



Dear Exhibitor:

Welcome to the ONS 49th Annual Congress. We look forward to assisting you with the planning of your exhibit. This Exhibitor Services Manual contains important details relevant to your participation. Please take time to review this information and feel free to contact us if you have any questions.

This manual is designed to provide you with all the information necessary for a successful and profitable exhibition. In this manual, you will find forms for services offered by the official show contractors. If you are utilizing outside contractors (contractors not specifically mentioned in this manual), please notify them of the insurance requirements for access to the show floor and inform Show Management of the company name and personnel. Feel free to contact the official service contractor directly.

Please pay particular attention to the *Deadline Dates Checklist* located in the General Information Section. This schedule outlines the important dates for completion of forms for services. In order for your requests to be serviced accurately, we request that all forms be sent by the date listed.

We have found that it is most efficient if this manual is given to the person directly responsible for your participation at the exposition. Exhibitors using a display house should forward on pertinent information.

On behalf of ONS, we are pleased that you will be joining us this year. If there is anything that we can do to assist you, please feel free to contact us.

We look forward to seeing you and to a very successful and productive ONS 49th Annual Congress!

Sincerely,

ONS Show Management



GENERAL INFORMATION & INSTRUCTIONS

A. TIMETABLE OF IMPORTANT DATES AND TIMES

MOVE-IN:

Monday, April 22, 2024	<i>Targeted move-in only</i>
Tuesday, April 23, 2024	8:00 am – 5:00 pm
Wednesday, April 24, 2024	8:00 am – 5:00 pm

ALL EXHIBITS MUST BE COMPLETE BY Wednesday, April 24 at 5:00 pm.

SHOW HOURS:

Thursday, April 25, 2024	11:00 am – 3:00 pm
Friday, April 26, 2024	11:00 am – 3:00 pm
Saturday, April 27, 2024	11:00 am – 3:00 pm

All exhibits must be open and staffed during show hours. Exhibitors will have access to the exhibit hall at 8:00 am and will be required to exit the exhibit hall as soon as the show closes each day.

MOVE-OUT:

Saturday, April 27, 2024	3:00 pm – 10:00 pm
Sunday, April 28, 2024	8:00 am – 12:00 pm

*Exhibitors may begin to pack equipment, supplies and literature when the show closes on Saturday, April 27 and must be completely out of the halls by 12:00 pm Sunday, April 28. More details regarding move-out will be announced during the show. Exhibitors should **not** begin to dismantle prior to the close of the show at 3:00 pm on Saturday, April 27. A penalty of 25% of the exhibit fee will be enforced for any exhibitor found to conflict with this regulation.*

B. OFFICIAL SERVICE AND MATERIAL HANDLING CONTRACTOR

Shepard is the Official General Services Contractor of 2024 ONS Annual Congress. Other official show suppliers are listed on the "Exhibitor Services Directory" page of the Manual. Shepard will maintain an Exhibitor Service Center located in the exhibit hall.

C. SHIPPING

Refer to the section marked "Shepard" for shipping instructions. We also encourage exhibitors to purchase insurance coverage for their booth, in the event your display is damaged or lost in transit. Please note that the instructions for shipping in advance differ from those for shipping to show site.

D. TRUCK DELIVERIES

All truck drivers delivering freight to the show should check in with the material handling office in the marshaling yard.

E. EMPTY CRATES

It is important that crates be removed from the floor and placed in storage as soon as they are empty. All crates should be closed securely, and "empty" stickers should be attached as soon as they are emptied. Open crates will not be accepted for storage.

A clearly marked "empty" sticker containing your booth number and company identification securely attached to your empty crates will expedite their return to you at the close of the show.



Empty crates will be returned to your booth after the close of the show. No empty boxes or crates may be stored in the exhibit area or in the service aisle due to Fire Marshal regulations.

F. SECURITY

Realizing the value and importance of your equipment and exhibit material, security guards will be located around the perimeter of the hall from the beginning of move-in to the end of move-out. It should be made clear, however, that although Show Management provides this service, we are not responsible for any loss or damage of material.

G. RULES AND REGULATIONS

Exhibitors are responsible for compliance with all pertinent regulations and codes concerning fire, safety, and health, which may be applicable in the exhibit hall during the event. Exhibitors must comply with all the policies, rules, terms, and regulations contained in the Exhibitor Agreement.

H. PARKING

Please visit [this link](#) for maps and additional parking details.

I. AMERICANS WITH DISABILITIES ACT CONFORMANCE

Each exhibitor shall be responsible for compliance with all applicable provisions of the Americans with Disabilities Act within its booth and assigned exhibit space, including, but not limited to, wheelchair access provisions. For more information on the Americans with Disabilities Act and how to make your exhibit accessible to persons with disabilities, please contact ADA, Civil Rights Division, Department of Justice, P.O. Box 66738, Washington, DC, 20035, Ph: 800-514-0301, <https://www.ada.gov/index.html>.



EXHIBITOR SERVICES DIRECTORY

SHOW MANAGEMENT

ONS Exhibits Coordinator – Maddie Walczak

Email: ONSSponsorships@smithbucklin.com

Web: www.onssponsorships.org

GENERAL SERVICES CONTRACTOR

Shepard Customer Service

Phone: (404) 720- 8600

Email: orders@shepardes.com

OTHER OFFICIAL CONTRACTORS

Audio Visual

Projection AV

Phone: (301) 459-9011

Email: exhibits@projection.com

Booth Labor

Shepard

Phone: (404) 720-8600

Email: orders@shepardes.com

www.shepardes.com

Catering

Aramark

Email: wewccexhibitororders@aramark.com

Cleaning

Aramark

Phone: (202) 249-3980

Email: aramarkevs@aramark.com

<https://wewcc.aramarkcafe.com/>

Custom Furniture

Shepard

Phone: (404) 720-8600

Email: orders@shepardes.com

www.shepardes.com

Electrical

Hi-Tech Electric

Phone: (202) 249-3600

Email: dcexhibitors@hi-techelectric.com

<https://hi-techelectric.com/>

Facility

Walter E. Washington Convention Center

801 Mt Vernon Place NW 801 Allen Y. Lew Place NW

Washington, DC 20001

<https://eventsdc.com/venue/walter-e-washington-convention-center>

Housing

Maritz

Phone: (864) 568-7971

Email: ONSOCexh@maritz.com

Internet & Telephone

Smart City

Phone: (888) 446-6911

Email: customerservice@smartcitynetworks.com

Lead Retrieval

Maritz

Phone: (877) 623-3487

Email: ExhibitorServices@maritz.com

Promotion and Products

Smithbucklin Convention Products and Apparel

Phone: (800) 539-9740

Email: promoproducts@smithbucklin.com

Registration

Maritz

Phone: (864) 568-7971

Email: ONSOCexh@maritz.com

Registration link & instructions will be sent to company primary contact

Rigging

Shepard*

Phone: (404) 720-8600

Email: orders@shepardes.com

www.shepardes.com

Hi-Tech Electric**

Phone: (202) 249-3600

Email: dcexhibitorservices@hi-techelectric.com

*Please note! Shepard can hang signs up to 200 lbs that do not require chains, hoists, or motors. If your sign or hanging structure falls outside of this criteria please place your order through HTE. Truss and chain hoist motors can be ordered through Walter E. Washington Convention Center.

** All chain motors for rigging must be ordered through HTE. HTE only hangs structures over 200lbs unless the hanging item is a speaker/light/piece of special equipment.

Shipping

Shepard

Phone: (404) 720-8600

Email: orders@shepardes.com

www.shepardes.com



Deadline Date Checklist

ORDER FORM	DEADLINE DATE
Lead Retrieval Advance Rate Deadline	February 14, 2024 (extra early) March 27, 2024 (early)
Catering Order* <i>*Orders submitted within 21 business days of the conference will incur a 23% late ordering fee</i>	March 22, 2024
Custom Shepard Rentals Discount	March 26, 2024
Notice of Intent to use EAC	March 26, 2024
Advance Warehouse Shipping Starts	March 26, 2024
Audio Visual Advance Rate Deadline	March 29, 2024
<u>Hotel Reservations</u> : Cut-off date to book housing (non-block) <i>If rooms are cancelled less than 72 hours in advance of arrival, you would also be subject to the hotel's cancellation penalty equal to one night's room and tax.</i>	March 31, 2024
Internet, Electrical, Telecommunication Advance Rate Deadline	April 1, 2024
Standard Shepard Rentals Discount	April 4, 2024
Hi-Tech Electric Rigging	April 4, 2024
Advance Warehouse Shipping Deadline* <i>*Shipments received after April 15 are subject to a surcharge.</i>	April 15, 2024
Direct to Show Site Shipping	April 23, 2024, 8:00 AM EST

Important Room Block Deadlines (10+ rooms)

Exhibitor Request-a-Block site opens; companies to submit room block requests online.	November 27, 2023
Request-A-Block site closes; last day for companies to submit room block requests.	January 28, 2024
Deadline to submit final room block reservations to Maritz. Guest names must be assigned to rooms. Any rooms not assigned will be released to general inventory on February 24, 2024.	February 23, 2024
Last day to release rooms without penalty. Companies are liable to pick-up 85% of inventory remaining in block on March 2, 2024.	March 1, 2024
Housing Deadline (website closes at 11:59 PM EST) – All dates and name changes must be complete, duplicate rooms will be released, and attrition charges applied.	March 31, 2024, 11:59 PM EST
Hotel Transfer Period: During this time, all hotel reservation information will be transferred from our registration site to the hotels directly. No new reservations or changes to existing reservations can be made.	April 1 - April 4, 2024
Companies can contact the hotel directly with any changes/cancellations. All changes are subject to hotel availability.	April 5, 2024
<i>In addition to the ONS block policy, if rooms are cancelled less than 72 hours in advance of arrival, you would also be subject to the hotel's cancellation penalty equal to one night's room and tax.</i>	



Breaking Down Early Notice

Exhibits are to be kept intact until the closing of the learning hall. No part of an exhibit shall be removed during learning hall hours without special permission from ONS. Any exhibitor that begins dismantling its display before the close of the show will be charged a 25% booth fee and may altogether lose the privilege of exhibiting.

Exhibitors may begin to pack equipment, supplies and literature when the show closes on Saturday, April 27, and must be completely out of the halls by 12:00 p.m. Sunday, April 28.

MOVE-OUT:

Saturday, April 27, 2024

3:00 pm – 10:00 pm

Sunday, April 28, 2024

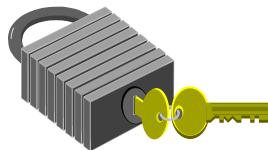
8:00 am – 12:00 pm

SECURITY TIPS

Show Management shares your concern for the security of your products and has taken steps to ensure a safe, secure environment for all exhibitors. Show Management will provide perimeter security for the duration of the show and additional security during move-in and move-out to be stationed at primary freight entrances. However, Show Management cannot provide security for each and every booth on the show floor and is not responsible for any theft or damage to product or displays.

Therefore, private booth security can be ordered for your booth. In the meantime, we recommend you take the following precautions:

- **OBTAIN INSURANCE**, which includes a rider to your existing insurance policy to protect your entire exhibit and product from the time they leave your warehouse until they return.
- Do not mark the contents of the package on the cartons or crates.
- Do not store products in “EMPTY CARTONS”.
- Ship products in locked cages or trunks when possible, to the correct address listed in the Shepard Section of the service kit.
- Make a complete list of all products shipped, listing model #'s and serial #'s, whenever possible.
- Mount or attach products to your display whenever possible.
- Secure your staff's personal property, briefcases, coats, cameras, purses, etc., at all times. (Move-in/out is the most vulnerable time.)
- Stay with your products on closing day until your products are securely packed and marked for shipment. Make outbound shipping arrangements in advance of the close of the show at the Shepard Service Desk on-site.
- Inform your staff members working in your booth of the rules regarding removal of merchandise from the show.
- Do not sell, give away, or trade merchandise during or after the show. Re-crate the product and return it with your display.
- Don't wait until the end of the show to inform management of damage or theft. Contact security and/or show management on-site immediately.



Show Management is not responsible for any theft or damage to products or booths, but we do want you to have a safe, enjoyable and profitable show.

Please help us to help you maintain a secure environment for your exhibit.



ONLINE EXHIBITOR BADGE REGISTRATION INFORMATION

You have a booth – now you need to register for badges!

Everyone at the ONS 49th Annual Congress is required to wear an official ONS badge while attending the learning hall, sessions or other sanctioned events.

Online Exhibitor Registration

Confirmed exhibitors may register for badges and reserve hotel rooms or request room blocks through the Maritz online portal. The link, your login information, and instructions will be sent directly to your company's primary contact.

Once you access the Maritz website, you will be prompted to enter/search for your company name. Once you have selected the correct company name, enter your password to complete the login process. If you do not have your password, please contact ONSOCexh@maritz.com.

Each ONS exhibitor receives:

- Three (3) complimentary exhibitor registration badges per 10' x 10' booth space

Additional exhibitor badges (above and beyond your complimentary allotment) may be purchased for \$50 each.

Full conference badges may be purchased separately via the attendee registration site (*link to be sent to primary contact*). If you register for a full conference badge you will also need to register for an Exhibit Hall Staff Badge in order to gain early access to the hall.

Questions?

If you have any questions or need help accessing the website, registering, or booking housing, please e-mail ONSOCexh@maritz.com.



HOUSING INFORMATION

ONLINE: Keep your Congress planning simple by booking your hotel during the registration process. You can complete both steps in the same transaction and receive a single confirmation. If you don't book during registration, you can simply log back into the registration system and book a room at your convenience. The primary contact for your exhibiting company may register for badges and reserve hotel rooms through the Maritz link that will be provided directly. If you would like to request a block of rooms, you will have the option to do so at this link as well. **If you have any questions, please contact Maritz at ONSOCexh@maritz.com.**

Discounted room rates are available for ONS Annual Congress exhibitors at the hotels listed [online](#). Don't wait to book...rooms fill up fast. ONS cannot guarantee rates and availability after the cut-off when ONS room blocks may be released, and the hotel may charge a significantly higher rate.

Stay at one of our [conference hotels](#) for the complete conference experience.

IMPORTANT DATES TO REMEMBER

If you are not requesting a room block, your deadline to reserve hotel rooms is March 31, 2024.

November 27, 2023: Exhibitor Request a Block site opens; companies to submit room block requests online.

January 28, 2024: Request-A-Block site closes; last day for companies to submit room block requests.

February 23, 2024: Deadline to submit final room block reservations to Maritz. Guest names must be assigned to rooms. Any rooms not assigned will be released to general inventory on February 24, 2024.

March 1, 2024: Last day to release rooms without penalty. Companies are liable to pick-up 85% of inventory remaining in block on March 2, 2024.

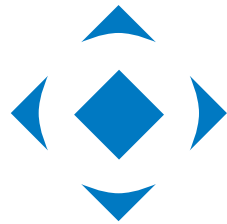
March 31, 2024: Housing Deadline (website closes at 11:59 PM EST) – All dates and name changes must be complete, duplicate rooms will be released, and attrition charges applied.

April 1 - April 4, 2024: Hotel Transfer Period: During this time, all hotel reservation information will be transferred from our registration site to the hotels directly. No new reservations or changes to existing reservations can be made.

April 5, 2024: Companies can contact the hotel directly with any changes/cancellations. All changes are subject to hotel availability.

PLEASE NOTE: Maritz Global Events is the Official Housing Provider for ONS 49th Annual Congress.

ONS has worked diligently with the hotels in Washington, DC, to establish room blocks for attendees and exhibitors. Improper solicitation of hotel reservations from any company or housing provider other than Maritz Global Events is not approved by ONS. Reservations made by unaffiliated organizations may appear to be for lower rates, however they may be illegitimate, have unreasonable cancellation or change penalties, or be completely non-refundable. Please be aware of and report any unauthorized solicitation to ONS.



