuttle bus traffic. A service using more than ten (10) routes and twenty (20) vehicles should retain at least two (2) officers. Law enforcement officers must be qualified to perform traffic management services in the public right-of-way. Contact your EC for GWCCA police officer pricing.

AA. Union and Non-Union Disputes

The State of Georgia is a right-to-work state.

BB. Vehicles

Vehicles on display shall have full fuel tank. A gas cap must be in place, or the tank must be adequately sealed off.

Trucks or other large vehicles will require a half tank or 10

gallons maximum, whichever is less. No fuel is allowed to be in the cargo tank. The cargo tank of the transport must be empty and purged of vapor before being brought in to the building.

The minimum amount of fuel for Diesel, Propane, Compressed Natural Gas (CNG) or Liquid Natural Gas (LNG) is limited to 10 gallons. These vehicles are required to have a shut-off valve on the storage container. For Hydrogen Vehicles, the fuel valve must be in the off position but no requirement on amount of hydrogen fuel.

Battery cables must be disconnected and taped to avoid sparking. This also applies to electric vehicles. If battery cables cannot be disconnected due to display request of the vehicle electronics, at a minimum, cables to the starter shall be disconnected and taped to avoid sparking.

Separate batteries that are used for auxiliary equipment are allowed to remain connected.

Visqueen or other floor protector must be placed under the vehicle.

A \$325.00 vehicle handling charge will be accessed for each vehicle needing to be placed on any upper level of the GWCC. The GWCCA Engineering Team will guide vehicles to their final placement location.

For locations other than exhibit halls, use of motorized vehicles, forklifts, gas or electric carts, bicycles, scooters, and similar equipment must be approved by the EC and must remain on authorized walkways.

Vehicles may not be driven or operated on the exhibit hall floor during event open hours.

Vehicles used for sponsorship opportunities in public areas should be communicated to the GWCCA Advertising Sales Manager as fees may apply.

CC. Weapons and Firearms on Display

1. WEAPONS

As a general rule, Georgia law allows properly licensed individuals to carry weapons into the Georgia World Congress Center or any government building that is open for business and where ingress is not restricted or screened by security personnel.

2. FIREARMS ON DISPLAY

Any exhibitor displaying firearms at a trade show must notify the EC for approval. The company shipping the firearms to the exhibitor must have a Federal Firearms License.

All firearms on display must be disabled by either removing the firing pin or other component to prevent the firing of the weapon. Live ammunition is prohibited. Inert or dummy ammunition may be used.

The exhibitor must contract with a certified firearms expert to inspect and tag the firearms. The tag indicates to everyone viewing the firearm that it has been inspected and is safe.

During non-exhibit hours, firearms must be secured. Options include: cable lock, locked display cabinet, or by contract security guard. Alternatives must be approved by the GWCCA Public Safety department.

IV. Exhibition and Meeting Space

A. Booth Setup

Individual show management will determine if exhibitors may set up their own booths, use the show's official service contractor, or use an Exhibitor-Appointed Contractor (EAC). All contractors must have a valid [ESCA identification badge](#) to access and work inside the facility.

B. Exhibits and Outdoors

Please review the current [Park and Outdoor Spaces Planning Guide](#).

C. Meeting Room Equipment

1. SET UP

Meeting rooms, ballrooms, and auditoriums will be supplied with available tables with tablecloths, chairs, stages, lecterns, etc. Setup information must be submitted at least thirty (30) days before an event is held. Please outline setup requirements in detail in order to receive the most accommodating service.

2. INVENTORY

Room sets, depending upon the desired room set, in addition to the base license fee may be subject to fee for any additional chairs, tables and other equipment beyond the available inventory of the GWCCA.

3. ROOM TURNS

The GWCCA will provide the first meeting room set used in any room at no charge. Room set changes or turnovers subsequent to the initial set will be assessed a Room Turnover Fee. The GWCCA has established

pre-determined turnover fees for all meeting rooms and ballrooms.

Rates for room turns in exhibit halls are determined on a case by case basis. See the accompanying [room turnover fee rate schedule](#) for additional information and rates.

4. SPECIALTY EQUIPMENT

Certain items are provided at a fee including barricade, dance floor, Tensabarrier, etc. Your Event Coordinator can provide additional information on these items.

5. STAGE RISERS

The GWCCA maintains an inventory of portable staging units (6'x8') that range in height from 16" to 48". Additionally, 3'x8' stage decks ranging in height from 36" to 52" are available for larger stage needs. Sufficient units to provide a speaker's platform or head table are provided in a meeting room at no charge.

Stages used in the exhibit hall or to extend existing stages in the ballrooms are charged at the rates below. Stage steps and skirting are included at no additional charge. Staging is subject to availability. Should the GWCCA inventory be exhausted, the customer will be responsible for rental of additional units from an outside vendor.

GWCCA stage units can be rented for \$35.00/unit/event day for the 6'x8' risers and \$25.00/unit/event day for the 3'x8' decks.

6. TABLES

If tables are used for exhibits as sold by the licensee to exhibitors or as table top exhibits, tables are charged at \$25/table/event day.

D. Shipping and Receiving of Exhibitor Material and Products

1. SHOW MANAGEMENT

All freight must be managed by the designated general service contractor or accepted by show management. The GWCCA receiving warehouse does not accept event-related freight or provide crate storage on site. These items can be arranged through the designated general contractor or the FedEx Business Office.

2. EXHIBITORS

All shipments made directly to the GWCCA must be sent to the attention of the General Contractor and include the event name, exhibition company, and booth number. The GWCCA does not have wheeled carts, pallet jacks, dock plates or other equipment for moving freight or other equipment throughout the facility. These items can be arranged through the designated general contractor or the FedEx Business Office.

V. Federal and State Guidelines

A. Americans with Disabilities Act (ADA)

Accessibility is a top priority at the Georgia World Congress Center. From parking to the trade show floor, the GWCC is ADA compliant. There are ramps at all entrances and restroom facilities for disabled patrons are provided throughout the facility. We offer ample designated disabled parking, several passenger drop-off areas, and convenient curb cuts for easy wheelchair access. Other services include Braille instructions on elevators.

The GWCC has manual push wheelchairs available for use by attendees at no charge while in the building. A state-issued form of ID is required for a deposit, as well as a valid phone number; the ID will be returned to the patron upon return of the wheelchair to the information desk. Wheelchairs are available on a first-come, first-served basis and can be found at the Information Desks in Buildings B and C. The FedEx Office Business Center located in the main lobby of Building B offers mobility scooters and wheelchair rentals through Scootaround. Call the Scootaround reservation number to make arrangements at 1-855-563-9176.

B. Service Animals

The GWCC is ADA compliant in respect of service animals.

C. Georgia Department of Revenue

The [Georgia Sales Tax Form \(Rev. 04.14.16\)](#) must be completed by vendors of shows that are selling items to attendees during show hours. (See [form G](#))

All license fees are not subject to applicable Georgia State sales tax. www.sale-tax.com/AtlantaGA

D. Non-smoking Policy

Smoking, including the use of e-cigarettes, is not permitted anywhere within the Georgia World Congress Center. Smoking outside the building is permitted, provided that it takes place at least 25 feet from any entrance doors to the facility. Covered smoking areas have been provided for contractor use during move-in and move-out on the loading docks in designated areas.

