



Welcome

Dear SECO 2024 Exhibitors,

Welcome to SECO 2024. We want to thank you for your continued support of SECO and are pleased that you have chosen to be part of Optometry's Marketplace™ February 28 - March 3 at the Georgia World Congress Center in Atlanta, GA.

The Online Service kit is provided by SECO and Shepard Expositions Services, the official expositions company for SECO 2024. The manual includes all the information needed to plan a successful exhibition. Remember to utilize the bookmarks tab to quickly navigate between all the sections and forms.

Please take time to review all sections thoroughly. Important Information is detailed in each section including service descriptions, regulations and other required procedures. The A-Z Exhibitor Information includes many important show details, deadlines and instructions.

Access to Shepard Exposition Services will be available online from the SECO [Exhibitor Portal](#) (log-in using your password), or by accessing the Shepard site directly at <https://apps.shepardes.com/olk/intro.asp>. If you don't remember your password, click on the Retrieve Password link after clicking the log-in button. Or, email exhibits@secostaff.com for additional password assistance.

As SECO approaches, you will be sent monthly exhibitor e-newsletters to remind you of approaching deadlines, exciting exhibitor opportunities and information pertinent to SECO 2024.

If you have any questions, do not hesitate to reach out to either Grayson Lutz at glutz@secostaff.com, Exhibit Manager, or Candice Hadley, chadley@secostaff.com, Exhibit Sales Manager.

We look forward to working with you to ensure that SECO 2024 is the most successful one yet!

Thank you,

SECO Event Team



A – Z Exhibitor Information

EXHIBITOR & SHOW HOURS:

Day	Date	Move in	Show Hours	Dismantle	Exhibitor Center Hours
Wednesday	February 28	8:00 am – 5:00 pm			8:00 am – 5:00 pm
Thursday	February 29	8:00 am – 5:00 pm			8:00 am – 5:00 pm
Friday	March 1		9:30 am – 5:00 pm		8:00 am – 5:00 pm
Saturday	March 2		9:30 am – 4:00 pm	4:00 pm – 10:00 pm	8:00 am – 10:00 pm
Sunday	March 3			8:00 am – 12:00 pm	8:00 am – 12:00 pm

DEDICATED EXHIBIT HALL HOURS:

The following days have set time periods dedicated for attendees to explore Optometry’s Marketplace™; limited educational courses will be offered.

Day	Date	Dedicated OD Hour		
Friday	March 1	10:00 am – 11:00 am	1:00 pm – 2:15 pm	4:15 pm – 5:00 pm
Saturday	March 2	10:00 am – 11:00 am	1:00 pm – 2:00 pm	3:00 pm – 4:00 pm

Day	Date	Dedicated Opticians, Paraoptometric, Technician, Practice Admin Hour		
Friday	March 1	10:00 am – 11:00 am	2:15 pm – 3:15 pm	
Saturday	March 2	11:00 am – 12:00 pm	1:00 pm – 2:00 pm	3:00 pm – 4:00 pm

ADDRESS of EXHIBIT HALL

SECO 2024 will be held in Hall A of the Georgia World Congress Center, referred to as “GWCC”, located at 285 Andrew Young International Blvd. Atlanta, GA 30313.

AFFILIATE FUNCTIONS & HOSPITALITY SUITES *Deadline: Varies depending on booking fees.*

Show Management manages the scheduling of meeting rooms and suites in all official SECO hotels. Review and submit the Affiliate Function Application to Contract and/or Suite Request Form in the Exhibitor Service Kit to request a meeting room or suite during SECO 2024. Meeting rooms and suites are only for use by SECO 2024 exhibitors. Hospitality suites, meetings or other functions hosted by exhibitors are only permitted before or after education sessions or show hours. Please refer to the Affiliate Function Application for a complete list of regulations, guidelines, and deadline dates.

AMERICANS WITH DISABILITIES ACT (ADA)

In compliance with the Americans with Disabilities Act of 1990, SECO International, LLC makes all reasonable effort to accommodate persons with disabilities at SECO 2024. All exhibiting companies are required to be in compliance with ADA regulations and are encouraged to be sensitive, and as accommodating as possible to attendees with disabilities. For assistance, call the SECO office at 770-451-8206. Scooter rentals are offered through the FedEx office at the GWCC. Please see the order form in this kit. If you would like further information on how Scootaround can help you with accessible needs and ADA compliancy, please contact Scootaround Corporate Services Department at (888) 441-7575 or through [Scootaround Services \(click\)](#).

ANNOUNCEMENTS

The PA system in the Exhibit Hall is used for emergency and official SECO announcements only. In the event of an emergency, messages should be submitted to the Exhibits Information Desks located inside the Exhibit Hall for broadcast.

BOOTH PACKAGE

Shepard Discount Deadlines:

Custom Rentals - Wednesday, January 31, 2024

Standard Orders - Friday, February 9, 2024

Each 10x10 booth comes equipped with the following: grey pipe & drape (3’ side walls and 8’ back wall), booth ID sign, 5 complimentary exhibitor badges for staff (per 10x10 booth), company listing in SECO Preview, onsite program, online and onsite exhibitor locator and SECO Daily (subject to print deadlines), and ability to select SECO 2024 booth space at the Georgia World Congress Center in Atlanta, GA prior to public release. Booth carpet and utilities are NOT included with booth package. **IMPORTANT: SECO will be providing aisle carpet for SECO 2023. Flooring is MANDATORY for Exhibit booths.**



A – Z Exhibitor Information

BOOTH HEIGHT RESTRICTIONS

- The height restriction for all in-line linear booths is 8 ft.
- The height restriction for perimeter wall booths is 10 ft.
The maximum height is allowed only in the rear 5' half of the booth space, with a 4' height restriction imposed on all materials in the remaining space forward to the aisle.
- The maximum booth height for Split-Island/Island Booths is 20 ft. *(If hanging a sign, max is 20' to TOP of sign)*

Height restrictions include booth structures, objects within the booth, and hanging signs. Non-electric signs or banners less than 5 pounds **ARE** allowed to be hung on the booth pipe & drape. **Please note: only split islands 400 sq.ft and over and island booths can hang signs over their booths.**

CHILDREN

During move-in & move-out, children under the age of 18 are not allowed on the show floor. During show hours, there is no age restriction for children accessing the exhibit hall.

COMPLIMENTARY ATTENDEE PASSES

Offer your customers complimentary access to the SECO 2024 Exhibit Hall by providing them with a SECO discount code to use while registering on attendseco.com/register. Look for a future email from SECO containing the discount code.

ELECTRICAL & POWER

All electrical and power must be ordered through the Georgia World Congress Center (GWCC). Information on ordering can be found in the GWCC section, under GWCC in the Exhibitor Service Kit. Compressed Air, Water, Drain and Natural Gas can also be ordered through the GWCC Engineering Department at www.gwcca.org. Discounted rates are available 21 calendar days prior to the first day of show opening.

EXHIBITOR SALES CENTER/SHOW OFFICE Room 307 (GWCC – 3rd Floor/Building A)

The Exhibitor Sales Center is located on the 3rd floor of building A in the GWCC in room 307. Get in touch with show management, address questions and book your SECO 2025 booth.

EXHIBITOR REGISTRATION

[Registration is live!](#) Show badges are required for all booth personnel and will be printed onsite and available for pick-up in the Registration Area. Personnel should bring their registration confirmation email with them to receive their printed badge. Exhibitors are allotted five (5) complimentary exhibit personnel badges per 10x10 booth space (100sqft.). **Note: Badges may only be ordered once booth fee is paid in full.**

EXHIBIT REQUIREMENTS

All displays must be fully set by the opening of the show and all exhibits must be open during exhibition hours. Each booth must be staffed and open for business during regular show hours. No exhibit merchandise, equipment, container or packing materials shall be brought into or out of exhibit space during exhibit hours. No dismantling or packing may begin before the show closes. Failure to abide by these rules may result in a fine and/or loss of priority points for future SECO Events. All exhibit space shall be vacated and left in good order by 12pm on Sunday, March 3, 2024.

EXHIBIT SPACE CONTRACTS, PAYMENTS, & CANCELLATIONS

It is the sole responsibility of the exhibitor to submit a complete exhibit space contract and to provide SECO with current company information including additional listings, contact information, social media, etc. In addition, exhibitors are responsible for assuring that their exhibit space is paid for in full prior to the show. Exhibitors with outstanding exhibit space payments will not be permitted to move-in or set-up. Any exhibitor who cancels all or part of its exhibit space on or after September 4, 2023, receives no refund of any monies paid. In addition, companies who cancel participation in SECO 2024 waive all space reservation rights and exhibitor privileges towards future shows. All cancellations must be made in writing to show management at exhibits@secostaff.com. See **Official Cancellation Policy in the Exhibitor Rules & Regulations.**

FOOD & BEVERAGE

Levy Restaurants is the official caterer of the GWCC. All food and beverages distributed from your booth must be ordered from Levy Restaurants. Distribution or sale of food and beverages from sources other than Levy Restaurants is prohibited. Refer to the GWCC Levy Restaurants Catering Menu in the GWCC Form section of the Exhibitor Service Kit for further information.



A – Z Exhibitor Information

FREIGHT SHIPPING ADDRESS

Advance to Warehouse – Arrival between Wednesday, January 31, 2024 – Tuesday, February 20, 2024

Materials sent in advance to warehouse may arrive without additional charge between the dates above. Materials arriving early or late to the warehouse will be assessed with a 25% handling fee.

Exhibiting Company Name & Booth Number
SECO 2024
C/O Shepard Exposition Services
1790 Marietta Blvd.
Atlanta, GA 30318

Direct to Show Site – First arrival date: Tuesday, February 27, 2024

SECO 2024
c/o Shepard Exposition Services
Company Name & Booth Number
Georgia World Congress Center
285 Andrew Young International NW
Atlanta, GA 30313

HOTEL & TRAVEL Discount Deadline: Monday, February 5, 2024

SECO has arranged for significant housing discounts through [EventSphere](#), SECO's official housing bureau. Access to EventSphere is also available through your [Exhibitor Dashboard](#). Please be aware and vigilant of housing poachers that have been contacting exhibitors about booking hotel rooms for SECO 2024. SECO has NO affiliation and is NOT working with any outside companies to provide housing details. Please ignore these pirated emails/calls. Eventsphere is the only company that is officially sanctioned and certified by SECO to book hotel rooms on behalf of its exhibitors and attendees as the SECO Housing office. Those who opt for alternatives to the SECO negotiated rates may find themselves at risk. If contacted, please notify seco@eventsphere.com or 864-208-2927.

INSURANCE Due By: Thursday, February 1, 2024

Each exhibiting company is required to carry Commercial General Liability Insurance and to provide proof of coverage via a Certificate of Insurance (COI). For information on additional Insureds as well as form submission, see **Certificate of Insurance Information** in the Exhibit Service Kit.

INSTALLATION / DISMANTLING BY INDEPENDENT CONTRACTOR Deadline: Wednesday, January 31, 2024

If you chose to employ an outside display house and/or outside contractor other than Shepard Exposition Services (SES), the official show contractor, the exhibitor must complete & return the **Exhibitor Appointed Contractor Form** (EAC) in the **Shepard Service Kit**. The EAC must also provide a certificate of insurance with the specified minimum coverage and abide by the Exhibitor Rules and Regulations set by the show. If Management & SES do not receive the EAC form by the deadline, the EAC will not be allowed to perform work in the hall except to supervise official contractor appointed labor.

LEAD RETRIEVAL Discount Deadline: Tuesday, January 2, 2024

CompuSystems (CSI) is SECO's Official Lead Management Service for SECO 2024. CompuSystems offers multiple ways to gather leads during the show. Access this information directly through the **Registration Icon** on your [Exhibitor Dashboard](#) in a2z for full details on ordering CompuSystems Lead Retrieval Systems or order [directly online](#).

MARSHALLING YARD ADDRESS:

The marshalling yard is a staging area for trucks holding exhibitor's freight until space is available for unloading at the GWCC.

MOVE-OUT PROCEDURES

The Exhibit Hall closes at 4:00 pm on Saturday, March 2, 2024. SES will immediately begin returning cardboard and plastic empties to booths and finally crates are returned. This process takes approximately 4 hours and is usually complete by 8:00 pm. Once the booth is dismantled and all items repacked, you will need to submit a Bill of Lading form to the Shepard Expo Services desk. The Bill of Lading will be used to manage the trucks and POVs from the marshalling yard to the dock area for load out. All Carriers must check in to the marshalling yard prior to 11:00 am on Sunday, March 3, 2024, to ensure that all exhibits are out of the hall by 12:00 pm.

NETWORK, TELECOMMUNICATIONS & WIFI

All orders for network, telephone & WI-FI must be ordered through CCLD, the official provider of these services for the GWCC. Information on ordering can be found in the GWCC section, under CCLD in the Exhibitor Service Kit. Discounted rates are available 21 calendar days prior to the first day of show opening.



A – Z Exhibitor Information

PARKING

The Georgia World Congress Center Authority operates six surface lots and two parking decks on campus managed by AAA Parking. If you are planning to park at the GWCC, we encourage you to reserve a parking space in advance [online](#). We recommend parking in the Red/International Deck. Other parking options are available in downtown Atlanta. Directions to loading docks, and a campus and parking map, can be found in the GWCC section in the Exhibitor Service Kit.

PRIVATELY OWNED VEHICLES POV

POV's (privately owned vehicles) are allowed on show site for the unloading of exhibitors' show items. All POV's must first check into the marshalling yard and will not be granted access to the loading docks without an official pass. Once an unloading zone is available, you will go to the assigned space and unload your products. Vehicles must always be attended to or will be subject to towing by the GWCC at the exhibitor's expense. Your vehicle must be removed promptly once it has been unloaded.

SECURITY

Show Management makes every effort to provide protection for exhibitor's merchandise and displays. Show Management will provide security services throughout the hall during move-in, show hours, overnight, and move-out. While Show Management will implement security measures to safeguard your property, neither Show Management, the GWCC, Shepard Exposition Services, nor any of their officers, agents or employees assumes any responsibility or liability for such property, loss, or theft. Exhibitors are encouraged to remove valuable items from their booth when they are not present. Loss of or damage to items within the Exhibit Hall is the responsibility of the exhibitor.

SOCIAL MEDIA

Social Media is a great way to promote the excitement of SECO 2024 beyond the trade show floor. Use & promote the official hashtag, #SECO2024, across all social media platforms and in all your posts before the show to build excitement. Tag SECO International on Facebook, @seco_intl on Twitter, and @seco_intl on Instagram.



Affiliate Function Request Form

SECO welcomes the opportunity for exhibitors to engage with Congress attendees, internal teams and key opinion leaders in optometry while exhibiting at SECO 2024. A convenient option to hold meetings, events, focus groups, user groups, etc. can be planned at one of our meeting venues.

Participation is limited to SECO 2024 exhibitors only and they are required to obtain permission from SECO International before holding any/all functions during the week of February 28 - March 3, 2024, in Atlanta, GA. Approval of submitted applications will be provided based upon the details provided within the request. Functions may not be booked directly with affiliated hotels or event venues without prior approval from SECO International. Revision or addendums to this contract will not be accepted.

Affiliate Function Booking Fees (per room per day)

\$500 booked by December 31, 2023

\$750 booked January 1 – January 31, 2024

\$1,000 booked February 1 – February 28, 2024

Note: Fees are waived for optometry school Alumni Receptions only

Affiliate Function Availability Schedule

Wednesday, February 28	6:00 AM-8:00 AM/6:30 PM-11:00 PM
Thursday, February 29	6:00 AM-7:00 AM/8:00 PM-11:00 PM
Friday, March 1	6:00 AM-7:00 AM/7:00 PM-11:00 PM
Saturday, March 2	6:00 AM-7:00 AM/6:30 PM-11:00 PM
Sunday, March 3	6:00 AM-8:00 AM/1:00 PM-11:00 PM

Affiliate Event Space Options (Hotels)

<u>AC HOTEL ATLANTA DOWNTOWN</u> 101 Andrew Young International Blvd. NW, Atlanta, GA 30303
<u>EMBASSY SUITES ATLANTA CENTENNIAL PARK</u> 267 Marietta Street, Atlanta, GA 30313
<u>GLENN HOTEL – A MARRIOTT AUTOGRAPH COLLECTION</u> 110 Marietta Street NW, Atlanta, GA 30303
<u>HILTON GARDEN INN ATLANTA DOWNTOWN</u> 275 Baker Street NW, Atlanta, GA 30313
<u>HOLIDAY INN EXPRESS & SUITES ATLANTA DOWNTOWN</u> 111 Cone Street NW, Atlanta, GA 30303
<u>OMNI HOTEL AT CNN CENTER</u> 100 CNN Center, Atlanta, GA 30303
<u>MARRIOTT MARQUIS</u> 265 Peachtree Center Ave. NE Atlanta, GA 30303
<u>THE RITZ CARLTON ATLANTA</u> 181 Peachtree Street NE, Atlanta, GA 30303
<u>SIGNIA BY HILTON ATLANTA</u> 210 Peachtree Street NW, Atlanta, GA 30303
<u>WESTIN PEACHTREE PLAZA</u> 159 Northside Drive NW, Atlanta, GA 30313

Affiliate Event Space Option (Facility) - GWCC

285 Andrew Young International Blvd. NW, Atlanta, GA 30313

Conveniently located upstairs from SECO 2024 Exhibit Hall.



Affiliate Function Request Form

Non-Compete Policy

Hosting or participating in a function that provides continuing education credit towards licensure within the eye care profession (optometry, opticianry, ophthalmology, user's groups, or other accredited eye care professions) in Atlanta, Georgia between the dates of February 28 - March 3, 2024, are in direct competition with SECO 2024 and are strictly prohibited.

Contract & Payment

Upon receipt of this Application an invoice will be generated. Payment is due in full within 10 days of invoice submission. Space will not be confirmed until payment is received. Refunds will not be provided for cancellations made after December 1, 2023. I confirm that our function complies with the Non-Compete Policy (listed above) and the Terms & Conditions (attached to this application) and that the assigned space will only be used by the organization listed on this Application. I acknowledge that all charges incurred in connection with this event are solely the responsibility of my organization. The undersigned, or their duly authorized representative, represents and warrants that they have the authority to enter into this agreement on behalf of their company, firm or organization and hereby agrees to the terms and conditions set forth in the official SECO 2024 Affiliate Function Terms & Conditions. Revision or addendums to this contract will not be accepted.

Email a completed Application for each meeting/event to events@secostaff.com

Exhibiting Company: _____

Contact Name: _____

Phone: _____ Email: _____

Official Function Name: _____

Meeting Description: _____

Desired Hotel: _____ Room Set: _____

Hotel room size, location & configurations will be determined based upon availability and with hotel staff.

Requested Date: _____ Anticipated Attendance: _____

Start Time: _____ End Time: _____

Promotion of meeting to SECO attendees: YES NO *Organization Name, Event Name, Meeting Date, Start/End Times*

Attendees (select one): Open to all SECO Attendees By invitation only

Attendee Type (select one): Affiliate Staff Press SECO Attendees

Signature: _____ Date: _____



Affiliate Function Request Form

AFFILIATE FUNCTION TERMS & CONDITIONS

AGREEMENT By signing the Application to Contract for Function Space (hereinafter referred to as "Contract"), Event Manager agrees to abide by these Terms and Conditions and all amendments thereto and decisions of Show Management. For the purposes of this agreement, the term "Show Management" shall mean SECO International, LLC, and its respective directors, officers, and staff. The term hotel/event space shall mean the assigned facilities in the affiliated SECO hotels or other event spaces within the Atlanta area. The term "Affiliate Hotel" shall mean any hotel SECO has contracted over the dates of the Congress. The term "Event Manager" shall mean any company, firm, or person who has applied for or been allocated any function space. The term "Congress" shall mean the annual event hosted by SECO International, LLC. Show Management reserves the right to cancel any function scheduled that may be out of compliance with the Terms & Conditions of this Event Contract and the Event Manager will be liable for all incurred charges found to be in violation of the Policy, Terms and Conditions of the Contract. Violation of this policy may also result in cancellation of exhibit booth without refund. **VENUE** The location of Affiliate Functions will be at hotels or event space located in Atlanta, Georgia. Affiliate Functions may be held February 28 – March 3, 2024. During this time, affiliate functions may not compete with events held by SECO including the events of our partners. The assigned space cannot be used by any individual or group other than applicant unless written approval is provided by Show Management. **APPLICABLE LAW AND JURISDICTION** Event Manager hereby agrees that the laws of the State of Georgia shall control construction and enforceability of this Contract and hereby consents to jurisdiction of State of Georgia and Federal District Courts within State of Georgia with respect to any right of action arising under this Contract. **NOTICES** All notices pertaining to this Contract must be in writing and will become effective when received by the intended recipient by one of the following methods: 1) Letter sent by certified mail or by overnight carrier, return receipt requested, postage prepaid to intended recipient 2) Facsimile (fax) transmission: Notice by fax is effective when the sender of the fax has written notice from the intended recipient that the fax transmission was received 3) E-mail transmission: Notices to Show Management must be addressed to events@secostaff.com. Notices will be addressed to the Event Manager indicated on the Contract. The names and addresses for the purposes of this section may be changed by giving written notice of such change in the manner provided in this paragraph for giving notice. Unless and until written notice is received, the last name and address stated in this agreement will be deemed to continue in effect for all purposes. **CANCELLATION OF CONGRESS** a) In the event that the Congress is postponed due to any occurrence not occasioned by the conduct of Show Management or Event Manager, whether such occurrence be an Act of God, common enemy, result of war, riot, civil commotion, labor dispute, terrorist action, government action, or act or conduct of any person or persons not party or privy to this Contract, then performance of parties under this Contract shall be excused for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof, and in any event, for duration of such postponement. b) In the event that such occurrence results in cancellation of Congress, obligations of parties under this Contract shall automatically be terminated and all payments made under this lease to SECO shall be refunded to Event Manager. c) Show Management reserves the right, with no liability to the Event Manager for refunds, additional expenses, or otherwise, to change the date or place of Congress upon two weeks' notice to the Event Manager, effective from the date of mailing of such notice. **CANCELLATION BY EVENT MANAGER** Event Manager specifically recognizes and acknowledges that Show Management may sustain certain losses if Event Manager cancels its Affiliate Function space after it has been assigned and confirmed by Show Management. The Event Manager is bound by any penalties or damages the Headquarters or Affiliate Hotel may implement against Event Manager and/or Show Management. **SEVERABILITY** In the event any provision of this Agreement is held invalid or unenforceable, then neither the remaining provisions of this Agreement nor other applications of provisions involved shall be affected thereby. **AGREEMENT SUBJECT TO EVENT MANAGER'S CONTRACT WITH HEADQUARTERS/AFFILIATE HOTEL** This agreement between Event Manager and Show Management is subject to the terms of agreement between Event Manager and the Headquarters or Affiliate Hotel. Event Manager shall not undertake any act or fail to fulfill any obligation that shall be in violation of said license or agreements. **PROMOTIONS/ADVERTISING LIMITATIONS** All outside promotions of this event using the SECO or the Southern Council of Optometrists, Inc. name or logo(s) must be approved by the Executive Director of SECO International, LLC prior to use. **LIABILITY/INDEMNIFICATION** a) Event Manager hereby assumes entire responsibility and hereby agrees to hold harmless, indemnify, and defend Show Management and the hotel/event venue, and each of their respective, employees, officers, directors, and agents against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by its installation, removal, maintenance, occupancy or use of the function or a part thereof, or its operation or activities at the Congress, excluding any such liability caused by the sole negligence of Show Management or hotel/event space and each of their respective employees and agents. b) Event Manager assumes full responsibility and liability for the actions of its agents, employees, independent contractors and representatives, whether acting within or beyond the scope of their employment, and agrees to indemnify, hold harmless, defend, and pay all expenses as they are incurred, Show Management and the hotel/event space and each of their respective employees, officers, directors, and agents from responsibility or liability which arises because of the acts or omission of its agents, employees, independent contractors or representatives whether acting within or without the scope of their authority c) Show Management undertakes no duty to exercise care, nor does it assume any responsibility, for the protection and safety of the Event Manager, or its agents, employees, independent contractors or representatives, or for their respective property used in connection with the Congress, from theft or damage or destruction by fire, accident or other cause. Small and easily portable articles shall be properly secured or removed after hours and placed in safekeeping by the Event Manager at Event Manager's risk and expense. Any protection exercised by Show Management shall be deemed purely gratuitous on its part and shall in no way be construed to make it liable for any loss or inconvenience suffered by the Event Manager. d) Event Manager acknowledges that neither Show Management, nor the hotel/event space maintains insurance covering Event Manager's property and that it is the sole responsibility of Event Manager, at its expense, to obtain business interruption and property damage insurance insuring any losses by Event Manager. **EXCLUSIONS** a) Event Manager acknowledges and understands the event may not offer continuing education credit for optometric education under any circumstances. b) Event Manager acknowledges and understands the event may not occur during times when official SECO events are scheduled unless Show Management has approved such event in writing. c) Event Manager acknowledges that their organization is an exhibitor or non-profit association associated with SECO International. **APPLICATION PROCESS 1)** Submit completed Application to SECO International, LLC (SECO) for approval no later than March 3, 2024. Applicants must submit payment before the space is considered confirmed. 2) SECO approves/declines application, notifies the applicant of status (and advises hotel/event venue if applicable). 3) Hotel/event venue will contact Event Manager to confirm details and arrange final contracting. The Event Manager of approved events will work directly with the Hotel to organize and execute the event. All charges connected with approved events will be billed directly by the Affiliated Hotels/Event Space.