Shepard

EXHIBITOR SERVICE MANUAL



ONS Congress

Walter E. Washington Convention Center | Washington, DC
April 25 - 27, 2024

M188100424



ONS Congress

Walter E. Washington Convention Center | Washington, DC
April 25 - 27, 2024

SHOW INFORMATION

M188100424

Booth Package

Items provided in your booth, per exhibitor:

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

Floor covering is mandatory per the Show Organizers guidelines. Booth spaces without carpet on Thursday, April 25, 2024 at 10:30AM will have it automatically installed at the exhibitor's expense.

Show Colors

Show Drape Color(s): Black
Aisle Carpet Color: Tuxedo

Exhibit Show Schedule

TARGETED EXHIBITOR MOVE-IN

Monday, April 22, 2024 • 2:00PM to 5:00PM

GENERAL EXHIBITOR MOVE-IN

Tuesday, April 23, 2024 • 8:00AM to 5:00PM

Wednesday, April 24, 2024 • 8:00AM to 5:00PM

EXHIBIT HOURS

Thursday, April 25, 2024 • 11:00AM to 3:00PM

Friday, April 26, 2024 • 11:00AM to 3:00PM

Saturday, April 27, 2024 • 11:00AM to 3:00PM

EXHIBITOR MOVE OUT

Saturday, April 27, 2024 • 3:00PM to 10:00PM

Sunday, April 28, 2024 • 8:00AM to 12:00PM

FREIGHT REROUTE BEGINS*

*All outbound carriers must be checked in by this time

Sunday, April 28, 2024 | 12:00PM

IMPORTANT DEADLINES

Discount Price Deadline for Custom Shepard Rentals

Tuesday, March 26, 2024

Exhibitor Appointed Contractor Notification Deadline

Tuesday, March 26, 2024

First Day for Warehouse Deliveries Without a Surcharge

Tuesday, March 26, 2024

Discount Price Deadline for Standard Shepard Orders

Thursday, April 4, 2024

Last Day for Warehouse Deliveries Without a Surcharge

Monday, April 15, 2024

Last Day for Warehouse Deliveries*

Thursday, April 18, 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, April 23 2024 | 8:00AM

Shipping Addresses

ADVANCE WAREHOUSE SHIPMENT ADDRESS

Exhibiting Co. Name & Booth Number

ONS Congress

c/o Shepard Exposition Services

7079 Oakland Mills Rd

Columbia, MD 21046

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

DIRECT TO SHOW SITE SHIPMENT ADDRESS

c/o Shepard Exposition Services

Exhibiting Co. Name & Booth Number

ONS Congress

Walter E. Washington Convention Center

801 Allen Y. Lew Place NW

Washington, DC 20001



ONS Congress

Walter E. Washington Convention Center | Washington, DC
April 25 - 27, 2024

INFORMATION

M188100424

ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 4, 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)*

Monday, April 22, 2024 • 2:00PM to 5:00PM
Tuesday, April 23, 2024 • 8:00AM to 5:00PM
Wednesday, April 24, 2024 • 8:00AM to 5:00PM
Thursday, April 25, 2024 • 11:00AM to 3:00PM
Friday, April 26, 2024 • 11:00AM to 3:00PM
Saturday, April 27, 2024 • 11:00AM to 10:00PM
Sunday, April 28, 2024 • 8:00AM to 12:00PM

Exhibitor Move Out

Saturday, April 27, 2024 • 3:00PM to 10:00PM
Sunday, April 28, 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, April 28, 2024 | 12:00PM**.

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

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than **Sunday, April 28, 2024 | 12:00PM**.

Post Show Paperwork & Labels

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

Outbound Shipping

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

Pick Up Address

Walter E. Washington Convention Center
801 Allen Y. Lew Place NW
Washington, DC 20001

UTILITY & ANCILLARY VENDORS

ONS Congress

Walter E. Washington Convention Center | Washington, DC

M188100424

April 25 - 27, 2024

ELECTRICAL AND OVERHEAD RIGGING SERVICES

[Hi-Tech](#)

INTERNET/WIFI

[SmartCity](#)

BOOTH CLEANING

[Aramark](#)

LEAD RETRIEVAL

[Maritz](#)

AUDIO VISUAL (AV)

[Projection](#)

CATERING

[Exhibitor Menu](#)

FLORAL

[Urban Jungle](#)

IAEE 2023 - GUIDELINES FOR DISPLAY RULES AND REGULATIONS



ONS Congress

Walter E. Washington Convention Center | Washington, DC
April 25 - 27, 2024

MOVE OUT NOTICE

M188100424

ONS Congress Move Out Notice

The ONS Congress will end at 3:00PM, on Saturday, April 27, 2024. Please don't pack up your booth before 3:00PM 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, April 27, 2024 • 3:00PM to 10:00PM

Sunday, April 28, 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 12:00PM on Sunday, April 28, 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, April 28, 2024 | 12:00PM, 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, April 28, 2024 | 12:00PM, 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, April 28, 2024 | 12:00PM 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:

Walter E. Washington Convention Center
801 Allen Y. Lew Place NW
Washington, DC 20001

**ONS Congress**

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

BUDGET BOOTH PACKAGE**M188100424****ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 4, 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.

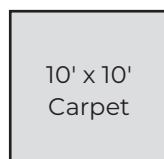


2 - Upholstered Side Chairs

(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		\$788.35	\$906.60	\$1,015.40

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

Step 2. Choose your carpet color.

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

Step 3. Choose your table drape color.

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

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

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders 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.


ONS Congress


Walter E. Washington Convention Center | Washington, DC

M188100424

April 25 - 27, 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 = **ONS24**
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

ONS Congress

Walter E. Washington Convention Center | Washington, DC

M188100424

April 25 - 27, 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: Thursday, April 4, 2024 All paid orders placed online prior to the deadline date.

Discount Deadline: Thursday, April 4, 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:

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

Wire Transfers:

1. Wire Transfers can be sent to bank information listed below.

2. **Important!** After your wire transfer has been sent, please send an email to ar-es@shepardes.com to confirm and include your show name, event code and your booth number. Unidentified payments can result in funds not being assigned to your account.

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: **ONS Congress**

EVENT CODE: **M188100424**

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

Account Name: Shepard Exposition Services, Inc.	Routing Number: 041000124	SWIFT CODE (US): PNCCUS33	For Checks: Please include the show name, event code and your booth number on the check. For Wires: Please send payment sent confirmation email to ar-es@shepardes.com that includes the show name, event code and your booth number.
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

ONS Congress

Walter E. Washington Convention Center | Washington, DC

M188100424

April 25 - 27, 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)

ONS Congress

Walter E. Washington Convention Center | Washington, DC

M188100424

April 25 - 27, 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."



ONS Congress

Walter E. Washington Convention Center | Washington, DC
April 25 - 27, 2024

THIRD PARTY PAYMENT

M188100424

DEADLINE: TUESDAY, MARCH 26, 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.



ONS Congress

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

EXHIBITOR APPOINTED CONTRACTOR (EAC)

M188100424

DEADLINE: TUESDAY, MARCH 26, 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

With Shepard, You Can.

SHIPPING VS. MATERIAL HANDLING

Make freight management easy.
With Shepard, You Can.



What is shipping?

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



What is material handling?

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

Material Handling Process:

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

One easy way to keep charges low?

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

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

SHEPARD LOGISTICS

EFFICIENT. ON-TIME. GUARANTEED.

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

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



Inbound & Outbound Services

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



Material Handling

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



Value-Added Services

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



SHEPARD LOGISTICS SERVICES (SLS)

ONS Congress

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

M188100424

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

IMPORT ARRIVAL DEADLINE ESTIMATES:

LCL SEA FREIGHT – 5 weeks before the show opens

FCL SEA FREIGHT – 4 weeks before the show opens

AIR FREIGHT – 3 weeks before the show opens



OUR INTERNATIONAL SHIPPING SERVICES INCLUDE:

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



Fairs & Events, Solutions USA
Contact: Kelly O'Neill-Exley
Product Specialist
Email: kelly.oneill@dsv.com
Main Office: + 1 786 577 6750
Mobile: +1 404 432 8835

Please contact us today
for a free quotation.

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

Canada

DSV Global Transport & Logistics
2200 Yukon Court
Milton, ON
L9E 1N5 Canada
Contact: Mohamad Alsayed
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

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

Italy

DSV Solutions SRL
Fairs and Events
Via Dante 134
20096 Pioltello, Milan Italy
Contact: Marco Simone
Tel: +39 02 921 34036
Mobile: +39 342 7410283
Email: marco.simone@dsv.com

Japan

DSV Fairs & Events, Solutions
Imperial Hotel Tower 16F 16A-4
1-1-1 Uchisaiwaicho, Chiyoda-ku
Tokyo 100-0011
Japan
Contact: Shingo Kobayashi
Tel: +81 3 4565 4569
Mobile: +81 80 2478 9133
Email: JP.FE@dsv.com

Korea

DSV Fairs & Events, Solutions
Magok Central Tower 1 Cha, 22F
Gonghang-daero
Gangseo-gu, Seoul,
07802
Korea
Contact: Chris Lim
Tel: +82 2 2192 7420
Mobile: +82 10 2800 1834
Email: chris.lim@dsv.com

Portugal

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

Singapore

DSV Solutions Pte Ltd
No.5
Changi North Way
5th Floor, 498771
Singapore
Contact: Maybelline Oun
Tel: +65 6500 5610
Mobile: +65 9655 3031
Email: maybelline.oun@dsv.com

Spain

DSV Fairs & Events, Solutions
Pol. Ind. Riera del Molí
Les Llicorelles, Calle A num. 1
08750 Molins de Rei
Barcelona
Spain
Contact: Belina Flores
Tel: +390 260 838
Mobile: +34 34 686 902 300
Email: belina.flores.sierra@dsv.com

Taiwan

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

Turkey

DSV Fairs & Events
Rüzgarlıbahçe Mahallesi
Cumhuriyet Caddesi
Acarlar İş Merkezi C Blok No:10
34805 Beykoz İstanbul Turkey
Contact: Tandogan Ozman
Tel: +90 216 680 16 00
Mobile: +90 533 938 04 55
Email: tandogan.ozman@dsv.com

United Arab Emirates

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

United Kingdom

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

DSV Fairs & Events, Solutions USA

Contact: Kelly O'Neill-Exley
Product Specialist
Email: kelly.oneill@dsv.com
Main Office: +1 786 577 6750
Mobile: +1 404 432 8835

www.dsv.com



OUTBOUND MATERIAL HANDLING AUTHORIZATION & LABEL REQUEST

ONS Congress

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

M188100424

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

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

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

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

Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

Step 2. Where is the shipment going?

COMPANY NAME: _____ BUSINESS HOURS: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Step 3. How many pieces are in your shipment?

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

Step 4. What are we shipping?

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

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

Is there a loading dock? ☐ Yes ☐ No

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

Residential contact name _____ Phone Number _____

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

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

Any thing else we should know about your building?

Step 5. How many labels do you need? _____

Step 6. Who is picking up your shipment?

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

If selecting a carrier other than Shepard Logistics, you must schedule the pickup. This includes 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, \$1,500 minimum charge per shipment

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



ADVANCED SHIPPING LABEL

ONS Congress

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

M188100424

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

ADVANCED WAREHOUSE	 Shepard
	ADVANCED WAREHOUSE
	TO:
	_____ (Exhibiting Company Name)
	_____ (Exhibiting Company Booth Number)
RUSH	c/o Shepard Exposition Services 7079 Oakland Mills Rd Columbia, MD 21046
	FOR: ONS Congress
	_____ Delivery Hours: Monday - Friday 8:00AM - 4:00PM
	First day freight can arrive without a surcharge: Tuesday, March 26, 2024
	Last day freight can arrive without a surcharge: Monday, April 15, 2024



DIRECT SHIPPING LABEL

ONS Congress

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

M188100424

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

DIRECT TO
SHOW SITE

RUSH

 **Shepard**

DIRECT TO SHOW SITE

TO:

(Exhibiting Company Name)

(Exhibiting Company Booth Number)

**c/o Shepard Exposition Services
Walter E. Washington Convention Center
801 Allen Y. Lew Place NW
Washington, DC 20001**

FOR:
ONS Congress

MUST NOT BE DELIVERED PRIOR TO:
Tuesday, April 23 2024 | 8:00AM

**ONS Congress**

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

MATERIAL HANDLING RATES**M188100424****Ship Roundtrip with Shepard Logistics and receive a 10% discount* on Material Handling**

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

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

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

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

Labor Hours

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

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

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

Holidays: New Years Day, MLK Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve Day, Christmas Day.

Advanced Warehouse Shipments**

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

FIRST DAY FREIGHT CAN ARRIVE: Tuesday, March 26, 2024

LAST DAY FREIGHT CAN ARRIVE: Thursday, April 18, 2024

CODE	ITEM	WEIGHT		PRICE/CWT	TOTAL
35420	Crated ST/OT		X	\$186.75	
35780	Outbound Crated OT		X	\$43.09	
35423	Special Handling ST/OT		X	\$242.75	
35781	Outbound Special Handling OT		X	\$56.00	

Light Weight Shipments***

*** Shipments 40 pounds or less.

CODE	ITEM	QTY		PRICE	TOTAL
35406	Light Weight ST/OT		X	\$93.25	
35301	Light Weight OT		X	\$21.50	

Billing Information

Advance Warehouse Shipments: All freight shipped to the Advance warehouse will be initially billed using the ST/OT rate. During move out, if your shipment is picked up on Saturday or Sunday you will be billed an additional Outbound Overtime charge.

Direct to Show Site Shipments: Shipments arriving direct to show site will be billed according to when they are received. Shipments arriving Tuesday and Wednesday between 8:00AM and 5:00PM will be billed at the ST/OT rate. Shipments arriving outside those hours will be billed using the appropriate overtime rate. During move out, if your shipment is picked up on Saturday or Sunday you will be billed an additional Outbound Overtime charge.

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

Direct to Facility/Show Site Shipments****

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

FIRST DAY FREIGHT CAN ARRIVE: Monday, April 22, 2024

CODE	ITEM	WEIGHT		PRICE/CWT	TOTAL
35411	Crated ST/OT		X	\$182.00	
35780	Outbound Crated OT		X	\$42.00	
35414	Uncrated ST/OT		X	\$273.00	
35782	Outbound Uncrated OT		X	\$63.00	
35417	Special Handling ST/OT		X	\$236.50	
35781	Outbound Special Handling OT		X	\$54.50	

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) 6.00%

AMOUNT DUE \$ _____

MATERIAL HANDLING INFORMATION

ONS Congress

Walter E. Washington Convention Center | Washington, DC

M188100424

April 25 - 27, 2024

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: \$125.00 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.

**ONS Congress**

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

CARTLOAD SERVICE**M188100424**

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

Cartload Service includes:

Includes:

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

Please remember:

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

Labor Hours**Straight Time (ST):** Monday - Friday | 8:00AM - 5:00PM**Overtime (OT):** Monday - Friday | 5:00PM - 8:00AM. All hours Saturday.**Double Time (DT):** All hours Sunday. Holidays.**Holidays:** New Years Day, MLK Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve Day, Christmas Day.

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

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.com

**ONS Congress**

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

MOBILE SPOTTING FEE**M188100424**

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, April 28, 2024 | 12:00PM

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

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

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>	6.00%
AMOUNT DUE	\$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

PERSONALLY OPERATED VEHICLE (POV) UNLOADING INFORMATION

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



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



✓ **ALLOWED POVs INCLUDE:**

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



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



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

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



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



✓ **ALLOWED:**

- Hand Carried Boxes



NOT ALLOWED:

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





FORKLIFTS & GROUND RIGGING

ONS Congress

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

M188100424

DISCOUNT DEADLINE:* THURSDAY, APRIL 4, 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 | 5:00PM - 8:00AM. All hours Saturday and Sunday

Double Time (DT):

Holidays

Holidays:

New Years Day, MLK Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve Day, Christmas Day.