VI. Leasing and Insurance

A. Insurance and Indemnity

Customer shall provide to Authority a certificate of commercial general liability insurance, written on an occurrence basis, issued by an insurance company authorized to transact business in the State of Georgia, including contractual liability coverage, naming Customer as insured and naming additional insureds "The State of Georgia (including the State Tort Claims Fund and other State established Liability Funds), the Georgia World Congress Center Authority, and their respective officers and employees." The limit of such insurance shall be not less than \$1,000,000 per person, \$3,000,000 per occurrence. The policy shall provide that it shall not be canceled without thirty (30) days prior written notice to Authority. The certificate of such insurance shall be delivered to Authority no later than forty-five (45) days prior to the license period. If Customer fails to provide such certificate or fails to maintain the insurance in force, in addition to other remedies available to Authority, after oral or written notice to Customer, Authority may, but shall not be required to, purchase such insurance on behalf of Customer. In that event, Customer shall reimburse Authority for all costs of such insurance.

B. License

In the process of scheduling facilities and dates, the following terms and definitions apply to scheduling:

1. TENTATIVE

Facilities and dates maybe held temporarily pending execution of a license agreement. Until a License Agreement is executed by both parties, no rates, dates and/or facilities shall be considered confirmed or held.

2. FIRST OPTION

Facilities and dates designated first option maybe reserved tentatively, but a conflicting commitment for the facilities and dates generally will not be made in favor of a second requesting party within the same scheduling priority without first offering the party holding a first option an opportunity to execute a license agreement.

3. SECOND OPTION

Facilities and dates may be reserved tentatively, but the tentative reservation will be contingent upon release of a prior reservation that is considered first option.

4. CONFIRMED

Facilities and dates are considered a confirmed with an enforceable commitment only upon execution of the facilities' license agreement by the event organizer and the Authority specifying all details.

C. Deposits

Deposits are required for all activities upon execution of a formal license agreement.

A deposit of the anticipated license fees amount is required upon execution of license agreement. For events licensed several years or more in advance, special arrangements may be negotiated, at the option of the Director of Sales, for a lessor deposit upon license execution with the deposit balance due and payable twelve (12) months in advance of the event.

However, events without a proven history may be required

to remit up to 100% of anticipated license fees and related expenses upon execution of license agreement.

VII. Official Service Contractor Rules and Regulations

A. Badges/Contractor Photo Identification

Personnel of the GWCCA, the customer, and all service contractors and suppliers should wear identification badges at all times, and enter and exit licensed areas through specified service access doors.

Please visit <https://wis.esca.org/> for more information regarding our [ESCA Badge Policy](#).

B. Bike and Cart Policy

No bicycles or carts are allowed on upper levels. Carts and bicycles are prohibited from blocking entrances to buildings, stairways, handicapped ramps, or main thoroughfares. Use of electric carts on carpet is permitted only when carpet is protected by reinforced Visqueen.

C. Cleaning

A clean building is provided at move-in unless arrangements are made between the Official Service Contractor and the building for an early move-in. If this is done, it is the responsibility of the Official Service Contractor making the request to make sure the building is returned clean. This includes all stairwells, parking lots, roads, and catwalks utilized by the Official Service Contractor and show. Your cleaning personnel must be on site on the first day of move-in through the last day of move-out.

GWCCA provides compactors. They are placed around the building, conveniently located on the loading docks of all 3 buildings at dock bays. Your personnel will pick up the trash in the hall and take it to those compactors. The compactor bays of all compactors utilized during any phase of show activity must be cleaned and clear of debris as each one is changed out daily and on the last day of move-out. Failure to do so may result in an additional fee.

All cardboard boxes must be broken down when placed in the compactors. Cleaning companies should order open trash dumpsters for those shows having heavy cardboard trash (i.e., a furniture show) as the cardboard will fill the compactor too fast and there will be delays due to the ordering of the change out of the compactor.

All wood (pallets, display materials, etc.) is to be placed in designated bulk trash areas. It is your responsibility to have bulk trash removed from our property.

Parking lots or other external areas used for exhibits are to be cleaned and maintained by cleaning contractor.

Areas around all freight doors should be checked to make sure all pallets and miscellaneous items are removed prior to show opening and during move-out.

All items must be removed from building, including discarded booth furniture that the clients have left behind. All left over publications must be removed.

All tape and residue must be removed from the floors during move-out. Trash must be removed from behind draped areas.

All residues must be removed from glass and windows both internally and externally if unauthorized materials are used.

Paint spills, hydraulic leaks, medical waste, or anything of this nature should be handled immediately by the Official Service Contractor and/or cleaning contractor.

D. Floor Plans

The general service contractor will need to provide the EC an electronic version of the floor plan drawn to scale with all fire exits marked. Floor plans for trade show and exhibit events within the exhibit hall are required to be approved by the State of Georgia Fire Marshal's Office. If the floor plan is not received by the 60-day deadline, the planned layout may be prohibited.

All floor plans should include:

- 1. Name and date of event
- 2. Area to be used
- 3. Name of developer and date of initial draft and revisions
- 4. Clearly indicated exits
- 5. Total number of booths
- 6. Floor plans drawn to scale with scale indicated

The following specifications are required:

- 1. Entrance and exit points must have a minimum of 20 feet of clear space on all sides.
- 2. Cross aisles must be at least 8 feet wide.
- 3. Perimeter aisle must be at least 10 feet wide.
- 4. No person should ever be more than 225 feet from an exit.
- 5. Dead-end corridors should be no longer than 20 feet.
- 6. Fire hoses, fire extinguishers, and standpipe cabinets must be kept clear of obstructions.
- 7. No visual or physical obstructions to fire exits are permitted.

- 8. Building graphics, restrooms, and concession areas must not be blocked.

E. Hazardous Work Areas

Hazardous work areas are defined as any area on the premises where exhibits, equipment, and freight are being handled (e.g., loading dock areas, exhibit halls, service corridors and staging areas), but may also include public areas in the main concourse.

Within these areas and throughout the premises, the following guidelines will be enforced:

- 1. No alcoholic beverages or illegal or controlled substances are permitted.
- 2. No horseplay, practical joking, etc., is allowed.
- 3. No speeding (over 5 mph) or reckless use of vehicles is allowed.
- 4. No flammable liquids may be brought into or stored in the building. Nor may anyone refuel their vehicle in these areas. Refueling must occur at least seventy-five (75) feet outside the building or covered areas.
- 5. Access to fire exit doors and corridors must be maintained throughout the move-in/move-out period.
- 6. All utility panels, switch gear, fire hose cabinets, standpipes, fire extinguishers, and fire alarms must remain visible and accessible at all times.
- 7. Oil spills, loose or missing floor box covers, and other apparent safety hazards should be reported immediately to GWCCA Public Safety.
- 8. Work activities in the upper level concourse areas require additional supervision to ensure safety of guests attending other events. Control rope, signage, and other warning devices may be required.

F. Rigging

Our in-house AV provider is the exclusive rigging provider in our ballrooms, auditoriums, as well as the exhibit halls for any non-tradeshow production rigging. A full move-in and move-out plan, including installation and rigging plans, should be submitted to the Event Coordinator sixty (60) days prior to the event.

An EC from the GWCCA will act as liaison between clients, subcontractors, and all internal departments. Please contact the Event Services department to speak with the appropriate EC.

