



# EXHIBITOR SERVICE MANUAL

SEPTMBER  
10-12, 2024  
LAS VEGAS

PRESENTED BY





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

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

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

## REGISTRATION HOURS

|                         |                   |
|-------------------------|-------------------|
| Monday, September 9     | 8:00 AM – 5:30 PM |
| Tuesday, September 10   | 7:30 AM – 5:00 PM |
| Wednesday, September 11 | 7:30 AM – 5:00 PM |
| Thursday, September 12  | 8:00 AM – 3:00 PM |

## EXHIBIT HALL HOURS

|                         |                   |
|-------------------------|-------------------|
| Tuesday, September 10   | 9:00 AM – 5:00 PM |
| Wednesday, September 11 | 9:00 AM – 5:00 PM |
| Thursday, September 12  | 9:00 AM – 3:00 PM |

## IMPORTANT POLICIES AND GUIDELINES

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

- Waiver may be required

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

## EMERGENCY CONTACTS

In case of emergency, dial EXT.7400 from any house phone or call 702-892-7400 from any cell or outside line.

## LOST & FOUND

Lost items will be handed in to the security office located across from the entrance to Central Hall 3/4.

## PRINTING UNITED EXPO APP

The mobile app is coming soon. The app is available for download on Apple and Android. Search “PRINTING United”. Questions should be directed to [exhibit@printingunited.com](mailto:exhibit@printingunited.com).

## Have questions?



**PiNG**

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

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

**EXHIBIT HALL MANAGEMENT**



**Karen Kroll CMP, DES**  
Director of Exhibits  
703-359-1317  
[kkroll@printing.org](mailto:kkroll@printing.org)

**PRESIDENT**



**Mark Subers**  
President, Events & Expositions  
215-238-5092  
[msubers@printing.org](mailto:msubers@printing.org)

**SPONSORSHIP, EDUCATION & EVENTS**



**Mike Packard, CMP**  
Events & Special Programs Manager  
412-389-2630  
[mpackard@printing.org](mailto:mpackard@printing.org)

**EXHIBITOR ACCOUNT MANAGEMENT, BOOTH,  
ADVERTISING & SPONSORSHIP SALES**



**Lee Wright**  
Account Manager  
404-444-7512  
[lwright@printing.org](mailto:lwright@printing.org)

**MEETING ROOMS, SPECIAL EVENTS  
& SHUTTLES**



**Sarah Hussein**  
Senior Event Manager  
703-385-1335  
[shussein@printing.org](mailto:shussein@printing.org)



**Sarah Payne**  
Account Manager  
770-617-7144  
[spayne@printing.org](mailto:spayne@printing.org)

**MARKETING**



**Nicole Cho**  
Director, Expo Marketing  
949-391-5062  
[ncho@printing.org](mailto:ncho@printing.org)



**Chris Curran**  
Group President, Publications  
803-807-0521  
[ccurran@napco.com](mailto:ccurran@napco.com)

**PUBLIC RELATIONS**



**Amanda Kliegl**  
VP, Public Relations  
407-346-9800  
[akliegl@printing.org](mailto:akliegl@printing.org)

**ALLIANCE MEMBERSHIP SALES & SERVICES**



**Joshua Carruth**  
SVP, Association  
404-915-8426  
[jcarruth@printing.org](mailto:jcarruth@printing.org)

**MEMBERSHIP CUSTOMER SERVICE**

[assist@printing.org](mailto:assist@printing.org)

**VICE PRESIDENT**



**Lexy Olisko MBA, CMP, CEM**  
Vice President, Expositions  
703-359-1322  
[lolisko@printing.org](mailto:lolisko@printing.org)

**EXHIBITOR CUSTOMER SERVICE**

[exhibit@printingunited.org](mailto:exhibit@printingunited.org)

# Get Ready for PRINTING United



BALANCE  
\$5,000.00

[Pay Your Bill →](#)

## QUICK TIPS

- ▶ Visit the Exhibitor Resource Center to set up your company profile, add content to your company listing, and see leads from the event.
- ▶ Use the Checklist to see your “to-do” tasks, connect with vendors and make sure your company is ready for the show.
- ▶ Reach more potential buyers at the event with enhanced listings and advertising in the show site and mobile app.
- ▶ Extend your impact beyond the show with press releases in partnership with PR Newswire. Create content at the event professionally produced video content through CNTV.

*None added* [Online Contact - VBC](#) *0 of 2 added*

*0 of 1 added* [Exhibitor Collateral](#) *0 of 2 added*

*None added*

### Exhibitor Directory Listing

Edit company information & select product categories.

Company Information  
Primary Contact  
Billing Contact  
Marketing Contact  
Product Categories

### Book Hotel Reservations

## THERE'S MORE TO SEE

See all the ways you can get your company ready for PRINTING United by visiting the Exhibitor Resource Center.