Event Manager's Initials: _____ Date: _____



Suite Request Application

Email completed application to: events@secostaff.com

Guest Name(s): _____

Phone: _____ Email: _____

Preferred Hotel: _____

Arrival Date: _____ Departure Date: _____

Early Check-In or Late Check-Out Requests: _____

Preferred Suite Type (ie: 1 bdr, parlor etc.): _____

Purpose of Suite: Meeting Reception Sleeping Room Only

Requested Date: _____ Anticipated Attendance: _____

Start Time: _____ End Time: _____

Attendees (select one): Open to all SECO Attendees By invitation only

Attendee Type (select one): Affiliate Staff Press SECO Attendees

PROMOTION

As a courtesy, Show Management offers Event Managers the opportunity to publish event information on the official congress website for public viewing. This information includes: Organization Name, Official Event Name, Meeting Date, and Start/End Times. Show Management retains the right to use this information to contact registrants about the Congress. Notify Show Management if you would like this function published and promoted along with other SECO events.

Please check one: YES NO

NON-COMPETE POLICY

Hosting or participating in a function that provides continuing education credit towards licensure within the eye care profession (optometry, opticianry, ophthalmology, user groups or other accredited eye care professions) in Atlanta, Georgia between the dates of February 28 - March 3, 2024 are considered to be held in direct competition with SECO 2024 and are strictly prohibited.

Upon receipt of this Application an invoice will be generated. Payment is due in full within 10 days of invoice submission. Space will not be confirmed until payment is received. Refunds will not be provided for cancellations made after February 1, 2024. I confirm that our function complies with the Non-Compete Policy (listed above) and the Terms & Conditions (attached to this application) and that the assigned space will only be used by the organization listed on this Application. I acknowledge that all charges incurred in connection with this event are solely the responsibility of my organization. The undersigned, or their duly authorized representative, represents and warrants that they have the authority to enter into this agreement on behalf of their company, firm or organization and hereby agrees to the terms and conditions set forth in the official SECO International 2024 Terms & Conditions. Revision or addendums to this contract will not be accepted.

Signature: _____ Date: _____



Hotel Information

Book Now!

Reservation Deadline: February 5, 2024

Group Rooming List Due Date: December 13, 2023

Reservations can be made online through SECO's official housing provider EventSphere or through the SECO Exhibitor Portal. A password is required to access the Exhibitor Portal - see your company contact for the password.

EventSphere

**Be sure to mention you are a SECO 2024 Exhibitor*

Phone: (864) 208-2927

Email: seco@eventsphere.com

Direct Link: [SECO 2024 - Start your reservation \(passkey.com\)](#)

SECO 2024 Official Hotels

All hotels rates are excluding applicable taxes and surcharges.

AC HOTEL ATLANTA DOWNTOWN 101 Andrew Young International Blvd. NW, Atlanta, GA 30303
EMBASSY SUITES ATLANTA CENTENNIAL PARK 267 Marietta Street, Atlanta, GA 30313
GLENN HOTEL – A MARRIOTT AUTOGRAPH COLLECTION 110 Marietta Street NW, Atlanta, GA 30303
HILTON GARDEN INN ATLANTA DOWNTOWN 275 Baker Street NW, Atlanta, GA 30313
HOLIDAY INN EXPRESS & SUITES ATLANTA DOWNTOWN 111 Cone Street NW, Atlanta, GA 30303
OMNI HOTEL AT CNN CENTER 100 CNN Center, Atlanta, GA 30303
MARRIOTT MARQUIS 265 Peachtree Center Ave. NE Atlanta, GA 30303
THE RITZ CARLTON ATLANTA 181 Peachtree Street NE, Atlanta, GA 30303
SIGNIA BY HILTON ATLANTA 210 Peachtree Street NW, Atlanta, GA 30303
WESTIN PEACHTREE PLAZA 159 Northside Drive NW, Atlanta, GA 30313

Why use SECO's official housing provider?

When making your hotel arrangements for SECO 2024, it is important to use a company that you can trust. SECO has designated **EventSphere** as the **official** SECO 2024 Housing Partner. We have secured wide range of hotel rooms for our participants at the best possible rates. We ask that you support SECO by utilizing their services.

Why book in the SECO room block?

- Special guaranteed rates are negotiated by SECO on your behalf
- Official hotels are SECO inspected and endorsed
- Reservations within the block are protected from hotel relocation
- Housing representatives are available for on-site assistance with official hotels
- Friendly booking terms: Easy to modify or cancel reservations with no additional fees
- Future housing and registration fees will stay low by booking at the official hotels
- Greater networking opportunities exist in hotels within the block
- We are unable to protect you or your rooms if you reserve rooms through any other source

Be on the look for housing poachers and data scammers!

EventSphere is the ONLY official housing provider for SECO 2024. “Pirate” or “Poacher” housing companies and travel agencies may aggressively pursue SECO exhibitors to book guest rooms at supposed significant discounts. DO NOT BE MISLED by companies that solicit room sales and misrepresent themselves as SECO’s housing provider. They may also try to provide “official”/” verified” SECO attendee lists. SECO does not share this information under any circumstances. SECO does not have an affiliation with any organization other than EventSphere. If contacted by any of these groups, please notify: seco@eventsphere.com.



Exhibitor Liability Insurance Program

As a standard requirement for all our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Insurance Coverage is not optional.

This insurance must be in force during the lease dates of the event, February 28-March 3, 2024, naming SECO International, LLC (4661 N. Shallowford Road Atlanta, GA 30338) as the certificate holder. The following must be named as additional insured: SECO International, LLC and Georgia World Congress Center.

Rainprotection Insurance Program

If you do not have insurance, or you would rather not use your own insurance, (similar to when you rent a car – so that claims would not be filed against your policy), we have set up a program with Rainprotection Insurance through which, you can purchase compliant insurance instantly online.

Benefits of using this program:

- No Deductible – unlike your corporate policy, Rainprotection's policy has no deductible. Should there be a claim, you will have no out of pocket costs and your future rates will not go up since you would not need to submit a claim on your policy.
- No Hassles – you will not need to go back and forth with your broker adding additional insureds and making your insurance compliant with show requirements.
- Coverage for exhibitors who do not have an existing policy.
- Coverage for international exhibitors whose insurance will not cover them in the U.S.A.
- Easy and Inexpensive to purchase instantly online.
- Already pre-filled with all the proper show information.
- Submitted to show management for you - Once purchased, they automatically receive a copy.

Make This Process Simple - Purchase Your Insurance Now and Forget About It

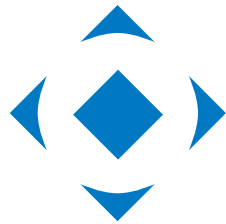
Pricing begins at \$91 and may slightly increase based on the state your company is domiciled:

<https://securevendorinsurance.com/RainprotectionGroupVendor/ApplicantInformation?GroupEventKey=a6efd12f7edb>

After reading the above information, if you still decide to use your own insurance, please make it compliant and send it to: exhibits@secostaff.com

NON USA EXHIBITORS

We can provide compliant insurance for all Non U.S. exhibitors.
Please send an email to Sales@rainprotection.net with further instructions.



Shepard

EXHIBITOR SERVICE MANUAL

SECO2024
THE EDUCATION DESTINATION™
FEBRUARY 28 – MARCH 3, 2024

SECO

Georgia World Congress Center | Atlanta, GA
March 1 - 2, 2024

G151030324

Booth Package

Items provided in your booth, per exhibitor:

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

Show Colors

Show Drape Color(s): Black, Grey, Raspberry
Aisle Carpet Color: Tuxedo

Exhibit Show Schedule

TARGETED EXHIBITOR MOVE-IN

Tuesday, February 27, 2024 • 8:00AM to 5:00PM

GENERAL EXHIBITOR MOVE-IN

Wednesday, February 28, 2024 • 8:00AM to 5:00PM

Thursday, February 29, 2024 • 8:00AM to 5:00PM

EXHIBIT HOURS

Friday, March 1, 2024 • 9:30AM to 5:00PM

Saturday, March 2, 2024 • 9:30AM to 4:00PM

EXHIBITOR MOVE OUT

Saturday, March 2, 2024 • 4:00PM to 10:00PM

Sunday, March 3, 2024 • 8:00AM to 12:00PM

FREIGHT REROUTE BEGINS*

*All outbound carriers must be checked in by this time

Sunday, March 3, 2024 | 11:00AM

IMPORTANT DEADLINES

Discount Price Deadline for Custom Shepard Rentals

Wednesday, January 31, 2024

Exhibitor Appointed Contractor Notification Deadline

Wednesday, January 31, 2024

First Day for Warehouse Deliveries Without a Surcharge

Wednesday, January 31, 2024

Discount Price Deadline for Standard Shepard Orders

Friday, February 9, 2024

Last Day for Warehouse Deliveries Without a Surcharge

Tuesday, February 20, 2024

Last Day for Warehouse Deliveries*

Monday, February 26, 2024

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

First Day Freight Can Arrive at Show Site

Tuesday, February 27, 2024 | 8:00AM

Shipping Addresses

ADVANCE WAREHOUSE SHIPMENT ADDRESS

Exhibiting Co. Name & Booth Number

SECO

c/o Shepard Exposition Services

1790 Marietta Blvd

Atlanta, GA 30318

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

DIRECT TO SHOW SITE SHIPMENT ADDRESS

c/o Shepard Exposition Services

Exhibiting Co. Name & Booth Number

SECO

Georgia World Congress Center

285 Andrew Young International Blvd. NW

Atlanta, GA 30313

SECO

Georgia World Congress Center | Atlanta, GA
March 1 - 2, 2024

G151030324

ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 9, 2024

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

Shepard Mailing Address

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

Service Desk Hours *(subject to change)*

Tuesday, February 27, 2024 · 8:00AM to 5:00PM
Wednesday, February 28, 2024 · 8:00AM to 5:00PM
Thursday, February 29, 2024 · 8:00AM to 5:00PM
Friday, March 1, 2024 · 9:30AM to 5:00PM
Saturday, March 2, 2024 · 9:30AM to 10:00PM
Sunday, March 3, 2024 · 8:00AM to 12:00PM

Exhibitor Move Out

Saturday, March 2, 2024 · 4:00PM to 10:00PM
Sunday, March 3, 2024 · 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 **Sunday, March 3, 2024 | 11:00AM**.

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

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than **Sunday, March 3, 2024 | 11:00AM**.

Post Show Paperwork & Labels

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

Outbound Shipping

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

Pick Up Address

Georgia World Congress Center
285 Andrew Young International Blvd. NW
Atlanta, GA 30313

UTILITY & ANCILLARY VENDORS

SECO

Georgia World Congress Center | Atlanta, GA

G151030324

March 1 - 2, 2024

ELECTRICAL & PLUMBING SERVICES

[Edlen](#)

AUDIO VISUAL (AV)

On Site Audio Visual

LEAD RETRIEVAL

[CompuSystems](#)

FLORAL

TLC Florists

CATERING

Georgia World Congress Center

INTERNET/WIFI

[CCLD](#)

EXHIBITOR INSURANCE

[Rain Protection](#)

BOOTH STAFFING

[Victory Agency](#)

SECURITY

Dupree Security Group

SECO Move Out Notice

The SECO will end at 4:00PM, on Saturday, March 2, 2024. Please don't pack up your booth before 12:00PM for everyone's safety. Below are some general processes. Specific instructions will be emailed to you before move out begins.

Returning Empty Containers: Once the aisle carpet is removed and/or plastic protection is installed on top of the floor, Shepard will start returning empty containers and skids. Depending on the size of the event, this could take several hours. Please keep the aisles free of crates, boxes, and furnishings to speed up the process. For safety reasons, please don't go to the dock area or storage area to find your crates.

Exhibitor Move Out Schedule:

Saturday, March 2, 2024 · 4:00PM to 10:00PM

Sunday, March 3, 2024 · 8:00AM to 12:00PM

Outbound Paperwork Requirements: To ship out or load out any materials from the building, you must have a Shepard Outbound Material Handling Authorization form. Make sure to pay your balances in full with Shepard Exposition Services to receive the form. Once you're packed and ready to leave, fill out the form and return it to the Shepard Service Desk. Label your boxes and leave your shipments in your booth space.

Show Carrier: Shepard Logistics can take care of all your shipping needs. Go to the Shepard Service Center to make your shipping arrangements.

Outside Carriers: To make sure everything is removed from the venue during the exhibitor move out, all carriers must check in with Shepard no later than 11:00AM on Sunday, March 3, 2024. If you're shipping via UPS or FEDEX, bring your own labels as Shepard can't provide them for you. Contact UPS or FEDEX to schedule your pickup. Any materials left in the hall and not claimed by your designated carrier by Sunday, March 3, 2024 | 11:00AM, will be rerouted via the show carrier or returned to Shepard's warehouse to await disposition at your expense.

Reroute Schedule: If you're still in the venue after Sunday, March 3, 2024 | 11:00AM, you may be charged labor wait fees if your booth move out process delays Shepard Operations. There's also a disposal fee for all bulk items (non-sweep-able) left on the show floor.

Abandoned Items: Any items or equipment left in booths without shipping labels after Sunday, March 3, 2024 | 11:00PM may be thrown away. Shepard Exposition Services won't be responsible for any unattended items left on the show floor. If you don't have a complete Outbound Material Handling Authorization, your shipment will be returned to the warehouse or shipped to you via alternate carriers at your expense.

Pick Up Location:

Georgia World Congress Center
285 Andrew Young International Blvd. NW
Atlanta, GA 30313



BUDGET BOOTH PACKAGE

SECO

G151030324

Georgia World Congress Center | Atlanta, GA
March 1 - 2, 2024

ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 9, 2024

A Budget and Time Friendly Solution!

Booth Package 10' x 10'

** No substitutions will be accepted.

Each Economy 10' x 10' booth package includes:



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

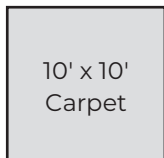
See Step 3 to choose your specific drape color.



2 - Upholstered Side Chairs (50020)



1 - Wastebasket (50091)



1 - 10' x 10' Carpet (50255)


See Step 2 to choose your specific carpet color.

Step 1. Tell us how many packages you want.










CODE	QTY	ONLINE	DISCOUNT	REGULAR
50260		\$606.40	\$697.35	\$781.05

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

Step 2. Choose your carpet color.

-  Red (01)
-  Burgundy (07)
-  Blue (05)
-  Tuxedo (50)
-  Black (06)

Step 3. Choose your table drape color.

-  Red (01)
-  White (03)
-  Grey (10)
-  Gold (04)
-  Teal (13)
-  Blue (05)
-  Green (02)
-  Black (06)
-  Burgundy (07)

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. 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: _____



Email completed form to: clientservices@shepardes.com

ONLINE ORDERING


IT'S EASY.


SECO

Georgia World Congress Center | Atlanta, GA

G151030324

March 1 - 2, 2024

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

1. Go to: <https://apps.shepardes.com/olk/intro.asp>
2. Select the Event.
3. Login from the Show Information page by clicking the  button.
4. Select your event, enter your email address and password then click Login.
User Name = **Your Email Address**
(provided by Event Management)
Password = **SECO24**
5. Don't have an account, click "Create an Account."
6. Once logged in, please confirm your profile information. If you need to update your information, please contact us at clientservices@shepardes.com.
7. To order, utilize the grey category drop-down menus above the Welcome message.
8. After making your selections, click the add to cart button on the bottom right of the page.
9. To view your order click the Shopping Cart Icon at the top right of the page.
10. Confirm your order, click and complete the payment process.

Login

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

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

Select an Event

Select a Show ▼

Email Address

youremail@yourcompany.com ▼

Password

.....

Login

[Forgot your password?](#)

Create an Account

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

Select an Event

Select a Show ▼

Creating an account will allow you to order online.

First, we will need your email address.

youremail@yourcompany.com 

METHOD OF PAYMENT

SECO

Georgia World Congress Center | Atlanta, GA

G151030324

March 1 - 2, 2024

Please review the information and complete your payment information online.

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

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

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

Complete your payment information online.

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

Discount Pricing Deadlines

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

Online: Friday, February 9, 2024 All paid orders placed online prior to the deadline date.

Discount Deadline: Friday, February 9, 2024 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.

Checks can be mailed to: Accounts Receivable - 1778 Marietta Blvd, Atlanta, GA 30318

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: **SECO**

EVENT CODE: **G151030324**

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

SECO

Georgia World Congress Center | Atlanta, GA

G151030324

March 1 - 2, 2024

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 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. 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)

SECO

Georgia World Congress Center | Atlanta, GA

G151030324

March 1 - 2, 2024

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 canceled 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."

SECO

Georgia World Congress Center | Atlanta, GA
March 1 - 2, 2024

G151030324

DEADLINE: WEDNESDAY, JANUARY 31, 2024

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: _____

SIGNATURE FROM THIRD PARTY COMPANY: _____

Step 4. Complete your payment information online.

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



EXHIBITOR APPOINTED CONTRACTOR (EAC)

SECO

Georgia World Congress Center | Atlanta, GA
March 1 - 2, 2024

G151030324

DEADLINE: WEDNESDAY, JANUARY 31, 2024

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

TARGET INFORMATION

FIND YOUR TARGET DATE.

SECO

Georgia World Congress Center | Atlanta, GA

G151030324

March 1 - 2, 2024

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

What is Targeting?

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

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

Shipping Labels

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

Certified Weight Tickets

Certified weight tickets are required for all shipments.

Crated Shipments to the Advance Warehouse

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

Shipments that arrive at the Advance Warehouse on or before **Monday, February 26, 2024** 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, February 26, 2024** 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.