1. INSTALLATION

- Show-related signs, banners, directional graphics, aisle signs, etc., may be installed in exhibit halls under the direction of the show service contractor following Entertainment Technician Certification Program (ETCP) Rigging Guidelines and Requirements.
- Building signs for restrooms, concession stands, and all fire exit doors and fire exit signs shall not be covered or blocked in any manner.
- Any proposed rigging to the structure or ceilings of the exhibit hall must be submitted for review and approval.
- Installation should be provided by the official service contractor or approved rigging contractor. Rigging plan must go through approval process, fees may apply.

2. SUBMITTAL PROCEDURE

The review of all signs, banners, and rigging by the GWCCA is restricted to general conformity to these policies, procedures, and guidelines. Any review by the facility's structural engineering consultant is restricted to the capability of the structure to accept the loading of the proposed installation.

The GWCCA and its structural engineering consultant assume no responsibility or liability and make no

representation regarding the structural adequacy and integrity of the signs, banners, lighting trusses, or equipment to be rigged, including the connection devices used to attach the devices to the facility.

G. Trailers and Empty Storage

Limited storage facilities are available in the service corridors of the GWCC ballrooms and auditoriums. Most corridors are designated fire exits and cannot be used for storage. Please contact the Event Coordinator to identify available storage areas.

No crates, packing material, wooden boxes, or other highly combustible materials may be stored in exhibit halls, meeting rooms, or fire exit areas.

VIII. Parking Information

A. Parking

The Georgia World Congress Center Authority operates three surface lots and three parking decks (Gold, Green, Red) on campus. There are over 5,600 parking spaces to make visiting the GWCC convenient for guests.

Contact your EC for additional information. Detailed parking and directions can be found here: <https://www.gwcca.org/parking-directions/>

B. Parking Rates

GWCCA parking facilities offer variable pricing. Standard daily rate for parking is \$15. During major events and game days, parking ranges from \$15 - \$50 on campus. All lots are gated and attendants are on duty during all show/event hours. Additionally, GWCCA Public Safety patrols the lots and decks ensuring the safety of you and your automobile.

C. Marshalling Yard

The Georgia World Congress Center Authority operates an on-site 540,000-square-foot marshalling yard on Ivan Allen Jr. Blvd. next to the Yellow Lot. Not many convention centers across the country offer an on-site marshalling yard, which can save you time and money.

The Marshalling Yard can accommodate approximately 600 trucks just seconds away from GWCC loading docks. General service contractors may rent portions of the Marshaling Yard to better facilitate load-in activities on a first-come, first-served basis.

IX. Safety

A. Fire and Safety Exhibit Guidelines

All portable and temporary tents and canopies must comply with National Fire Protection Association (NFPA) code standards for grandstands, folding and telescopic seating, tents, and membrane structures. The GWCCA will review all installation requests to ensure that they comply with facility regulations and do not interfere with other events. Written requests for each installation should be submitted to the Event Coordinator at least twelve (12) weeks prior to the event.

All requests should include:

- Size of the installation
- Location
- Height
- Anchoring details
- Utility services required
- If applicable, plans for repair of damaged floors or pavements

Tent installations will not be allowed in fire lanes or in areas reserved for GWCC activities. The Event Coordinator can provide additional details.

B. Food Preparation within Exhibits

Review [Form E](#) for information on exhibition and display cooking, and [Form F](#) for food sampling information.

C. Multi-level and/or Covered Exhibits

Covered or roofed areas should be furnished with acceptable battery-powered smoke detectors that emit alarms audible outside of the enclosed or covered area.

The exhibitor will provide for a Fire Watch within the booth space. Personnel providing Fire Watch services must be supplied with a Class 2A10BC Fire Extinguisher in each enclosed area covered by the floor above. Personnel must be trained in the use of extinguishers.

Spiral stairways are not recommended for areas occupied by the public, visitors, or clientele, unless specifically approved.

Exhibit booth plans must be submitted to the Georgia World Congress Center Authority Event Coordinator for review a minimum of sixty (60) days before move-in. There must be a licensed structural engineer's stamp of certification on all plans.

The upper deck of multilevel exhibits greater than 300 square feet in area shall have at least two remote means of egress.

Areas within the exhibit booth that are totally enclosed (i.e., walls and roof/ceiling) must be served by an emergency lighting source (i.e., battery-powered) when such areas lead to exit access from the space (e.g., stairs, aisles, corridors, ramps and passageways leading to an exit from the booth space). Enclosed areas of the booth greater than 300 square feet shall have at least two remote means of egress.

D. Permits

Lasers and x-ray equipment may only be used after receiving approval from the Georgia Department of Human Resources–Radiological Division.

Call the Event Coordinator and review [Form G](#) for more information.

E. Propane Tanks

The use of a small propane bottle is allowed with the following restrictions:

1. The bottle must have a capacity of two pounds or less.
2. The bottle must be of the non-refillable type.
3. If multiple bottles will be needed, they must be separated from each other by at least 20 feet.
4. The exhibitor must have a portable fire extinguisher readily available in the booth.

F. Pyrotechnics and Special Effects

Each planned use of pyrotechnics, welding equipment, open flames, smoke-emitting materials, or large amounts of combustible materials as part of an exhibit must be reviewed and approved by the Event Coordinator and the Fire Marshal.

X. Security

All events on the Georgia World Congress Center Authority campus require security coverage and a security plan.

Services may be provided by a private security contractor and must be approved by GWCCA Department of Public Safety. Smaller events, including most meeting room and banquet functions, may not require a contract security company but are encouraged to speak with the GWCCA Sales and Public Safety department to verify if security and medical coverage are needed. Any waiver to providing a security plan and appropriate security coverage must be arranged with GWCCA Public Safety management and approved in writing.

As more fully described in the license agreement and rate schedules, the customer is responsible for security related to the safe and secure conduct of the event. The GWCCA provides general security for the building exterior and interior patrols. Contract security is mandatory for events in the GWCC at the discretion of GWCCA Public Safety (see Contract Security Firms, Section 2).

A. Emergency Contingencies

Emergencies of any nature should be reported immediately to GWCCA Public Safety, who will coordinate any required response. Copies of each facility's Emergency Operating Procedures are available through Event Services.

B. Facility Walkthroughs

In an effort to ensure both GWCCA and the security firm are aligned with the schematics of the building, GWCCA policies, procedures, and the footprint in which they'll be performing their duties, a facility walkthrough may be required before any contract security plans are approved.

C. General Guidelines

1. The Georgia World Congress Center Authority Department of Public Safety is open 24 hours a day and patrol all building perimeters, parking decks, exterior grounds, and interior public areas.
2. Copies of each facility's Emergency Operating Procedures are available through the Event Coordinator.
3. Chain locks and other devices that secure mandatory fire exit doors are strictly prohibited.
4. Personnel of the GWCCA, the customer, and all service contractors and suppliers must wear identification badges to include GWCCA ID, Exhibition Services & Contractors Association (ESCA), and exhibitor issued badges. All contractors must enter and exit licensed areas through specified service access doors.
5. Facility and event working staff should avoid loitering in public areas, including restaurants of either facility. Restaurants and other facilities in the concourses are reserved for the event attendees and patrons.
6. Solicitation is prohibited.
7. Abusive language, threats, assault, vandalism, theft, and other conduct detrimental to the successful staging of an event are grounds for immediate removal from the premises or arrest, depending on the nature of the offense.
8. Upon request, meeting rooms may be converted to "high security" rooms by re-keying locks and installing hardware devices. See the Special Services Manual for more information.