# Building a Winning Team & Strategy

**FROM ORDERING FROM VENDORS, TO ATTRACTING LEADS, DRIVING SUCCESS AT THE EXPO REQUIRES THE FULL SUPPORT OF YOUR TEAM.** In some instances that may be multi-departmental (for larger organizations), and for others, it may be a smaller group or single person wearing multiple “hats.”

For either case we built a series of checklists and additional information to help you understand the needs and responsibilities of each function and to make this process as smooth as possible!

Some questions to consider:

- Have you built your Expo success team and defined roles and responsibilities?
- Have you set revenue goals?
- Have you set lead generation goals?

- Is the team aware of the available expense budget targets?
- Have you defined a cadence of accountability and reporting timeline?



## Operations, Logistics & Administrative

**WHEN YOU NEED TO TRACK DUE DATES, OBTAIN COIS, SUBMIT EAC FORMS, REVIEW THE EXHIBITOR SERVICE MANUAL, ORDER FROM VENDORS, SCHEDULE SHIPMENTS, AND MORE ... YOU CALL IN THIS TEAM.**

Assuming you don't want to incur any 5-digit surcharges or have delays in your booth setup, we recommend following the full checklist in your **Exhibitor Resource Center** and noting these very important topics below!

### Let's Communicate

– update your MYS account to include ALL members of your Expo team. Each member will receive relevant updates and information leading up to the show including important reminders and updates.

This gives each member access to your Exhibitor Resource Center where all documents and updates for the Expo can be found. **EACH DEPARTMENT NEEDS ACCESS!**

- **Order Items for Your Booth ASAP** – in the checklist you'll see there are several items to order by specific times. And the prices just keep going up; the earlier you order the more money you'll save!

**ALL FORMS AND DEADLINES** are in your Exhibitor Resource Center checklist.

- **Submit Important Forms & Payments** – from electrical diagrams and hanging signs to EAC's and COI's, make sure all your forms are submitted and payments are done on time. Why you ask? To avoid delays onsite such as your freight being held, or EAC's not able to get on the show floor, and to simply have an excellent stress-free show.

- **Know Your Move-In & Move-Out** – each exhibitor is communicated assigned/targeted days/times and specific instructions to follow for move-in and move-out.

**PAY ATTENTION,** this is where you can get hit big time with surcharges and where “Let's Communicate” is essential!

# Sales & Marketing

**SALES AND MARKETING ARE THE BREAD AND BUTTER OF SUCCESS!** Want to gain the ROI your team is looking for? Follow these important five steps and remember, your success is in your hands!

❑ **Update Directory Listing** – do you want to be discoverable by attendees; meaning when they search a product you sell in Expo mobile app or online, they find you? Then please, for the sake of optimization and discoverability, update your exhibitor listing in your Exhibitor Resource Center. Company description, product categories, product images, and more ... the more information the better!

Attendees can search by **KEYWORD, PRODUCT CATEGORY, and MORE.** This is the primary spot for attendees to understand your brand and what you offer.

❑ **Invite Your Customers** – shout it from the rooftops that you'll be at PRINTING United Expo and that your customers NEED to be there too! Don't worry, we're making it easy for you! Each exhibitor is given a unique promo code and downloadable collateral to use leading up to the Expo. Social, email, banner ads, and more – all the work is done for you – just spread the good news.

**DID WE MENTION INCENTIVES?** Get the most attendees to use your promo code and receive substantial credits towards 2025.

❑ **Share What You're Bringing & What You're Doing** – only you can communicate directly with the printer community to let them know **specifically** what equipment and solutions you plan to demonstrate and any giveaways you may be providing. This is key to gaining their attention and enticing them to register, attend, and **visit your booth**. The Expo is

**BONUS:** when you let us know what you're bringing, we can follow up with interviews and content articles to amplify your voice across our Alliance Media Brands; so, please share with our editorial team!

over 1 million square feet, so it's very important that you provide them with a reason to come see you. All this can be added to your directory listing!

❑ **Obtain & Download Leads** – how do you get leads, you ask? A few suggestions:

1. Each attendee who uses your promo code becomes, you guessed it, a lead! See "Invite Your Customers."
2. Each attendee has a custom badge that you can scan when they simply step into your booth, order lead retrieval, it's worth it.
3. Make sure your sales team has the promo code to share and knows how to download leads. These are your leads to contact before, during, or after the Expo.
4. Update your directory listing with everything happening at your booth – giveaways, demo, and most importantly, your sales team schedule. Attendees can schedule meetings prior to the Expo.

❑ **Discuss New Opportunities & Activations** – what do Jampack, CNTV, M3, and PR Newswire have in common? They are all new platforms and opportunities to boost your brand's ROI and engage with attendees. After-hour events, PR Newswire linking to your directory listing, onsite collateral to capture leads, and more! Details can be found in your Exhibitor Resource Center.

Discover these **TOTALLY NEW PLATFORMS AND MARKETING OPTIONS** to drive increased attendee engagement... in some cases levels increased up to 400% plus!