Step 1: Describe the work.

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

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

Step 2. When are we moving it?

(times are not guaranteed)

Install Date/Time: _____

Dismantle Date/Time: _____

Step 3. Choose your lift size.

FORKLIFT RENTAL - UP TO 5,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35028	ST Hourly Rental		\$375.90	\$432.30	\$484.20	
35039	OT Hourly Rental		\$467.55	\$537.70	\$602.20	
35067	DT Hourly Rental		\$559.25	\$643.15	\$720.35	

FORKLIFT RENTAL - UP TO 10,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35029	ST Hourly Rental		\$751.80	\$864.55	\$968.30	
35049	OT Hourly Rental		\$935.10	\$1,075.35	\$1,204.40	
35069	DT Hourly Rental		\$1,118.50	\$1,286.25	\$1,440.60	

FORKLIFT RENTAL - UP TO 15,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35455	ST Hourly Rental		\$939.75	\$1,080.70	\$1,210.40	
35456	OT Hourly Rental		\$1,168.85	\$1,344.20	\$1,505.50	
35457	DT Hourly Rental		\$1,398.15	\$1,607.85	\$1,800.80	

FORKLIFT RENTAL - UP TO 20,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35035	ST Hourly Rental		\$1,127.70	\$1,296.85	\$1,452.45	
35066	OT Hourly Rental		\$1,402.65	\$1,613.05	\$1,806.60	
35070	DT Hourly Rental		\$1,677.80	\$1,929.45	\$2,161.00	

FORKLIFT RENTAL - UP TO 30,000 LB. CAPACITY						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35255	ST Hourly Rental		\$1,503.60	\$1,729.15	\$1,936.65	
35256	OT Hourly Rental		\$1,870.20	\$2,150.75	\$2,408.85	
35257	DT Hourly Rental		\$2,237.05	\$2,572.60	\$2,881.30	

FORKLIFT RENTAL - 4 STAGE						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
35593	ST Hourly Rental		\$563.85	\$648.45	\$726.25	
35594	OT Hourly Rental		\$701.30	\$806.50	\$903.30	
35595	DT Hourly Rental		\$838.90	\$964.75	\$1,080.50	

IN BOOTH SCISSOR LIFTS						
CODE	ITEM	EST. # OF HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
68120	Scissor Lift Install		\$871.70	\$1,002.45	\$1,122.75	
68121	Scissor Lift Removal		\$871.70	\$1,002.45	\$1,122.75	

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

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

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

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

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

Only Shepard personnel are allowed to operate mechanical equipment. Orders 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

**ONS Congress**

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

ON-SITE STORAGE**M188100424**

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

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

EST TOTAL 1		EST TOTAL 2		EST STORAGE TOTAL
	+		=	

Secure Storage**STEP 1:**

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

STEP 2:

CODE	ITEM	COST PER MOVE		NUMBER OF MOVES		EST TOTAL 2
35087	Labor - Straight Time	\$107.00	X		=	
35100	Labor - Overtime	\$160.50	X		=	
35101	Labor - Double Time	\$214.00	X		=	

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

EST TOTAL 1		EST TOTAL 2		EST STORAGE TOTAL
	+		=	

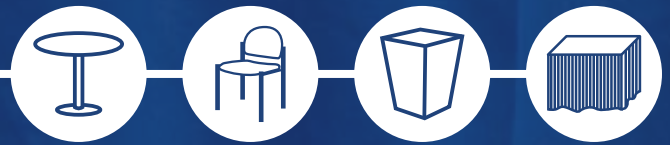
Only Shepard personnel are allowed to operate mechanical equipment. No refunds or exchanges once item has been delivered to your booth. Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in. Submission of this form indicates you read and accept the Payment Policy and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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

SHEPARD FURNISHINGS & DECOR CATALOG



Dress up your space.
With Shepard, You Can.

TABLES

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

UNSKIRTED



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



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



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



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



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



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

SKIRTED

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



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



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



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



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



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



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

PEDESTAL & SIDE



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



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



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



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



Round Side Table
#50030
18" x 24"



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

CHAIRS

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

STOOLS & CHAIRS WITH ARMS



Director's Stool
#51090
Black Fabric,
Maple Wood



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



Padded Stool
#50024
Padded Stool with
Back, Grey Fabric



Director's Chair
#51086
Black Fabric,
Maple Wood



Upholstered Arm Chair
#50021
Upholstered Arm Chair,
Grey Fabric

CHAIRS WITHOUT ARMS



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



Upholstered Side Chair
#50020
Upholstered Side Chair,
Grey Fabric

DISPLAYS

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

FOR HANGING



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



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



Spiral Garment Rack
#50093
30" x 70"
Silver



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



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



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

#66149 (vert)
4' x 8'
White



6" Hooks for Peg Board
#50104
Silver



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

UPRIGHT, CROSSBARS & DRAPERY



8' High Upright with Base
#50088
Crossbar rented separately



6' - 10' Crossbar
#50349
1 3/4" D



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



3' High Drape
#50074



8' High Drape
#50073

SHELVING



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



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



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

BARRIER

DISPLAYS & SHOWCASES

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

FOR SIGNS & LITERATURE



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



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



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



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



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

OTHER



Wastebasket
#50091



Mini Refrigerator
#50098



Drawing Bowl
#50185



Sand Bag
#51087

SHOW CASES



4' Full View Showcase
#50067

6' Full View Showcase
#50068



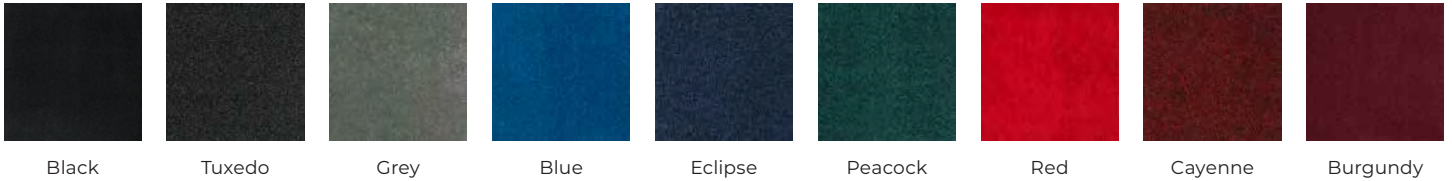
4' Quarterview Showcase
#50069

6' Quarterview Showcase
#50070

FLOORING

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

EXPO - 13 OZ



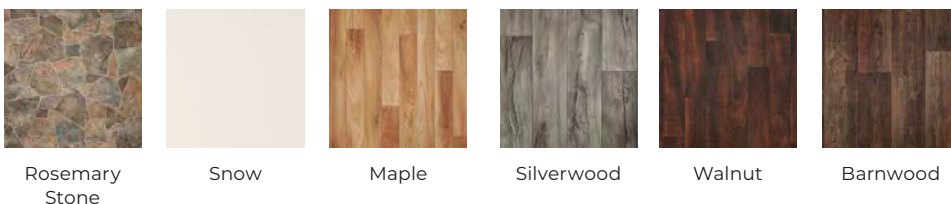
PREMIUM - 28 OZ



PLUSH - 50 OZ



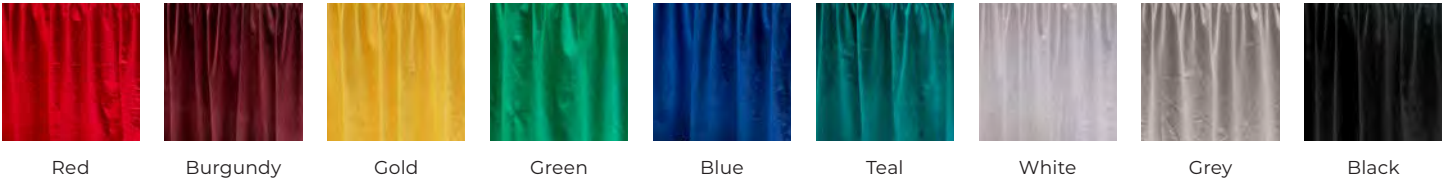
VINYL - CUSTOM ORDER ONLY



SKIRT & DRAPE

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

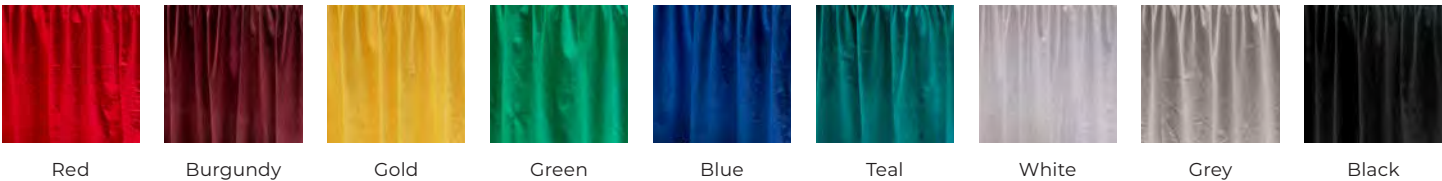
SKIRT



SKIRT - SPANDEX



DRAPE



**ONS Congress**

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

STANDARD FURNISHINGS**M188100424****ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 4, 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			\$203.90	\$234.50	\$262.65	
50046	6' (l) x 24" (w) x 30" (h) Skirted Table			\$250.60	\$288.20	\$322.80	
50050	8' (l) x 24" (w) x 30" (h) Skirted Table			\$317.70	\$365.35	\$409.20	
50043	4' (l) x 24" (w) x 42" (h) Skirted Table			\$247.85	\$285.05	\$319.25	
50047	6' (l) x 24" (w) x 42" (h) Skirted Table			\$317.40	\$365.00	\$408.80	
50051	8' (l) x 24" (w) x 42" (h) Skirted Table			\$373.45	\$429.45	\$481.00	
50052	4th Side Skirt for 30" High Table			\$123.95	\$142.55	\$159.65	
50171	4th Side Skirt for 42" High Table			\$123.95	\$142.55	\$159.65	
50040	4' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$138.45	\$159.20	\$178.30	
50044	6' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$165.10	\$189.85	\$212.65	
50048	8' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$194.70	\$223.90	\$250.75	
50041	4' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$155.80	\$179.15	\$200.65	
50045	6' (l) 24" x (w) x 42" (h) UnSkirted Table		n/a	\$194.70	\$223.90	\$250.75	
50049	8' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$217.25	\$249.85	\$279.85	
51089	42" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$348.75	\$401.05	\$449.20	
50032	30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$326.05	\$374.95	\$419.95	
50030	Round Side Table - 24" (w) x 18" (h)		n/a	\$164.15	\$188.75	\$211.40	
50031	Square Side Table - 24" (w) x 18" (h)		n/a	\$164.15	\$188.75	\$211.40	
50706	30" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$426.60	\$490.60	\$549.45	
50707	42" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$444.75	\$511.45	\$572.80	
50700	White Fabric Table Cover w/ 6x30" Table		03	\$354.05	\$407.15	\$456.00	
50700	Red Fabric Table Cover w/ 6x30" Table		01	\$354.05	\$407.15	\$456.00	
50700	Blue Fabric Table Cover w/ 6x30" Table		05	\$354.05	\$407.15	\$456.00	
50700	Black Fabric Table Cover w/ 6x30" Table		06	\$354.05	\$407.15	\$456.00	

Seating

CODE	ITEM	QTY	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50020	Side Chair Grey Fabric		n/a	\$126.15	\$145.05	\$162.45	
50021	Arm Chair Grey Fabric		n/a	\$172.10	\$197.90	\$221.65	
50024	Stool with Back Grey Fabric		n/a	\$209.65	\$241.10	\$270.05	
51086	Director's Chair Black Fabric		n/a	\$130.20	\$149.75	\$167.70	
51090	Director's Stool Black Fabric		n/a	\$233.05	\$268.00	\$300.15	
50705	Natural Feel Stool Maple Back, Black Fabric Seat		n/a	\$254.15	\$292.25	\$327.30	
50704	Natural Feel Chair, Maple Back, Black Fabric Seat		n/a	\$208.70	\$240.00	\$268.80	

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.com



SPECIALTY, DISPLAYS & DRAPERY

ONS Congress

M188100424

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 4, 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	\$69.90	\$80.40	\$90.05	
50245	Literature Rack Silver, Glass		n/a	\$257.80	\$296.45	\$332.00	
50175	Bag Rack, Chrome		n/a	\$341.40	\$392.60	\$439.70	
50092	Coat Rack, Chrome		n/a	\$121.25	\$139.45	\$156.20	
50093	Garment Rack, Chrome		n/a	\$341.40	\$392.60	\$439.70	
50427	Tensabarrier, Per Stem, Black		n/a	\$143.95	\$165.55	\$185.40	
50095	Sign Holder, 22" x 28" Chrome		n/a	\$159.00	\$182.85	\$204.80	
50185	Drawing Bowl, Clear		n/a	\$64.10	\$73.70	\$82.55	
50296	4' x 12" Display Riser White and Black		n/a	\$144.15	\$165.75	\$185.65	
50297	6' x 12" Display Riser White and Black		n/a	\$179.40	\$206.30	\$231.05	
50098	Mini Refrigerator, Approx. 3 cubic feet		n/a	\$544.45	\$626.10	\$701.25	
50067	4' Full View Showcase, White		n/a	\$1,286.40	\$1,479.35	\$1,656.85	
50068	6' Full View Showcase, White		n/a	\$1,418.75	\$1,631.55	\$1,827.35	
50069	4' Quarter View Showcase, White		n/a	\$1,286.40	\$1,479.35	\$1,656.85	
50070	6' Quarter View Showcase, White		n/a	\$1,418.75	\$1,631.55	\$1,827.35	
50060	4' x 8' Horizontal Posterboard Grey Fabric		n/a	\$416.60	\$479.10	\$536.60	
50061	4' x 8' Vertical Posterboard Grey Fabric		n/a	\$416.60	\$479.10	\$536.60	
50236	Grids 2' x 8' with Legs, Each		n/a	\$307.70	\$353.85	\$396.30	
50237	Grid 2' x 8' without Legs, Each		n/a	\$230.45	\$265.00	\$296.80	
50242	7-Ball Waterfall for Grids		n/a	\$21.20	\$24.40	\$27.35	
50104	6" Hooks (12) for Peg Boards		n/a	\$67.80	\$77.95	\$87.30	

50073	8' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$32.70	\$37.60	\$42.10	
50074	3' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$24.25	\$27.90	\$31.25	
50088	8' Upright with Base		n/a	\$45.10	\$51.85	\$58.05	
52065	3' Upright with Base		n/a	\$45.10	\$51.85	\$58.05	
50349	6'-10' Crossbar		n/a	\$29.95	\$34.45	\$38.60	
50348	7'-12' Crossbar		n/a	\$29.95	\$34.45	\$38.60	
50058	Sateen, per linear foot (minimum 5' linear feet rental)			\$27.95	\$32.15	\$36.00	

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

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com



ONS Congress

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

FLOORING

M188100424

ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 4, 2024 PREMIUM PLUSH & PREMIUM VINYL DEADLINE:** TUESDAY, MARCH 26, 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.			\$13.80	\$15.85	\$17.75	

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.			\$17.80	\$20.45	\$22.90	
46007	1/2" Padding for Vinyl (per sq. ft.)***		n/a	\$6.50	\$7.45	\$8.35	

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
46001	Premium Carpet - 28 oz. Rental/Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$9.90	\$11.40	\$12.75	
46003	Premium Carpet - 28 oz. Rental 1000+ Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$8.65	\$9.95	\$11.15	
46002	Premium Carpet - 28 oz. Purchase Sq. Ft.*** Rental includes installation and removal of carpet and visqueen.			\$24.45	\$28.10	\$31.45	

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'			\$348.35	\$400.60	\$448.65	
50256	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 20'			\$650.00	\$747.50	\$837.20	
50257	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 30'			\$969.50	\$1,114.90	\$1,248.70	
50258	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 40'			\$1,289.00	\$1,482.35	\$1,660.25	
50400	Expo Carpet - 13 oz. (Regular & Special Cut) 10' x 15'		Tuxedo ONLY	\$609.55	\$701.00	\$785.10	

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

CODE	ITEM	SQ. FT.	COLOR	ONLINE	DISCOUNT	REGULAR	TOTAL
50580	Special Cut 0-399 Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$6.70	\$7.70	\$8.60	
50581	Special Cut 400-900 Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$6.15	\$7.05	\$7.90	
50582	Special Cut 900+ Sq. Ft. Rental includes installation and removal of carpet and visqueen.			\$5.60	\$6.45	\$7.20	

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	\$1.80	\$2.05	\$2.30	
50008	1" Padding		n/a	\$3.45	\$3.95	\$4.40	
50010	Visqueen		n/a	\$0.45	\$0.50	\$0.55	

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

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

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

TOTAL ESTIMATE \$ _____

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

AMOUNT DUE \$ _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com




CORT

EVENTS

2023

TRADESHOW CATALOG

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



FURNITURE









&

FLEXIBILITY

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

CORT Events. Experiences and beyond.