SECO

February 28 - March 3, 2024

Georgia World Congress Center - Hall A-1 & A-2 - Bldg A-Level 1 Atlanta, GA



Show Information	
Show Name	SECO
Show Dates	February 28 - March 3, 2024
Move-In	02/25/2024
Job #	G151030324
AE	Randy Hilker

Item	Count
Light Boxes	17

Inventory as of 11/15/2023

Dimension	Size	Qty	SqFt
8'x10'	80	18	1,440
10'x10'	100	127	12,700
8'x20'	160	4	640
10'x20'	200	18	3,600
10'x40'	400	1	400
20'x20'	400	5	2,000
20'x21'-2"	423	1	423
20'x30'	600	2	1,200
30'x30'	900	4	3,600
40'x40'	1,600	2	3,200
Totals:	182	29,203	

Target Inventory: as of 10/30/2023

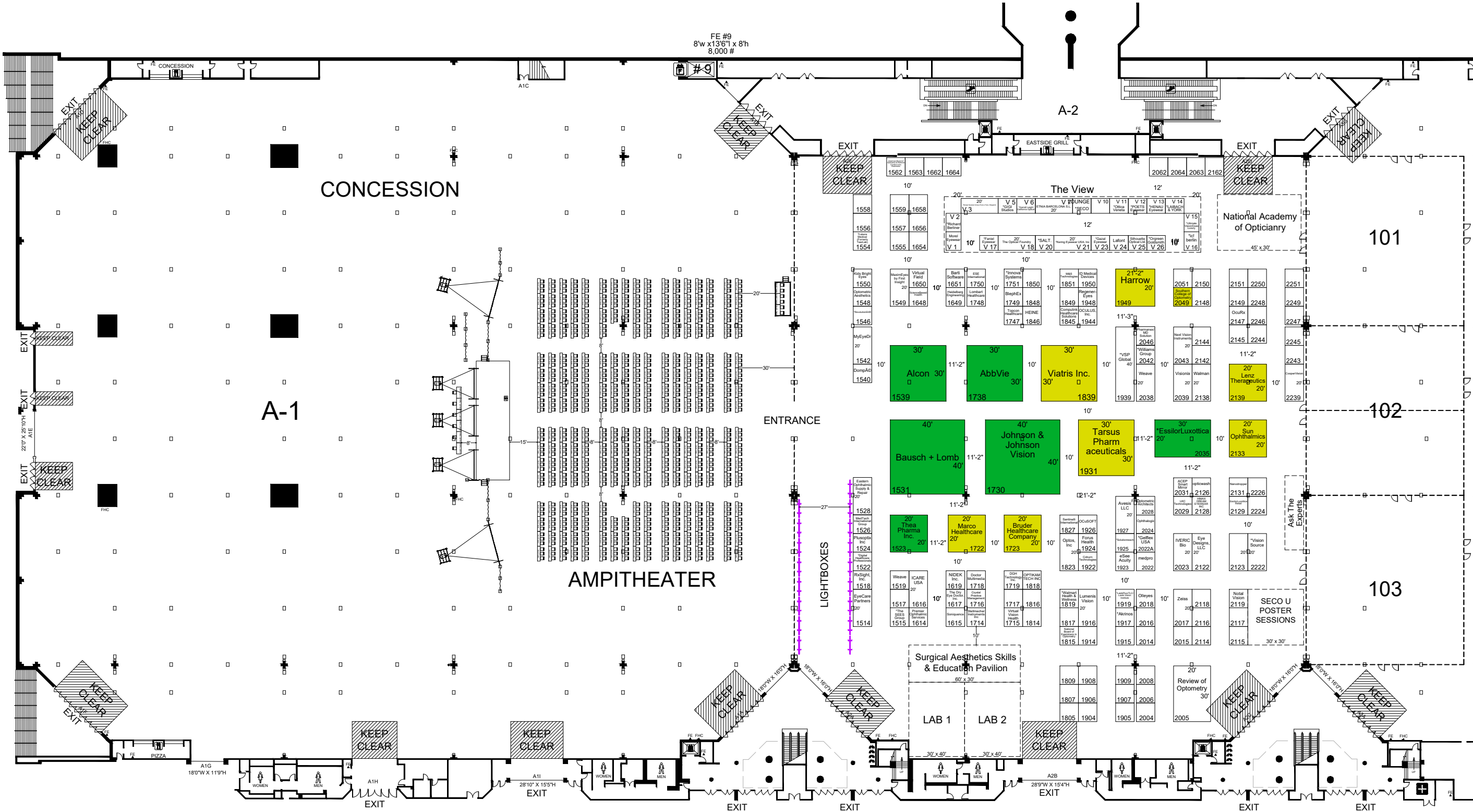
- Monday: 02/26/2024 - 1:00PM
- Tuesday: 02/27/2024 - 8:00AM

Floor Plan Legend	
FE	Fire Extinguisher
FS	Fire Strobe
FHC	Fire Hose Cabinet

Venue Info	
Building Name	Georgia World Congress Center
Hall	Hall A-1 & A-2
Floor	Bldg A-Level 1
Address	285 Andrew Young International Blvd NW Atlanta, GA 30313

Drawing Information	
File Path	J:\Design Files\1 Floor Plans_01 SECO SHOW FLOORPLANS\2024\01_March\SECO_G151030324.dwg
File Name	SECO_G151030324.dwg
Drawn By	Jessica Perez
Last Saved	10/30/2023 11:04 AM
Saved By	jperez
Tab	Floorplan_1
Paper Size	ANSI full bleed B (11.00 x 17.00 Inches)
Scale	NTS

1531 Carroll Drive NW
Atlanta, GA 30318
(v) 404-720-8600
(f) 404-720-8750



Shepard Exposition Services has made every effort to ensure the accuracy of all information contained on this floor plan. However, no warranties, either expressed or implied, are made with respect to this floor plan. Verifying the locations of building columns, utilities, or other architectural components of the facility is the sole responsibility of the exhibitor/show management.

SUBJECT TO FIRE MARSHAL APPROVAL

SECO

Georgia World Congress Center | Atlanta, GA
March 1 - 2, 2024

G151030324

TARGET DEADLINE: FRIDAY, FEBRUARY 9, 2024

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

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

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

Step 1. Complete exhibiting company information.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

CONTACT EMAIL ADDRESS: _____

Assigned Target Date and Time

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

Need to request a new assigned target date or time?

Complete the Freight Target Change Request by:

Friday, February 9, 2024

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 CHANGE REQUEST

SECO

Georgia World Congress Center | Atlanta, GA
March 1 - 2, 2024

G151030324

TARGET DEADLINE: FRIDAY, FEBRUARY 9, 2024

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

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

All Target change requests must be received no later than:

Friday, February 9, 2024

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: _____



Email completed form to: targets@shepardes.com

Georgia World Congress Center | Atlanta, GA
March 1 - 2, 2024

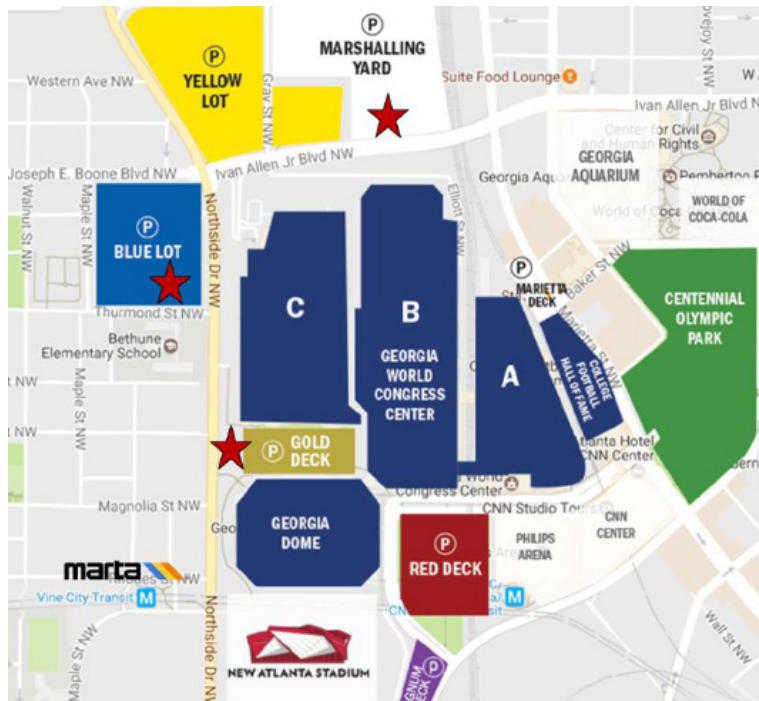
Show Site Address

Georgia World Congress Center
285 Andrew Young International Bkvd. 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
Monday, February 26, 2024	8:00AM	4:30PM	5:00PM
Tuesday, February 27, 2024	7:00AM	4:30PM	5:00PM
Wednesday, February 28, 2024	7:00AM	4:30PM	5:00PM
Thursday, February 29, 2024	7:00AM	4:30PM	5:00PM
Friday, March 1, 2024	7:00AM	9:00AM	9:00AM
EXHIBITOR MOVE-OUT			
Saturday, March 2, 2024	1:00PM	9:00PM	
Sunday, March 3, 2024	6:00AM	11:00AM	

ALL DRIVERS MUST BE CHECKED IN BY: Sunday, March 3, 2024 | 11:00AM

SHIPPING VS. MATERIAL HANDLING

Make freight management easy.
With Shepard, You Can.



What is shipping?

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



What is material handling?

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

Material Handling Process:

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

One easy way to keep charges low?

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

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

SHEPARD LOGISTICS

EFFICIENT. ON-TIME. GUARANTEED.

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

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



Inbound & Outbound Services

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

Material Handling



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



Value-Added Services

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

SHEPARD LOGISTICS

EFFICIENT. ON TIME. GUARANTEED.

SECO to Vision Expo East

Shepard Logistics Services is offering the **OFFICIAL Caravan** from SECO to Vision Expo East.

Included with service:

- Priority empty stickers
- Outbound shrink wrap at no charge

To sign up, please complete the information below and return it to logistics@shepardes.com. A credit card must be on file to utilize this caravan service. Material Handling fees for each show are billed separately and are not included in the caravan service. Caravan orders must be received by March 1, 2024 in order to guarantee service.

Company Name: _____

Address: _____

Phone: _____

Email: _____

SECO Booth Number: _____

Number of Pieces: _____

Dimensions: _____

Estimated Total Weight: _____

Shipping to: Insert Company Name for **Vision Expo East**:

Vision Expo East Warehouse Shipping Address:

Vision Expo East C/O Freeman
140 Central Ave, Ste 130
Kearny, NJ 07032

Vision Expo East Booth Number: _____

Payment: If you do not have a credit card on file with Shepard please add your information here:
<https://www.shepardes.com/payment-methods>

Contact us.

logistics@shepardes.com

888-568-8858



SHEPARD LOGISTICS SERVICES (SLS)

SECO

G151030324

Georgia World Congress Center | Atlanta, GA

March 1 - 2, 2024

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.

DSV

INTERNATIONAL SHIPPING INSTRUCTIONS

SECO2024
THE EDUCATION DESTINATION™
FEBRUARY 28 – MARCH 3, 2024
GEORGIA WORLD CONGRESS CENTER - ATLANTA



DSV Fairs & Events has been appointed by show management as the **Official International Freight Forwarder and Customs Broker** for **SECO 2024**.

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: Pat Vidal

E-mail: pat.vidal@dsv.com

Direct: + 1 786 577 6756

Mobile: + 1 770 855 2515

LCL OCEAN
INTO
ATLANTA
TERMINAL



Freight for **advance warehouse delivery** should arrive by **January 26th**



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 **January 31st**



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 **February 7th**



Freight for **direct to show delivery** should arrive **10 days** before assigned target move-in date

- Georgia World Congress Center
- 285 Andrew Young Int'l Blvd.
- Atlanta, GA 30313 USA

- *"Exhibitor Name"* / Booth No. _____
- SECO 2024
- c/o DSV Fairs & Events
- E-mail: US-Exhibitions@dsv.com
- Office: + 1 786 577 6750

Consignee



Notify



- *"Exhibiting Company Name"*
- c/o SECO 2024
- 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 USA is ready to make your international shipping needs easy. Contact DSV Fairs & Events USA today to get started!

Show Project Manager: Pat Vidal

Email: pat.vidal@dsv.com

Direct: + 1 786 577 6756

Mobile: + 1 770 855 2515

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: Johanna Jiandl
Tel: + 43 316 8088 154
Mobile: + 43 664 8088 2154
Email: Johanna.Jiandl@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
Contact: Renata Vinhas
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
Tel: + 86 10 8540 7288 / 7299
Mobile: + 86 13 91029 8808
Email: roaddy.lu@dsv.com

Denmark

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

Finland

Suomen Event Logistics Oy
Tiikarinkatu 9
24240 Salo
Finland
Contact: David Palomo
Tel: + 358 50 4307 082
Email: david@suomeneventlogistics.com

France

E.S.I.
2 Rue du Meunier
Zac du Moulin
95700
Roissy en France
France
Contact: Rachid Bensaber
Tel: + 33 1 30 11 93 43
Fax: + 33 7 88 63 82 46
Email: bensaber.rachid@group-esi.com

Germany

DSV Solutions GmbH
Fairs & Events
Nirostastrasse 3
48707 Krefeld
Germany
Contact: Christian Rasche
Tel: + 49 2151 7371493
Mobile: + 49 171 9793 078
Email: christian.rasche@dsv.com

Hong Kong

DSV Fairs & Events, Solutions
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 2942 3793
Mobile: + 852 9622 3280
Email: sunny.ling@dsv.com

India

PS Bedi Group
D-14/1 & 14/2
Okhla Industrial Area
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OUTBOUND MATERIAL HANDLING AUTHORIZATION & LABEL REQUEST

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

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.

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

Step 2. Where is the shipment going?

COMPANY NAME: _____ BUSINESS HOURS: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Step 3. How many pieces are in your shipment?

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

Step 4. What are we shipping?

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

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

Is there a loading dock? Yes No

Is the building in a residential area? Yes No

Residential contact name _____ Phone Number _____

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

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

Any thing else we should know about your building?

Step 5. How many labels do you need? _____

Step 6. Who is picking up your shipment?

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

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

Step 7. What type of service is needed (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

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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

RUSH

 **Shepard**

ADVANCED WAREHOUSE

TO:

(Exhibiting Company Name)

(Exhibiting Company Booth Number)

**c/o Shepard Exposition Services
1790 Marietta Blvd
Atlanta, GA 30318**

**FOR:
SECO**

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

First day freight can arrive without a surcharge:
Wednesday, January 31, 2024

Last day freight can arrive without a surcharge:
Tuesday, February 20, 2024

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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
285 Andrew Young International Blvd. NW
Atlanta, GA 30313**

**FOR:
SECO**

MUST NOT BE DELIVERED PRIOR TO:
Tuesday, February 27, 2024 | 8:00AM



MATERIAL HANDLING RATES

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

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

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

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

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

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

Advanced Warehouse Shipments**

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

FIRST DAY FREIGHT CAN ARRIVE: Wednesday, January 31, 2024

LAST DAY FREIGHT CAN ARRIVE: Monday, February 26, 2024

CODE	ITEM	WEIGHT		PRICE/CWT	TOTAL
35010	Crated		X	\$66.24	
35036	Special Handling		X	\$86.00	

Light Weight Shipments***

**** Shipments 40 pounds or less.

CODE	ITEM	WEIGHT		PRICE	TOTAL
35400	Light Weight		X	\$33.00	

Direct to Facility/Show Site Shipments***

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

FIRST DAY FREIGHT CAN ARRIVE: Tuesday, February 27, 2024

CODE	ITEM	WEIGHT		PRICE/CWT	TOTAL
35030	Crated		X	\$67.47	
35043	Uncrated		X	\$101.25	
35038	Special Handling		X	\$87.75	

Other Material Handling Services

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

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

MATERIAL HANDLING INFORMATION

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Special Handling Definitions

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

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

Constricted Space

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

Stacked Shipments

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

Mixed Shipments

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

Shipment Integrity

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

Carpet/Pad Only

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

No Documentation

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

Designated Piece Unloading

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

Padded Van Deliveries

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

Disposal Fee

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

Overtime/Double-time

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

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

Warehouse Overtime/Double-time

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

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

Early/Late Shipments to the Warehouse

SURCHARGE: 25% • 35003

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

Uncrated Shipments

Rate as shown on Material Handling Rate Form

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

Off-Target Deliveries

SURCHARGE: 15% • 35004

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

Marshaling Yard

FEE: \$30 per Shipment • 35250

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

Reweigh of Shipments

FEE: \$25.00 per forklift load • 35282

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

Empty Crate Storage

FEE: \$25.00 per piece • 35105

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

Light Weight Shipments

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

Envelope Deliveries

FEE: \$10.50 per envelope • 35007

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

Priority Empty Labels

FEE: \$75.00 per label • 35064

Limited quantities available on a per event basis.

Mobile Spotting

FEE: \$200 per round trip

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

MATERIAL HANDLING 101

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

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

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

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

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

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

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

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

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

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

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

How do I calculate my Light Weight shipment?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



CARTLOAD SERVICE

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

Cartload Service includes:

- Includes:
- **One laborer**
 - **One cart**
 - **One trip** (per rate listed below)

Please remember:

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

Labor Hours

Straight Time (ST): Monday - Friday | 8:00AM - 5:00PM
Overtime (OT): Monday - Friday | 6AM - 8AM and 5PM - Midnight. Saturdays and Sundays 6AM - Midnight.
Double Time (DT): All hours between Midnight and 6AM. Holidays.
Holidays: NY Day, MLK Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day

CODE	ITEM	# OF TRIPS	RATE	TOTAL
35151	Dock to Booth ST		\$155.09	
35152	Booth to Dock ST		\$155.09	
35153	Dock to Booth OT		\$190.00	
35154	Booth to Dock OT		\$190.00	

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

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

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



Email completed form to: orders@shepardes.com

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:

Sunday, March 3, 2024 | 11:00AM

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

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

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: _____

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

SECO

G151030324

Georgia World Congress Center | Atlanta, GA
March 1 - 2, 2024

DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 9, 2024

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

Labor Hours

Straight Time (ST):

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

Overtime (OT):

Monday - Friday | 6AM - 8AM and 5PM - Midnight. Saturdays and Sundays 6AM - Midnight.

Double Time (DT):

All hours between Midnight and 6AM. Holidays.

Holidays:

NY Day, MLK Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday after 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		\$269.60	\$310.05	\$347.25	
35039	OT Hourly Rental		\$317.50	\$365.15	\$408.95	
35067	DT Hourly Rental		\$380.00	\$437.00	\$489.45	

FORKLIFT RENTAL - UP TO 10,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35029	ST Hourly Rental		\$539.20	\$620.10	\$694.50	
35049	OT Hourly Rental		\$635.00	\$730.25	\$817.90	
35069	DT Hourly Rental		\$760.00	\$874.00	\$978.90	

FORKLIFT RENTAL - UP TO 15,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35455	ST Hourly Rental		\$637.50	\$733.15	\$821.15	
35456	OT Hourly Rental		\$793.75	\$912.80	\$1,022.35	
35457	DT Hourly Rental		\$950.00	\$1,092.50	\$1,223.60	

FORKLIFT RENTAL - UP TO 20,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35035	ST Hourly Rental		\$765.00	\$879.75	\$985.30	
35066	OT Hourly Rental		\$952.50	\$1,095.40	\$1,226.85	
35070	DT Hourly Rental		\$1,140.00	\$1,311.00	\$1,468.30	

FORKLIFT RENTAL - UP TO 30,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35255	ST Hourly Rental		\$1,020.00	\$1,173.00	\$1,313.75	
35256	OT Hourly Rental		\$1,270.00	\$1,460.50	\$1,635.75	
35257	DT Hourly Rental		\$1,520.00	\$1,748.00	\$1,957.75	

FORKLIFT RENTAL - 4 STAGE						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35593	ST Hourly Rental		\$382.50	\$439.85	\$492.65	
35594	OT Hourly Rental		\$476.25	\$547.70	\$613.40	
35595	DT Hourly Rental		\$570.00	\$655.50	\$734.15	

IN BOOTH SCISSOR LIFTS						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
68120	Scissor Lift Install		\$693.45	\$797.45	\$893.15	
68121	Scissor Lift Removal		\$693.45	\$797.45	\$893.15	

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

GROUND RIGGING SUPERVISOR RATES (PER MAN HOUR)						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35085	ST Hourly Rental		\$115.09	\$132.35	\$148.25	
35086	OT Hourly Rental		\$172.59	\$198.50	\$222.30	
35099	DT Hourly Rental		\$250.00	\$287.50	\$322.00	

GROUND RIGGERS & MATERIAL HANDLERS (PER MAN HOUR)						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35087	ST Hourly Rental		\$115.09	\$132.35	\$148.25	
35100	OT Hourly Rental		\$172.59	\$198.50	\$222.30	
35101	DT Hourly Rental		\$200.00	\$230.00	\$257.60	

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



ON-SITE STORAGE

SECO

Georgia World Congress Center | Atlanta, GA
March 1 - 2, 2024

G151030324

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.

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.

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	\$100.00	X		=	
35100	Labor - Overtime	\$150.00	X		=	
35101	Labor - Double Time	\$200.00	X		=	

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

EST TOTAL 1	+	EST TOTAL 2	=	EST STORAGE TOTAL

Secure Storage

STEP 1:

CODE	COST PER SQ. FT.		EST SQ. FT. NEEDED		NUMBER OF DAYS		EST TOTAL 1
35068	.80	X		X		=	

STEP 2:

CODE	ITEM	COST PER MOVE		NUMBER OF MOVES		EST TOTAL 2
35087	Labor - Straight Time	\$100.00	X		=	
35100	Labor - Overtime	\$150.00	X		=	
35101	Labor - Double Time	\$200.00	X		=	

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

EST TOTAL 1	+	EST TOTAL 2	=	EST STORAGE TOTAL

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



WAREHOUSE STORAGE

SECO

Georgia World Congress Center | Atlanta, GA
March 1 - 2, 2024

G151030324

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



BOOTH & CARPET CLEANING

SECO

G151030324

Georgia World Congress Center | Atlanta, GA
March 1 - 2, 2024

ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 9, 2024

* 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.		\$0.46	\$0.55	\$0.60	
47051	400-900 sq. ft.		\$0.40	\$0.45	\$0.50	
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.		\$0.92	\$1.05	\$1.20	
47056	400-900 sq. ft.		\$0.85	\$1.00	\$1.10	
47057	900+ sq. ft.		\$0.75	\$0.85	\$0.95	

Specialty Services

MOPPING & CARPET SHAMPOOING						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47042	Mop One Time		\$0.60	\$0.70	\$0.80	
47022	Mop Daily		\$1.05	\$1.20	\$1.35	
47013	Shampoo One Time		\$0.60	\$0.70	\$0.80	

DISPLAY WIPE DOWN (CHARGED PER HOUR)						
CODE	SERVICE	QTY IS 1	ONLINE	DISCOUNT	REGULAR	TOTAL
47043	One Time		\$93.35	\$107.35	\$120.25	
47044	Daily		\$169.73	\$195.20	\$218.60	

Porter Service

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

PORTER SERVICE						
CODE	SERVICE	SQ. FT.	ONLINE	DISCOUNT	REGULAR	TOTAL
47030	One Time Porter		\$0.45	\$0.50	\$0.55	
47031	Daily Porter		\$0.90	\$1.05	\$1.20	

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: _____



Email completed form to: orders@shepardes.com



EXHIBIT DISINFECTING SERVICES

SECO

G151030324

Georgia World Congress Center | Atlanta, GA
March 1 - 2, 2024

ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 9, 2024

* 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		\$96.94	\$111.50	\$124.90	

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		\$176.26	\$202.70	\$227.00	

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		\$88.13	\$101.35	\$113.50	

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.		\$0.92	\$1.05	\$1.20	

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: _____



Email completed form to: orders@shepardes.com



BULK WASTE REMOVAL

SECO

Georgia World Congress Center | Atlanta, GA
March 1 - 2, 2024

G151030324

ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 9, 2024

* 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		\$380.00	\$437.00	\$489.45	

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

SHEPARD FURNISHINGS & DECOR CATALOG



Dress up your space.
With Shepard, You Can.