D. Licensing and Vetting

To promote the safe and orderly conduct of events, the GWCCA requires that all contract security firms (a) be licensed with the Secretary of State's office, (b) meet the conditions of the Private Investigators and Security Agencies Act, (c) have a current City of Atlanta business license, and (d) Certificate of Insurance, along with being vetted by the GWCCA and placed on the approved vendor list.

E. Security Plans

The security plan must be submitted to your assigned Event Coordinator and the Public Safety Assistant Security Manager no later than sixty (60) days before your event.

The contract security provider awarded services for events at the GWCCA are required to manage the high security and non-high security rooms within the licensee's contracted space. A master key will be given to the contract security provider beginning on the first date of contracted space.

The security plan template must include the following key information:

- Number of supervisors and security personnel
- Event duty dates
- Times and assigned posts (including booth posts that individual exhibitors request and their post orders)
- The emergency telephone numbers of contract security personnel
- VIP movement
- Any unique circumstances
- A traffic plan (the traffic plan is to be based on the expected attendance of the event to include shuttle routes, traffic lane closures request, crosswalk guards, and police coverage)

F. Security Regulations and Standards

1. CONTRACTED SECURITY EMPLOYEES

Contracted security employees should report to and depart from GWCCA in uniform, as mandated by the rules and regulations of the State of Georgia (GA.COMP.R. & REGS.R.509-4-02). Security firms must have the appropriate ESCA credentials to enter and exit the facility at the designated labor entrance at B1 (located by the Department of Public Safety). Recruitment and distribution of payroll must be handled off premises.

2. LAW ENFORCEMENT OFFICERS

Any sworn police officer employed by a contract security firm must notify GWCCA Public Safety if he or she is required to carry a firearm as part of their duty. This includes non-uniformed law enforcement officers working "off-duty" for contract security firms.

The law enforcement coordinator must check in with GWCCA Public Safety upon their arrival, advising the officers' names, phone numbers, and locations. Any sworn police officer working at the GWCCA must have legal jurisdiction on the GWCCA campus and must have written approval from their agency.

3. WEAPONS

Security firms are prohibited from allowing or having firearms or other self-defense equipment, whether provided by the firm or owned by the security officer, while performing services at GWCCA.

G. Updates and Adjustments

The security plan will be updated as modifications are made to the plan or the site. Authorized personnel of the facility will maintain all plans in confidence. The GWCCA reserves the right to deny and/or modify any contract security plan that does not meet the minimal coverage requirements as determined by GWCCA Public Safety. Security plans must reflect security coverage during move-in and move-out, and one half-hour before, during, and following the open hours of an event.

XI. Forms

A. Guidelines for Animals in Exhibit Booths

FULTON COUNTY ANIMAL CONTROL
404-794-0358

DOMESTIC ANIMALS

The exhibitor must adhere to the following when there is a domestic animal in their booth. Domestic is classified as any animal that is not inherently dangerous to humans, i.e., dogs, cats, certain birds, etc.

1. Proof of current rabies vaccine for each animal is required.
2. Animal(s) must be physically restrained at all times, i.e., leash, and enclosed area such as cage or fence.
3. There must be a person with the animal(s) at all times.
4. Sufficient water, food, and sanitation provisions must be provided.
5. All leashed animals must be taken off GWCCA property (grassy area) to be relieved.

ENDANGERED SPECIES OR WILDLIFE

In the event of endangered species or other wildlife, the above still applies; however, in Georgia the exhibitor or client must also do the following:

1. Obtain a Georgia Wildlife Exhibition Permit for Endangered Species or Wildlife, or a Wild Animal License for Exotic or Wild Animals. The license can be obtained through the Georgia Department of Natural Resources, Game and Fish Division, Wildlife Permit office, (404) 918-6404.
2. A minimum of \$40,000 liability insurance per animal may be required to obtain the license.
3. They must also possess a Class "C" certification from the U.S. Department of Agriculture, which states they are certified to exhibit these animals. (Please note that the USDA permit does not negate the need for the license from the Georgia Department of Natural Resources.)

Wildlife is simply classified (Wildlife 27-5-4.5 & 4.6) as any animal that is inherently dangerous to humans and also any native wildlife, i.e., squirrels.

Signature

Print Name

Date

B. Request to Operate Unmanned Aircraft Systems

The following form along with a \$100 deposit (checks made payable to the Georgia World Congress Center Authority) should be sent to your EC for approval.

Name: _____ Address: _____

Phone number: _____ Email address: _____

FAA Pilot's License number (if applicable): _____

Certificate of Authorization number (if applicable): _____

Make and Model of your Unmanned Aircraft System: _____

Written Description of UAS: _____

including its color and the approximate size and weight

Where on the GWCCA Campus do you seek to operate the UAS? _____

On what date(s) do you seek to operate the UAS, and during what hours? _____

Who will be operating the UAS, and from what location will you operate the UAS? _____

UAS Number (if applicable): _____

Intended Use of UAS: _____

Is your UAS equipped with a camera? _____

Is your UAS capable of releasing any form of payload? _____

You also are required to attach a photograph of your UAS.

The Applicant listed below hereby requests authorization to operate an Unmanned Aircraft System ("UAS") as that term is defined in the Georgia World Congress Center Authority's Campus Regulations and Ordinances (Section 4.29), which UAS shall take off from, operate within or over, and/or land within the Georgia World Congress Center Authority's campus. By signing this form I certify that all information stated herein is true and that I have read the Georgia World Congress Center Authority Regulations and Ordinances, Section 4.29, regarding Unmanned Aircraft Systems.

Signature

Print Name

Date

C. Terrazzo Flooring Policy

These policies and guidelines provide information to aid customers, general service contractors, and other users of the Georgia World Congress Center in operating in areas of the facility with terrazzo (non-carpeted hard-surface) flooring. Please consult with your Event Coordinator for any specific questions.

A plan of operations is due from all customers or general service contractors 30 days prior to move-in detailing load-in, set-up, and load-out of equipment in all areas with terrazzo flooring. This plan should include the following information:

- Type of protective flooring and type of adhesives to secure protective flooring (if applicable) to be installed in areas of transporting equipment as well as stationary displays/equipment.
- Location of boom or scissor lift operation as well as the type of diaper under the body to catch fluid leaks and type of tire socks for the lift(s).
- Timeline of installation and removal of protective flooring as well as use of lifts.

The Event Coordinator will review the plan of operation and will advise of any changes or approval.

1. The customer, general service contractor, or other service provider using the space is responsible for any damages that occur to terrazzo or carpeted surfaces of the facility that occur during load-in and load-out or during event operation. Please coordinate pre- and post-event inspections with your Event Coordinator.
2. The general service contractor is responsible for providing a layer of approved protective flooring on all terrazzo surfaces in which equipment, freight, furnishings, and other items will be transported as well as all areas for stationary displays, furnishings, signage,

or other items. Double-faced tape application directly to the terrazzo flooring surface is not permitted. Masonite, contractor carpet with soft base, or dense cardboard are options for protective flooring. Visqueen or other forms of plastic sheeting are not approved as a layer of protective flooring. The following tape types are permitted on the terrazzo surface: 47TT Tunnel Tape 7 mil polyethylene tape, Scapa 125 vinyl coated cloth tape, Polyflex 136 single coated polyethylene tape.