Table of Contents

2	Introduction
3	Table of Contents
 4	Top Design Tips
 6	Soft Seating
7	Club Chairs
12	Powered Seating
13	Accent Chairs
 17	Group Seating
22	Ottomans
25	Bars
 26	Bar Seating
 30	Bar & Café Tables
34	Communal Tables
 35	Powered Product
 37	Accent Tables
41	Side Tables
42	Office & Storage Essentials
43	Executive Conference Tables
46	Executive Seating
48	Counters and Pedestals
 49	Essential Accessories, Lighting and Greenery

	4 Top Design Tips		6 Soft Seating
	17 Group Seating		26 Bar Seating
30 Bar & Café Tables			35 Powered Product
	37 Accent & Side Tables		49 Essentials: Office, Accessories & Greenery

TOP DESIGN TIPS

for
Tradeshow
Exhibits

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

1 Work Together

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



2 Sit Back & Relax

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

3 Take It for a Spin

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



4 One With Nature

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



5 Small, but Mighty

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



TOP DESIGN TIPS for Tradeshow Exhibits

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

6 Highs from Lows

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



7 Power up!

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



8 In the Loop

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



9 Make it Pop!

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

10 Create space

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



11 Share the look.

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



SOFT SEATING



Allegro Sofa



Baja Sofa & Loveseat



Cordoba Loveseat



Fairfax Sofa



Key Largo Sofa & Loveseat



Montreal Loveseat



Naples Sofa & Loveseat



Naples Sofa & Loveseat - Powered



Palm Beach Sofa



Sterling Sofa



Valencia Sofa

CLUB CHAIRS



Allegro Chair



Baja Chair



Cordoba Chair



Fairfax Chair



Key Largo Chair



Montreal Chair



Naples Chair









Naples Chair - Powered















Sterling Chair







Valencia Chair






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

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

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

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



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

ACCENT CHAIRS



Atherton Chair



Bowery Chair



Century Chair



La Brea Swivel Chair



Brooklyn Meeting Chair Collection



Lena Chair



Madrid Chair



Munich Armless Chair



Pasadena Chair









Pro Executive Guest Chair














Swanson Swivel Chair



Wentworth Swivel Chair

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

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

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

GROUP SEATING



Blade Chair Collection

Brewer Chair



Chelsea Chair Collection



Christopher Chair

Duet Stack Chair

Laguna Chair

Lucent Chair

Malba Chair Collection







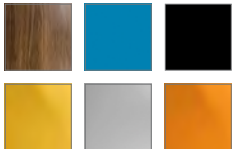
Marina Chair Collection


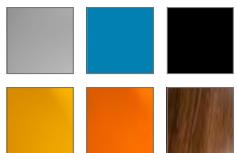




Razor Chair




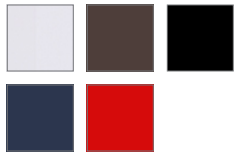


Rustique Chair



Syntax Chair







Zenith Chair






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





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



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

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

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

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

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

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

BAR SEATING



Banana Barstool Collection



Blade Barstool Collection



Chelsea Barstool Collection



Christopher Barstool



Laguna Barstool



Lift Barstool Collection



Lucent Barstool



Marina Barstool Collection



Rustique Barstool



Shark Barstool









Syntax Barstool




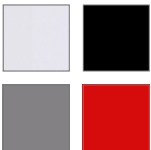

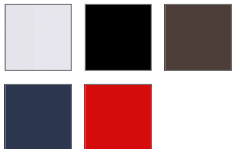








Zenith Barstool





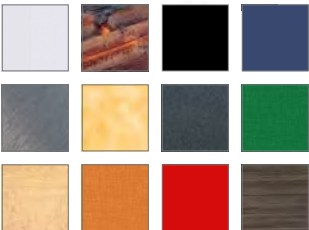










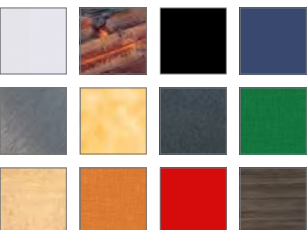
Zoey Barstool


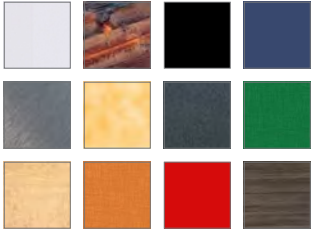






Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Banana Barstool	BSS	Black, Chrome	Length: 21" Depth: 22" Height: 41" Seat Length: 18" Seat Depth: 18" Seat Height: 30.25"
	Banana Barstool	BST	White, Chrome	Length: 21" Depth: 22" Height: 41" Seat Length: 18" Seat Depth: 18" Seat Height: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

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







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

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







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











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







33







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




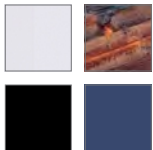

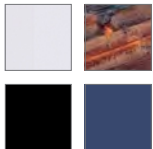








Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	10' Table	<p>Powered: C10PWR Non-Powered: CONF10</p> <p>Powered: BKC10P Non-Powered: BKC10N</p> <p>Powered: M10PWR Non-Powered: MADC10</p>	<p>White Top, Silver</p> <p>Black Top, Silver</p> <p>Gray Acajou, Silver</p>	<p>Length: 120"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









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







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







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






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







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





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













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







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







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

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

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

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

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

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

**ONS Congress**

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

SOFT SEATING COLLECTIONS**M188100424****ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 4, 2024**

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

Loveseats

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLVWHT	Baja Loveseat - White Vinyl, Metal Base		\$1,476.85	\$1,698.40	\$1,902.20	
KEYLOV	Key Largo Loveseat - Black Fabric, Metal Base		\$680.30	\$782.35	\$876.25	
NPLLOV	Naples Loveseat - Black Vinyl, Metal Base		\$1,304.05	\$1,499.65	\$1,679.60	
NPLLOP	Naples Loveseat - Black Vinyl, Metal Base POWERED		\$1,625.00	\$1,868.75	\$2,093.00	
COLVTP	Cordoba Loveseat - Taupe, Black Metal Base		\$1,043.90	\$1,200.50	\$1,344.55	
MONLOV	Montreal Loveseat - Blue, Black Metal Base		\$1,253.20	\$1,441.20	\$1,614.15	

Sofas

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
SFA002	Allegro Sofa - Blue Fabric, Brushed Metal		\$1,297.15	\$1,491.70	\$1,670.70	
BSFWHT	Baja Sofa - White Vinyl		\$1,570.10	\$1,805.60	\$2,022.25	
FAIRSW	Fairfax Sofa - White Vinyl, Brushed Metal		\$884.70	\$1,017.40	\$1,139.50	
KEYSOF	Key Largo Sofa - Black Fabric, Wood		\$877.65	\$1,009.30	\$1,130.40	
NPLSOF	Naples Sofa - Black Vinyl		\$1,550.90	\$1,783.55	\$1,997.60	
NPLLOP	Naples Sofa - Black Vinyl POWERED		\$1,889.30	\$2,172.70	\$2,433.40	
PALSOF	Palm Beach Sofa - White Vinyl		\$1,231.95	\$1,416.75	\$1,586.75	
STESOF	Sterling Sofa - Grey Fabric		\$1,462.55	\$1,681.95	\$1,883.80	
VALSOF	Valencia Sofa - Coffee Brown Velvet		\$825.35	\$949.15	\$1,063.05	

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

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

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.com

**ONS Congress**

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

ACCENT CHAIRS**M188100424****ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 4, 2024**

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

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
CHR002	Allegro Chair - Blue Fabric, Brushed Metal		\$910.00	\$1,046.50	\$1,172.10	
ATHCHA	Atherton Chair - Brown Leather, Black Metal		\$754.20	\$867.35	\$971.45	
BCHWHT	Baja Chair - White Vinyl		\$1,008.15	\$1,159.35	\$1,298.45	
BOWCHA	Bowery Chair - Ochre Fabric		\$708.35	\$814.60	\$912.35	
CNTCHR	Century Chair - Gray Velvet		\$721.90	\$830.20	\$929.80	
FAIRCW	Fairfax Chair - White Vinyl, Brushed Metal		\$638.00	\$733.70	\$821.75	
KEYCHR	Key Largo Chair - Black Fabric, Wood		\$581.60	\$668.85	\$749.10	
LABREA	La Brea Swivel Chair - Charcoal Gray Fabric, Chrome		\$761.30	\$875.50	\$980.55	
LENCHA	Lena Chair - Moss Green Leather, Bronze		\$635.70	\$731.05	\$818.80	
BCW	Madrid Chair - White Vinyl, Chrome		\$1,385.30	\$1,593.10	\$1,784.25	
MONCHA	Montreal Chair - Blue, Black Metal		\$778.45	\$895.20	\$1,002.60	
MNCHCH	Munich Armless Chair - Gray Fabric, Black		\$1,046.85	\$1,203.90	\$1,348.35	
NPLCHP	Naples Chair - Black Vinyl POWERED		\$1,173.75	\$1,349.80	\$1,511.80	
NPLCHR	Naples Chair - Black Vinyl		\$1,082.10	\$1,244.40	\$1,393.75	
STECHE	Sterling Chair - Gray Fabric		\$1,004.65	\$1,155.35	\$1,294.00	
SWAN	Swanson Swivel Chair - White Vinyl, Chrome		\$662.60	\$762.00	\$853.45	
TCHP	Tech Chair, No Tablet - Gray Vinyl, Chrome Base		\$554.85	\$638.10	\$714.65	
TCHGRY	Tech Tablet Chair - Gray Vinyl, White Metal Tablet, Chrome Base POWERED		\$541.40	\$622.60	\$697.30	
VALCHA	Valencia Chair - Spice Orange Velvet		\$555.30	\$638.60	\$715.25	
WENCH	Wentworth Swivel Chair - Brown Vinyl		\$608.85	\$700.20	\$784.20	
BNMCOW	Brooklyn Meeting Chair - White		\$487.35	\$560.45	\$627.70	
BNMCSW	Brooklyn Meeting Chair, Swivel - White		\$487.35	\$560.45	\$627.70	
BNMCSB	Brooklyn Meeting Chair - Black		\$457.60	\$526.25	\$589.40	
BNMCOB	Brooklyn Meeting Chair, Swivel - Black		\$457.60	\$526.25	\$589.40	
COCHTP	Cordoba Chair		\$731.00	\$840.65	\$941.55	

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

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

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

**ONS Congress**

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

INDIVIDUAL SEATING**M188100424****ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 4, 2024**

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

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BLDCRD	Blade Chair - Red		\$124.95	\$143.70	\$160.95	
BLDCSB	Blade Chair - Sky Blue		\$124.95	\$143.70	\$160.95	
BLDCBK	Blade Chair - Black		\$106.60	\$122.60	\$137.30	
CCSCAZ	Chelsea Chair - Azure Blue, Black Swivel Base		\$241.80	\$278.05	\$311.40	
CCBTAZ	Chelsea Chair - Azure Blue, Black Tower Base		\$241.80	\$278.05	\$311.40	
CCSCBK	Chelsea Chair - Black, Black Swivel Base		\$241.80	\$278.05	\$311.40	
CCBTBK	Chelsea Chair - Black, Black Tower Base		\$241.80	\$278.05	\$311.40	
CCSCYL	Chelsea Chair - Goldenrod Yellow, Black Swivel Base		\$241.80	\$278.05	\$311.40	
CCBTYL	Chelsea Chair - Goldenrod Yellow, Black Tower Base		\$241.80	\$278.05	\$311.40	
CCSCGY	Chelsea Chair - Gray, Black Swivel Base		\$241.80	\$278.05	\$311.40	
CCBTGY	Chelsea Chair - Gray, Black Tower Base		\$241.80	\$278.05	\$311.40	
CCSCOR	Chelsea Chair - Orange, Black Swivel Base		\$241.80	\$278.05	\$311.40	
CCBTOR	Chelsea Chair - Orange, Black Tower Base		\$241.80	\$278.05	\$311.40	
CCSCWL	Chelsea Chair - Walnut, Black Swivel Base		\$241.80	\$278.05	\$311.40	
CCBTWL	Chelsea Chair - Walnut, Black Tower Base		\$241.80	\$278.05	\$311.40	
SC3	Brewer Chair - Onyx, Chrome		\$324.15	\$372.75	\$417.50	
XCHR	Christopher Chair - White Vinyl, Chrome		\$193.90	\$223.00	\$249.75	
DUET	Duet Stack Chair - Black, Chrome		\$119.85	\$137.85	\$154.40	
LMCHR	Laguna Chair - Maple, Chrome		\$274.95	\$316.20	\$354.15	
LUCHCL	Lucent Chair - Frosted Acrylic, Chrome		\$336.45	\$386.90	\$433.35	
MALGRN	Malba Chair - Green, Chrome		\$211.50	\$243.25	\$272.45	
MALGRY	Malba Chair - Gray, Chrome		\$211.50	\$243.25	\$272.45	
MARCBE	Marina Chair - Ocean Blue Fabric, Brushed Metal		\$272.35	\$313.20	\$350.80	
MARCBK	Marina Chair - Black Vinyl, Brushed Metal		\$272.35	\$313.20	\$350.80	
MARCBR	Marina Chair - Brown Fabric, Brushed Metal		\$272.35	\$313.20	\$350.80	
MARCRD	Marina Chair - Red Fabric, Brushed Metal		\$272.35	\$313.20	\$350.80	
MARCWH	Marina Chair - White Vinyl, Brushed Metal		\$272.35	\$313.20	\$350.80	
PASCHR	Pasadena Chair - White Molded Plastic w/Chrome Tower Base		\$439.00	\$504.85	\$565.45	
SC10	Razor Armless Chair - White		\$144.55	\$166.25	\$186.20	
RSTDIN	Rustique Chair w/ Arms - Gunmetal		\$243.15	\$279.60	\$313.15	
CS4	Syntax Chair - Black, Chrome		\$384.20	\$441.85	\$494.85	
ZENCHR	Zenith Chair - White, Chrome		\$310.10	\$356.60	\$399.40	

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

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.com

**ONS Congress**

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

BENCHES & OTTOMANS**M188100424****ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 4, 2024**