TABLES

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

UNSKIRTED



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



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



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



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



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



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

SKIRTED

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



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



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



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



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



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



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

PEDESTAL & SIDE



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



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



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



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



Round Side Table
#50030
18" x 24"



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

CHAIRS

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

STOOLS & CHAIRS WITH ARMS



Director's Stool
#51090
Black Fabric,
Maple Wood



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



Padded Stool
#50024
Padded Stool with
Back, Grey Fabric



Director's Chair
#51086
Black Fabric,
Maple Wood



**Upholstered Arm
Chair**
#50021
Upholstered Arm Chair,
Grey Fabric

CHAIRS WITHOUT ARMS



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



**Upholstered Side
Chair**
#50020
Upholstered Side Chair,
Grey Fabric

DISPLAYS

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

FOR HANGING



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



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



Spiral Garment Rack
#50093
30" x 70"
Silver



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



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



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

#66149 (vert)
4' x 8'
White



6" Hooks for Peg Board
#50104
Silver



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

UPRIGHT, CROSSBARS & DRAPERY



8' High Upright with Base
#50088
Crossbar rented separately



6' - 10' Crossbar
#50349
1 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

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FOR SIGNS & LITERATURE



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



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



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



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



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

OTHER



Wastebasket
#50091



Mini Refrigerator
#50098



Drawing Bowl
#50185



Sand Bag
#51087

SHOW CASES



4' Full View Showcase
#50067

6' Full View Showcase
#50068



4' Quarterview Showcase
#50069

6' Quarterview Showcase
#50070

FLOORING

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

EXPO - 13 OZ



Black

Tuxedo

Grey

Blue

Eclipse

Peacock

Red

Cayenne

Burgundy

PREMIUM - 28 OZ



Black

Deep Navy

Silver Cloud

Charcoal

Red

Beige

PLUSH - 50 OZ



Black

Dark Grey

Silver Dollar

Sand

White

Electric Blue

Navy

Crimson

VINYL - CUSTOM ORDER ONLY



Rosemary Stone

Snow

Maple

Silverwood

Walnut

Barnwood

SKIRT & DRAPE

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SKIRT



Red



Burgundy



Gold



Green



Blue



Teal



White



Grey



Black

SKIRT - SPANDEX



Red



Blue

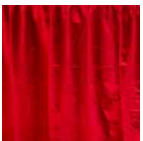


White

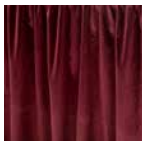


Black

DRAPE



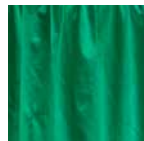
Red



Burgundy



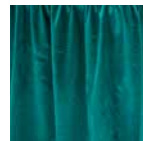
Gold



Green



Blue



Teal



White



Grey



Black



STANDARD FURNISHINGS

SECO
 Georgia World Congress Center | Atlanta, GA
 March 1 - 2, 2024

G151030324

ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 9, 2024

* 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			\$156.85	\$180.40	\$202.05	
50046	6' (l) x 24" (w) x 30" (h) Skirted Table			\$155.61	\$178.96	\$199.42	
50050	8' (l) x 24" (w) x 30" (h) Skirted Table			\$244.40	\$281.05	\$314.80	
50043	4' (l) x 24" (w) x 42" (h) Skirted Table			\$190.65	\$219.25	\$245.55	
50047	6' (l) x 24" (w) x 42" (h) Skirted Table			\$244.15	\$280.75	\$314.45	
50051	8' (l) x 24" (w) x 42" (h) Skirted Table			\$287.25	\$330.35	\$370.00	
50052	4th Side Skirt for 30" High Table			\$95.35	\$109.65	\$122.80	
50171	4th Side Skirt for 42" High Table			\$95.35	\$109.65	\$122.80	
50040	4' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$106.50	\$122.45	\$137.15	
50044	6' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$127.00	\$146.05	\$163.60	
50048	8' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$149.75	\$172.20	\$192.85	
50041	4' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$119.85	\$137.85	\$154.40	
50045	6' (l) 24" x (w) x 42" (h) UnSkirted Table		n/a	\$149.75	\$172.20	\$192.85	
50049	8' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$167.10	\$192.15	\$215.20	
51089	42" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$268.25	\$308.50	\$345.50	
50032	30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$250.80	\$288.40	\$323.00	
50030	Round Side Table - 24" (w) x 18" (h)		n/a	\$126.25	\$145.20	\$162.60	
50031	Square Side Table - 24" (w) x 18" (h)		n/a	\$126.25	\$145.20	\$162.60	
50706	30" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$328.15	\$377.35	\$422.65	
50707	42" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$342.10	\$393.40	\$440.60	
50700	White Fabric Table Cover w/ 6x30" Table		03	\$272.35	\$313.20	\$350.80	
50700	Red Fabric Table Cover w/ 6x30" Table		01	\$272.35	\$313.20	\$350.80	
50700	Blue Fabric Table Cover w/ 6x30" Table		05	\$272.35	\$313.20	\$350.80	
50700	Black Fabric Table Cover w/ 6x30" Table		06	\$272.35	\$313.20	\$350.80	

Seating

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50020	Side Chair Grey Fabric		n/a	\$78.20	\$89.92	\$99.71	
50021	Arm Chair Grey Fabric		n/a	\$132.40	\$152.25	\$170.50	
50024	Stool with Back Grey Fabric		n/a	\$161.25	\$185.45	\$207.70	
51086	Director's Chair Black Fabric		n/a	\$100.15	\$115.15	\$128.95	
51090	Director's Stool Black Fabric		n/a	\$179.25	\$206.15	\$230.90	
50705	Natural Feel Stool Maple Back, Black Fabric Seat		n/a	\$195.50	\$224.80	\$251.80	
50704	Natural Feel Chair, Maple Back, Black Fabric Seat		n/a	\$160.55	\$184.65	\$206.80	

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

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SPECIALTY, DISPLAYS & DRAPERY

SECO

G151030324

Georgia World Congress Center | Atlanta, GA

March 1 - 2, 2024

ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 9, 2024

* 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	\$53.75	\$61.80	\$69.20	
50245	Literature Rack Silver, Glass		n/a	\$198.30	\$228.05	\$255.40	
50175	Bag Rack, Chrome		n/a	\$262.60	\$302.00	\$338.25	
50092	Coat Rack, Chrome		n/a	\$93.25	\$107.25	\$120.10	
50093	Garment Rack, Chrome		n/a	\$262.60	\$302.00	\$338.25	
50427	Tensabarrier, Per Stem, Black		n/a	\$110.75	\$127.35	\$142.65	
50095	Sign Holder, 22" x 28" Chrome		n/a	\$122.30	\$140.65	\$157.55	
50185	Drawing Bowl, Clear		n/a	\$49.30	\$56.70	\$63.50	
50296	4' x 12" Display Riser White and Black		n/a	\$110.90	\$127.55	\$142.85	
50297	6' x 12" Display Riser White and Black		n/a	\$138.00	\$158.70	\$177.75	
50098	Mini Refrigerator, Approx. 3 cubic feet		n/a	\$418.80	\$481.60	\$539.40	
50067	4' Full View Showcase, White		n/a	\$989.55	\$1,138.00	\$1,274.55	
50068	6' Full View Showcase, White		n/a	\$1,091.35	\$1,255.05	\$1,405.65	
50069	4' Quarter View Showcase, White		n/a	\$989.55	\$1,138.00	\$1,274.55	
50070	6' Quarter View Showcase, White		n/a	\$1,091.35	\$1,255.05	\$1,405.65	
50060	4' x 8' Horizontal Posterboard Grey Fabric		n/a	\$320.45	\$368.50	\$412.70	
50061	4' x 8' Vertical Posterboard Grey Fabric		n/a	\$320.45	\$368.50	\$412.70	
50236	Grids 2' x 8' with Legs, Each		n/a	\$236.70	\$272.20	\$304.85	
50237	Grid 2' x 8' without Legs, Each		n/a	\$177.25	\$203.85	\$228.30	
50242	7-Ball Waterfall for Grids		n/a	\$16.30	\$18.75	\$21.00	
50104	6" Hooks (12) for Peg Boards		n/a	\$52.15	\$59.95	\$67.15	

50073	8' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$25.15	\$28.90	\$32.35	
50074	3' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$18.65	\$21.45	\$24.00	
50088	8' Upright with Base		n/a	\$34.70	\$39.90	\$44.70	
52065	3' Upright with Base		n/a	\$34.70	\$39.90	\$44.70	
50349	6'-10' Crossbar		n/a	\$23.05	\$26.50	\$29.70	
50348	7'-12' Crossbar		n/a	\$23.05	\$26.50	\$29.70	
50058	Sateen, per linear foot (minimum 5' linear feet rental)			\$21.50	\$24.70	\$27.65	

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

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

G151030324

SECO

Georgia World Congress Center | Atlanta, GA

March 1 - 2, 2024

ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 9, 2024
PREMIUM PLUSH & PREMIUM VINYL DEADLINE: WEDNESDAY, JANUARY 31, 2024**

* 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.			\$10.60	\$12.20	\$13.65	

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.			\$13.70	\$15.75	\$17.65	
46007	1/2" Padding for Vinyl (per sq. ft.)***		n/a	\$5.00	\$5.75	\$6.45	

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.			\$7.60	\$8.75	\$9.80	
46003	Premium Carpet - 28 oz. Rental 1000+ Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$6.65	\$7.65	\$8.55	
46002	Premium Carpet - 28 oz. Purchase Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$18.80	\$21.60	\$24.20	

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'			\$470.20	\$540.72	\$605.60	
50256	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 20'			\$500.00	\$575.00	\$644.00	
50257	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 30'			\$745.75	\$857.60	\$960.50	
50258	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 40'			\$991.55	\$1,140.30	\$1,277.15	
50400	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 15'		Tuxedo ONLY	\$468.90	\$539.25	\$603.95	

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50580	Special Cut 0-399 Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$5.15	\$5.90	\$6.60	
50581	Special Cut 400-900 Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$4.75	\$5.45	\$6.10	
50582	Special Cut 900+ Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$4.30	\$4.95	\$5.55	

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	\$1.40	\$1.60	\$1.80	
50008	1" Padding		n/a	\$2.65	\$3.05	\$3.40	
50010	Visqueen		n/a	\$0.35	\$0.40	\$0.45	

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

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CORT®

EVENTS

2023

TRADESHOW CATALOG

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

FURNITURE



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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.

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	17 Group Seating		26 Bar Seating
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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
	<p>Pro Executive Guest Chair</p>	<p>PROGB</p>	<p>Black Vinyl, Chrome</p>	<p>Length: 24" Depth: 26" Height: 36" Seat Length: 19.5" Seat Depth: 19" Seat Height: 18"</p>
	<p>Swanson Swivel Chair</p>	<p>SWAN</p>	<p>Black Vinyl</p>	<p>Length: 28" Depth: 25" Height: 30" Seat Length: 22" Seat Depth: 17.5" Seat Height: 17"</p>
	<p>Tech Tablet Chair</p>	<p>TCHGRY</p>	<p>Gray Vinyl, White Metal Tablet, Chrome Base</p>	<p>Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"</p>
	<p>Tech Chair, No Tablet</p>	<p>TCHP</p>	<p>Gray Vinyl, Chrome Base</p>	<p>Length: 30.5" Depth: 29" Height: 33.5" Seat Length: 22.5" Seat Depth: 19.5" Seat Height: 19"</p>
	<p>Wentworth Swivel Chair</p>	<p>WENCHA</p>	<p>Brown Vinyl</p>	<p>Length: 31" Depth: 24" Height: 31.5" Seat Length: 21.5" Seat Depth: 19" Seat Height: 18"</p>

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








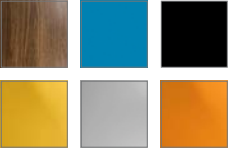

Rustique Chair


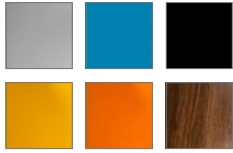









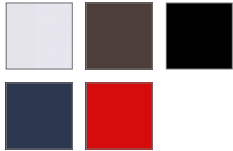


Syntax Chair











Zenith Chair






Product Image	Product Name	Product Code	Color/Materials	Dimensions
  	<p>Blade Chair</p>	<p>BLDCBK BLDCRD BLDCSB</p>	<p>Black Red Sky Blue</p>	<p>Length: 20.5" Depth: 19" Height: 30.5" Seat Length: 15" Seat Depth: 16.75" Seat Height: 17.75"</p>
	<p>Brewer Chair</p>	<p>SC3</p>	<p>Onyx, Chrome</p>	<p>Length: 20" Depth: 20" Height: 32" Seat Length: 19.5" Seat Depth: 16.5"</p>
  	<p>Chelsea Chair</p>	<p>CCBTWL CCBTAZ CCBTBK CCBTYL CCBTGY CCBTOR</p>	<p>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</p>	<p>Length: 18.5" Depth: 22" Height: 34" Seat Length: 18" Seat Depth: 16" Seat Height: 18.5"</p>



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
	<p>Syntax Chair</p>	<p>CS4</p>	<p>Black, Chrome</p>	<p>Length: 23" Depth: 19" Height: 32.25" Seat Length: 18" Seat Depth: 17" Seat Height: 18.5"</p>
	<p>Zenith Chair</p>	<p>ZENCHR</p>	<p>White, Chrome</p>	<p>Length: 18.25" Depth: 22" Height: 32" Seat Length: 18.25" Seat Depth: 16" Seat Height: 19"</p>

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

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Endless Square Ottoman</p>	<p>END02B</p>	<p>Black Vinyl, Chrome</p>	<p>Length: 34" Depth: 34" Height: 15" Seat Length: 34" Seat Depth: 34"</p>
	<p>Endless Square Ottoman</p>	<p>END02W</p>	<p>White Vinyl, Chrome</p>	<p>Length: 34" Depth: 34" Height: 15" Seat Length: 34" Seat Depth: 34"</p>
 	<p>Marche Swivel Ottoman</p>	<p>MAR001 MAR015 MAR010 MAR014 MAR012 MAR002 MAR016 MAR003 MAR008 MAR011 MAR009 MAR007 MAR004 MAR005 MAR006 MAR013</p>	<p>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</p>	<p>Round: 17" Height: 18" Seat Round: 17" Seat Height: 18"</p>
	<p>Regis Bench</p>	<p>REGBEN</p>	<p>Brushed Metal</p>	<p>Length: 47" Depth: 15.5" Height: 16"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>Vibe Cube Ottoman</p>	<p>VIB10 VIB02 VIB05 VIB14 VIB17 VIB01 VIB08 VIB13 VIB04 VIB12 VIB16 VIB11 VIB15 VIB09</p>	<p>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</p>	<p>Length: 18" Depth: 18" Height: 18" Seat Length: 18" Seat Depth: 18" Seat Height: 18"</p>



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

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











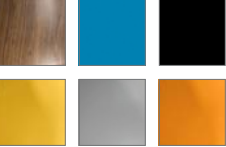

Syntax Barstool




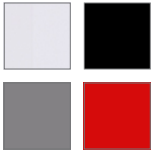

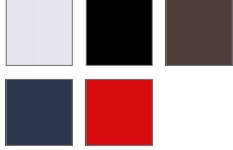








Zenith Barstool














Zoey Barstool






Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>Banana Barstool</p> 	<p>BSS</p>	<p>Black, Chrome</p>	<p>Length: 21" Depth: 22" Height: 41" Seat Length: 18" Seat Depth: 18" Seat Height: 30.25"</p>
	<p>Banana Barstool</p> 	<p>BST</p>	<p>White, Chrome</p>	<p>Length: 21" Depth: 22" Height: 41" Seat Length: 18" Seat Depth: 18" Seat Height: 30.25"</p>
 	<p>Blade Barstool</p> 	<p>BLDBBK BLDBRD BLDBSB</p>	<p>Black Red Sky Blue</p>	<p>Length: 20.5" Depth: 20" Height: 40.5" Seat Length: 14" Seat Depth: 15.75" Seat Height: 30.25"</p>
 	<p>Chelsea Barstool</p> 	<p>CBSBWL CBSBAZ CBSBBK CBSBYL CBSBGY CBSBOR</p>	<p>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</p>	<p>Length: 20.5" Depth: 20" Height: 40.5" Seat Length: 14" Seat Depth: 15.75" Seat Height: 30.25"</p>





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







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

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>30" Round Bar Table w/ Hydraulic Base</p>	<p>30WHHB 30WDHB 30BKHB 30BEHB 30AGHB 30YSHB 30GRHB 30GSHB 30MTHB 30OSHB 30BRHB 30MAHB</p>	<p>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</p>	<p>Round: 30" Height: 45"</p>
 	<p>30" Round Bar Table w/ Standard Black Base</p>	<p>30WH42 30WDBB 30BKSB 30BEBB 30AGBB 30YBBB VTJ 30GSBB VTK 30OSBB VTB VTA</p>	<p>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</p>	<p>Round: 30" Height: 42"</p>
	<p>30" Round Bar Table, Powered</p>	<p>P30BWH</p>	<p>White Top, Black</p>	<p>Round: 30" Height: 42"</p>







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>36" Round Bar Table w/ Hydraulic Base</p>	<p>36WTHB 36BKHB 36GRHB 36MTHB</p>	<p>White Top Black Top Graphite Nebula Top Maple Top</p>	<p>Round: 36" Height: 45"</p>
 	<p>36" Round Bar Table w/ Standard Black Base</p>	<p>VTW 36BKSB VTN VTP</p>	<p>White Top Black Top Graphite Nebula Top Maple Top</p>	<p>Round: 36" Height: 42"</p>
 	<p>30" Round Cafe Table w/ Hydraulic Base</p>	<p>30WHHC 30WDHC 30BKHC 30BEHC 30AGHC 30YSHC 30GRHC 30GSHC 30MTHC 30OSHC 30BRHC 30MAHC</p>	<p>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</p>	<p>Round: 30" Height: 29"</p>

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>30" Round Cafe Table w/ Standard Black Base</p>	<p>30WH29 30WDBC 30BKSC 30BEBC 30AGBC 30YSBC ZTJ 30GSBC ZTK 30OSBC ZTB ZTA</p>	<p>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</p>	<p>Round: 30" Height: 29"</p>
	<p>30" Round Cafe Table, Powered</p>	<p>P30CWH</p>	<p>White Top, Black</p>	<p>Round: 30" Height: 29"</p>
 	<p>36" Round Cafe Table w/ Hydraulic Base</p>	<p>36WTHC 36BKHC 36MTHC 36GRHC</p>	<p>White Top Black Top Maple Top Graphite Nebula Top</p>	<p>Round: 36" Height: 29"</p>










Product Image	Product Name	Product Code	Color/Materials	Dimensions
	<p>36" Round Cafe Table w/ Standard Black Base</p> 	<p>ZTQ 36BKSC ZTN ZTP</p>	<p>White Top Black Top Graphite Nebula Top Maple Top</p>	<p>Round: 36" Height: 29"</p>
	<p>Rustique Square Metal Bar Table</p> 	<p>RSTSQT</p>	<p>Gunmetal</p>	<p>Length: 23.75" Depth: 23.75" Height: 41.25"</p>







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
	Adelaide Powered Cocktail Table	ADCTWP Non-Powered: ADCTWH	White Top, Silver	Length: 48.87" Depth: 25.37" Height: 18"
	Ventura Communal Bar Table, Powered	VNTBLK VNTWHT	Black Top, Silver White Top, Silver	Length: 72.25" Depth: 26.25" Height: 42"
	Ventura Communal Cafe Table, Powered	VNTCBK VNTCWH	Black Top, Silver White Top, Silver	Length: 72.25" Depth: 26.25" Height: 30"
	Village Charging Hub	VILHUB	Cream	Length: 12" Depth: 12" Height: 28.25"
	Wireless Charging Table	CUBPOW	White, AC Outlets	Length: 20" Depth: 20" Height: 18"
	30" Round Bar Table, Powered	P30BWH	White Top, Silver	Round: 30" Height: 42"






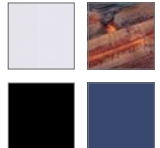












Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<p>10' Table</p>	<p>Powered: C10PWR Non-Powered: CONF10</p> <p>Powered: BKC10P Non-Powered: BKC10N</p> <p>Powered: M10PWR Non-Powered: MADC10</p> 	<p>White Top, Silver</p> <p>Black Top, Silver</p> <p>Gray Acajou, Silver</p>	<p>Length: 120" Depth: 48" Height: 29"</p>
 	<p>8' Table</p>	<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>
 	<p>5' Table</p>	<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
 	<p>Adelaide Cocktail Table</p>	<p>Non-Powered: ADCTWH Powered: ADCTWP</p> <p>Non-Powered: ADCTBK Powered: ADCTBP</p> <p>ADCTGL</p>	<p>White Top, Silver</p> <p>Black Top, Silver</p> <p>Glass Top, Silver</p>	<p>Length: 48.875" Depth: 25.375" Height: 18"</p>
 	<p>Adelaide End Table</p>	<p>ADETWH AETBK AETGL</p>	<p>White Top, Silver Black Top, Silver Glass Top, Silver</p>	<p>Length: 21.5" Depth: 21.5" Height: 18"</p>
 	<p>Alondra Cocktail Table</p>	<p>ALC200</p> <p>ALC100</p>	<p>Brandy Maple Top, Chrome</p> <p>Glass Top, Chrome</p>	<p>Length: 47" Depth: 24" Height: 17"</p> <p>Length: 47" Depth: 24" Height: 16"</p>







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







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






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







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





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	TECH3B	Black Metal, Black Laminate w/electrical unit	Length: 60" Depth: 30" Height: 30"
	3 Drawer File Cabinet on Castors	TECH3	Black Top, Black Metal	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
	<p>8' Table</p>	<p>Powered: C8PWR Non-Powered: CONF8</p>	<p>White Top, Silver</p>	<p>Length: 96" Depth: 60" Height: 29"</p>
	<p>5' Table</p>	<p>Powered: C5PWR Non-Powered: CONF5</p>	<p>White Top, Silver</p>	<p>Length: 60" Depth: 48" Height: 29"</p>
	<p>Madison 10' Table</p>	<p>Powered: M10PWR Non-Powered: MADC10</p>	<p>Gray Acajou, Silver</p>	<p>Length: 120" Depth: 48" Height: 29"</p>
	<p>Madison 8' Table</p>	<p>Powered: M8PWR Non-Powered: MADC08</p>	<p>Gray Acajou, Silver</p>	<p>Length: 96" Depth: 60" Height: 29"</p>
	<p>Madison 5' Table</p>	<p>Powered: M5PWR Non-Powered: MADC05</p>	<p>Gray Acajou, Silver</p>	<p>Length: 60" Depth: 48" Height: 29"</p>