3. Electric aerial lifts including boom and scissor lifts are allowed on terrazzo and carpeted surfaces of the building if the tires are wrapped with an approved wrap from TireSocks, Inc. and a diaper is placed under the body of the lift to catch any leaks. Tire socks must be installed no more than 5' from the terrazzo or carpeted floors to reduce likelihood of picking up debris prior to rolling onto the terrazzo or carpet surface. All lifts must be inspected prior to each use to ensure there is no debris on the tire sock or items stuck in the tire that may damage the floors. An inspection tag must be included on the lift that includes the date, time, inspector name, and building the lift is in use. The tag is subject to review by authorized GWCCA personnel.
4. Powered pallet jacks or fork lifts are not allowed at any time. Manual pallet jacks are allowed only on carpeted areas with a layer of Visqueen or on terrazzo areas with protective flooring installed.
5. Dollies, rolling cases, or other rolling stock are permitted only if they have non-marking wheels. Contractors are responsible for inspecting, cleaning, and maintaining wheels to eliminate damage to the floor.
6. Equipment is subject to Georgia World Congress Center Authority (GWCCA) personnel inspection/ approval.

7. Sliding or dragging crates, equipment, or other materials is not permitted. Crates must be kept on approved transport carts or placed on contractor provided protective flooring.
8. Stationary displays, equipment, furnishings, signage, and all other items must either be placed on layer of protective flooring or have protective pads.
9. Adhesive floor graphics are not permitted on terrazzo or other hard surface flooring. Any adhesive floor graphics to be used on carpeted surfaces must be approved by the Event Coordinator in advance.
10. All vehicle and boat displays must be approved by the Event Coordinator. Protective flooring must be in place on all surfaces to transport the vehicle to the display area. Wheel plates must be set under all tires and plastic set under the body of the vehicle or boat to collect any fluid leaks.

Activities that fall outside these established parameters are not allowed. If special conditions exist, the customer or contractor may apply for a temporary (one time only) waiver of procedures by submitting a written plan to the Event Coordinator a minimum of 30 days prior to the first move-in day. Any waiver granted will be on a one-time basis. Waiver approvals are not transferable from year to year, or to or from different events.

Signature

Print Name

Date

D. Landing and Display of Aircraft

Please use the following format when addressing a request for the landing and display of an aircraft for any event at the Georgia World Congress Center Authority:

"To accommodate the display of the aircraft identified (helicopter, plane, etc.) during the (show name and dates) at the Georgia World Congress Center, the following conditions that must be addressed:

1. All external tanks are siphoned until empty.
2. Static ground wiring is to be attached to the aircraft.
3. "No Smoking" signs shall be posted within 50 feet of the aircraft.
4. There shall be two people stationed at the aircraft trained in the use of portable fire extinguishers.
5. All external and internal tanks shall be taped to create a vapor seal at each fueling point.
6. Type A jet fuel shall be used in lieu of type B.
7. There shall be two (2) 20-pound dry chemical fire extinguishers on board the aircraft.
8. A minimum of one person shall be placed at the booth for fire watch detail.

The above conditions are based on:

1. Type A jet fuel is a kerosene based fuel which is not as volatile as type B jet fuel.
2. External tanks are siphoned and internal tanks are to be full to capacity to minimize vapors.
3. 24 hour fire watch detail will be stationed at the booth.

Further, in regard to the landing of the helicopter in the (specify location for landing) adjacent to the Georgia World Congress Center, the following stipulation will apply:

- This activity shall be in full compliance with all FAA regulations.

If you are in agreement with the conditions and stipulations as outlined, please sign this letter where indicated and return to the Event Coordinator no later than (date and time prior to aircraft arrival). Agent of/ Company requesting landing or display. Please note that a copy of this letter with required signature must be received prior to landing and/or display of aircraft."

Signature

Print Name

Date

E. Regulations for Cooking and Cooking Equipment

Approval is required for event activities and exhibits that involve cooking and cooking equipment within the Georgia World Congress Center. The information requested will be used to evaluate the safety of operations and decisions will reference NFPA 101 Life Safety Code and NFPA 96 (Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations), as well as the recommendation and final decision of the Georgia Fire Safety Division and the Georgia World Congress Center Authority.

Cooking and food-warming devices in exhibit booths shall comply with the following regulations:

1. Gas-fired devices shall comply with the following:
 - Natural gas-fired devices shall be in accordance with the following fire codes adopted by the Safety Fire Commissioner's Rules and Regulations.
 - The use of LP-gas cylinders shall be prohibited.
EXCEPTION: Non-refillable LP-gas cylinders not

exceeding 2.5 pounds may be permitted to be used where permitted by the authority having jurisdiction.

2. The devices shall be isolated from the public by not less than 4 feet (1.2 m) or by a barrier between the devices and the public.
3. All cooking equipment using combustible oils or solids shall comply with 9.2.3. of the 2012 Life Safety Code.
4. Portable fire extinguishers with a minimum of a 2A:10B: C rating are placed within the booth, or an approved automatic extinguishing system shall be provided.
5. Combustible materials within exhibit booths shall be limited to a one-day supply. Storage of combustible materials behind the booth shall be prohibited.

Please provide the following information to the Event Services department of the Georgia World Congress Center Authority (404-223-4300) 30 days prior to the first event day.

Company Name: _____

Event Name: _____

Primary Contact for Exhibit Booth: _____

Address: _____

Telephone Number: Office: _____ Cell phone: _____

E-mail Address: _____

Exhibit Booth #: _____

Please list equipment to be used and attach manufacturer's specification sheets to this form (required):

Please indicate food item(s) you would like to prepare and fuel source (electric, gas, etc.):

Please direct information to:

Name: Event Coordinator

Email Address:

Georgia World Congress Center
285 Andrew Young International Blvd., NW
Atlanta, GA 30313

FAX: 404-223-4311

Equipment and method of operation must be approved in advance.

F. Sample Food and/or Beverage Distribution

Levy Restaurants has exclusive food and beverage distribution rights within the Georgia World Congress Center Authority. Sponsoring organizations of expositions and trade shows, and/or their exhibitors, may distribute sample food and/or beverage products **ONLY** upon written authorization.

**PLEASE RETURN FORM TO LEVY RESTAURANTS AT
LEAST TWO WEEKS PRIOR TO START OF SHOW**

General Conditions:

1. Items dispensed are limited to products manufactured or processed by exhibiting firms and are related to the purpose of the show.
2. All items limited to **SAMPLE SIZE**.
 - Beverages limited to maximum of 4 oz.
 - Food items limited to maximum of 2 oz.
3. The firm named below acknowledges they have sole responsibility for the use, sale, servicing, or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and the Georgia World Congress Center Authority from all liabilities, damages, losses, costs, or expenses directly or indirectly from their use, sale, serving, or other disposition of such items.
4. Standard fees for handling, delivery, ice, or other services required from Levy will be charged where applicable, including 21% service and 8% sales tax.
5. Other food and/or beverage items used as traffic promoters (i.e. coffee, sodas, bottled water, popcorn, etc.) **MUST** be purchased from Levy Restaurants.

Name of Event _____ Booth No. _____

Firm Name _____

Contact _____ Title _____

Phone _____ Fax _____ E-Mail _____

City _____ State _____ Zip _____

Product(s) you reason you wish to dispense items _____

Portion size and method of dispensing items _____

Approved _____

General Manager / Levy Restaurants

For additional services and information, please contact Levy Restaurants.