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

Beverly Benches

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BVSMBK	Beverly Small Bench Ottoman - Black Vinyl		\$390.60	\$449.20	\$503.10	
BVSMBL	Beverly Small Bench Ottoman - Ocean Blue Fabric		\$390.60	\$449.20	\$503.10	
BVSMBN	Beverly Small Bench Ottoman - Brown Fabric		\$390.60	\$449.20	\$503.10	
BVSMCN	Beverly Small Bench Ottoman - Olive Green Fabric		\$390.60	\$449.20	\$503.10	
BVSMGY	Beverly Small Bench Ottoman - Grey Fabric		\$390.60	\$449.20	\$503.10	
BVSM LN	Beverly Small Bench Ottoman - Linen Fabric		\$390.60	\$449.20	\$503.10	
BVSM LV	Beverly Small Bench Ottoman - Lavender Fabric		\$390.60	\$449.20	\$503.10	
BVSMOR	Beverly Small Bench Ottoman - Orange Fabric		\$390.60	\$449.20	\$503.10	
BVSMRD	Beverly Small Bench Ottoman - Red Fabric		\$390.60	\$449.20	\$503.10	
BVSMWH	Beverly Small Bench Ottoman - White Vinyl		\$390.60	\$449.20	\$503.10	
BVSMYL	Beverly Small Bench Ottoman - Yellow Fabric		\$390.60	\$449.20	\$503.10	
BVLYBK	Beverly Bench - Black Vinyl		\$747.25	\$859.35	\$962.45	
BVLYBN	Beverly Bench - Brown Fabric		\$747.25	\$859.35	\$962.45	
BVLYGR	Beverly Bench - Grey Fabric		\$747.25	\$859.35	\$962.45	
BVLYLN	Beverly Bench - Linen Fabric		\$747.25	\$859.35	\$962.45	
BVLYOB	Beverly Bench - Ocean Fabric		\$747.25	\$859.35	\$962.45	
BVLYRD	Beverly Bench - Red Fabric		\$747.25	\$859.35	\$962.45	
BVLYWH	Beverly Bench - White Vinyl		\$747.25	\$859.35	\$962.45	

Metal Bench

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
REGBEN	Regis Bench/Table - Brushed Metal		\$532.20	\$612.05	\$685.50	

Ottomans

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
END01B	Endless Curved Ottoman - Black Vinyl, Chrome		\$775.45	\$891.75	\$998.75	
END01W	Endless Curved Ottoman - White Vinyl, Chrome		\$775.45	\$891.75	\$998.75	
END02B	Endless Square Ottoman - Black Vinyl, Chrome		\$486.45	\$559.40	\$626.55	
END02W	Endless Square Ottoman - White Vinyl, Chrome		\$486.45	\$559.40	\$626.55	

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

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.com

**ONS Congress**

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

CUBE & SWIVEL OTTOMANS**M188100424****ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 4, 2024**

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

Vibe Cubes

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VIB01	Vibe Cube - Green		\$260.90	\$300.05	\$336.05	
VIB02	Vibe Cube - Blue		\$260.90	\$300.05	\$336.05	
VIB04	Vibe Cube - Red		\$260.90	\$300.05	\$336.05	
VIB05	Vibe Cube - Yellow		\$260.90	\$300.05	\$336.05	
VIB08	Vibe Cube - Orange		\$260.90	\$300.05	\$336.05	
VIB09	Vibe Cube - White Waterproof		\$260.90	\$300.05	\$336.05	
VIB10	Vibe Cube - Black Waterproof		\$260.90	\$300.05	\$336.05	
VIB11	Vibe Cube - Steel Blue Vinyl		\$260.90	\$300.05	\$336.05	
VIB12	Vibe Cube - Silver Vinyl		\$260.90	\$300.05	\$336.05	
VIB13	Vibe Cube - Purple Vinyl		\$260.90	\$300.05	\$336.05	
VIB14	Vibe Cube - Cirtus Green		\$260.90	\$300.05	\$336.05	
VIB15	Vibe Cube - Taupe Vinyl		\$260.90	\$300.05	\$336.05	
VIB16	Vibe Cube - Spice Orange		\$260.90	\$300.05	\$336.05	
VIB17	Vibe Cube - Desert Rose		\$260.90	\$300.05	\$336.05	

Marche Swivel

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MAR001	Marche Swivel - White		\$345.35	\$397.15	\$444.80	
MAR002	Marche Swivel - Grey		\$345.35	\$397.15	\$444.80	
MAR003	Marche Swivel - Linen		\$345.35	\$397.15	\$444.80	
MAR004	Marche Swivel - Raspberry		\$345.35	\$397.15	\$444.80	
MAR005	Marche Swivel - Red		\$345.35	\$397.15	\$444.80	
MAR006	Marche Swivel - Rose Qtz		\$345.35	\$397.15	\$444.80	
MAR007	Marche Swivel - Plum		\$345.35	\$397.15	\$444.80	
MAR008	Marche Swivel - Meadow Green		\$345.35	\$397.15	\$444.80	
MAR009	Marche Swivel - Pear		\$345.35	\$397.15	\$444.80	
MAR010	Marche Swivel - Blue		\$345.35	\$397.15	\$444.80	
MAR011	Marche Swivel - Orange		\$345.35	\$397.15	\$444.80	
MAR012	Marche Swivel - Forest Green		\$345.35	\$397.15	\$444.80	
MAR013	Marche Swivel - Teal Velvet		\$345.35	\$397.15	\$444.80	
MAR014	Marche Swivel - Distressed Brown		\$345.35	\$397.15	\$444.80	
MAR015	Marche Swivel - Black Vinyl		\$345.35	\$397.15	\$444.80	
MAR016	Marche Swivel - Ivory Faux Sheep Fur		\$345.35	\$397.15	\$444.80	

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

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

TOTAL ESTIMATE \$ _____

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

AMOUNT DUE \$ _____

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.com



ONS Congress
Walter E. Washington Convention Center | Washington, DC
April 25 - 27, 2024

**ACCENT TABLES:
COCKTAIL & END**

ORDER ONLINE!

M188100424

ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 4, 2024

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

Cocktail Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
ADCTBK	Adelaide Cocktail Table - Black Top, Silver		\$405.60	\$466.45	\$522.40	
ADCTGL	Adelaide Cocktail Table - Glass Top, Silver		\$405.60	\$466.45	\$522.40	
ADCTWH	Adelaide Cocktail Table - White Top, Silver		\$405.60	\$466.45	\$522.40	
ADCTBP	Adelaide Cocktail Table - Black Top, Silver POWERED		\$561.60	\$645.85	\$723.35	
ADCTWP	Adelaide Cocktail Table - White Top, Silver POWERED		\$561.60	\$645.85	\$723.35	
ALC100	Alondra Cocktail Table - Glass Top, Chrome		\$620.30	\$713.35	\$798.95	
ALC200	Alondra Cocktail Table - Brandy Maple Top, Chrome		\$620.30	\$713.35	\$798.95	
CIC	Geo Cocktail Table - Glass Top, Chrome		\$465.25	\$535.05	\$599.25	
CIFWB	Geo Cocktail Table - Brandy Maple Top, Black		\$542.80	\$624.20	\$699.10	
MESCTB	Mesa Cocktail Table - Black Top, Bronze		\$359.30	\$413.20	\$462.80	
MESCTG	Mesa Cocktail Table - Glass Top, Bronze		\$359.30	\$413.20	\$462.80	
MESCTW	Mesa Cocktail Table - Barnwood Top, Bronze		\$359.30	\$413.20	\$462.80	
CIE	Silverado Cocktail Table - Glass Top, Chrome		\$514.60	\$591.80	\$662.80	
CIW	Sydney Cocktail Table - White Top, Brushed Steel		\$521.65	\$599.90	\$671.90	
CIY	Sydney Cocktail Table - Black Top, Brushed Steel		\$521.65	\$599.90	\$671.90	
CIWP	Sydney Cocktail Table - White Top, Brushed Steel POWERED		\$662.60	\$762.00	\$853.45	
CYP	Sydney Cocktail Table - Black Top, Brushed Steel POWERED		\$662.60	\$762.00	\$853.45	
SYDBEC	Sydney Cocktail Table - Blue Top, Brushed Steel		\$528.70	\$608.00	\$680.95	
SYDWDC	Sydney Cocktail Table - Barnwood Top, Brushed Steel		\$480.60	\$552.70	\$619.00	

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

**ONS Congress**

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

ACCENT TABLES: SIDE**M188100424****ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 4, 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		\$392.60	\$451.50	\$505.70	
ADETGL	Adelaide End Table - Glass Top, Silver		\$392.60	\$451.50	\$505.70	
ADETWH	Adelaide End Table - White Top, Silver		\$392.60	\$451.50	\$505.70	
ALE100	Alondra End Table - Glass Top, Chrome		\$447.65	\$514.80	\$576.60	
ALE200	Alondra End Table - Brandy Maple Top, Chrome		\$447.65	\$514.80	\$576.60	
CUBPOW	Wireless Charging Table - White, AC Plug In POWERED		\$797.90	\$917.60	\$1,027.70	
EIC	Geo End Table - Glass Top, Chrome		\$458.25	\$527.00	\$590.25	
EIFWB	Geo End Table - Brandy Maple Top, Black		\$472.30	\$543.15	\$608.35	
MESETB	Mesa End Table - Black Top, Bronze		\$237.40	\$273.00	\$305.75	
MESETG	Mesa End Table - Glass Top, Bronze		\$237.40	\$273.00	\$305.75	
MESETW	Mesa End Table - Barnwood Top, Bronze		\$237.40	\$273.00	\$305.75	
REGOTT	Regis End Table - Brushed Metal		\$391.30	\$450.00	\$504.00	
EIE	Silverado End Table - Glass, Chrome		\$489.90	\$563.40	\$631.00	
EIW	Sydney End Table - White Top, Brushed Steel		\$472.30	\$543.15	\$608.35	
EIY	Sydney End Table - Black Top, Brushed Steel		\$472.30	\$543.15	\$608.35	
SYDBEE	Sydney End Table - Blue Top, Brushed Steel		\$464.60	\$534.30	\$598.40	
SYDWDE	Sydney End Table - Barnwood Top, Brushed Steel		\$464.60	\$534.30	\$598.40	

 = **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		\$267.80	\$307.95	\$344.90	
SEDBBK	Sedona Side Table - Black Top, Bronze		\$239.55	\$275.50	\$308.55	
SEDBWD	Sedona Side Table - Wood Top, Bronze		\$239.55	\$275.50	\$308.55	
SEDBWH	Sedona Side Table - White Top, Bronze		\$239.55	\$275.50	\$308.55	
TAOBBK	Taos Side Table - Black Top, Bronze		\$239.55	\$275.50	\$308.55	
TAOBWD	Taos Side Table - Wood Top, Bronze		\$239.55	\$275.50	\$308.55	
TAOBWH	Taos Side Table - White Top, Bronze		\$239.55	\$275.50	\$308.55	
TMBTBL	Timber Table - Wood		\$317.25	\$364.85	\$408.65	

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

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.com



BAR TABLES, BARS & COUNTERS

ONS Congress

M188100424


Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 4, 2024

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

30" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBB	30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top		\$464.60	\$534.30	\$598.40	
30BEBB	30" Round Bar Table w/ Standard Black Base - Blue Top		\$464.60	\$534.30	\$598.40	
30BKSB	30" Round Bar Table w/ Standard Black Base - Black Top		\$464.60	\$534.30	\$598.40	
30GSBB	30" Round Bar Table w/ Standard Black Base - Green Top		\$464.60	\$534.30	\$598.40	
30OSBB	30" Round Bar Table w/ Standard Black Base - Orange Top		\$464.60	\$534.30	\$598.40	
30WDBB	30" Round Bar Table w/ Standard Black Base - Barnwood Top		\$464.60	\$534.30	\$598.40	
30WH42	30" Round Bar Table w/ Standard Black Base - White Top		\$482.80	\$555.20	\$621.80	
30YBBB	30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top		\$464.60	\$534.30	\$598.40	
VTB	30" Round Bar Table w/ Standard Black Base - Red Top		\$458.25	\$527.00	\$590.25	
VTJ	30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$458.25	\$527.00	\$590.25	
VTK	30" Round Bar Table w/ Standard Black Base - Maple Top		\$458.25	\$527.00	\$590.25	
VTA	30" Round Madison Bar Table w/ Standard Black Base - Gray Acajou Top		\$458.25	\$527.00	\$590.25	
P30BWH	30" Round Cafe Table w/ Standard Black Base - White Top  POWERED		\$938.65	\$1,079.45	\$1,209.00	

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		\$458.25	\$527.00	\$590.25	
VTN	36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$489.90	\$563.40	\$631.00	
VTW	36" Round Bar Table w/ Standard Black Base - White Top		\$489.90	\$563.40	\$631.00	
VTP	36" Round Bar Table w/ Standard Black Base - Maple Top		\$489.90	\$563.40	\$631.00	

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		\$560.80	\$644.90	\$722.30	
30BEHB	30" Round Bar Table w/ Hydraulic Base - Blue Top		\$560.80	\$644.90	\$722.30	
30BKHB	30" Round Bar Table w/ Hydraulic Base - Black Top		\$560.80	\$644.90	\$722.30	
30BRHB	30" Round Bar Table w/ Hydraulic Base - Red Top		\$556.90	\$640.45	\$717.30	
30GRHB	30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$556.90	\$640.45	\$717.30	
30GSHB	30" Round Bar Table w/ Hydraulic Base - Green Top		\$560.80	\$644.90	\$722.30	
30MTHB	30" Round Bar Table w/ Hydraulic Base - Maple Top		\$606.25	\$697.20	\$780.85	
30OSHB	30" Round Bar Table w/ Hydraulic Base - Orange Top		\$560.80	\$644.90	\$722.30	
30WDHB	30" Round Bar Table w/ Hydraulic Base - Barnwood Top		\$560.80	\$644.90	\$722.30	
30WHHB	30" Round Bar Table w/ Hydraulic Base - White Top		\$602.80	\$693.20	\$776.40	
30YSHB	30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top		\$560.80	\$644.90	\$722.30	
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top		\$556.90	\$640.45	\$717.30	

36" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHB	36" Round Bar Table w/ Hydraulic Base - Black Top		\$560.80	\$644.90	\$722.30	
36GRHB	36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$606.25	\$697.20	\$780.85	
36MTHB	36" Round Bar Table w/ Hydraulic Base - Maple Top		\$606.25	\$697.20	\$780.85	
36WTHB	36" Round Bar Table w/ Hydraulic Base - White Top		\$606.25	\$697.20	\$780.85	



BAR TABLES, BARS & COUNTERS CONTINUED

ONS Congress

Walter E. Washington Convention Center | Washington, DC


April 25 - 27, 2024

M188100424

ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 4, 2024

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

30" Round Bar Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBB	30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top		\$464.60	\$534.30	\$598.40	
30BEBB	30" Round Bar Table w/ Standard Black Base - Blue Top		\$464.60	\$534.30	\$598.40	
30BKSB	30" Round Bar Table w/ Standard Black Base - Black Top		\$464.60	\$534.30	\$598.40	
30GSBB	30" Round Bar Table w/ Standard Black Base - Green Top		\$464.60	\$534.30	\$598.40	
30OSBB	30" Round Bar Table w/ Standard Black Base - Orange Top		\$464.60	\$534.30	\$598.40	
30WDBB	30" Round Bar Table w/ Standard Black Base - Barnwood Top		\$464.60	\$534.30	\$598.40	
30WH42	30" Round Bar Table w/ Standard Black Base - White Top		\$482.80	\$555.20	\$621.80	
30YBBB	30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top		\$464.60	\$534.30	\$598.40	
VTB	30" Round Bar Table w/ Standard Black Base - Red Top		\$458.25	\$527.00	\$590.25	
VTJ	30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$458.25	\$527.00	\$590.25	
VTK	30" Round Bar Table w/ Standard Black Base - Maple Top		\$458.25	\$527.00	\$590.25	
VTA	30" Round Madison Bar Table w/ Standard Black Base - Gray Acajou Top		\$458.25	\$527.00	\$590.25	
P30BWH	30" Round Cafe Table w/ Standard Black Base - White Top 		\$938.65	\$1,079.45	\$1,209.00	