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

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	STNCH1	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"



SOFT SEATING COLLECTIONS

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G151030324

Georgia World Congress Center | Atlanta, GA

March 1 - 2, 2024

ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 9, 2024

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Loveseats

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLVWHT	Baja Loveseat - White Vinyl, Metal Base		\$1,136.05	\$1,306.45	\$1,463.20	
KEYLOV	Key Largo Loveseat - Black Fabric, Metal Base		\$523.30	\$601.80	\$674.00	
NPLLOV	Naples Loveseat - Black Vinyl, Metal Base		\$1,003.10	\$1,153.55	\$1,292.00	
NPLLOP	Naples Loveseat - Black Vinyl, Metal Base POWERED		\$1,250.00	\$1,437.50	\$1,610.00	
COLVTP	Cordoba Loveseat - Taupe, Black Metal Base		\$803.00	\$923.45	\$1,034.25	
MONLOV	Montreal Loveseat - Blue, Black Metal Base		\$964.00	\$1,108.60	\$1,241.65	

Sofas

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
SFA002	Allegro Sofa - Blue Fabric, Brushed Metal		\$997.80	\$1,147.45	\$1,285.15	
BSFWHT	Baja Sofa - White Vinyl		\$1,207.75	\$1,388.90	\$1,555.55	
FAIRSW	Fairfax Sofa - White Vinyl, Brushed Metal		\$680.55	\$782.65	\$876.55	
KEYSOF	Key Largo Sofa - Black Fabric, Wood		\$675.10	\$776.35	\$869.50	
NPLSOF	Naples Sofa - Black Vinyl		\$1,193.00	\$1,371.95	\$1,536.60	
NPLLOP	Naples Sofa - Black Vinyl POWERED		\$1,453.30	\$1,671.30	\$1,871.85	
PALSOF	Palm Beach Sofa - White Vinyl		\$947.65	\$1,089.80	\$1,220.60	
STESOF	Sterling Sofa - Grey Fabric		\$1,125.05	\$1,293.80	\$1,449.05	
VALSOF	Valencia Sofa - Coffee Brown Velvet		\$634.90	\$730.15	\$817.75	

= 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		\$700.00	\$805.00	\$901.60	
ATHCHA	Atherton Chair - Brown Leather, Black Metal		\$580.15	\$667.15	\$747.20	
BCHWHT	Baja Chair - White Vinyl		\$775.50	\$891.80	\$998.80	
BOWCHA	Bowery Chair - Ochre Fabric		\$544.90	\$626.65	\$701.85	
CNTCHR	Century Chair - Gray Velvet		\$555.30	\$638.60	\$715.25	
FAIRCW	Fairfax Chair - White Vinyl, Brushed Metal		\$490.75	\$564.35	\$632.05	
KEYCHR	Key Largo Chair - Black Fabric, Wood		\$447.40	\$514.50	\$576.25	
LABREA	La Brea Swivel Chair - Charcoal Gray Fabric, Chrome		\$585.60	\$673.45	\$754.25	
LENCHA	Lena Chair - Moss Green Leather, Bronze		\$489.00	\$562.35	\$629.85	
BCW	Madrid Chair - White Vinyl, Chrome		\$1,065.60	\$1,225.45	\$1,372.50	
MONCHA	Montreal Chair - Blue, Black Metal		\$598.80	\$688.60	\$771.25	
MNCHCH	Munich Armless Chair - Gray Fabric, Black		\$805.25	\$926.05	\$1,037.20	
NPLCHP	Naples Chair - Black Vinyl POWERED		\$902.90	\$1,038.35	\$1,162.95	
NPLCHR	Naples Chair - Black Vinyl		\$832.40	\$957.25	\$1,072.10	
STECHA	Sterling Chair - Gray Fabric		\$772.80	\$888.70	\$995.35	
SWAN	Swanson Swivel Chair - White Vinyl, Chrome		\$509.70	\$586.15	\$656.50	
TCHP	Tech Chair, No Tablet - Gray Vinyl, Chrome Base		\$426.80	\$490.80	\$549.70	
TCHGRY	Tech Tablet Chair - Gray Vinyl, White Metal Tablet, Chrome Base POWERED		\$416.45	\$478.90	\$536.35	
VALCHA	Valencia Chair - Spice Orange Velvet		\$427.15	\$491.20	\$550.15	
WENCHA	Wentworth Swivel Chair - Brown Vinyl		\$468.35	\$538.60	\$603.25	
BNMCOW	Brooklyn Meeting Chair - White		\$374.90	\$431.15	\$482.90	
BNMCSW	Brooklyn Meeting Chair, Swivel - White		\$374.90	\$431.15	\$482.90	
BNMCSB	Brooklyn Meeting Chair - Black		\$352.00	\$404.80	\$453.40	
BNMCOB	Brooklyn Meeting Chair, Swivel - Black		\$352.00	\$404.80	\$453.40	
COCHTP	Cordoba Chair		\$562.30	\$646.65	\$724.25	

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

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

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INDIVIDUAL SEATING

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 March 1 - 2, 2024

G151030324

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CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLDCRD	Blade Chair - Red		\$96.10	\$110.50	\$123.75	
BLDCSB	Blade Chair - Sky Blue		\$96.10	\$110.50	\$123.75	
BLDCBK	Blade Chair - Black		\$82.00	\$94.30	\$105.60	
CCSCAZ	Chelsea Chair - Azure Blue, Black Swivel Base		\$186.00	\$213.90	\$239.55	
CCBTAZ	Chelsea Chair- Azure Blue, Black Tower Base		\$186.00	\$213.90	\$239.55	
CCSCBK	Chelsea Chair- Black, Black Swivel Base		\$186.00	\$213.90	\$239.55	
CCBTBK	Chelsea Chair- Black, Black Tower Base		\$186.00	\$213.90	\$239.55	
CCSCYL	Chelsea Chair- Goldenrod Yellow, Black Swivel Base		\$186.00	\$213.90	\$239.55	
CCBTYL	Chelsea Chair - Goldenrod Yellow, Black Tower Base		\$186.00	\$213.90	\$239.55	
CCSCGY	Chelsea Chair- Gray, Black Swivel Base		\$186.00	\$213.90	\$239.55	
CCBTGY	Chelsea Chair- Gray, Black Tower Base		\$186.00	\$213.90	\$239.55	
CCSCOR	Chelsea Chair- Orange, Black Swivel Base		\$186.00	\$213.90	\$239.55	
CCBTOR	Chelsea Chair- Orange, Black Tower Base		\$186.00	\$213.90	\$239.55	
CCSCWL	Chelsea Chair- Walnut, Black Swivel Base		\$186.00	\$213.90	\$239.55	
CCBTWL	Chelsea Chair- Walnut, Black Tower Base		\$186.00	\$213.90	\$239.55	
SC3	Brewer Chair - Onyx, Chrome		\$249.35	\$286.75	\$321.15	
XCHR	Christopher Chair - White Vinyl, Chrome		\$149.15	\$171.50	\$192.10	
DUET	Duet Stack Chair - Black, Chrome		\$92.20	\$106.05	\$118.80	
LMCHR	Laguna Chair - Maple, Chrome		\$211.50	\$243.25	\$272.45	
LUCHCL	Lucent Chair - Frosted Acrylic, Chrome		\$258.80	\$297.60	\$333.30	
MALGRN	Malba Chair - Green, Chrome		\$162.70	\$187.10	\$209.55	
MALGRY	Malba Chair - Gray, Chrome		\$162.70	\$187.10	\$209.55	
MARCBE	Marina Chair - Ocean Blue Fabric, Brushed Metal		\$209.50	\$240.90	\$269.80	
MARCBK	Marina Chair - Black Vinyl, Brushed Metal		\$209.50	\$240.90	\$269.80	
MARCBR	Marina Chair - Brown Fabric, Brushed Metal		\$209.50	\$240.90	\$269.80	
MARCRD	Marina Chair - Red Fabric, Brushed Metal		\$209.50	\$240.90	\$269.80	
MARCWH	Marina Chair - White Vinyl, Brushed Metal		\$209.50	\$240.90	\$269.80	
PASCHR	Pasadena Chair - White Molded Plastic w/Chrome Tower Base		\$337.70	\$388.35	\$434.95	
SC10	Razor Armless Chair - White		\$111.20	\$127.90	\$143.25	
RSTDIN	Rustique Chair w/ Arms - Gunmetal		\$187.05	\$215.10	\$240.90	
CS4	Syntax Chair - Black, Chrome		\$295.55	\$339.90	\$380.70	
ZENCHR	Zenith Chair - White, Chrome		\$238.55	\$274.35	\$307.25	

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BENCHES & OTTOMANS

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March 1 - 2, 2024

ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 9, 2024

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Beverly Benches

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BVSMBK	Beverly Small Bench Ottoman - Black Vinyl		\$300.45	\$345.50	\$386.95	
BVSMBL	Beverly Small Bench Ottoman - Ocean Blue Fabric		\$300.45	\$345.50	\$386.95	
BVSMBN	Beverly Small Bench Ottoman - Brown Fabric		\$300.45	\$345.50	\$386.95	
BVSMGN	Beverly Small Bench Ottoman - Olive Green Fabric		\$300.45	\$345.50	\$386.95	
BVSMGY	Beverly Small Bench Ottoman - Grey Fabric		\$300.45	\$345.50	\$386.95	
BVSM LN	Beverly Small Bench Ottoman - Linen Fabric		\$300.45	\$345.50	\$386.95	
BVSM LV	Beverly Small Bench Ottoman - Lavender Fabric		\$300.45	\$345.50	\$386.95	
BVSMOR	Beverly Small Bench Ottoman - Orange Fabric		\$300.45	\$345.50	\$386.95	
BVSMRD	Beverly Small Bench Ottoman - Red Fabric		\$300.45	\$345.50	\$386.95	
BVSMWH	Beverly Small Bench Ottoman - White Vinyl		\$300.45	\$345.50	\$386.95	
BVSMYL	Beverly Small Bench Ottoman - Yellow Fabric		\$300.45	\$345.50	\$386.95	
BVLYBK	Beverly Bench - Black Vinyl		\$574.80	\$661.00	\$740.30	
BVLYBN	Beverly Bench - Brown Fabric		\$574.80	\$661.00	\$740.30	
BVLYGR	Beverly Bench - Grey Fabric		\$574.80	\$661.00	\$740.30	
BVLYLN	Beverly Bench - Linen Fabric		\$574.80	\$661.00	\$740.30	
BVLYOB	Beverly Bench - Ocean Fabric		\$574.80	\$661.00	\$740.30	
BVLYRD	Beverly Bench - Red Fabric		\$574.80	\$661.00	\$740.30	
BVLYWH	Beverly Bench - White Vinyl		\$574.80	\$661.00	\$740.30	

Metal Bench

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
REGBEN	Regis Bench/Table - Brushed Metal		\$409.40	\$470.80	\$527.30	

Ottomans

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
END01B	Endless Curved Ottoman - Black Vinyl, Chrome		\$596.50	\$685.95	\$768.25	
END01W	Endless Curved Ottoman - White Vinyl, Chrome		\$596.50	\$685.95	\$768.25	
END02B	Endless Square Ottoman - Black Vinyl, Chrome		\$374.20	\$430.35	\$482.00	
END02W	Endless Square Ottoman - White Vinyl, Chrome		\$374.20	\$430.35	\$482.00	

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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CUBE & SWIVEL OTTOMANS

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March 1 - 2, 2024

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Vibe Cubes

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VIB01	Vibe Cube - Green		\$200.70	\$230.80	\$258.50	
VIB02	Vibe Cube - Blue		\$200.70	\$230.80	\$258.50	
VIB04	Vibe Cube - Red		\$200.70	\$230.80	\$258.50	
VIB05	Vibe Cube - Yellow		\$200.70	\$230.80	\$258.50	
VIB08	Vibe Cube - Orange		\$200.70	\$230.80	\$258.50	
VIB09	Vibe Cube - White Waterproof		\$200.70	\$230.80	\$258.50	
VIB10	Vibe Cube - Black Waterproof		\$200.70	\$230.80	\$258.50	
VIB11	Vibe Cube - Steel Blue Vinyl		\$200.70	\$230.80	\$258.50	
VIB12	Vibe Cube - Silver Vinyl		\$200.70	\$230.80	\$258.50	
VIB13	Vibe Cube - Purple Vinyl		\$200.70	\$230.80	\$258.50	
VIB14	Vibe Cube - Cirtus Green		\$200.70	\$230.80	\$258.50	
VIB15	Vibe Cube - Taupe Vinyl		\$200.70	\$230.80	\$258.50	
VIB16	Vibe Cube - Spice Orange		\$200.70	\$230.80	\$258.50	
VIB17	Vibe Cube - Desert Rose		\$200.70	\$230.80	\$258.50	

Marche Swivel

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MAR001	Marche Swivel - White		\$265.65	\$305.50	\$342.15	
MAR002	Marche Swivel - Grey		\$265.65	\$305.50	\$342.15	
MAR003	Marche Swivel - Linen		\$265.65	\$305.50	\$342.15	
MAR004	Marche Swivel - Raspberry		\$265.65	\$305.50	\$342.15	
MAR005	Marche Swivel - Red		\$265.65	\$305.50	\$342.15	
MAR006	Marche Swivel - Rose Qtz		\$265.65	\$305.50	\$342.15	
MAR007	Marche Swivel - Plum		\$265.65	\$305.50	\$342.15	
MAR008	Marche Swivel - Meadow Green		\$265.65	\$305.50	\$342.15	
MAR009	Marche Swivel - Pear		\$265.65	\$305.50	\$342.15	
MAR010	Marche Swivel - Blue		\$265.65	\$305.50	\$342.15	
MAR011	Marche Swivel - Orange		\$265.65	\$305.50	\$342.15	
MAR012	Marche Swivel - Forest Green		\$265.65	\$305.50	\$342.15	
MAR013	Marche Swivel - Teal Velvet		\$265.65	\$305.50	\$342.15	
MAR014	Marche Swivel - Distressed Brown		\$265.65	\$305.50	\$342.15	
MAR015	Marche Swivel - Black Vinyl		\$265.65	\$305.50	\$342.15	
MAR016	Marche Swivel - Ivory Faux Sheep Fur		\$265.65	\$305.50	\$342.15	

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

TOTAL ESTIMATE	\$ _____
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AMOUNT DUE	\$ _____

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ACCENT TABLES: COCKTAIL & END

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Cocktail Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ADCTBK	Adelaide Cocktail Table - Black Top, Silver		\$312.00	\$358.80	\$401.85	
ADCTGL	Adelaide Cocktail Table - Glass Top, Silver		\$312.00	\$358.80	\$401.85	
ADCTWH	Adelaide Cocktail Table - White Top, Silver		\$312.00	\$358.80	\$401.85	
ADCTBP	Adelaide Cocktail Table - Black Top, Silver POWERED		\$432.00	\$496.80	\$556.40	
ADCTWP	Adelaide Cocktail Table - White Top, Silver POWERED		\$432.00	\$496.80	\$556.40	
ALC100	Alondra Cocktail Table - Glass Top, Chrome		\$477.15	\$548.70	\$614.55	
ALC200	Alondra Cocktail Table - Brandy Maple Top, Chrome		\$477.15	\$548.70	\$614.55	
CIC	Geo Cocktail Table - Glass Top, Chrome		\$357.90	\$411.60	\$461.00	
CIFWB	Geo Cocktail Table - Brandy Maple Top, Black		\$417.55	\$480.20	\$537.80	
MESCTB	Mesa Cocktail Table - Black Top, Bronze		\$276.40	\$317.85	\$356.00	
MESCTG	Mesa Cocktail Table - Glass Top, Bronze		\$276.40	\$317.85	\$356.00	
MESCTW	Mesa Cocktail Table - Barnwood Top, Bronze		\$276.40	\$317.85	\$356.00	
CIE	Silverado Cocktail Table - Glass Top, Chrome		\$395.85	\$455.25	\$509.90	
CIW	Sydney Cocktail Table - White Top, Brushed Steel		\$401.25	\$461.45	\$516.80	
CIY	Sydney Cocktail Table - Black Top, Brushed Steel		\$401.25	\$461.45	\$516.80	
CIWP	Sydney Cocktail Table - White Top, Brushed Steel POWERED		\$509.70	\$586.15	\$656.50	
CYP	Sydney Cocktail Table - Black Top, Brushed Steel POWERED		\$509.70	\$586.15	\$656.50	
SYDBEC	Sydney Cocktail Table - Blue Top, Brushed Steel		\$406.70	\$467.70	\$523.80	
SYDWDC	Sydney Cocktail Table - Barnwood Top, Brushed Steel		\$369.70	\$425.15	\$476.15	

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

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COMPANY NAME: _____ BOOTH NUMBER: _____

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ACCENT TABLES: SIDE

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Georgia World Congress Center | Atlanta, GA
March 1 - 2, 2024

ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 9, 2024

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

End Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ADETBK	Adelaide End Table - Black Top, Silver		\$302.00	\$347.30	\$389.00	
ADETGL	Adelaide End Table - Glass Top, Silver		\$302.00	\$347.30	\$389.00	
ADETWL	Adelaide End Table - White Top, Silver		\$302.00	\$347.30	\$389.00	
ALE100	Alondra End Table - Glass Top, Chrome		\$344.35	\$396.00	\$443.50	
ALE200	Alondra End Table - Brandy Maple Top, Chrome		\$344.35	\$396.00	\$443.50	
CUBPOW	Wireless Charging Table - White, AC Plug In POWERED		\$613.75	\$705.80	\$790.50	
EIC	Geo End Table - Glass Top, Chrome		\$352.50	\$405.35	\$454.00	
EIFWB	Geo End Table - Brandy Maple Top, Black		\$363.30	\$417.80	\$467.95	
MESETB	Mesa End Table - Black Top, Bronze		\$182.60	\$210.00	\$235.20	
MESETG	Mesa End Table - Glass Top, Bronze		\$182.60	\$210.00	\$235.20	
MESETW	Mesa End Table - Barnwood Top, Bronze		\$182.60	\$210.00	\$235.20	
REGOTT	Regis End Table - Brushed Metal		\$301.00	\$346.15	\$387.70	
EIE	Silverado End Table - Glass, Chrome		\$376.85	\$433.40	\$485.40	
EIW	Sydney End Table - White Top, Brushed Steel		\$363.30	\$417.80	\$467.95	
EIY	Sydney End Table - Black Top, Brushed Steel		\$363.30	\$417.80	\$467.95	
SYDBEE	Sydney End Table - Blue Top, Brushed Steel		\$357.40	\$411.00	\$460.30	
SYDWDE	Sydney End Table - Barnwood Top, Brushed Steel		\$357.40	\$411.00	\$460.30	

= **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		\$206.00	\$236.90	\$265.35	
SEDBBK	Sedona Side Table - Black Top, Bronze		\$184.25	\$211.90	\$237.35	
SEDBWD	Sedona Side Table - Wood Top, Bronze		\$184.25	\$211.90	\$237.35	
SEDBWH	Sedona Side Table - White Top, Bronze		\$184.25	\$211.90	\$237.35	
TAOBBK	Taos Side Table - Black Top, Bronze		\$184.25	\$211.90	\$237.35	
TAOBWD	Taos Side Table - Wood Top, Bronze		\$184.25	\$211.90	\$237.35	
TAOBWH	Taos Side Table - White Top, Bronze		\$184.25	\$211.90	\$237.35	
TMBTBL	Timber Table - Wood		\$244.05	\$280.65	\$314.35	

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 TABLES, BARS & COUNTERS

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Georgia World Congress Center | Atlanta, GA

March 1 - 2, 2024

ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 9, 2024

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30" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30ACBB	30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top		\$357.40	\$411.00	\$460.30	
30BEBB	30" Round Bar Table w/ Standard Black Base - Blue Top		\$357.40	\$411.00	\$460.30	
30BKSB	30" Round Bar Table w/ Standard Black Base - Black Top		\$357.40	\$411.00	\$460.30	
30GSBB	30" Round Bar Table w/ Standard Black Base - Green Top		\$357.40	\$411.00	\$460.30	
30OSBB	30" Round Bar Table w/ Standard Black Base - Orange Top		\$357.40	\$411.00	\$460.30	
30WDBB	30" Round Bar Table w/ Standard Black Base - Barnwood Top		\$357.40	\$411.00	\$460.30	
30WH42	30" Round Bar Table w/ Standard Black Base - White Top		\$371.40	\$427.10	\$478.35	
30YBBB	30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top		\$357.40	\$411.00	\$460.30	
VTB	30" Round Bar Table w/ Standard Black Base - Red Top		\$352.50	\$405.35	\$454.00	
VTJ	30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$352.50	\$405.35	\$454.00	
VTK	30" Round Bar Table w/ Standard Black Base - Maple Top		\$352.50	\$405.35	\$454.00	
VTA	30" Round Madison Bar Table w/ Standard Black Base - Gray Acajou Top		\$352.50	\$405.35	\$454.00	
P30BWH	30" Round Cafe Table w/ Standard Black Base - White Top POWERED		\$722.05	\$830.35	\$930.00	

36" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKSB	36" Round Bar Table w/ Standard Black Base - Black Top		\$352.50	\$405.35	\$454.00	
VTN	36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$376.85	\$433.40	\$485.40	
VTW	36" Round Bar Table w/ Standard Black Base - White Top		\$376.85	\$433.40	\$485.40	
VTP	36" Round Bar Table w/ Standard Black Base - Maple Top		\$376.85	\$433.40	\$485.40	

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		\$431.40	\$496.10	\$555.65	
30BEHB	30" Round Bar Table w/ Hydraulic Base - Blue Top		\$431.40	\$496.10	\$555.65	
30BKHB	30" Round Bar Table w/ Hydraulic Base - Black Top		\$431.40	\$496.10	\$555.65	
30BRHB	30" Round Bar Table w/ Hydraulic Base - Red Top		\$428.40	\$492.65	\$551.75	
30GRHB	30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$428.40	\$492.65	\$551.75	
30GSHB	30" Round Bar Table w/ Hydraulic Base - Green Top		\$431.40	\$496.10	\$555.65	
30MTHB	30" Round Bar Table w/ Hydraulic Base - Maple Top		\$466.35	\$536.30	\$600.65	
30OSHB	30" Round Bar Table w/ Hydraulic Base - Orange Top		\$431.40	\$496.10	\$555.65	
30WDHB	30" Round Bar Table w/ Hydraulic Base - Barnwood Top		\$431.40	\$496.10	\$555.65	
30WHHB	30" Round Bar Table w/ Hydraulic Base - White Top		\$463.70	\$533.25	\$597.25	
30YSHB	30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top		\$431.40	\$496.10	\$555.65	
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top		\$428.40	\$492.65	\$551.75	

36" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHB	36" Round Bar Table w/ Hydraulic Base - Black Top		\$431.40	\$496.10	\$555.65	
36GRHB	36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$466.35	\$536.30	\$600.65	
36MTHB	36" Round Bar Table w/ Hydraulic Base - Maple Top		\$466.35	\$536.30	\$600.65	
36WTHB	36" Round Bar Table w/ Hydraulic Base - White Top		\$466.35	\$536.30	\$600.65	



BAR TABLES, BARS & COUNTERS CONTINUED

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Georgia World Congress Center | Atlanta, GA
March 1 - 2, 2024

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ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 9, 2024

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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		\$357.40	\$411.00	\$460.30	
30BEBB	30" Round Bar Table w/ Standard Black Base - Blue Top		\$357.40	\$411.00	\$460.30	
30BKSB	30" Round Bar Table w/ Standard Black Base - Black Top		\$357.40	\$411.00	\$460.30	
30GSBB	30" Round Bar Table w/ Standard Black Base - Green Top		\$357.40	\$411.00	\$460.30	
30OSBB	30" Round Bar Table w/ Standard Black Base - Orange Top		\$357.40	\$411.00	\$460.30	
30WDDB	30" Round Bar Table w/ Standard Black Base - Barnwood Top		\$357.40	\$411.00	\$460.30	
30WH42	30" Round Bar Table w/ Standard Black Base - White Top		\$371.40	\$427.10	\$478.35	
30YBBB	30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top		\$357.40	\$411.00	\$460.30	
VTB	30" Round Bar Table w/ Standard Black Base - Red Top		\$352.50	\$405.35	\$454.00	
VTJ	30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$352.50	\$405.35	\$454.00	
VTK	30" Round Bar Table w/ Standard Black Base - Maple Top		\$352.50	\$405.35	\$454.00	
VTA	30" Round Madison Bar Table w/ Standard Black Base - Gray Acajou Top		\$352.50	\$405.35	\$454.00	
P30BWH	30" Round Cafe Table w/ Standard Black Base - White Top 		\$722.05	\$830.35	\$930.00	

36" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKSB	36" Round Bar Table w/ Standard Black Base - Black Top		\$352.50	\$405.35	\$454.00	
VTN	36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$376.85	\$433.40	\$485.40	
VTW	36" Round Bar Table w/ Standard Black Base - White Top		\$376.85	\$433.40	\$485.40	
VTP	36" Round Bar Table w/ Standard Black Base - Maple Top		\$376.85	\$433.40	\$485.40	

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		\$431.40	\$496.10	\$555.65	
30BEHB	30" Round Bar Table w/ Hydraulic Base - Blue Top		\$431.40	\$496.10	\$555.65	
30BKHB	30" Round Bar Table w/ Hydraulic Base - Black Top		\$431.40	\$496.10	\$555.65	
30BRHB	30" Round Bar Table w/ Hydraulic Base - Red Top		\$428.40	\$492.65	\$551.75	
30CRHB	30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$428.40	\$492.65	\$551.75	
30GSHB	30" Round Bar Table w/ Hydraulic Base - Green Top		\$431.40	\$496.10	\$555.65	
30MTHB	30" Round Bar Table w/ Hydraulic Base - Maple Top		\$466.35	\$536.30	\$600.65	
30OSHB	30" Round Bar Table w/ Hydraulic Base - Orange Top		\$431.40	\$496.10	\$555.65	
30WDHB	30" Round Bar Table w/ Hydraulic Base - Barnwood Top		\$431.40	\$496.10	\$555.65	
30WHHB	30" Round Bar Table w/ Hydraulic Base - White Top		\$463.70	\$533.25	\$597.25	
30YSHB	30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top		\$431.40	\$496.10	\$555.65	
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top		\$428.40	\$492.65	\$551.75	

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BAR TABLES, BARS & COUNTERS CONTINUED

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Georgia World Congress Center | Atlanta, GA

March 1 - 2, 2024

ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 9, 2024

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36" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHB	36" Round Bar Table w/ Hydraulic Base - Black Top		\$431.40	\$496.10	\$555.65	
36GRHB	36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$466.35	\$536.30	\$600.65	
36MTHB	36" Round Bar Table w/ Hydraulic Base - Maple Top		\$466.35	\$536.30	\$600.65	
36WTHB	36" Round Bar Table w/ Hydraulic Base - White Top		\$466.35	\$536.30	\$600.65	

Metal Bar Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
RSTSQT	Rustique Square Metal Bar Table - Gunmetal		\$390.45	\$449.00	\$502.90	

Ventura Communal Bar Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTBNP	Ventura Communal Bar Table - Black Top, Silver		\$946.30	\$1,088.25	\$1,218.85	
VNTMNP	Ventura Communal Bar Table - Maple Top, Silver		\$946.30	\$1,088.25	\$1,218.85	
VNTWNP	Ventura Communal Bar Table - White Top, Silver		\$946.30	\$1,088.25	\$1,218.85	
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes - Maple Top, Silver		\$946.30	\$1,088.25	\$1,218.85	
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes - White Top, Silver		\$946.30	\$1,088.25	\$1,218.85	
VNTBLK	 POWERED Ventura Communal Bar Table, Powered - Black Top, Silver		\$1,117.10	\$1,284.65	\$1,438.80	
VNTWHT	 POWERED Ventura Communal Bar Table, Powered - White Top, Silver		\$1,117.10	\$1,284.65	\$1,438.80	

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

Bars

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTBLPI	Midtown Bar, Lighted w/ Plug In - Taupe Glass Top, Pewter		\$2,107.40	\$2,423.50	\$2,714.30	
MTBUUL	Midtown Bar, Unlighted - Taupe Glass Top, Pewter		\$1,971.90	\$2,267.70	\$2,539.80	

Counters

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In - Taupe Glass Top, Pewter		\$2,107.40	\$2,423.50	\$2,714.30	
MTCFUL	Midtown Powered Counter, Unlighted - Taupe Glass Top, Pewter		\$1,984.20	\$2,281.85	\$2,555.65	

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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CAFÉ TABLES

G151030324

ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 9, 2024

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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		\$320.45	\$368.50	\$412.70	
30BEBC	30" Round Cafe Table w/ Standard Black Base - Blue Top		\$320.45	\$368.50	\$412.70	
30BKSC	30" Round Cafe Table w/ Standard Black Base - Black Top		\$320.45	\$368.50	\$412.70	
30GSBC	30" Round Cafe Table w/ Standard Black Base - Green Top		\$320.45	\$368.50	\$412.70	
30OSBC	30" Round Cafe Table w/ Standard Black Base - Orange Top		\$320.45	\$368.50	\$412.70	
30WDBC	30" Round Cafe Table w/ Standard Black Base - Barnwood Top		\$320.45	\$368.50	\$412.70	
30WH29	30" Round Cafe Table w/ Standard Black Base - White Top		\$338.90	\$389.75	\$436.50	
30YSBC	30" Round Cafe Table w/ Standard Black Base - Brushed Yellow Top		\$320.45	\$368.50	\$412.70	
ZTA	30" Round Madison Cafe Table w/ Standard Black Base - Gray Acajou Top		\$330.75	\$380.35	\$426.00	
ZTB	30" Round Cafe Table w/ Standard Black Base - Red Top		\$319.95	\$367.95	\$412.10	
ZTJ	30" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$319.95	\$367.95	\$412.10	
ZTK	30" Round Cafe Table w/ Standard Black Base - Maple Top		\$319.95	\$367.95	\$412.10	
P30CWH	30" Round Cafe Table w/ Standard Black Base - White Top POWERED		\$722.05	\$830.35	\$930.00	

36" Round Café Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKSC	36" Round Cafe Table w/ Standard Black Base - Black Top		\$349.75	\$402.20	\$450.45	
ZTN	36" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$349.75	\$402.20	\$450.45	
ZTP	36" Round Cafe Table w/ Standard Black Base - Maple Top		\$349.75	\$402.20	\$450.45	
ZTQ	36" Round Cafe Table w/ Standard Black Base - White Top		\$349.75	\$402.20	\$450.45	

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		\$430.75	\$495.35	\$554.80	
30BEHC	30" Round Cafe Table w/ Hydraulic Base - Blue Top		\$431.40	\$496.10	\$555.65	
30BKHC	30" Round Cafe Table w/ Hydraulic Base - Black Top		\$430.75	\$495.35	\$554.80	
30BRHC	30" Round Cafe Table w/ Hydraulic Base - Red Top		\$428.40	\$492.65	\$551.75	
30GRHC	30" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$466.35	\$536.30	\$600.65	
30GSHC	30" Round Cafe Table w/ Hydraulic Base - Green Top		\$430.75	\$495.35	\$554.80	
30MTHC	30" Round Cafe Table w/ Hydraulic Base - Maple Top		\$428.40	\$492.65	\$551.75	
30OSHC	30" Round Cafe Table w/ Hydraulic Base - Orange Top		\$430.75	\$495.35	\$554.80	
30WDHC	30" Round Cafe Table w/ Hydraulic Base - Barnwood Top		\$431.40	\$496.10	\$555.65	
30WHHC	30" Round Cafe Table w/ Hydraulic Base - White Top		\$463.70	\$533.25	\$597.25	
30YSHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Yellow Top		\$430.75	\$495.35	\$554.80	
30MAHC	30" Round Madison Cafe Table w/ Hydraulic Base - Gray Acajou Top		\$428.40	\$492.65	\$551.75	



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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		\$466.35	\$536.30	\$600.65	
36GRHC	36" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$466.35	\$536.30	\$600.65	
36MTHC	36" Round Cafe Table w/ Hydraulic Base - Maple Top		\$466.35	\$536.30	\$600.65	
36WTHC	36" Round Cafe Table w/ Hydraulic Base - White Top		\$466.35	\$536.30	\$600.65	

Ventura Communal Café Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTCBN	Ventura Communal Cafe Table - Black Top, Silver		\$727.15	\$836.20	\$936.55	
VNTCMN	Ventura Communal Cafe Table - Maple Top, Silver		\$727.15	\$836.20	\$936.55	
VNTCWN	Ventura Communal Cafe Table - White Top, Silver		\$727.15	\$836.20	\$936.55	
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes - Maple Top, Silver		\$727.15	\$836.20	\$936.55	
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes - White Top, Silver		\$727.15	\$836.20	\$936.55	
VNTCBK	Communal Ventura Cafe Table - Black Top, Silver POWERED		\$825.70	\$949.55	\$1,063.50	
VNTCWH	Communal Ventura Cafe Table - White Top, Silver POWERED		\$825.70	\$949.55	\$1,063.50	

= **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

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Bar Stools

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BSS	Banana Barstool - Black, Chrome		\$355.20	\$408.50	\$457.50	
BST	Banana Barstool - White, Chrome		\$355.20	\$408.50	\$457.50	
BLDBRD	Blade Barstool - Red		\$184.85	\$212.60	\$238.10	
BLDBSB	Blade Barstool - Sky Blue		\$184.85	\$212.60	\$238.10	
BLDBBK	Blade Barstool - Black		\$158.00	\$181.70	\$203.50	
CBSBAZ	Chelsea Barstool- Azure Blue, Black Tower Base		\$186.00	\$213.90	\$239.55	
CBSBBK	Chelsea Barstool- Black, Black Tower Base		\$186.00	\$213.90	\$239.55	
CBSBYL	Chelsea Barstool- Goldenrod Yellow, Black Tower Base		\$186.00	\$213.90	\$239.55	
CBSBCY	Chelsea Barstool- Gray, Black Tower Base		\$186.00	\$213.90	\$239.55	
CBSBOR	Chelsea Barstool- Orange, Black Tower Base		\$186.00	\$213.90	\$239.55	
CBSBWL	Chelsea Barstool- Walnut-look, Black Tower Base		\$186.00	\$213.90	\$239.55	
XBAR	Christopher Barstool - White Vinyl, Chrome		\$257.50	\$296.15	\$331.70	
LMBAR	Laguna Barstool - Maple, Chrome		\$265.65	\$305.50	\$342.15	
ROLLBL	Lift Barstool - Black Vinyl, Chrome		\$301.00	\$346.15	\$387.70	
ROLLGY	Lift Barstool - Gray Vinyl, Chrome		\$301.00	\$346.15	\$387.70	
ROLLRD	Lift Barstool - Red Vinyl, Chrome		\$301.00	\$346.15	\$387.70	
ROLLWH	Lift Barstool - White Vinyl, Chrome		\$301.00	\$346.15	\$387.70	
LUBSCL	Lucent Barstool - Frosted Acrylic, Chrome		\$369.70	\$425.15	\$476.15	
MARBBE	Marina Barstool - Ocean Blue Fabric, Brushed Metal		\$300.45	\$345.50	\$386.95	
MARBBK	Marina Barstool - Black Vinyl, Brushed Metal		\$300.45	\$345.50	\$386.95	
MARBBR	Marina Barstool - Brown Fabric, Brushed Metal		\$300.45	\$345.50	\$386.95	
MARBRD	Marina Barstool - Red Fabric, Brushed Metal		\$300.45	\$345.50	\$386.95	
MARBWH	Marina Barstool - White Vinyl, Brushed Metal		\$300.45	\$345.50	\$386.95	
RSTSTL	Rustique Barstool - Gunmetal		\$206.00	\$236.90	\$265.35	
BS001	Shark Barstool - White, Chrome		\$452.75	\$520.65	\$583.15	
BSR	Syntax Barstool - Black, Chrome		\$322.65	\$371.05	\$415.60	
ZENBAR	Zenith Barstool - White, Chrome		\$238.55	\$274.35	\$307.25	
BS002	Zoey Barstool - White, Chrome		\$414.85	\$477.10	\$534.35	

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: _____



Email completed form to: orders@shepardes.com



CONFERENCE & WORK TABLES

SECO

G151030324

Georgia World Congress Center | Atlanta, GA
March 1 - 2, 2024

ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 9, 2024

* 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		\$464.15	\$533.75	\$597.80	
BKCTSP	5' Table - Black Top, Silver POWERED		\$600.85	\$691.00	\$773.90	
CONF5	5' Table - White Top, Silver		\$544.00	\$625.60	\$700.65	
C5PWR	5' Table - White Top, Silver POWERED		\$642.00	\$738.30	\$826.90	
BKCT8N	8' Table - Black Top, Silver		\$924.05	\$1,062.65	\$1,190.15	
BKCT8P	8' Table - Black Top, Silver POWERED		\$1,154.05	\$1,327.15	\$1,486.40	
CONF8	8' Table - White Top, Silver		\$1,032.00	\$1,186.80	\$1,329.20	
C8PWR	8' Table - White Top, Silver POWERED		\$1,236.00	\$1,421.40	\$1,591.95	
BKCT10N	10' Table - Black Top, Silver		\$924.05	\$1,062.65	\$1,190.15	
BKCT10P	10' Table - Black Top, Silver POWERED		\$1,154.05	\$1,327.15	\$1,486.40	
CONF10	10' Table - White Top, Silver		\$1,032.00	\$1,186.80	\$1,329.20	
C10PWR	10' Table - White Top, Silver POWERED		\$1,236.00	\$1,421.40	\$1,591.95	
CB8	42" Round Madison Table - Gray Acajou, Black		\$484.15	\$556.75	\$623.55	
42BKCT	42" Round Table - Black Top, Black		\$497.80	\$572.45	\$641.15	
CONF42	42" Round Table - White Top		\$547.75	\$629.90	\$705.50	
36ATO	Atomic 36" Round Table - Glass Top, Chrome		\$452.75	\$520.65	\$583.15	
42ATO	Atomic 42" Round Table - Glass Top, Chrome		\$452.75	\$520.65	\$583.15	
CE2	Geo Table, Rectangle - Glass Top, Chrome		\$642.55	\$738.95	\$827.60	
CF2	Geo Table, Rectangle - Glass Top, Black		\$642.55	\$738.95	\$827.60	
CE1	Geo Table, Rounded Square - Glass Top, Chrome		\$452.75	\$520.65	\$583.15	
CF1	Geo Table, Rounded Square - Glass Top, Black		\$452.75	\$520.65	\$583.15	
MADC05	Madison 5' Table - Gray Acajou, Chrome		\$685.95	\$788.85	\$883.50	
MADC08	Madison 8' Table - Gray Acajou, Chrome		\$1,369.20	\$1,574.60	\$1,763.55	
MADC10	Madison 10' Table - Gray Acajou, Chrome		\$1,369.20	\$1,574.60	\$1,763.55	

Work Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
WD3	Work Table - White Top, White		\$471.80	\$542.55	\$607.65	

= 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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Email completed form to: orders@shepardes.com



EXECUTIVE SEATING, DESKS & STORAGE

SECO

Georgia World Congress Center | Atlanta, GA
March 1 - 2, 2024

G151030324

ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 9, 2024

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

Seating

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CUPCHA	Cupertino Mid Back Chair - Black Vinyl		\$394.85	\$454.10	\$508.60	
GENCHA	Genesis Chair - Black		\$344.60	\$396.30	\$443.85	
PROGB	Pro Executive Guest Chair - Black Vinyl, Chrome		\$371.40	\$427.10	\$478.35	
PROEXB	Pro Executive High Back Chair - Black Vinyl, Chrome		\$528.70	\$608.00	\$680.95	
PROEXE	Pro Executive High Back Chair - White Vinyl, Chrome		\$528.70	\$608.00	\$680.95	
PROMDB	Pro Executive Mid Back Chair - Black Vinyl, Chrome		\$347.05	\$399.10	\$447.00	
PROMID	Pro Executive Mid Back Chair - White Vinyl, Chrome		\$336.20	\$386.65	\$433.05	
TASKST	Task Stool - Black Fabric, Black		\$209.50	\$240.90	\$269.80	

Desks

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
TECH	Tech Desk - Black Metal, Black Laminate w/ Electrical Unit POWERED		\$642.55	\$738.95	\$827.60	
TECH3B	Tech Desk w/ 3 Drawer File Cabinet - Black Metal, Black Laminate w/ Electrical Unit POWERED		\$794.45	\$913.60	\$1,023.25	
JD8	Madison Executive Desk - Gray Acajou, Chrome		\$864.95	\$994.70	\$1,114.05	

Storage

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BC8	Madison Bookcase - Gray Acajou, Chrome		\$626.25	\$720.20	\$806.60	
TECH3	Cabinet on Castors - Black Top, Black Metal		\$211.50	\$243.25	\$272.45	

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

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

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

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CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 9, 2024

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Boxwood Hedges

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
HDG4FT	4' Boxwood Hedge		\$628.50	\$722.75	\$809.50	
HDG7FT	7' Boxwood Hedge		\$1,022.95	\$1,176.40	\$1,317.55	

Stanchions

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
STNSCN	Stanchion Sign Holder - Chrome		\$55.95	\$64.35	\$72.05	
STNCHI	Stanchion w/ Retractable Belt - Black, Chrome		\$64.20	\$73.85	\$82.70	

Dividers

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
DIVBAR	Bar/Counter Divider - Clear, Black		\$180.25	\$207.30	\$232.20	
DIVFRE	Freestanding Divider - Clear, Silver		\$362.60	\$417.00	\$467.05	
DIVFCR	Freestanding Corner Divider - Clear, Silver		\$725.15	\$833.90	\$933.95	
DIVFWL	Freestanding Wall Divider - Clear, Silver		\$362.60	\$417.00	\$467.05	
DIVFST	Sofa/Table Divider - Clear, Silver		\$325.30	\$374.10	\$419.00	
DIVFWB	Freestanding Whiteboard Divider - White, Silver		\$451.65	\$519.40	\$581.75	
MIRWHT	Miramar Divider - White Molded Plastic		\$464.15	\$533.75	\$597.80	

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

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

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



ACCESSORIES

SECO

G151030324

Georgia World Congress Center | Atlanta, GA
March 1 - 2, 2024

ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 9, 2024

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Charging Hub

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VILHUB	Village Charging Hub - Cream POWERED		\$271.40	\$312.10	\$349.55	

Lamps

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
LA14	Mason Silver Table Lamp - Brushed Silver		\$206.00	\$236.90	\$265.35	
LA15	Mason Silver Floor Lamp - Brushed Silver		\$314.50	\$361.65	\$405.05	

Pedestals

PDL36B	36" Locking Pedestal - Black POWERED		\$718.50	\$826.30	\$925.45	
PDL36W	36" Locking Pedestal - White POWERED		\$718.50	\$826.30	\$925.45	
PDL42B	42" Locking Pedestal - Black POWERED		\$851.35	\$979.05	\$1,096.55	
PDL42W	42" Locking Pedestal - White POWERED		\$851.35	\$979.05	\$1,096.55	

Shelving

PSHCCS	Posh Shelving - Chrome, Acrylic		\$734.80	\$845.00	\$946.40	
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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



GRAPHICS & SIGNS

SECO
 Georgia World Congress Center | Atlanta, GA
 March 1 - 2, 2024

G151030324

DISCOUNT DEADLINE:* WEDNESDAY, JANUARY 31, 2024

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

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

Foam Core Signs, Single Sided

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70009	22" x 28" Vertical		\$200.45	\$230.50	\$258.15	
70010	22" x 28" Horizontal		\$200.45	\$230.50	\$258.15	
70011	28" x 44" Vertical		\$305.30	\$351.10	\$393.25	
70012	28" x 44" Horizontal		\$305.30	\$351.10	\$393.25	
70027	38.25" x 90.75" Meter Board, Trovicel Panel		\$617.85	\$710.55	\$795.80	
70138	39" x 84" Meter Board, Ultraboard		\$358.95	\$412.80	\$462.35	

Printed Vinyl Banners (per sq. ft.)

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70065	Vertical with Grommets		\$25.40	\$29.20	\$32.70	
70071	Horizontal with Grommets		\$25.40	\$29.20	\$32.70	
70066	Vertical with Pockets		\$27.35	\$31.45	\$35.20	
70072	Horizontal with Pockets		\$27.35	\$31.45	\$35.20	

Table Clings

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70034	36" x 36" Round Table Cling <i>Table clings are made to fit our standard pedestal table tops.</i>		\$213.20	\$245.20	\$274.60	

Accessories

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70017	4' x 8' Blank Foamcore		\$54.40	\$62.55	\$70.05	
70021	Velcro/per ft. (Minimum of 5')		\$3.50	\$4.00	\$4.50	
70004	7" x 44" ID Sign		\$59.95	\$68.95	\$77.20	
50094	Floor Easel		\$53.75	\$61.80	\$69.20	
50095	22" x 28" Chrome Sign Holder		\$122.30	\$140.65	\$157.55	
50508	Cardboard Meter Board Base, Black		\$23.90	\$27.50	\$30.80	

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: _____



Email completed form to: orders@shepardes.com

UPLOADING GRAPHICS 101

ADDING FILES TO THE FTP.