G. Miscellaneous Sales Event



Lynnette T. Riley
Commissioner

State of Georgia
Department of Revenue
314 East Main Street
Suite 150
Cartersville, GA 30120
(770) 387-4060

Staci Guest
Chief Tax Officer

MISCELLANEOUS SALES EVENT

INSTRUCTIONS:

- 1) Complete seller's information.
- 2) Complete event information.
- 3) Report the amount of taxable sales. If no taxable sales are made, a zero should be entered on this line.
- 4) Collect Georgia sales tax at the rate of the county in which the event is held. Report the amount of taxable sales made and sales tax collected.
- 5) Pay to the GEORGIA DEPARTMENT OF REVENUE, by check or money order, the amount of sales tax collected.
DO NOT SEND CASH.
- 6) If you are registered with the STATE OF GEORGIA for SALES AND USE TAX and will include these sales on your regular return, please provide your sales tax number: ____ -- _____.

1. SELLER'S NAME	
SELLER'S ADDRESS	
SELLER'S TELEPHONE NUMBER	SELLER'S E-MAIL ADDRESS
2. NAME OF EVENT (IF APPLICABLE)	DATE OF EVENT

COUNTY OF EVENT		TAX RATE OF COUNTY OF EVENT. Sales tax rate charts are available on the Department's website, www.dor.georgia.gov	
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3. TAXABLE SALES		4. TAX COLLECTED	
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5. AT THE CLOSE OF THE EVENT, THIS FORM AND ALL TAXES COLLECTED MUST BE: <input type="checkbox"/> Returned to the Revenue Agent on duty. <input type="checkbox"/> Mailed within 3 days to the address below.	
--	--

Should you have any questions, please contact:

Georgia Department of Revenue

314 East Main Street
Suite 150
Cartersville, GA 30120

Authorized Agent for State Revenue Commissioner

TELEPHONE NUMBER: (770) 387-4060

DATE:

H. Anchoring Guidelines

The Georgia World Congress Center Authority is in agreement to install our anchors in certain areas and in small numbers. The exhibit hall floors in Buildings A and B are designed for a compressive uniform live load of 350 lbs./sf while Building C is designed for a compressive uniform live load of 400 lbs./sf. Floor anchors are limited to a depth of 5" and have to maintain a clear distance from expansion and control joints a minimum of 18". These joints are located from the centerline of the columns on a 45' grid. In addition, in an effort to maintain the structural integrity of the floor slab, a limited number of anchors can be installed in a given area, preferably to a maximum of one anchor per three square ft. While GWCCA will do its best to accommodate our customer needs, the integrity of our floor systems must be protected for future business.

Please keep in mind distances from the proposed anchor location in relation to the expansion/control joints when

setting your equipment in your booth. Adjustments may need to be made to the location of the equipment in the booth to facilitate your anchoring needs.

The following link is for a standard anchor that we use:
<https://www.itwredhead.com/products/screw-anchors/large-diameter-tapcon-ldt>

The cost for this service is \$250 per hole. This price includes the labor to install and remove the anchor, the anchor itself, and patching of the hole. Authorization to drill exhibit hall floors must be secured from the GWCCA Director of Engineering or his designee. Please submit a detailed description of the equipment and/or machinery that will be anchored to the exhibit hall floor along with a completed and signed copy of this form to the address or email below. A minimum of 60-days prior to first event load-in day.

Exhibitor assumes full responsibility for any damage or injury resulting from the drilling of holes in the floor of Exhibit Hall _____, and for the full cost of repair to the floor after drilling. All repairs to the floor will be performed by the GWCCA Engineering department.

Exhibitor/Company Name: _____

Exhibitor/Company Address: _____

Exhibitor/Company Main Contact: _____

Telephone Number: _____

Email Address: _____

Show Name: _____ Booth Number: _____

Signature

Print Name

Date

Please submit to:

Georgia World Congress Center Authority
Facility Management Department
285 Andrew Young International Blvd NW
Atlanta, GA 30313-1591

Or email to engorders@gwcc.com with the subject line 'Show Name' Anchoring Request. Please contact the Facility Management Department at 404-223-4800 with any questions.

XII. Centennial Olympic Park & Outdoor Spaces

A. Introduction

GENERAL OPERATING POLICIES AND PROCEDURES

Centennial Olympic Park is designed to provide a comfortable space for relaxation in downtown Atlanta balanced with providing a venue for scheduled programs and activities. Its primary purpose is general public access during daily operating hours. Centennial Olympic Park, International Plaza, West Plaza, and other outdoor spaces on the Georgia World Congress Center campus may also be reserved and used for special events on a limited basis, depending upon the event's effect on public access, the impact on the landscape and hardscape, and in consideration of other activities and events scheduled in the surrounding areas.

These General Operating Policies and Procedures have been established to ensure Centennial Olympic Park, International Plaza, West Plaza, and other outdoor spaces on the Georgia World Congress Center campus, its personnel, licensees and related service providers are working in a safe and orderly environment and to assure the ongoing maintenance and appearance of the Park. These Policies and Procedures should serve as a guideline governing event operations. Any questions, requests for variations or exceptions should be promptly submitted to the GWCCA Event Coordinator for approval.

POSTED RULES AND REGULATIONS

To protect the Park and to ensure public safety for all Park users' enjoyment, please observe the following posted guidelines:

HOURS OF OPERATION

Park use is permitted only during open hours. Open times are 7:00 a.m. – 11:00 p.m.

WATER FEATURES

The Fountain of Rings is designed for your enjoyment and interaction, however, entry into other water features including reflecting pools and water gardens in Centennial Olympic Park, International Plaza and West Plaza is prohibited.

LANDSCAPE

Entering flower or shrub beds as well as damaging or defacing property and landscaping is prohibited.

WASTE

Place all waste in either trash receptacles or recycle bins. Rummaging in trash receptacles is prohibited.

PETS

Pets must be kept on a leash at all times. Pet owners must pick up and dispose of waste in proper containers.

NOISE

Portable sound devices shall not unreasonably disturb other users of the Park or those occupying surrounding buildings and properties.

SPORTS

Organized team sports are not permitted within the Park, International Plaza or West Plaza. Skates, bicycles and skateboards are prohibited on the Fountain Plazas and other brick areas, but they are permitted on the Park's perimeter sidewalks.

PROHIBITED ACTIVITIES

Panhandling, soliciting, commercial activity including busking, vending without a permit, camping, campfires and barbecue grills, feeding the pigeons, drug use and outside alcohol are prohibited in the Park, International Plaza and other outdoor spaces.

EVENTS

Special events may be held in the Park, International Plaza and other outdoor spaces only upon obtaining a permit issued by the Georgia World Congress Center Authority. Only alcohol purchased or permitted in the Park and other outdoor spaces during special events may be consumed. Activities conducted in the Park and other outdoor spaces generally belong in one of three categories. They are defined as follows:

- a. **GENERAL PUBLIC EVENTS.** All events conducted or hosted by the Georgia World Congress Center Authority or another outside organization that may or may not require tickets for entry and are open to the general public. Examples: public concerts, festivals, cultural events, fairs and celebrations.
- b. **PRIVATE EVENTS.** Activities in the Park and other outdoor spaces' conducted by an event organizer or sponsor granted special permit for use of designated areas. Such events may or may not require tickets for entry and are not open to the public. They may also be restricted to specific individuals, members of a group, association or invited guests. Examples: weddings, receptions, private parties and corporate events.
- c. **SPECIAL USE.** Any activity conducted outside the parameters of daily Park usage by the general public. Such activities will require a specific use permit. Examples: meetings, photo or video shoots, rallies, musical, theatrical or artistic performances, or any organized activity that may prevent general public use of an area.