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		\$458.25	\$527.00	\$590.25	
VTN	36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$489.90	\$563.40	\$631.00	
VTW	36" Round Bar Table w/ Standard Black Base - White Top		\$489.90	\$563.40	\$631.00	
VTP	36" Round Bar Table w/ Standard Black Base - Maple Top		\$489.90	\$563.40	\$631.00	

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		\$560.80	\$644.90	\$722.30	
30BEHB	30" Round Bar Table w/ Hydraulic Base - Blue Top		\$560.80	\$644.90	\$722.30	
30BKHB	30" Round Bar Table w/ Hydraulic Base - Black Top		\$560.80	\$644.90	\$722.30	
30BRHB	30" Round Bar Table w/ Hydraulic Base - Red Top		\$556.90	\$640.45	\$717.30	
30GRHB	30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$556.90	\$640.45	\$717.30	
30GSHB	30" Round Bar Table w/ Hydraulic Base - Green Top		\$560.80	\$644.90	\$722.30	
30MTHB	30" Round Bar Table w/ Hydraulic Base - Maple Top		\$606.25	\$697.20	\$780.85	
30OSHB	30" Round Bar Table w/ Hydraulic Base - Orange Top		\$560.80	\$644.90	\$722.30	
30WDHB	30" Round Bar Table w/ Hydraulic Base - Barnwood Top		\$560.80	\$644.90	\$722.30	
30WHHB	30" Round Bar Table w/ Hydraulic Base - White Top		\$602.80	\$693.20	\$776.40	
30YSHB	30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top		\$560.80	\$644.90	\$722.30	
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top		\$556.90	\$640.45	\$717.30	

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

BAR TABLES, BARS & COUNTERS CONTINUED

ONS Congress

M188100424

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 4, 2024

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



36" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHB	36" Round Bar Table w/ Hydraulic Base - Black Top		\$560.80	\$644.90	\$722.30	
36GRHB	36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$606.25	\$697.20	\$780.85	
36MTHB	36" Round Bar Table w/ Hydraulic Base - Maple Top		\$606.25	\$697.20	\$780.85	
36WTHB	36" Round Bar Table w/ Hydraulic Base - White Top		\$606.25	\$697.20	\$780.85	

Metal Bar Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
RSTSQT	Rustique Square Metal Bar Table - Gunmetal		\$507.60	\$583.75	\$653.80	

Ventura Communal Bar Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTBNP	Ventura Communal Bar Table - Black Top, Silver		\$1,230.20	\$1,414.75	\$1,584.50	
VNTMNP	Ventura Communal Bar Table - Maple Top, Silver		\$1,230.20	\$1,414.75	\$1,584.50	
VNTWNP	Ventura Communal Bar Table - White Top, Silver		\$1,230.20	\$1,414.75	\$1,584.50	
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes - Maple Top, Silver		\$1,230.20	\$1,414.75	\$1,584.50	
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes - White Top, Silver		\$1,230.20	\$1,414.75	\$1,584.50	
VNTBLK	 POWERED Ventura Communal Bar Table, Powered - Black Top, Silver		\$1,452.25	\$1,670.10	\$1,870.50	
VNTWHT	 POWERED Ventura Communal Bar Table, Powered - White Top, Silver		\$1,452.25	\$1,670.10	\$1,870.50	

 = **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		\$2,739.60	\$3,150.55	\$3,528.60	
MTBUUL	Midtown Bar, Unlighted - Taupe Glass Top, Pewter		\$2,563.45	\$2,947.95	\$3,301.70	

Counters

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In - Taupe Glass Top, Pewter		\$2,739.60	\$3,150.55	\$3,528.60	
MTCFUL	Midtown Powered Counter, Unlighted - Taupe Glass Top, Pewter		\$2,579.45	\$2,966.35	\$3,322.30	

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

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

**ONS Congress**


Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

CAFÉ TABLES**M188100424****ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 4, 2024**

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

30" Round Café Table with Black Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
30AGBC	30" Round Cafe Table w/ Standard Black Base - Brushed Gunmetal Top		\$416.60	\$479.10	\$536.60	
30BEBC	30" Round Cafe Table w/ Standard Black Base - Blue Top		\$416.60	\$479.10	\$536.60	
30BKSC	30" Round Cafe Table w/ Standard Black Base - Black Top		\$416.60	\$479.10	\$536.60	
30GSBC	30" Round Cafe Table w/ Standard Black Base - Green Top		\$416.60	\$479.10	\$536.60	
30OSBC	30" Round Cafe Table w/ Standard Black Base - Orange Top		\$416.60	\$479.10	\$536.60	
30WDBC	30" Round Cafe Table w/ Standard Black Base - Barnwood Top		\$416.60	\$479.10	\$536.60	
30WH29	30" Round Cafe Table w/ Standard Black Base - White Top		\$440.55	\$506.65	\$567.45	
30YSBC	30" Round Cafe Table w/ Standard Black Base - Brushed Yellow Top		\$416.60	\$479.10	\$536.60	
ZTA	30" Round Madison Cafe Table w/ Standard Black Base - Gray Acajou Top		\$430.00	\$494.50	\$553.85	
ZTB	30" Round Cafe Table w/ Standard Black Base - Red Top		\$415.95	\$478.35	\$535.75	
ZTJ	30" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$415.95	\$478.35	\$535.75	
ZTK	30" Round Cafe Table w/ Standard Black Base - Maple Top		\$415.95	\$478.35	\$535.75	
P30CWH	30" Round Cafe Table w/ Standard Black Base - White Top  POWERED		\$938.65	\$1,079.45	\$1,209.00	

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		\$454.70	\$522.90	\$585.65	
ZTN	36" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$454.70	\$522.90	\$585.65	
ZTP	36" Round Cafe Table w/ Standard Black Base - Maple Top		\$454.70	\$522.90	\$585.65	
ZTQ	36" Round Cafe Table w/ Standard Black Base - White Top		\$454.70	\$522.90	\$585.65	

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		\$560.00	\$644.00	\$721.30	
30BEHC	30" Round Cafe Table w/ Hydraulic Base - Blue Top		\$560.80	\$644.90	\$722.30	
30BKHC	30" Round Cafe Table w/ Hydraulic Base - Black Top		\$560.00	\$644.00	\$721.30	
30BRHC	30" Round Cafe Table w/ Hydraulic Base - Red Top		\$556.90	\$640.45	\$717.30	
30GRHC	30" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$606.25	\$697.20	\$780.85	
30GSHC	30" Round Cafe Table w/ Hydraulic Base - Green Top		\$560.00	\$644.00	\$721.30	
30MTHC	30" Round Cafe Table w/ Hydraulic Base - Maple Top		\$556.90	\$640.45	\$717.30	
30OSHC	30" Round Cafe Table w/ Hydraulic Base - Orange Top		\$560.00	\$644.00	\$721.30	
30WDHC	30" Round Cafe Table w/ Hydraulic Base - Barnwood Top		\$560.80	\$644.90	\$722.30	
30WHHC	30" Round Cafe Table w/ Hydraulic Base - White Top		\$602.80	\$693.20	\$776.40	
30YSHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Yellow Top		\$560.00	\$644.00	\$721.30	
30MAHC	30" Round Madison Cafe Table w/ Hydraulic Base - Gray Acajou Top		\$556.90	\$640.45	\$717.30	



ONS Congress

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

ORDER ONLINE!

CAFÉ TABLES CONTINUED

M188100424



ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 4, 2024

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

36" Round Café Table with Chrome Hydraulic Base

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
36BKHC	36" Round Cafe Table w/ Hydraulic Base - Black Top		\$606.25	\$697.20	\$780.85	
36GRHC	36" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$606.25	\$697.20	\$780.85	
36MTHC	36" Round Cafe Table w/ Hydraulic Base - Maple Top		\$606.25	\$697.20	\$780.85	
36WTHC	36" Round Cafe Table w/ Hydraulic Base - White Top		\$606.25	\$697.20	\$780.85	

Ventura Communal Café Tables

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VNTCBN	Ventura Communal Cafe Table - Black Top, Silver		\$945.30	\$1,087.10	\$1,217.55	
VNTCMN	Ventura Communal Cafe Table - Maple Top, Silver		\$945.30	\$1,087.10	\$1,217.55	
VNTCWN	Ventura Communal Cafe Table - White Top, Silver		\$945.30	\$1,087.10	\$1,217.55	
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes - Maple Top, Silver		\$945.30	\$1,087.10	\$1,217.55	
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes - White Top, Silver		\$945.30	\$1,087.10	\$1,217.55	
VNTCBK	Communal Ventura Cafe Table - Black Top, Silver  POWERED		\$1,073.40	\$1,234.40	\$1,382.55	
VNTCWH	Communal Ventura Cafe Table - White Top, Silver  POWERED		\$1,073.40	\$1,234.40	\$1,382.55	

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

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

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

**ONS Congress**

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

BAR STOOLS**M188100424****ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 4, 2024**

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

Bar Stools

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BSS	Banana Barstool - Black, Chrome		\$461.75	\$531.00	\$594.70	
BST	Banana Barstool - White, Chrome		\$461.75	\$531.00	\$594.70	
BLDBRD	Blade Barstool - Red		\$240.30	\$276.35	\$309.50	
BLDBSB	Blade Barstool - Sky Blue		\$240.30	\$276.35	\$309.50	
BLDBBK	Blade Barstool - Black		\$205.40	\$236.20	\$264.55	
CBSBAZ	Chelsea Barstool- Azure Blue, Black Tower Base		\$241.80	\$278.05	\$311.40	
CBSBBK	Chelsea Barstool- Black, Black Tower Base		\$241.80	\$278.05	\$311.40	
CBSBYL	Chelsea Barstool- Goldenrod Yellow, Black Tower Base		\$241.80	\$278.05	\$311.40	
CBSBCY	Chelsea Barstool- Gray, Black Tower Base		\$241.80	\$278.05	\$311.40	
CBSBOR	Chelsea Barstool- Orange, Black Tower Base		\$241.80	\$278.05	\$311.40	
CBSBWL	Chelsea Barstool- Walnut-look, Black Tower Base		\$241.80	\$278.05	\$311.40	
XBAR	Christopher Barstool - White Vinyl, Chrome		\$334.75	\$384.95	\$431.15	
LMBAR	Laguna Barstool - Maple, Chrome		\$345.35	\$397.15	\$444.80	
ROLLBL	Lift Barstool - Black Vinyl, Chrome		\$391.30	\$450.00	\$504.00	
ROLLGY	Lift Barstool - Gray Vinyl, Chrome		\$391.30	\$450.00	\$504.00	
ROLLRD	Lift Barstool - Red Vinyl, Chrome		\$391.30	\$450.00	\$504.00	
ROLLWH	Lift Barstool - White Vinyl, Chrome		\$391.30	\$450.00	\$504.00	
LUBSCL	Lucent Barstool - Frosted Acrylic, Chrome		\$480.60	\$552.70	\$619.00	
MARBBE	Marina Barstool - Ocean Blue Fabric, Brushed Metal		\$390.60	\$449.20	\$503.10	
MARBBK	Marina Barstool - Black Vinyl, Brushed Metal		\$390.60	\$449.20	\$503.10	
MARBBR	Marina Barstool - Brown Fabric, Brushed Metal		\$390.60	\$449.20	\$503.10	
MARBRD	Marina Barstool - Red Fabric, Brushed Metal		\$390.60	\$449.20	\$503.10	
MARBWH	Marina Barstool - White Vinyl, Brushed Metal		\$390.60	\$449.20	\$503.10	
RSTLTL	Rustique Barstool - Gunmetal		\$267.80	\$307.95	\$344.90	
BS001	Shark Barstool - White, Chrome		\$588.60	\$676.90	\$758.15	
BSR	Syntax Barstool - Black, Chrome		\$419.45	\$482.35	\$540.25	
ZENBAR	Zenith Barstool - White, Chrome		\$310.10	\$356.60	\$399.40	
BS002	Zoey Barstool - White, Chrome		\$539.30	\$620.20	\$694.60	

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

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.com



CONFERENCE & WORK TABLES

ONS Congress

M188100424

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 4, 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		\$603.40	\$693.90	\$777.15	
BKCTSP	5' Table - Black Top, Silver POWERED		\$781.10	\$898.25	\$1,006.05	
CONF5	5' Table - White Top, Silver		\$707.20	\$813.30	\$910.90	
C5PWR	5' Table - White Top, Silver POWERED		\$834.60	\$959.80	\$1,075.00	
BKCT8N	8' Table - Black Top, Silver		\$1,201.25	\$1,381.45	\$1,547.20	
BKCT8P	8' Table - Black Top, Silver POWERED		\$1,500.25	\$1,725.30	\$1,932.35	
CONF8	8' Table - White Top, Silver		\$1,341.60	\$1,542.85	\$1,728.00	
C8PWR	8' Table - White Top, Silver POWERED		\$1,606.80	\$1,847.80	\$2,069.55	
BKCT10N	10' Table - Black Top, Silver		\$1,201.25	\$1,381.45	\$1,547.20	
BKCT10P	10' Table - Black Top, Silver POWERED		\$1,500.25	\$1,725.30	\$1,932.35	
CONF10	10' Table - White Top, Silver		\$1,341.60	\$1,542.85	\$1,728.00	
C10PWR	10' Table - White Top, Silver POWERED		\$1,606.80	\$1,847.80	\$2,069.55	
CB8	42" Round Madison Table - Gray Acajou, Black		\$629.40	\$723.80	\$810.65	
42BKCT	42" Round Table - Black Top, Black		\$647.15	\$744.20	\$833.50	
CONF42	42" Round Table - White Top		\$712.10	\$818.90	\$917.15	
36ATO	Atomic 36" Round Table - Glass Top, Chrome		\$588.60	\$676.90	\$758.15	
42ATO	Atomic 42" Round Table - Glass Top, Chrome		\$588.60	\$676.90	\$758.15	
CE2	Geo Table, Rectangle - Glass Top, Chrome		\$835.30	\$960.60	\$1,075.85	
CF2	Geo Table, Rectangle - Glass Top, Black		\$835.30	\$960.60	\$1,075.85	
CE1	Geo Table, Rounded Square - Glass Top, Chrome		\$588.60	\$676.90	\$758.15	
CF1	Geo Table, Rounded Square - Glass Top, Black		\$588.60	\$676.90	\$758.15	
MADC05	Madison 5' Table - Gray Acajou, Chrome		\$891.75	\$1,025.50	\$1,148.55	
MADC08	Madison 8' Table - Gray Acajou, Chrome		\$1,779.95	\$2,046.95	\$2,292.60	
MADC10	Madison 10' Table - Gray Acajou, Chrome		\$1,779.95	\$2,046.95	\$2,292.60	

Work Table

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
WD3	Work Table - White Top, White		\$613.35	\$705.35	\$790.00	

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

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

**ONS Congress**

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

**EXECUTIVE SEATING,
DESKS & STORAGE****M188100424****ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 4, 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		\$513.30	\$590.30	\$661.15	
GENCHA	Genesis Chair - Black		\$448.00	\$515.20	\$577.00	
PROGB	Pro Executive Guest Chair - Black Vinyl, Chrome		\$482.80	\$555.20	\$621.80	
PROEXB	Pro Executive High Back Chair - Black Vinyl, Chrome		\$687.30	\$790.40	\$885.25	
PROEXE	Pro Executive High Back Chair - White Vinyl, Chrome		\$687.30	\$790.40	\$885.25	
PROMDB	Pro Executive Mid Back Chair - Black Vinyl, Chrome		\$451.15	\$518.80	\$581.05	
PROMID	Pro Executive Mid Back Chair - White Vinyl, Chrome		\$437.05	\$502.60	\$562.90	
TASKST	Task Stool - Black Fabric, Black		\$272.35	\$313.20	\$350.80	