SECO

Georgia World Congress Center | Atlanta, GA

G151030324



March 1 - 2, 2024

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

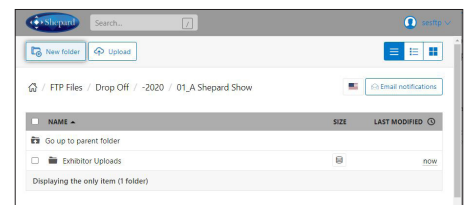
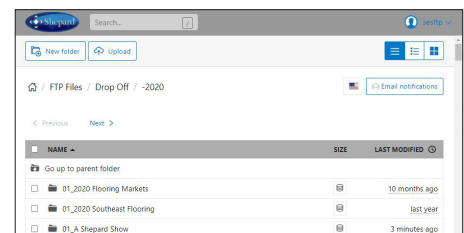
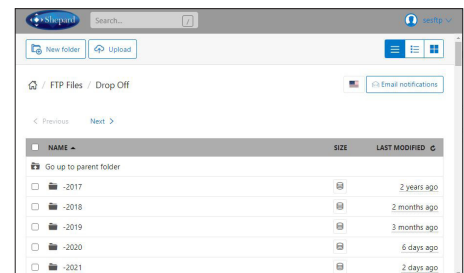
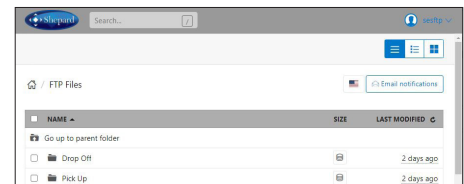
Before Sending Files

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  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  button and browse to the files you want to upload.
NOTE: You can create additional folders using the New Folder button to help with organizing uploads. Be careful when doing this, as you can not delete these.
7. When upload is complete, email the name of your files to:
orders@shepardes.com with the subject line: "Show Name" FTP Upload.

Failure to follow these steps could result in delayed graphics.



SHEPARD GRAPHIC GUIDELINES

DIRECT TO SUBSTRATE PRINTING.

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





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

Document Size & Specs

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

Acceptable File Formats

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

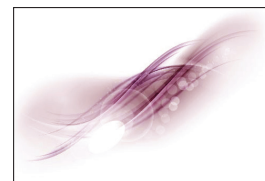
PROGRAM	FILE EXTENSION	SPECIAL CONSIDERATIONS
 Acrobat	.pdf	Must be high resolution with fonts embedded.
 InDesign	.indd or .idml	Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
 Illustrator	.ai or .eps	Vector artwork. Images embedded and fonts changed to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

Color

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



RGB Color Space.



CMYK Color Space.

Fonts & Links

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

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

SHEPARD GRAPHIC GUIDELINES

CONTINUED

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

Vector

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

Raster

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



Vector Logo at 100% scale.



Vector Logo at 200% scale.



Raster Logo at 100% scale.



Raster Logo at 200% scale.

Resolution

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

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

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

Before Sending Files

- Please name your files appropriately for easy identification.

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

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

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

Submitting Your Files

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

Website: files.shepardes.com

Login: **sesftp**

Password: **ftpftp**

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

ELEVATE YOUR EXHIBIT

With Shepard, You Can.

What are *your* exhibit goals?

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

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



High-impact Exhibits

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

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



Offering innovative exhibit frameworks...and more!

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



Why Shepard?

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



SHIELDS & BARRIERS

SECO

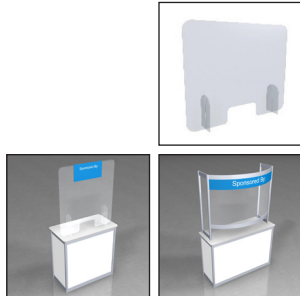
G151030324

Georgia World Congress Center | Atlanta, GA

March 1 - 2, 2024

ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, JANUARY 31, 2024

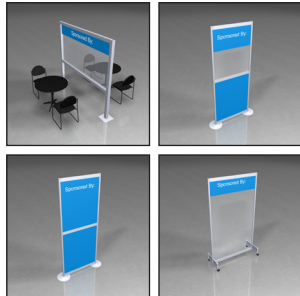
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Counters and Furnishings not included.



Counters not included.

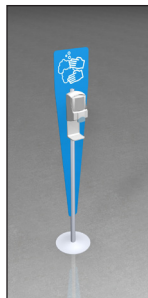
Plexi Shields

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66651	Standard Plexi Shield (CVPS1) 40" (l) x 36" (h)		\$370.35	\$425.90	\$477.00	
66652	Tall Plexi Shield (CVPS2) 40" (l) x 44" (h)		\$455.80	\$524.15	\$587.05	
66653	Curved Plexi Shield (CVPS3) 4' 8.75" (l) x 4' (h) x 2' 2.25" (d)		\$569.75	\$655.20	\$733.80	



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		\$569.75	\$655.20	\$733.80	
66655	Plexi/Trovice Panel Wall Divider (CVDW2) 3' 4.5" (l) x 8' high x Approx. 6" (d) base		\$398.85	\$458.70	\$513.75	
66656	Trovice/Trovice Wall Divider (CVDW3) 3' 4.5" (l) x 8' (h) x 1' 9" (d) base		\$341.85	\$393.15	\$440.35	
66657	Plexi Rolling Baffle (CVDW4) 4' 2.5" (l) x 7' (h) x 1' 9" (d) base		\$712.20	\$819.05	\$917.35	



Sanitizer Kiosk

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66650	Sanitizer Kiosk A (CVSKI) 40" (l) x 36" (h)		\$427.35	\$491.45	\$550.40	

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 30 days prior to first exhibitor move in day. Rental items found and in use in your booth are subject to "Regular" pricing.

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com



EXHIBIT COUNTER RENTALS

SECO

G151030324

Georgia World Congress Center | Atlanta, GA

March 1 - 2, 2024

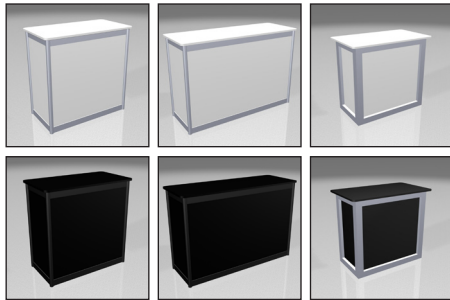
ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, JANUARY 31, 2024

* 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:

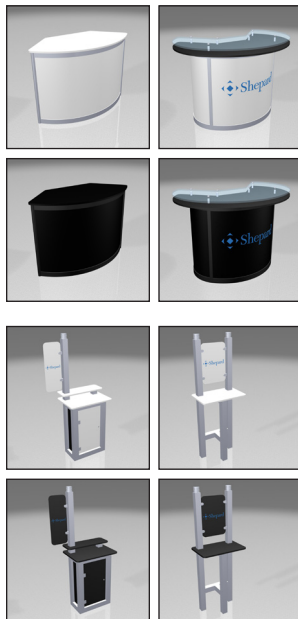
Metal Colors: Silver (15) and **Panel Colors:** White (03) or Black (06)



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		\$937.10	\$1,077.65	\$1,206.95	
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		\$1,137.15	\$1,307.70	\$1,464.60	
6628403 (w) 6628406 (b)	Locking Cabinet (LC3) 3' 9" (l) x 3' 6" (h) x 2' 3" (d) Graphic Size: 922mm x 872mm		\$691.25	\$794.95	\$890.35	

Reception Counters



CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627503 (w) 6627506 (b)	Reception Counter (RC2) 4'10.75" (l) x 40" (h) x 2' 4.75" (d) Graphic Size: 1530mm x 898mm		\$963.65	\$1,108.20	\$1,241.20	
6627603 (w) 6627606 (b)	Reception Counter (RC3) 5' 2.75" (l) x 42" (h) x 3' 5.5" (d) Graphic Size: 1080mm x 898mm		\$2,090.45	\$2,404.00	\$2,692.50	

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		\$1,215.70	\$1,398.05	\$1,565.80	
6628603 (w) 6628606 (b)	Computer Stand 2 (CS2) 2' 3" (l) x 6' 3" (h) x 1' 6" (d) Graphic Size: 380mm x 580mm		\$708.60	\$814.90	\$912.70	

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: _____



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PRODUCT DISPLAYS & CHARGING STATION RENTALS

SECO

G151030324

Georgia World Congress Center | Atlanta, GA
March 1 - 2, 2024

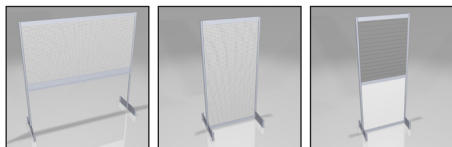
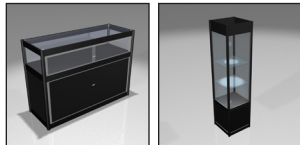
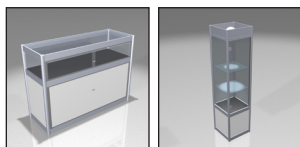
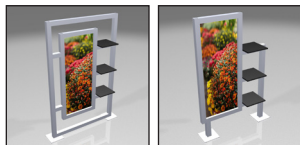
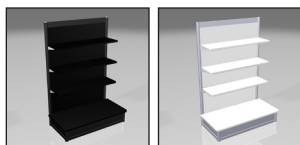
ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, JANUARY 31, 2024

* 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)		\$656.70	\$755.20	\$845.80	
6627803 (w) 6627806 (b)	GL1 5' 4" (l) x 8' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$649.15	\$746.50	\$836.10	
6627903 (w) 6627906 (b)	GL2 4' 3" (l) x 7' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$1,118.95	\$1,286.80	\$1,441.20	

Showcases

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627003 (w) 6627006 (b)	Quarterview Showcase (Qtview) 4' 6" (l) x 3' 3" (h) x 1' 9" (d)		\$1,264.30	\$1,453.95	\$1,628.40	
6627203 (w) 6627206 (b)	Square Showcase (Square) 1'9" (l) x 7' (h) x 1' 9" (d)		\$1,364.55	\$1,569.25	\$1,757.55	

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		\$2,148.00	\$2,470.20	\$2,766.60	Black ONLY

Perforated/Peg Boards

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR
66148	8' x 4' Pegboard Panel (PerfH)		\$319.25	\$367.15	\$411.20
66149	4' x 8' Pegboard Panel (PerfV)		\$319.25	\$367.15	\$411.20
50104	6" Pegs - 1 dozen (6"Pegs)		\$52.15	\$59.95	\$67.15
66147	3.5' x 8' Slat Wall, Grey (Slatwall)		\$319.25	\$367.15	\$411.20

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: exhibits@shepardes.com



INLINE BOOTH RENTALS

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G151030324

Georgia World Congress Center | Atlanta, GA
March 1 - 2, 2024

ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, JANUARY 31, 2024

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Turnkey Rental Designs Make Exhibiting Easier!

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

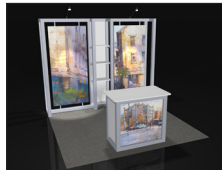
Don't see what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Please contact an Exhibit Team member with any questions or customization requests.



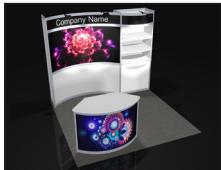
The Eddie



The Jonathon



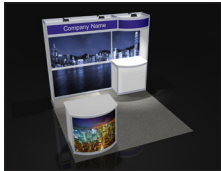
The Pierce



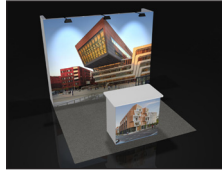
The Madison



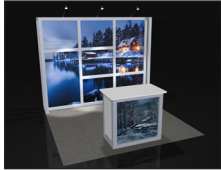
The Grant



The Harrison



The Hamilton



The Lucy

Inline Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66470	The Eddie - 10' x 10'		\$3,811.65	\$4,383.40	\$4,909.40	
66471	The Eddie - 10' x 20'		\$6,206.95	\$7,138.00	\$7,994.55	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66474	The Jonathon - 10' x 10'		\$2,659.10	\$3,057.95	\$3,424.90	
66475	The Jonathon - 10' x 20'		\$4,654.50	\$5,352.65	\$5,994.95	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66477	The Pierce - 10' x 10'		\$3,298.30	\$3,793.05	\$4,248.20	
66478	The Pierce - 10' x 20'		\$6,262.55	\$7,201.95	\$8,066.20	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66484	The Madison - 10' x 10'		\$3,999.75	\$4,599.70	\$5,151.65	
66485	The Madison - 10' x 20'		\$4,740.40	\$5,451.45	\$6,105.60	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66486	The Grant - 10' x 10'		\$4,221.85	\$4,855.15	\$5,437.75	
66487	The Grant - 10' x 20'		\$5,851.45	\$6,729.15	\$7,536.65	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66492	The Harrison - 10' x 10'		\$3,881.25	\$4,463.45	\$4,999.05	
66493	The Harrison - 10' x 20'		\$5,703.25	\$6,558.75	\$7,345.80	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66467	The Hamilton - 10' x 10'		\$2,704.55	\$3,110.25	\$3,483.50	
66468	The Hamilton - 10' x 20'		\$4,738.10	\$5,448.80	\$6,102.65	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66473	The Lucy - 10' x 10'		\$2,444.30	\$2,810.95	\$3,148.25	

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

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COMPANY NAME: _____ BOOTH NUMBER: _____

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EMAIL ADDRESS: _____



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FABEX BOOTH RENTALS

SECO

G151030324

Georgia World Congress Center | Atlanta, GA
March 1 - 2, 2024

ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, JANUARY 31, 2024

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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)		\$2,513.40	\$2,890.40	\$3,237.25	
66561	10' x 10' Booth with Header (FX2H1)		\$3,075.40	\$3,536.70	\$3,961.10	

GRAPHIC SIZE SPECIFICATIONS

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

10' x 20' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66559	10' x 20' Booth (FX22)		\$4,356.55	\$5,010.05	\$5,611.25	
66567	10' x 20' Booth with Header (FX2H2)		\$4,859.30	\$5,588.20	\$6,258.80	

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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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



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FABEX BACKLIT BOOTH RENTALS

SECO

G151030324

Georgia World Congress Center | Atlanta, GA
March 1 - 2, 2024

ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, JANUARY 31, 2024

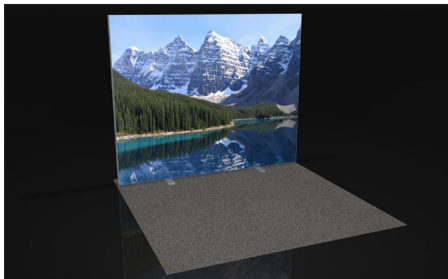
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

Freestanding 8' High Backlit Backwalls with Full Color Graphics

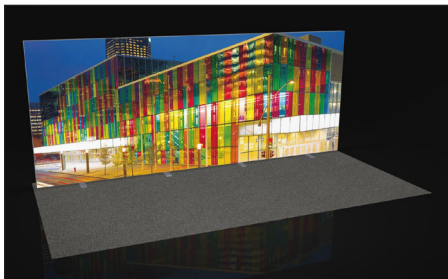
Carpet/flooring, furnishings, electrical and accessories not included. Please use the appropriate order forms to order these items.

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>		\$2,534.40	\$2,914.55	\$3,264.30	
66565	8' x 20' Backlit Backwall with Graphics (FX12) <i>Graphic Size: 5992mm x 2436mm</i>		\$3,916.70	\$4,504.20	\$5,044.70	
66566	8' x 30' Backlit Backwall with Graphics (FX13) <i>Graphic Size: 8992mm x 2436mm</i>		\$5,299.05	\$6,093.90	\$6,825.15	

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

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COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



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ISLAND BOOTH RENTALS

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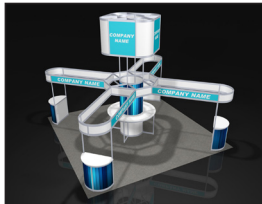
Turnkey Rental Designs Make Exhibiting Easier!

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

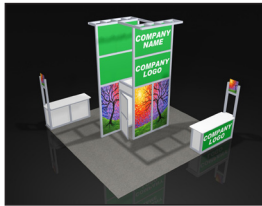
Please contact an Exhibit Team member with any questions.



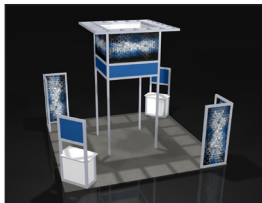
The Monroe



The Washington



The Tyler



The Garfield

Island Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66494	The Monroe		\$9,702.95	\$1,158.40	\$12,497.40	
66368	The Washington		\$13,924.95	\$16,013.70	\$17,935.35	
66495	The Tyler		\$10,362.25	\$11,916.60	\$13,346.60	
66496	The Garfield		\$10,147.35	\$11,669.45	\$13,069.80	

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

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COMPANY NAME: _____ BOOTH NUMBER: _____

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FABRIC HANGING SIGNS

SECO

G151030324

Georgia World Congress Center | Atlanta, GA
March 1 - 2, 2024

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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



Circle

Circle Hanging Signs

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69140	10' x 48" Circle Hanging Sign (HSC10)		\$6,110.70	\$7,027.30	\$7,870.60	
69142	16' x 48" Circle Hanging Sign (HSC16)		\$9,711.95	\$11,168.75	\$12,509.00	



Square

Square Hanging Sign

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69143	10' x 48" Square Hanging Sign (HSS10)		\$7,430.60	\$8,545.20	\$9,570.60	



Triangle

Triangle Hanging Sign

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69144	10' x 48" Triangle Hanging Sign (HST10)		\$6,012.85	\$6,914.80	\$7,744.60	



Wave

Wave Hanging Signs

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69145	10' x 48" Single Sided Wave Hanging Sign (HSWS)		\$2,648.00	\$3,045.20	\$3,410.60	
69146	10' x 48" Double Sided Wave Hanging Sign (HSWD)		\$3,523.65	\$4,052.20	\$4,538.45	

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: _____



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SECO

Georgia World Congress Center | Atlanta, GA
March 1 - 2, 2024

G151030324

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	 ADVANCED WAREHOUSE HANGING SIGN
	TO: <hr/> <small>(Exhibiting Company Name)</small> <hr/> <small>(Exhibiting Company Booth Number)</small> c/o Shepard Exposition Services 1790 Marietta Blvd Atlanta, GA 30318
RUSH	FOR: SECO
	<hr/> Delivery Hours: Monday - Friday, 8:00AM - 4:00PM First day freight can arrive without a surcharge: Wednesday, January 31, 2024 Last day freight can arrive without a surcharge: Tuesday, February 20, 2024



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: **Tuesday, February 20, 2024**

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

ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 9, 2024

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

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

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

**Georgia World Congress Center
285 Andrew Young International Bkvd. 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: _____



HANG SIGN ASSEMBLY/DISASSEMBLY

SECO

G151030324

Georgia World Congress Center | Atlanta, GA

March 1 - 2, 2024

ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 9, 2024

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

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

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

Step 1. Tell us about your hanging sign.

TYPE: Cloth Wood Truss Metal
 Other: _____

SHAPE: Circle Square Triangle Rectangle
 Other: _____

WEIGHT: _____

Step 2. Order assembly/disassembly labor.

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

Exhibitor Supervised

SIGN ASSEMBLY LABOR - EXHIBITOR SUPERVISED						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69150	ST		\$89.76	\$103.25	\$115.65	
69151	OT		\$134.64	\$154.85	\$173.45	
69152	DT		\$179.51	\$206.45	\$231.20	

SIGN DISASSEMBLY LABOR - EXHIBITOR SUPERVISED						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69153	ST		\$89.76	\$103.25	\$115.65	
69154	OT		\$134.64	\$154.85	\$173.45	
69155	DT		\$179.51	\$206.45	\$231.20	

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 | 6AM - 8AM and 5PM - Midnight. Saturdays and Sundays 6AM - Midnight.
Double Time (DT): All hours between Midnight and 6AM. Holidays.
Holidays: NY Day, MLK Jr. Day, Memorial Day, Independence Day, 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: _____



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		\$116.69	\$134.20	\$150.30	
69191	OT		\$175.03	\$201.30	\$225.45	
69192	DT		\$233.37	\$268.35	\$300.55	

SIGN DISASSEMBLY LABOR - SHEPARD SUPERVISED						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69193	ST		\$116.69	\$134.20	\$150.30	
69194	OT		\$175.03	\$201.30	\$225.45	
69195	DT		\$233.37	\$268.35	\$300.55	

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	\$ _____

Email completed form to: orders@shepardes.com

OVERHEAD RIGGING LABOR

SECO

Georgia World Congress Center | Atlanta, GA

March 1 - 2, 2024

G151030324

ONLINE & DISCOUNT DEADLINE: *FRIDAY, FEBRUARY 9, 2024

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

Double Time (DT):

All hours between Midnight and 6AM. Holidays.