B. Event Application & Approval Process

- A. Prospective users of the Park and other outdoor spaces for private events and special use must complete an event application that is available through the Georgia World Congress Center Sales Department. The Georgia World Congress Center Authority will review the application for suitability to Park and other outdoor facilities and availability of requested date. Use of these spaces for professional

photography and/or filming requires a permit. The Georgia World Congress Center Authority may need to request additional information from the applicant.

- B. Completed applications should be returned to The Georgia World Congress Center Authority at least ninety (90) days in advance for events with expected attendance over 10,000; sixty (60) days in advance for events with an expected attendance over 2,000; and thirty (30) days in advance for other events. Plans of proposed layout, route maps and support information should be submitted along with the application.
- C. Any professional photography and/or filming requires a permit.
- D. The availability of Park and other outdoor facilities will be cross-referenced against other scheduled activities in the Georgia World Congress Center, and areas surrounding the Park to evaluate potential impact.
- E. An event operation and production meeting may be held between Georgia World Congress Center Authority Administration and the event organizer to discuss plans and to identify any additional information needed.
- F. Upon review and acceptance of a completed application and/or acceptance of the logistics plan, a Georgia World Congress Center Authority license agreement will be issued to the client. The client must sign all copies of the license agreement and return them to Georgia World Congress Center Authority Administration for signature by the Chief Commercial Officer, Chief Operating Officer or Executive Director of the Georgia World Congress Center Authority. A file copy of the executed license agreement letter will be issued to the client.
- G. Signed license agreement should be returned within thirty (30) days to Georgia World Congress Center Authority Administration, along with a minimum deposit of 25% of the total fee. A signed and executed license agreement must be on file before event setup begins.
- H. For approved events or activities, the license agreement will include specific use areas, logistic requirements and appropriate usage fees. The license agreement will also detail specific terms regarding

deposit, payment, insurance, cleanup, turf protection requirements and security requirements.

- I. A Plan of Operation including a summary of details including but not limited to the following must be submitted for approval to the GWCCA Event Coordinator a minimum of 60-days prior to the first move-in date. Plans not submitted by this deadline may require implementation of an operations plan by the GWCCA with any cost to be incurred by licensee. Further details for these items is listed in the following sections of this document.

- Proposed event layouts
- Cleaning plan
- Method for securing tent(s)
- Protective flooring plan
- Load-in/load-out schedule
- Electrical plan
- Signage plan

C. Safety

1. Safety of all visitors to Centennial Olympic Park, International Plaza, West Plaza, and other outdoor spaces on the Georgia World Congress Center campus is of primary concern. Any unsafe condition or activity should be reported immediately to the Georgia World Congress Center Authority Department of Public Safety or Georgia World Congress Center Authority Administration.
2. Hazardous work areas are defined as any area on the premises where maintenance or event-related equipment is being handled. Within these areas and throughout the premises, the following guidelines will be strictly enforced:
 - a. Absolutely no drinking of alcoholic beverages.
 - b. No horseplay, practical jokes, etc.
 - c. Possession or use of an illegal or controlled substance of any kind is prohibited.
 - d. No speeding (over 5 mph) or reckless use of vehicles and equipment.
 - e. All authorized event-related vehicles must remain on the reinforced brick walkway and may not be driven on grass.
3. Basic Fire Code Regulations: The National Fire Protection Association (NFPA) 101 Life Safety Code 1997 has been adopted with specific revisions and interpretations for review for events at this facility. Reference copies of the fire code are available from Georgia World Congress Center Authority Administration. Summaries of pertinent provisions are included below.
4. The customer may sanction the use of pyrotechnics in the licensed area with the written approval of Georgia World Congress Center Authority Administration, but the customer will be directly responsible for all activities described in the License Agreement. To help protect the customer from liability, the pyrotechnics contractor will be responsible for submitting the following items to GWCCA Event Coordinator (see also PYROTECHNICS in Section 3):
 - a. A valid federal license from the U.S. Department of the Treasury—Bureau of Alcohol, Tobacco and Firearms—for the use of low explosives.
 - b. All relevant permits and approvals from the Fire Marshal of the State of Georgia and the City of Atlanta Fire Marshal's office. The customer must apply for these and submit completed copies to GWCCA Event Coordinator.
 - c. Certifications that the pyrotechnic materials used are free of hazardous gas and will not splinter into guest areas.
 - d. Insurance certification and \$1,000 damage
- f. No gasoline, kerosene, diesel fuel or other flammable liquids may be stored, permanently or temporarily, on Park property.
- g. All other visible safety hazards should be reported immediately to GWCCA Department of Public Safety.
- h. The staking of tents in the Park is prohibited due to underground utilities. All tents must be secured using alternative means (e.g., water barrels, sandbags, cinder blocks).

deposit submitted to Georgia World Congress Center Authority

- e. Administration at least three (3) days prior to the event.
 - f. e. Five (5) copies of a detailed description of the pyrotechnic activity planned for an event, including:
 - Grid showing exact location, number and type of devices to be used and spread and height of materials used.
 - Narrative of program, including schedule of events and number and location of certified pyrotechnicians involved.
 - Safety material and equipment for workers, event attendees and Park.
 - Number and location of fire extinguishers available for pyrotechnic event.
 - Plans for pre-function pyrotechnics testing.
 - g. f. The customer shall be responsible for arranging any demonstration required by the Fire Marshal a minimum of 24 hours prior to the event. The customer will be responsible for any cost incurred to have the Fire Marshal present.
 - h. g. The customer shall be responsible for providing any additional security for road closures and crowd control for
 - i. pyrotechnic displays.
 - j. h. Any Georgia World Congress Center Authority personnel needed to fulfill these requirements will be obtained at the customer's expense.
5. Any request to close streets, lane(s), or sidewalks in and around Centennial Olympic Park, International Plaza, West Plaza or other outdoor spaces must be coordinated with the GWCCA Event Coordinator. Approval may require a formal permit with the City of Atlanta.

D. Maintenance, Cleaning & Protection

1. Damage of any kind should be promptly reported to the GWCCA Event Coordinator. The licensee is

responsible for any damages to permanent fixtures, turf, trees, plants or any Park and other outdoor structure. Licensees and their contractors are invited to inspect the facility, accompanied by the GWCCA Event Coordinator prior to move-in to assess condition of licensed areas and following move-out to assess for damages and assign cost. Any licensee that opts to forgo an inspection prior to move-in must sign a waiver provided by the GWCCA Event Coordinator.