Desks

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
TECH	Tech Desk - Black Metal, Black Laminate w/ Electrical Unit POWERED		\$835.30	\$960.60	\$1,075.85	
TECH3B	Tech Desk w/ 3 Drawer File Cabinet - Black Metal, Black Laminate w/ Electrical Unit POWERED		\$1,032.80	\$1,187.70	\$1,330.20	
JD8	Madison Executive Desk - Gray Acajou, Chrome		\$1,124.45	\$1,293.10	\$1,448.25	

Storage

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
BC8	Madison Bookcase - Gray Acajou, Chrome		\$814.15	\$936.25	\$1,048.60	
TECH3	Cabinet on Castors - Black Top, Black Metal		\$274.95	\$316.20	\$354.15	

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

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

**ONS Congress**

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

DIVIDERS**M188100424****ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 4, 2024**

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

Boxwood Hedges

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
HDG4FT	4' Boxwood Hedge		\$817.05	\$939.60	\$1,052.35	
HDG7FT	7' Boxwood Hedge		\$1,329.85	\$1,529.35	\$1,712.85	

Stanchions

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
STNSCN	Stanchion Sign Holder - Chrome		\$72.75	\$83.65	\$93.70	
STNCHI	Stanchion w/ Retractable Belt - Black, Chrome		\$83.45	\$95.95	\$107.45	

Dividers

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
DIVBAR	Bar/Counter Divider - Clear, Black		\$234.35	\$269.50	\$301.85	
DIVFRE	Freestanding Divider - Clear, Silver		\$471.40	\$542.10	\$607.15	
DIVFCR	Freestanding Corner Divider - Clear, Silver		\$942.70	\$1,084.10	\$1,214.20	
DIVFWL	Freestanding Wall Divider - Clear, Silver		\$471.40	\$542.10	\$607.15	
DIVFST	Sofa/Table Divider - Clear, Silver		\$422.90	\$486.35	\$544.70	
DIVFWB	Freestanding Whiteboard Divider - White, Silver		\$587.15	\$675.20	\$756.20	
MIRWHT	Miramar Divider - White Molded Plastic		\$603.40	\$693.90	\$777.15	

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

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

**ONS Congress**

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

ACCESSORIES**M188100424****ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 4, 2024**

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

Charging Hub

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
VILHUB	Village Charging Hub - Cream POWERED		\$352.80	\$405.70	\$454.40	

Lamps

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
LA14	Mason Silver Table Lamp - Brushed Silver		\$267.80	\$307.95	\$344.90	
LA15	Mason Silver Floor Lamp - Brushed Silver		\$408.85	\$470.20	\$526.60	

Pedestals

PDL36B	36" Locking Pedestal - Black POWERED		\$934.05	\$1,074.15	\$1,203.05	
PDL36W	36" Locking Pedestal - White POWERED		\$934.05	\$1,074.15	\$1,203.05	
PDL42B	42" Locking Pedestal - Black POWERED		\$1,106.75	\$1,272.75	\$1,425.50	
PDL42W	42" Locking Pedestal - White POWERED		\$1,106.75	\$1,272.75	\$1,425.50	

Shelving

PSHCCS	Posh Shelving - Chrome, Acrylic		\$955.25	\$1,098.55	\$1,230.40	
--------	---------------------------------	--	----------	------------	------------	--

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

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

**ONS Congress**

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

GRAPHICS & SIGNS**M188100424****DISCOUNT DEADLINE:* TUESDAY, MARCH 26, 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		\$260.60	\$299.70	\$335.65	
70010	22" x 28" Horizontal		\$260.60	\$299.70	\$335.65	
70011	28" x 44" Vertical		\$396.90	\$456.45	\$511.20	
70012	28" x 44" Horizontal		\$396.90	\$456.45	\$511.20	
70027	38.25" x 90.75" Meter Board, Trovicel Panel		\$803.20	\$923.70	\$1,034.55	
70138	39" x 84" Meter Board, Ultraboard		\$466.65	\$536.65	\$601.05	

Printed Vinyl Banners (per sq. ft.)

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70065	Vertical with Grommets		\$33.00	\$37.95	\$42.50	
70071	Horizontal with Grommets		\$33.00	\$37.95	\$42.50	
70066	Vertical with Pockets		\$35.55	\$40.90	\$45.80	
70072	Horizontal with Pockets		\$35.55	\$40.90	\$45.80	

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>		\$277.15	\$318.70	\$356.95	

Accessories

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
70017	4' x 8' Blank Foamcore		\$70.70	\$81.30	\$91.05	
70021	Velcro/per ft. (Minimum of 5')		\$4.55	\$5.25	\$5.90	
70004	7" x 44" ID Sign		\$77.95	\$89.65	\$100.40	
50094	Floor Easel		\$69.90	\$80.40	\$90.05	
50095	22" x 28" Chrome Sign Holder		\$159.00	\$182.85	\$204.80	
50508	Cardboard Meter Board Base, Black		\$31.05	\$35.70	\$40.00	

TOTAL ESTIMATE \$ _____

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

AMOUNT DUE \$ _____

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.com

UPLOADING GRAPHICS 101

ADDING FILES TO THE FTP.

ONS Congress

Walter E. Washington Convention Center | Washington, DC

M188100424

April 25 - 27, 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

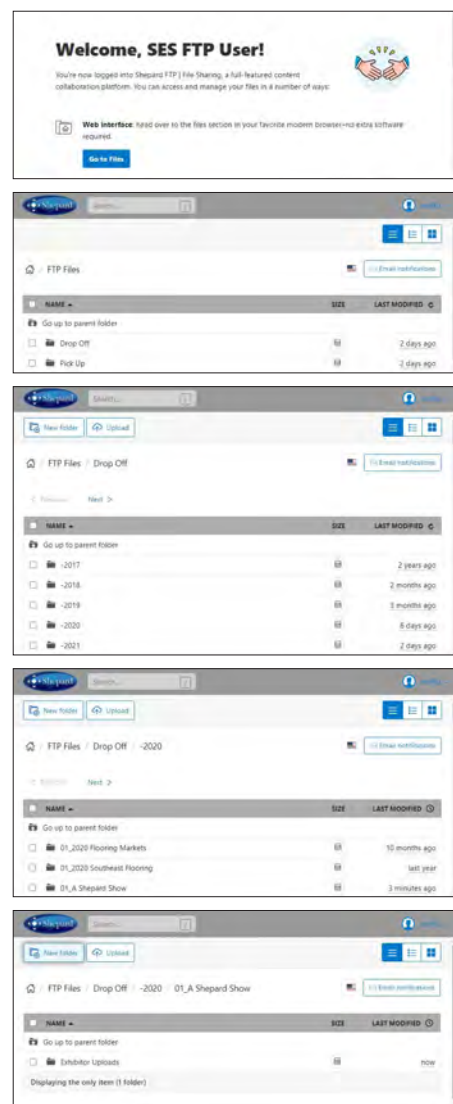
example: Shepard_Booth1905_Panel A.pdf

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

Failure to follow these steps could result in delayed graphics.



SHEPARD GRAPHIC GUIDELINES

DIRECT TO SUBSTRATE PRINTING.

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





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

Document Size & Specs

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

Acceptable File Formats

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

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

Color

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



RGB Color Space.



CMYK Color Space.

Fonts & Links

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

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

SHEPARD GRAPHIC GUIDELINES

CONTINUED

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

Vector

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

Raster

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



Vector Logo at 100% scale.



Vector Logo at 200% scale.



Raster Logo at 100% scale.



Raster Logo at 200% scale.

Resolution

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

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

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

Before Sending Files

- Please name your files appropriately for easy identification.

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

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

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

Submitting Your Files

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

Website: files.shepardes.com

Login: [sesftp](#)

Password: [ftpftp](#)

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

ELEVATE YOUR EXHIBIT

With Shepard, You Can.

What are *your* exhibit goals?

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

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



High-impact Exhibits

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

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



Offering innovative exhibit frameworks...and more!

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



Why Shepard?

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

**ONS Congress**

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

SHIELDS & BARRIERS**M188100424****ONLINE & DISCOUNT DEADLINE:* TUESDAY, MARCH 26, 2024**

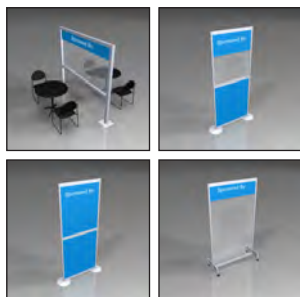
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Counters and Furnishings not included.



Counters not included.

Plexi Shields

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66651	Standard Plexi Shield (CVPS1) 40" (l) x 36" (h)		\$481.45	\$553.65	\$620.10	
66652	Tall Plexi Shield (CVPS2) 40" (l) x 44" (h)		\$592.55	\$681.45	\$763.20	
66653	Curved Plexi Shield (CVPS3) 4' 8.75" (l) x 4' (h) x 2' 2.25" (d)		\$740.70	\$851.80	\$954.00	

**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		\$740.70	\$851.80	\$954.00	
66655	Plexi/Trovice Panel Wall Divider (CVDW2) 3' 4.5" (l) x 8' high x Approx. 6" (d) base		\$518.50	\$596.25	\$667.80	
66656	Trovice/Trovice Wall Divider (CVDW3) 3' 4.5" (l) x 8' (h) x 1' 9" (d) base		\$444.40	\$511.05	\$572.40	
66657	Plexi Rolling Baffle (CVDW4) 4' 2.5" (l) x 7' (h) x 1' 9" (d) base		\$925.85	\$1,064.75	\$1,192.50	

Sanitizer Kiosk

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66650	Sanitizer Kiosk A (CVSKI) 40" (l) x 36" (h)		\$555.55	\$638.90	\$715.55	

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

**ONS Congress**

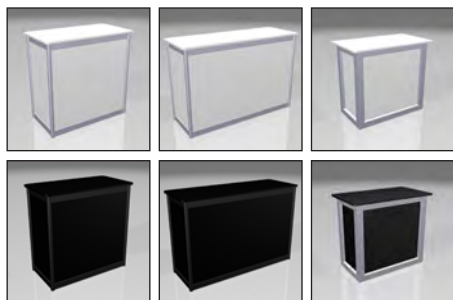
Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

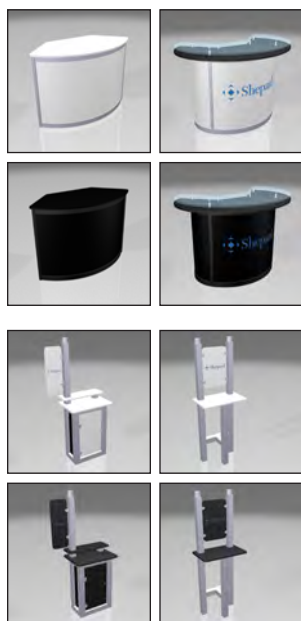
EXHIBIT COUNTER RENTALS**M188100424****ONLINE & DISCOUNT DEADLINE:* TUESDAY, MARCH 26, 2024**

* 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		\$1,218.25	\$1,401.00	\$1,569.10	
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		\$1,478.30	\$1,700.05	\$1,904.05	
6628403 (w) 6628406 (b)	Locking Cabinet (LC3) 3' 9" (l) x 3' 6" (h) x 2' 3" (d) Graphic Size: 922mm x 872mm		\$898.65	\$1,033.45	\$1,157.45	

Reception Counters

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627503 (w) 6627506 (b)	Reception Counter (RC2) 4'10.75" (l) x 40" (h) x 2'4.75" (d) Graphic Size: 1530mm x 898mm		\$1,252.75	\$1,440.65	\$1,613.55	
6627603 (w) 6627606 (b)	Reception Counter (RC3) 5' 2.75" (l) x 42" (h) x 3' 5.5" (d) Graphic Size: 1080mm x 898mm		\$2,717.60	\$3,125.25	\$3,500.30	

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		\$1,580.40	\$1,817.45	\$2,035.55	
6628603 (w) 6628606 (b)	Computer Stand 2 (CS2) 2' 3" (l) x 6' 3" (h) x 1' 6" (d) Graphic Size: 380mm x 580mm		\$921.20	\$1,059.40	\$1,186.55	

TOTAL ESTIMATE \$ _____

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

AMOUNT DUE \$ _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.
All orders 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: _____

EMAIL ADDRESS: _____

Email completed form to: exhibits@shepardes.com



PRODUCT DISPLAYS & CHARGING STATION RENTALS

ONS Congress

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

M188100424

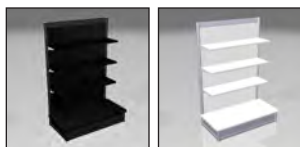
ONLINE & DISCOUNT DEADLINE:* TUESDAY, MARCH 26, 2024

* 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)		\$853.70	\$981.75	\$1,099.55	
6627803 (w) 6627806 (b)	GL1 5' 4" (l) x 8' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$843.90	\$970.50	\$1,086.95	
6627903 (w) 6627906 (b)	GL2 4' 3" (l) x 7' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm		\$1,454.65	\$1,672.85	\$1,873.60	

Showcases

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	PANEL COLOR
6627003 (w) 6627006 (b)	Quarterview Showcase (Qtrview) 4' 6" (l) x 3' 3" (h) x 1' 9" (d)		\$1,643.60	\$1,890.15	\$2,116.95	
6627203 (w) 6627206 (b)	Square Showcase (Square) 1' 9" (l) x 7' (h) x 1' 9" (d)		\$1,773.90	\$2,040.00	\$2,284.80	

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		\$2,792.40	\$3,211.25	\$3,596.60	Black ONLY

Perforated/Peg Boards

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR
66148	8' x 4' Pegboard Panel (PerfH)		\$415.05	\$477.30	\$534.60
66149	4' x 8' Pegboard Panel (PerfV)		\$415.05	\$477.30	\$534.60
50104	6" Pegs - 1 dozen (6"Pegs)		\$67.80	\$77.95	\$87.30
66147	3.5' x 8' Slat Wall, Grey (Slatwall)		\$415.05	\$477.30	\$534.60

TOTAL ESTIMATE \$ _____

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

AMOUNT DUE \$ _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.
All orders 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: _____

EMAIL ADDRESS: _____



Email completed form to: exhibits@shepardes.com

**ONS Congress**

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

INLINE BOOTH RENTALS**M188100424****ONLINE & DISCOUNT DEADLINE:* TUESDAY, MARCH 26, 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.

Turnkey Rental Designs Make Exhibiting Easier!

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

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



The Eddie



The Jonathon



The Pierce



The Madison



The Grant



The Harrison



The Hamilton



The Lucy

Inline Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66470	The Eddie - 10' x 10'		\$4,955.15	\$5,698.40	\$6,382.20	
66471	The Eddie - 10' x 20'		\$8,069.05	\$9,279.40	\$10,392.95	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66474	The Jonathon - 10' x 10'		\$3,456.85	\$3,975.40	\$4,452.45	
66475	The Jonathon - 10' x 20'		\$6,050.85	\$6,958.50	\$7,793.50	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66477	The Pierce - 10' x 10'		\$4,287.80	\$4,930.95	\$5,522.65	
66478	The Pierce - 10' x 20'		\$8,141.30	\$9,362.50	\$10,486.00	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66484	The Madison - 10' x 10'		\$5,199.70	\$5,979.65	\$6,697.20	
66485	The Madison - 10' x 20'		\$6,162.50	\$7,086.85	\$7,937.25	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66486	The Grant - 10' x 10'		\$5,488.40	\$6,311.65	\$7,069.05	
66487	The Grant - 10' x 20'		\$7,606.90	\$8,747.95	\$9,797.70	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66492	The Harrison - 10' x 10'		\$5,045.65	\$5,802.50	\$6,498.80	
66493	The Harrison - 10' x 20'		\$7,414.25	\$8,526.40	\$9,549.55	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66467	The Hamilton - 10' x 10'		\$3,515.90	\$4,043.30	\$4,528.50	
66468	The Hamilton - 10' x 20'		\$6,159.55	\$7,083.50	\$7,933.50	

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66473	The Lucy - 10' x 10'		\$3,177.60	\$3,654.25	\$4,092.75	

TOTAL ESTIMATE \$ _____

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

AMOUNT DUE \$ _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders 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: _____

EMAIL ADDRESS: _____

**ONS Congress**

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

FABEX BOOTH RENTALS**M188100424****ONLINE & DISCOUNT DEADLINE:* TUESDAY, MARCH 26, 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.