Holidays:

NY Day, MLK Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve,

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		\$693.45	\$797.45	\$893.15	
69157	Rigging Removal		\$693.45	\$797.45	\$893.15	

REQUESTED DATE OF INSTALL: _____ REQUESTED START TIME: _____

REQUESTED DATE OF REMOVAL: _____ REQUESTED START TIME: _____

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



OVERHEAD RIGGING EQUIPMENT

SECO
 Georgia World Congress Center | Atlanta, GA
 March 1 - 2, 2024

G151030324

ONLINE & DISCOUNT DEADLINE:* WEDNESDAY, JANUARY 31, 2024

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

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

Truss**

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
6909415	12" Silver Box Truss (Per Ft.)		\$25.60	\$29.45	\$33.00	
6909406	12" Black Box Truss (Per Ft.)		\$25.60	\$29.45	\$33.00	
69038	12" Silver Corner Block		\$96.00	\$110.40	\$123.65	
6903806	12" Black Corner Block		\$96.00	\$110.40	\$123.65	
70067	Design Fee (Hourly)		\$160.00	\$184.00	\$206.10	

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

Truss Details

QTY: _____ SIZE: _____

Motors

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

Rotate Clockwise (right) Rotate Counterclockwise (left)

Include the following items with your Truss and Motor Order:

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

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



SHEPARD BLUE LABOR

SECO

G151030324

Georgia World Congress Center | Atlanta, GA
March 1 - 2, 2024

ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 9, 2024

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

Labor Hours

Straight Time (ST): Monday - Friday | 8:00AM - 5:00PM
Overtime (OT): Monday - Friday | 6AM - 8AM and 5PM - Midnight. Saturdays and Sundays 6AM - Midnight.
Double Time (DT): All hours between Midnight and 6AM. Holidays.
Holidays: NY Day, MLK Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day

Shepard Blue Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68066	ST	\$93.35	\$107.35	\$120.25	
68067	OT	\$140.00	\$161.00	\$180.30	
68068	DT	\$186.70	\$214.70	\$240.45	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68070	ST	\$93.35	\$107.35	\$120.25	
68071	OT	\$140.00	\$161.00	\$180.30	
68072	DT	\$186.70	\$214.70	\$240.45	

**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		\$693.45	\$797.45	\$893.15	
68121	Scissor Lift Removal		\$693.45	\$797.45	\$893.15	

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: _____

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)



Email completed form to: orders@shepardes.com



EXHIBITOR SUPERVISED LABOR

SECO

G151030324

Georgia World Congress Center | Atlanta, GA
March 1 - 2, 2024

ONLINE & DISCOUNT DEADLINE:* FRIDAY, FEBRUARY 9, 2024

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Labor Hours

Straight Time (ST): Monday - Friday | 8:00AM - 5:00PM
Overtime (OT): Monday - Friday | 6AM - 8AM and 5PM - Midnight. Saturdays and Sundays 6AM - Midnight.
Double Time (DT): All hours between Midnight and 6AM. Holidays.
Holidays: NY Day, MLK Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas Day

Exhibitor Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68060	ST	\$71.81	\$82.60	\$92.50	
68061	OT	\$107.71	\$123.85	\$138.70	
68062	DT	\$143.61	\$165.15	\$184.95	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68063	ST	\$71.81	\$82.60	\$92.50	
68064	OT	\$107.71	\$123.85	\$138.70	
68065	DT	\$143.61	\$165.15	\$184.95	

** 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 canceled 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



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.

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.

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,

Customizable Branding:

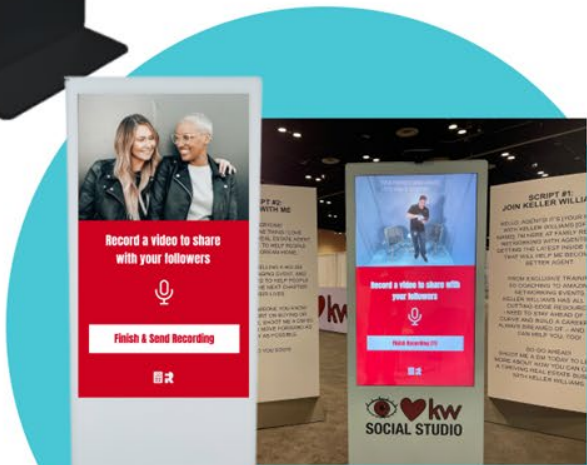
Build solid, lasting connections between your visitors and your brand.

Multitouch - 10 Point Touch:

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

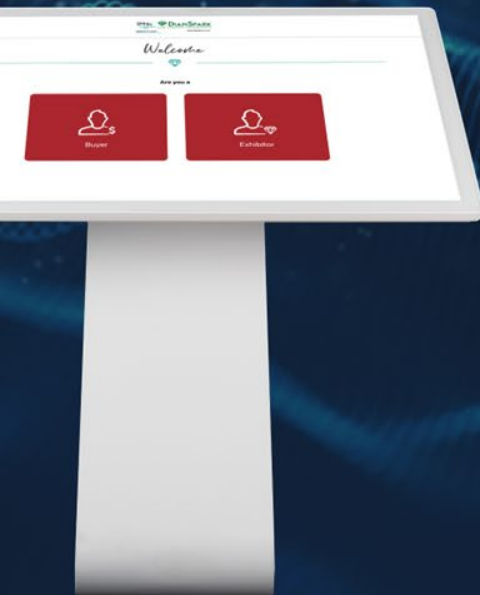
WiFi Ready:

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



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

New York
May 18th, 2016 8:00 AM
"NYC"
Need help booking a room?
bcbg@NY

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:

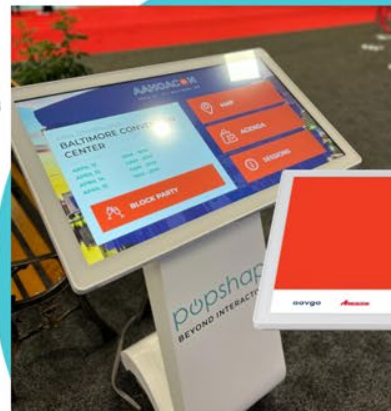
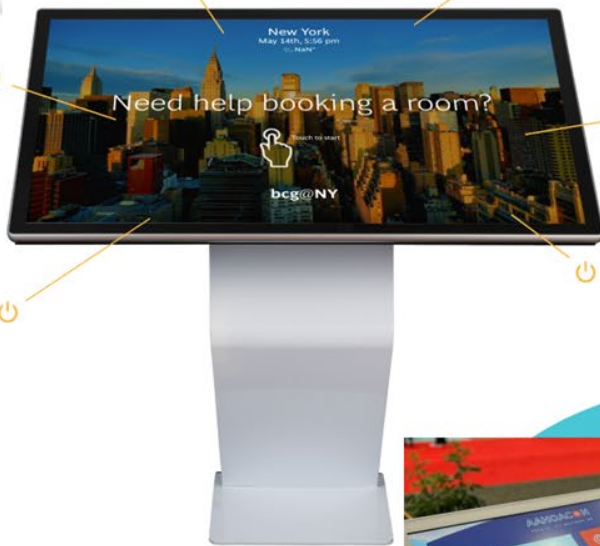
Multi-Touch technology works with touch-screen interfaces, like those found on laptops, smartphones and tablets.

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,



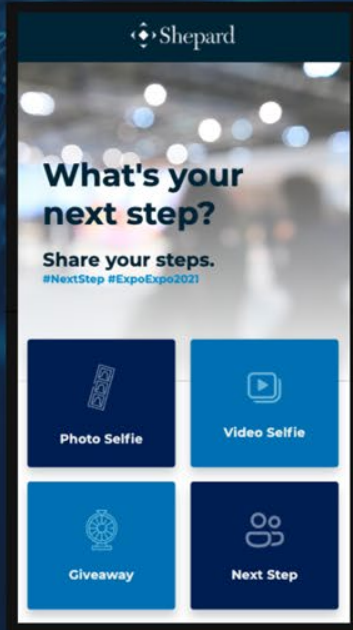
Touch/Non-Touch Screens

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 CONFERENCES
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

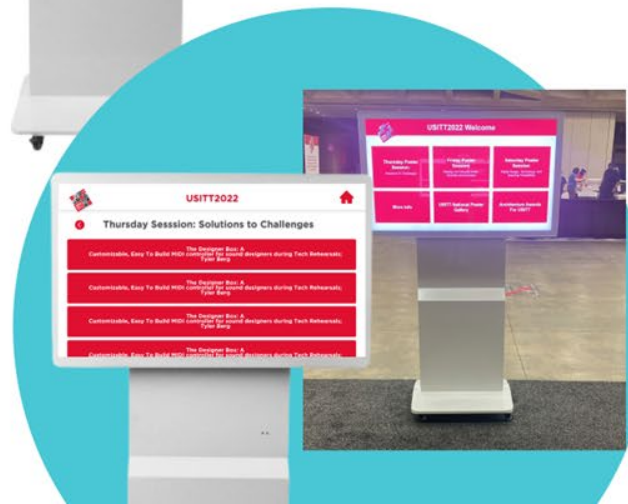
Using an intuitive, simple interface makes interacting with kiosks easier for first-timers.

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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:

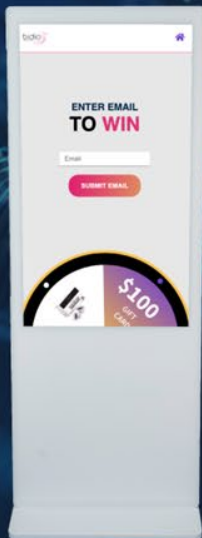
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Widgets



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.



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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

Popshap 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



Georgia World
Congress Center
Authority



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 time with 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

Ham & Cheese, Spinach and Cheese 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.

Ham & Cheese, Spinach and Cheese Danish / Per Dozen



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 Sausage / 5.00

Gourmet Mape Waffles / 6.00

BREAKFAST SANDWICHES

Breakfast sandwiches are individually wrapped.

Southern Chicken Biscuit / 9.00

Southern breaded chicken, cheese and egg served on a biscuit.

Country Ham Ciabatta / 9.00

Country ham, cheese, 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.

Sausage & 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

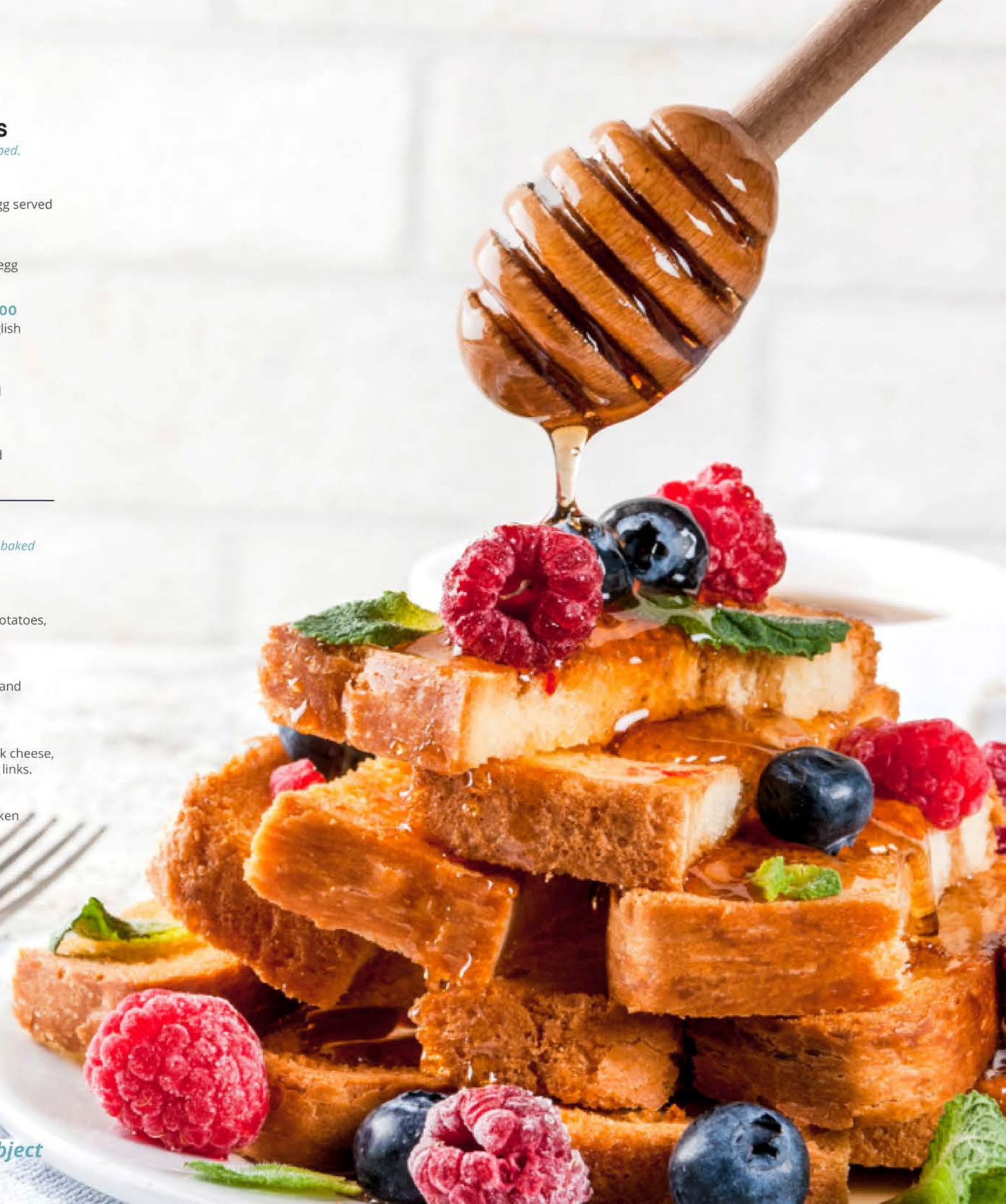
Farm fresh scrambled eggs, potato hash, and pecan smoked bacon.

Selection 3 / 30.00

Hardwood smoked bacon quiche with Jack cheese, Yukon gold potatoes, and turkey sausage links.

Selection 4 / 30.00

Asparagus & Peppadew Frittata with Chicken Sausage and Fingerling Potatoes.



Groups under 50 people may be subject to \$75 charge for service

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 herbed risotto 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

Groups under 50 people may be subject to \$75 charge for service

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

Chicken marinated with rosemary, lemon, and garlic, served with an au gratin potato cake.

Vegetarian Lasagna

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



Groups under 50 people may be subject to \$75 charge for service

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

Herb Crusted Grilled New York Strip Steak with Red Wine Demi Glacé Topped with Roasted Mushrooms & Carmelized Shallots.

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.

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 leek.

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

Groups under 50 people may be subject to \$75 charge for service



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.

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 ATTENDED STATIONS

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, Johny Walker Black Scotch Whiskey, Bacardi 8 Rum, Jameson Irish Whiskey, Teremana 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**

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**
Cachaca 51, sweet simple syrup, refreshing club soda and mint and cucumber garnish.
- Sangria / 12.00 ea**
Red or white 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

Maso Canali, Italy, Pinot Grigio / 65.00

New Age San Rafael, Argentina, White Blend / 41.00

Chateau St. Michelle Washington State, Riesling / 37.00

SCoppola Monterey, California, Pinot Grigio / 34.00

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

Fleur de Mer Saint-Tropez, France / 48.00

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

Louis Martini Sonoma California, Cabernet Sauvignon / 55.00

Cline Cellars "Acient Vine" Contra Cosa Country, Zinfandel / 55.00

Columbia Crest 'Grand Estates' Columbia Valley, Washington, Cabernet Sauvignon / 37.00

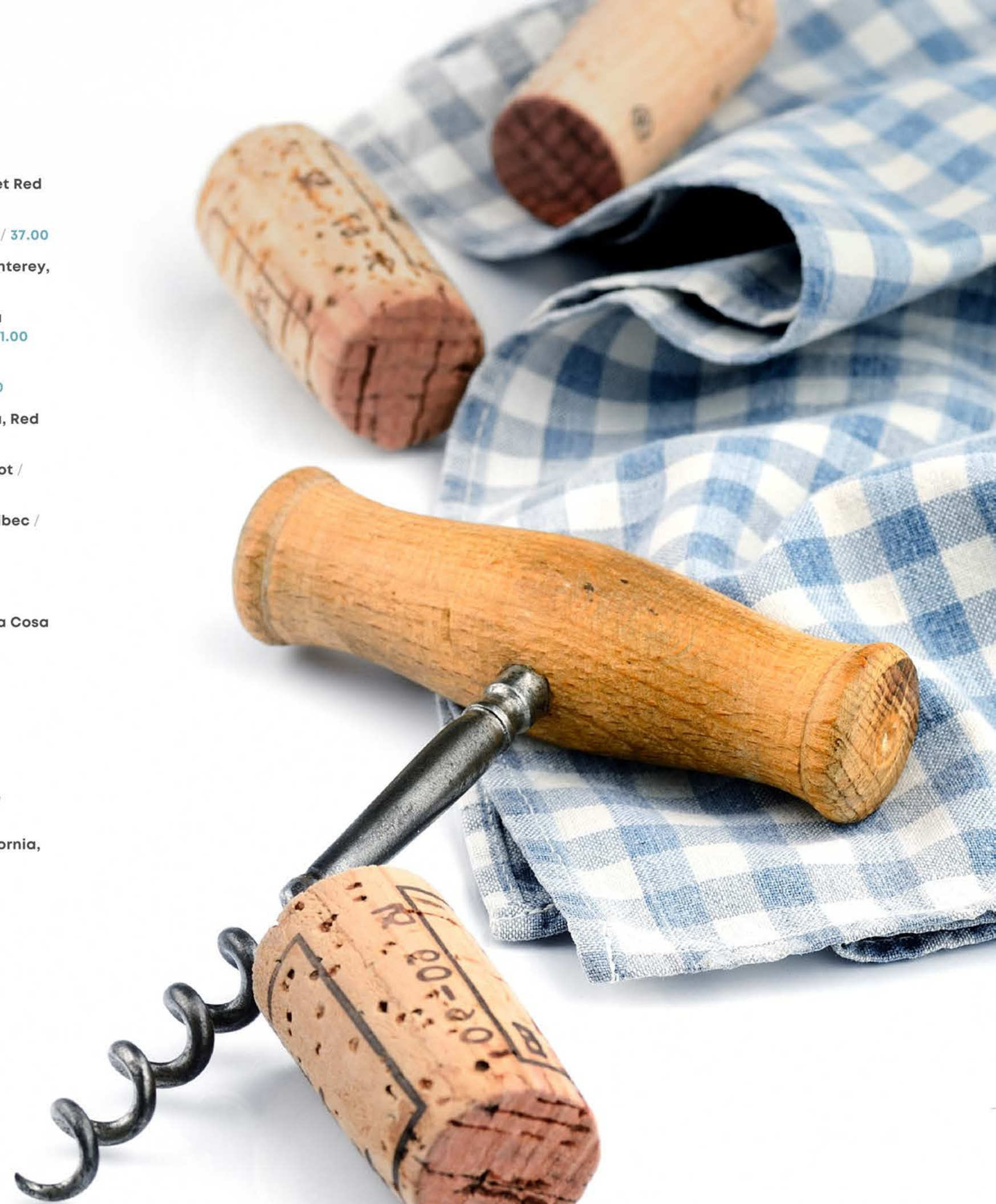
Avalon Napa Valley, California, Cabernet Sauvignon / 55.00

Simi Alexander Valley, California, Cabernet Sauvignon / 58.00

Chimney Rock Napa Valley, California, Cabernet Sauvignon / 185.00

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. 20 per case, per flavor

145.00 PER CASE 10 case minimum

250.00 PER DAY CART RENTAL FEE cart rental required

Popsicle Attendant / 240.00 up to 4 hours

Price decreases to 60.00 per hour after 4 hours. No electrical needed / uses dry ice

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 does 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 8.9% tax.

GEORGIA WORLD CONGRESS CENTER



Georgia World
Congress Center
Authority



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



SECO 2024
February 28-March 3, 2024
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 1/28/24 \$33.50 \$82.00
Orders received after 1/28/24 \$36.00 \$85.00

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: _____

SECO2024

THE EDUCATION DESTINATION™

FEBRUARY 28 – MARCH 3, 2024



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

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

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

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

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

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

Qty _____ tropical flowers—Price \$ _____ each

Qty _____ Spring flowers—Price \$ _____ each

Color _____

Width _____ Height _____

Additional Request: _____

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

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

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



TLC Designers can provide the following:

- **Water Features**
 - **Fountains**
 - **Ponds**
 - **Water falls**
 - **Swamps**
 - **Garden Areas**
 - Tropical :**
(beach scenes;
rain forests)
 - Seasonal:**
(Spring, Fall, Holiday)
 - Formal :**
(serenity garden,
English garden)
 - **Border Areas:**
 - Hedges**
(control flow)
 - Lawn or Golf**
(promotional)
 - Trees**
(privacy)
- Special services are Available for hospitality Suites, award banquets, And VIP room deliveries.**

COLORFUL POTS OF VIBRANT FLOWERS!

Seasonal

12"-18"H

\$30.00/\$40.00 each

Qty _____

White _____

Yellow _____

Lavender _____

Orange _____

Pink _____



Azaleas—12"H

\$40.00/\$50.00 each

Qty _____

White _____

Pink _____

Red _____



Bromeliads—12"-18"H

\$40.00/\$50.00 each

Qty _____

Purple _____ Red _____

Yellow _____ Orange _____

*See next
 page for
 green plants.*

Ferns



Ferns
\$40.00/\$50.00 each

Qty ____

Ivy



Ivy—10”H x 10”W
\$40.00/\$50.00 each

Qty ____

Pothos



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

Qty ____

3' Green Plants



\$50/\$60.00 each Qty ____

Standard 4' to 6' Green Plants



4' @ \$60/\$70 each Qty ____
5' @ \$70/\$80 each Qty ____
6' @ \$80/\$96 each Qty ____

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



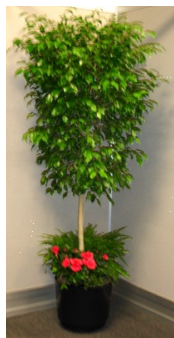
Planters are 2 1/2' long.

Top-dressed with greenery & seasonal color.

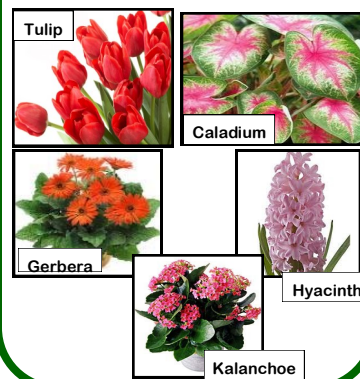
4' @ \$140/\$160 each, Qty ____
5' @ \$150/\$180 each, Qty ____
6' @ \$180/\$196 each, Qty ____

Please choose requested seasonal color below.

- ___ white,
- ___ pink,
- ___ red
- ___ white,
- ___ yellow,



Seasonal Flowering Plants
Call for Price & Availability



Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time \$10.00 charge for **daily** floral delivery. **ALL ORDERS MUST BE PAID - IN - FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc. **There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.** **Orders placed after the open of an event may be subject to a delivery fee.**
Prices subject to change 2 weeks prior to move in.

Order Cost Summary

Select Container:
Included in rental cost
___ Black ___ White

Chrome, Brass, Terra Cotta, & Other Containers are available.
Please call 770-507-6777 for pricing.

Subtotal _____
8.9% Sales Tax _____
3% CC Proc Fee _____
Request ACH pmt invoice when emailing this order to avoid 3% fee
Total _____

FLORAL ORDER FORM