- 2. The placement of any signs, banners, posters or placards associated with an event or activity must be submitted to the GWCCA Event Coordinator for approval prior to installation. Under no circumstances will attachment of signage to fences, permanent fixtures, trees, plants or any GWCCA structure not specifically designated for same be allowed.
- 3. Adhesive-backed decals and stickers may not be distributed anywhere on the premises.
- 4. Benches, planters and other features may not be removed or repositioned. GWCCA personnel shall handle any movement of GWCCA equipment for event purposes.
- 5. Use of motorized vehicles, forklifts, gas or electric carts, bicycles, scooters and similar equipment must be approved by Georgia World Congress Center Authority and must remain on authorized walkways.
- 6. Licensees and their service contractors are responsible for the removal of trash, crates, pallets, packing materials, staging materials, lumber, etc., prior to the event opening and during move-out.
- 7. Cleanup and trash removal is the responsibility of the client. As part of the operations plan due a minimum of 60-days from first move-in date, a plan detailing types and placement of trash receptacles, recycling bins and open top dumpster(s), refuse removal during and after the event, and plan for staffing during move-in, event hours and final cleanup should be included. A deposit may be required to cover any cleaning cost incurred by the GWCCA.
- 8. The GWCCA does not permit the staking of tents. All tents must be secured using alternative means (e.g., water barrels, sandbags). Any tent that will be placed

on sidewalks or bricks must have rubber tips or wood under the footings to protect the hardscape. The plan of operations due 60-days from first move-in date must include method of securing tent(s) and protective footings as necessary.

9. Absolutely no personal or delivery vehicles are allowed on any of the walkways or sidewalks within or surrounding Centennial Olympic Park or International Plaza with the exception of re-enforced sidewalks. The assigned GWCCA Event Coordinator can provide additional information.
10. As part of the plan of operations due 60-days from first move-in date a detailed load-in/load-out schedule including any vehicle access required on International Boulevard and/or the reinforced walkway in North Park. Vehicles that enter the Park without prior approval of Georgia World Congress Center Authority Administration may be ticketed or towed.
11. Glitter, paint, and confetti are prohibited in the Park and other outdoor spaces.
12. Protective flooring is required on all sensitive areas (including but not limited to: spaces with high foot or vehicle traffic, under stages, under tents, in and around food & beverage preparation and concession areas). Based on the the proposed plan of operations due 60 days prior to move-in, GWCCA will identify all areas requiring portable flooring.
13. Customer is responsible for providing all required event related equipment including tables, chairs, tents, staging, barricade, etc... Please refer to the GWCCA Special Services, Equipment and Labor rate sheet if equipment is to be provided by the GWCCA. Any usage of GWCCA equipment must be arranged in advance with the GWCCA Event Coordinator.
14. The GWCCA provides electrical and plumbing utilities on an exclusive basis. Any plan to use generators provided outside of the GWCCA is subject to a buyout fee and must be arranged with the GWCCA Event Coordinator in advance. All electrical requirements including amount of power, location of power drop(s), and timeline for installation is required as part of the

plan of operations due 60-days from the first move-in date.

E. F&B and Merchandising Sales

1. The GWCCA's Exclusive Food and Beverage Provider is the official contractor for food and beverage items in the Park and other outdoor spaces. Events and functions requiring catering should submit a request for services through the Georgia World Congress Center Authority Administration. A salesperson from the GWCCA's Exclusive Food and Beverage Provider will forward a proposal to the client including venue areas, equipment requirements and special considerations.
2. Georgia World Congress Center Authority Administration must approve catering by companies other than the GWCCA's Exclusive Food and Beverage Provider. These other catering providers will be subject to a catering surcharge fee based on the itemized scope of service or the retail market price of donated items. A copy of the final invoice or plan detailing the total scope of service must be provided to Georgia World Congress Center Authority Administration upon request.
3. Alcoholic Beverages – All alcoholic beverages consumed in the Park and other outdoor spaces must be sold, served or licensed by the GWCCA's Exclusive Food and Beverage Provider. State law prohibits alcoholic beverages from being brought into Centennial Olympic Park and other outdoor spaces except by the GWCCA's Exclusive Food and Beverage Provider. Security personnel are instructed to confiscate any alcoholic beverage brought into the Park in violation of state law.
4. Merchandising/Vending – Georgia World Congress Center Authority Administration must authorize the vending or sale of merchandise in the Park. It will only be authorized when merchandise relates to and is an integral part of a licensed event.

F. Safety

1. Emergencies of any nature should be reported immediately to the GWCCA Department of Public Safety at 404-223-4911 who will coordinate any required response from outside law enforcement and emergency response agencies. The GWCCA Department of Public Safety is open 24 hours a day and patrol all building perimeters, parking decks, exterior grounds and interior public areas.
2. All major events in Centennial Olympic Park, International Plaza, West Plaza, and other outdoor spaces on the Georgia World Congress Center campus require a contract security service. However, based upon size, location or unique circumstances, some events may not require this service. Any waiver must be arranged with facility management and approved in writing. Security arrangements are subject to review and approval by the Georgia World Congress Center Department of Public Safety. Additional event security may be required for restricted access events, ticketed events or events determined by Georgia World Congress Center Authority Administration to require additional security.
3. The licensee is required to secure the entire licensed area for the full duration of the licensed period.
4. The Georgia World Congress Center Department of Public Safety reserves the right to have, at customer's expense, additional security personnel if required to ensure public safety.
5. To promote the safe and orderly conduct of events, the GWCC Authority requires that all contract security firms (a) be licensed with the Secretary of State's office, (b) meet the conditions of the Private Investigators and Security Agencies Act, (c) have a current business license and (d) Certificate of Insurance.
6. Security plans must be submitted to the assigned Event Coordinator and the Security Manager of the venue no later than sixty (60) days before the event.

These plans shall include the number of supervisors and security personnel; the duty dates, times and assigned posts; the emergency telephone numbers of contract security personnel and a traffic plan. The traffic plan is to be based on the expected attendance of the event. In addition, this plan shall be continually updated as changes are made to the plan on site. Authorized personnel of the facility will maintain all plans in confidence.

7. Contract security firms will provide GWCCA Department of Public Safety reports of any incident of a criminal nature, illness or injury to an attendee occurring on Park property or damage to any property. Notification to GWCCA Department of Public Safety shall be made during the shift in which the incident occurred.
8. In the event of an emergency (e.g., fire, bomb threat, criminal activity, severe weather), contract security firms will notify GWCCA Department of Public Safety immediately. Copies of Park Emergency Operation Procedures will be provided prior to load-in of your event.
9. Any conduct detrimental to the safe and proper operation of an event, abusive language, threats, assault, vandalism and all other inappropriate actions will result in immediate removal from the premises or arrest and prosecution as appropriate.

G. First Aid

1. All major events at Centennial Olympic Park, International Plaza, West Plaza, and other outdoor spaces on the Georgia World Congress Center campus require contract first aid service during move-in and move-out hours, and one half-hour before, during and one half-hour following the open hours of an event.
2. All first aid arrangements are subject to review by Georgia World Congress Center Authority Administration.

3. The emergency medical personnel shall be licensed by the State of Georgia.
4. Please submit to your Event Coordinator at least sixty (60) days prior to the event move-in, the name of contract first aid service, a list of emergency medical personnel on duty, the scheduled hours of operation and the desired location of the first aid facility.
5. All requests for ambulance or other outside services should be coordinated with the GWCCA Department of Public Safety. Park emergency procedures provide for the dispatch of security personnel to the patient's location and to an ambulance rendezvous point for coordination with emergency medical personnel and transfer of patient to a hospital.
6. The Georgia World Congress Center Authority does not pay for doctor or hospital expenses. Any inquiries for claims should be directed to the event organizer and Georgia World Congress Center Authority Administration.

Refer to Centennial Olympic Park Emergency Operating Procedures for additional information on emergency conditions. Copies of these procedures are available from the GWCCA Event Coordinator.