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

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

Please contact an Exhibit Team member with any questions.

FX21



FX2H1



FX22



FX2H2

10' x 10' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66557	10' x 10' Booth (FX21)		\$3,267.40	\$3,757.50	\$4,208.40	
66561	10' x 10' Booth with Header (FX2H1)		\$3,998.00	\$4,597.70	\$5,149.40	

GRAPHIC SIZE SPECIFICATIONS

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

10' x 20' Fabric Booth

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66559	10' x 20' Booth (FX22)		\$5,663.50	\$6,513.00	\$7,294.55	
66567	10' x 20' Booth with Header (FX2H2)		\$6,317.10	\$7,264.65	\$8,136.40	

GRAPHIC SIZE SPECIFICATIONS

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

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

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders 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: _____

EMAIL ADDRESS: _____



FABEX BACKLIT BOOTH RENTALS

ONS Congress

M188100424

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

ONLINE & DISCOUNT DEADLINE:* TUESDAY, MARCH 26, 2024

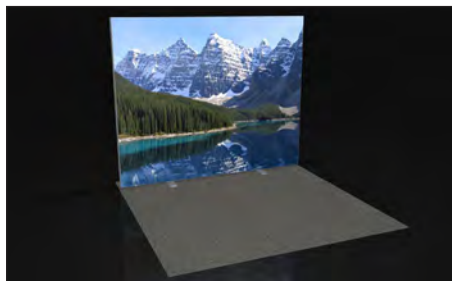
* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

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.

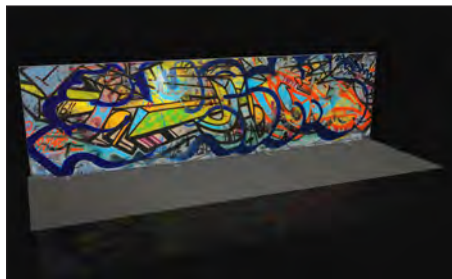
Please contact an Exhibit Team member with any questions.



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>		\$3,294.70	\$3,788.90	\$4,243.55	
66565	8' x 20' Backlit Backwall with Graphics (FX12) <i>Graphic Size: 5992mm x 2436mm</i>		\$5,091.70	\$5,855.45	\$6,558.10	
66566	8' x 30' Backlit Backwall with Graphics (FX13) <i>Graphic Size: 8992mm x 2436mm</i>		\$6,888.75	\$7,922.05	\$8,872.70	

TOTAL ESTIMATE \$ _____

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

AMOUNT DUE \$ _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders 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: _____

EMAIL ADDRESS: _____


 Email completed form to: exhibits@shepardes.com

**ONS Congress**

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

ISLAND BOOTH RENTALS**M188100424****ONLINE & DISCOUNT DEADLINE:* TUESDAY, MARCH 26, 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.

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.

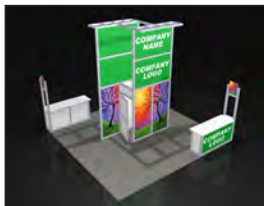
Please contact an Exhibit Team member with any questions.



The Monroe



The Washington



The Tyler



The Garfield

Island Booths

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
66494	The Monroe		\$12,613.85	\$14,505.95	\$16,246.65	
66368	The Washington		\$18,102.45	\$20,817.80	\$23,315.95	
66495	The Tyler		\$13,470.95	\$15,491.60	\$17,350.60	
66496	The Garfield		\$13,191.55	\$15,170.30	\$16,990.75	

TOTAL ESTIMATE \$ _____

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

AMOUNT DUE \$ _____

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders 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: _____

EMAIL ADDRESS: _____

**ONS Congress**

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

FABRIC HANGING SIGNS**M188100424****ONLINE & DISCOUNT DEADLINE:* TUESDAY, MARCH 26, 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.

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

All rentals include:**

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

** Rigging not included

DON'T FORGET!

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



Circle

Circle Hanging Signs

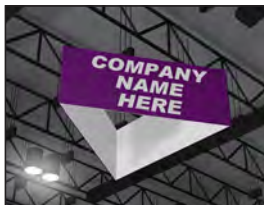
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69140	10' x 48" Circle Hanging Sign (HSC10)		\$7,943.90	\$9,135.50	\$10,231.75	
69142	16' x 48" Circle Hanging Sign (HSC16)		\$12,625.55	\$14,519.40	\$16,261.75	



Square

Square Hanging Sign

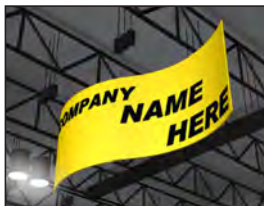
CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69143	10' x 48" Square Hanging Sign (HSS10)		\$9,659.80	\$11,108.75	\$12,441.80	



Triangle

Triangle Hanging Sign

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69144	10' x 48" Triangle Hanging Sign (HST10)		\$7,816.70	\$8,989.20	\$10,067.90	



Wave

Wave Hanging Signs

CODE	ITEM	QTY	ONLINE	DISCOUNT	REGULAR	TOTAL
69145	10' x 48" Single Sided Wave Hanging Sign (HSWS)		\$3,442.40	\$3,958.75	\$4,433.80	
69146	10' x 48" Double Sided Wave Hanging Sign (HSWD)		\$4,580.75	\$5,267.85	\$5,900.00	

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

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. All orders 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: _____

EMAIL ADDRESS: _____

Email completed form to: exhibits@shepardes.com



HANGING SIGNS 101

THINGS TO KNOW.

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

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

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

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

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.

If you require a reflective ceiling plot (RCP). We can design one for you for an additional design fee.

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: **Monday, April 15, 2024**

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



STRUCTURAL INTEGRITY STATEMENT

ONS Congress

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

M188100424

ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 4, 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:

Walter E. Washington Convention Center

801 Allen Y. Lew Place NW

Washington, DC 20001

SHEPARD EXPOSITION SERVICES

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

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER: _____

EMAIL ADDRESS: _____

AUTHORIZED NAME (printed): _____

AUTHORIZED SIGNATURE: _____ DATE: _____

DISPLAY HOUSE/BUILDER (if applicable): _____

EMAIL ADDRESS: _____

AUTHORIZED NAME (printed): _____

AUTHORIZED SIGNATURE: _____ DATE: _____



Email completed form to: overheadrigging@shepardes.com



HANG SIGN ASSEMBLY/DISASSEMBLY

ONS Congress

M188100424

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 4, 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: _____

DIMENSIONS: _____ X _____

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		\$188.16	\$216.40	\$242.35	
69151	OT		\$282.24	\$324.60	\$363.55	
69152	DT		\$376.33	\$432.75	\$484.70	

SIGN DISASSEMBLY LABOR - EXHIBITOR SUPERVISED						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69153	ST		\$188.16	\$216.40	\$242.35	
69154	OT		\$282.24	\$324.60	\$363.55	
69155	DT		\$376.33	\$432.75	\$484.70	

REQUESTED DATE OF ASSEMBLY: _____

REQUESTED START TIME: _____

HOW MANY LABORERS WILL YOU REQUIRE?: _____

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

Labor Hours

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

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

Double Time (DT): Holidays

Holidays: New Years Day, MLK Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve Day, Christmas Day.

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____



Email completed form to: orders@shepardes.com

Important Information

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

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

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

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

Shepard Supervised

SIGN ASSEMBLY LABOR - SHEPARD SUPERVISED						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69190	ST		\$244.61	\$281.30	\$315.05	
69191	OT		\$366.92	\$421.95	\$472.60	
69192	DT		\$489.22	\$562.60	\$630.10	

SIGN DISASSEMBLY LABOR - SHEPARD SUPERVISED						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
69193	ST		\$244.61	\$281.30	\$315.05	
69194	OT		\$366.92	\$421.95	\$472.60	
69195	DT		\$489.22	\$562.60	\$630.10	

REQUESTED DATE OF ASSEMBLY: _____

REQUESTED START TIME: _____

HOW MANY LABORERS WILL YOU REQUIRE?: _____

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

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

**ONS Congress**

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

OVERHEAD RIGGING LABOR**M188100424****ONLINE & DISCOUNT DEADLINE: *THURSDAY, APRIL 4, 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 | 5:00PM - 8:00AM. All hours Saturday and Sunday

Double Time (DT):

Holidays

Holidays:

New Years Day, MLK Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day,

Step 1. Tell us about your hanging sign.**TYPE:** ☐ Cloth ☐ Wood ☐ Truss ☐ Metal☐ Other: _____**SHAPE:** ☐ Circle ☐ Square ☐ Triangle ☐ Rectangle☐ Other: _____**DIMENSIONS:** Length: _____ Height: _____ Width: _____**WEIGHT:** _____**Important Information****This order form is for overhead rigging only.** You will need to order sign assembly/disassembly via the previous form.**Requested labor times are subject to availability and are not confirmed.** Shepard reserves the right to change requested times in order to manage the overall installation and dismantle of the event.

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

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

Please note! Shepard can hang signs up to 200 lbs that do not require chains, hoists, or motors. If your sign or hanging structure falls outside of this criteria please place your order through Hi-Tech. Truss and chain hoist motors can be ordered through Walter E. Washington Convention Center.

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		\$871.70	\$1,002.45	\$1,122.75	
69157	Rigging Removal		\$871.70	\$1,002.45	\$1,122.75	

REQUESTED DATE OF INSTALL: _____ REQUESTED START TIME: _____

REQUESTED DATE OF REMOVAL: _____ REQUESTED START TIME: _____

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

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.com

LABOR RULES & REGULATIONS

Maryland/DC Area

LABOR

Maryland is NOT a "right-to-work" state. The installation and dismantling of prefabricated displays comes under the jurisdiction of the Carpenters union. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION

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

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

MATERIAL/FREIGHT HANDLING JURISDICTION

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

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

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

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

GRATUITIES /BREAKS

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

IN GENERAL

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

SAFETY

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

**ONS Congress**

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

SHEPARD BLUE LABOR**M188100424****ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 4, 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 | 5:00PM - 8:00AM. All hours Saturday and Sunday**Double Time (DT):** Holidays**Holidays:** New Years Day, MLK Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve Day, Christmas Day.**Shepard Blue Supervised Labor**

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68066	ST	\$195.70	\$225.05	\$252.05	
68067	OT	\$293.55	\$337.60	\$378.10	
68068	DT	\$391.40	\$450.10	\$504.10	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68070	ST	\$195.70	\$225.05	\$252.05	
68071	OT	\$293.55	\$337.60	\$378.10	
68072	DT	\$391.40	\$450.10	\$504.10	

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

IN BOOTH SCISSOR LIFTS						
CODE	ITEM	EST. LABOR HOURS	ONLINE	DISCOUNT	REGULAR	TOTAL
68120	Scissor Lift Install		\$871.70	\$1,002.45	\$1,122.75	
68121	Scissor Lift Removal		\$871.70	\$1,002.45	\$1,122.75	

TOTAL ESTIMATE \$ _____

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

AMOUNT DUE \$ _____

Step 1. Choose your service.

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

Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: _____

DISMANTLING NUMBER OF PEOPLE: _____

BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE: _____

Step 3. How many hours?***

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

INSTALLATION HOURS: _____ DISMANTLING HOURS: _____

BOTH INSTALLATION & DISMANTLING HOURS: _____

Step 4. When should the build be complete?

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

INSTALLATION DATE: _____ INSTALLATION TIME: _____

DISMANTLING DATE: _____ DISMANTLING TIME: _____

Step 5. Tell us about your exhibit.

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

BOOTH SIZE: _____ x _____

INBOUND FREIGHT: ☐ Advanced Warehouse ☐ Direct to Show Site

CARRIER NAME: _____

TRACKING OR PRO NUMBER: _____

ESTIMATED ARRIVAL DATE: _____

NUMBER OF PIECES: _____ ESTIMATED WEIGHT: _____

SET UP INFORMATION

COMPANY CONTACT NAME: _____

EMAIL: _____

CELL PHONE NUMBER: _____

DRAWINGS/PHOTOS/INSTRUCTIONS☐ Attached ☐ Emailed to Shepard ☐ With the Exhibit ☐ In Crate #: _____**GRAPHICS**☐ With Exhibit ☐ Shipped Separately**ELECTRICAL PLACEMENT (exhibitor is responsible to order)**
☐ Emailed to Shepard ☐ Drawing Attached ☐ Drawing with Exhibit
☐ Run Under Carpet
CARPET☐ Ordered from Shepard ☐ Exhibitor Owned ☐ Carpet Padding**OTHER SERVICES ORDERED**☐ Overhead Rigging ☐ Cleaning ☐ Audio Visual (AV)**Step 6. Tell us about outbound shipping.******

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

NUMBER OF CRATES: _____ NUMBER OF CARTONS: _____

NUMBER OF FIBER CASES: _____ NUMBER OF PALLETS: _____

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

NAME OF CARRIER: _____

PHONE NUMBER: _____

DATE SCHEDULE TO PICKUP FREIGHT: _____

MUST ARRIVE AT DESTINATION BY: _____

IF YOUR CARRIER DOESN'T SHOW UP?

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

COMPANY NAME: _____ BOOTH NUMBER: _____

CONTACT NAME: _____

EMAIL ADDRESS: _____

Email completed form to: orders@shepardes.com



EXHIBITOR SUPERVISED LABOR

ONS Congress

M188100424

Walter E. Washington Convention Center | Washington, DC

April 25 - 27, 2024

ONLINE & DISCOUNT DEADLINE:* THURSDAY, APRIL 4, 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 | 5:00PM - 8:00AM. All hours Saturday and Sunday

Double Time (DT): Holidays

Holidays: New Years Day, MLK Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve Day, Christmas Day.

Exhibitor Supervised Labor

INSTALL LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68060	ST	\$150.53	\$173.10	\$193.85	
68061	OT	\$225.80	\$259.65	\$290.80	
68062	DT	\$301.06	\$346.20	\$387.75	

DISMANTLE LABOR**					
CODE	ITEM	ONLINE	DISCOUNT	REGULAR	ESTIMATED TOTAL***
68063	ST	\$150.53	\$173.10	\$193.85	
68064	OT	\$225.80	\$259.65	\$290.80	
68065	DT	\$301.06	\$346.20	\$387.75	

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

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

Step 1. Choose your service.

☐ Installation ☐ Dismantling ☐ Both Installation & Dismantling

Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: _____

DISMANTLING NUMBER OF PEOPLE: _____

BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE: _____

Step 3. How many hours?***

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

INSTALLATION HOURS: _____ DISMANTLING HOURS: _____

BOTH INSTALLATION & DISMANTLING HOURS: _____

Step 4. Where is the carpet coming from?

☐ Ordered from Shepard ☐ Exhibitor Owned ☐ Carpet Padding

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

☐ Ladders ☐ Lifts ☐ Special Tools: _____

ADDITIONAL DETAILS: _____

Step 6. Tell us about the schedule?

Requested times are not guaranteed and are based on availability.

INSTALLATION REQUEST DATE: _____

START TIME: _____ END TIME: _____

DISMANTLE REQUEST DATE: _____

START TIME: _____ END TIME: _____

Step 7. Provide on-site contact information.

ON-SITE CONTACT NAME: _____

ON-SITE CONTACT PHONE NUMBER: _____

EMAIL ADDRESS: _____

Signature and submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. Orders 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