**All of this and more can be found on your Exhibitor Resource Center checklist – including descriptions and deadlines.**



# PR & Communications

## ARE YOU READY TO MAKE A SPLASH AT PRINTING

**UNITED EXPO 2024?** Take your show presence to the next level with the power of PR! Engage with our Expo PR and Communications team and we'll help you get noticed. Start sharing your show news and planned product announcements now (publicly or under NDA) to:

- **Boost Visibility** – stand out from the crowd and ensure your brand gets noticed by our contingency of global media and association outlets, industry influencers, and potential customers.
- **Secure Valuable Media Coverage NOW** – our teams will work with you to help secure valuable media coverage before, during, and after the Expo, increasing your reach and exposure. So, start sharing a glimpse into your planned show news and press releases NOW so we can put it into the right hands for attendees to learn about your plans!
- **Drive Traffic** – leverage PR to promote your participation at PRINTING United Expo 2024. Engage with attendees through pre-show announcements, exclusive previews, and compelling content that sparks curiosity and interest to drive traffic to your Expo booth.
- **Forge Relationships** – let our expert PR team make introductions to help strengthen your relationships with media professionals, industry partners, and potential customers through strategic PR efforts.

Use this convenient PR checklist to ensure you're maximizing all that is available to your company as a PRINTING United Expo Exhibitor:

### PRE-SHOW:

- **Become an Official Expo Sponsor** – only sponsors can participate in the inaugural Media Preview Day, where you'll have chance to share your show plans with leading global media before the show opens. Contact your sales representative to become a sponsor today!
- **Craft Compelling Press Releases** – announce your participation, new product launches, and key activities planned for the Expo.

- **Reach out to industry media outlets and influencers** – secure 1:1 interviews with executives and product managers, participate in features, and editorial opportunities.
- **Leverage Social Media Platforms** – build anticipation, share sneak peeks, and engage with your audience.

### DURING THE SHOW:

- **Host Meet-&-Greets With the Media** – offer product demonstrations and press gatherings at your booth to attract attention and generate buzz. Hosting these engagements at your booth will allow you to demonstrate your technology LIVE on the show floor!
- **Create Printed & Digital Collateral** – provide media kits, press materials, and exclusive content to journalists, content creators, and influencers visiting your booth.
- **Actively Engage With Media & Attendees on Social Media** – share real-time updates, behind-the-scenes moments, and highlights from your booth.

### POST-SHOW:

- **Follow Up With Media Contacts & Attendees** – thank them for their interest and support during the Expo.
- **Issue a Post-show Press Release** – highlight sales, success stories, key achievements, partnerships, and insights gained from the Expo.
- **Continue the Conversation on Social Media** – leverage post-show content to maintain momentum, nurture leads, and drive ongoing engagement.

### REACH OUT AND PARTNER WITH OUR TEAMS

to not only make a memorable impression at PRINTING United Expo 2024, but lay the foundation for long-term success! Contact Amanda L. Kliegl, VP of Public Relations, to get started.

View the full checklist with descriptions and deadlines on your Exhibitor Resource Center.



Visit the Exhibitor Resource Center (ERC) in Map Your Show to utilize your own personal Checklist. It is an interactive checklist that you can manage and even add your own items to as you are planning. This list will provide deadlines for orders and must do items to keep your planning process going. You can download and share this list with the appropriate staff members and EACs.

# SAMPLE CHECKLIST

| Checklist <span>+ Add Item</span>  |           | Filter by Category                        | Search Checklist |         |
|--|-----------|---|------------------|---------|
| Item Details   | Due Date  | Category                                  | Vendor           | Actions |
| <input type="checkbox"/> <b>1st booth payment deadline (Booth: C1543)</b><br>Submit payment for amount due.<br>Add Note  | 7/30/2023 | Admin & Billing                           | Alliance         | 🕒 🗑️    |
| <input type="checkbox"/> <b>2nd booth payment deadline (Booth: C1543)</b><br>Submit payment for amount due.<br>Add Note  | 1/15/2024 | Admin & Billing                           | Alliance         | 🕒 🗑️    |
| <input type="checkbox"/> <b>Add collateral to your company directory listing</b><br>Upload the collateral you want visible in your company directory listing.<br>Add Note  | 8/1/2024  | Marketing & Sales                         | -                | 🕒 🗑️    |
| <input type="checkbox"/> <b>Add your company logo</b><br>Add the logo that you want to appear in the company directory listing.<br>Add Note  | 8/1/2024  | Marketing & Sales                         | Exhibitor        | 🕒 🗑️    |
| <input type="checkbox"/> <b>Add your equipment and services to your online listing</b><br>Add a product or service that you will showcase at the Expo. This is a free enhancement for all exhibitors.<br>Add Note  | 8/1/2024  | Marketing & Sales, Logistics & Operations | MapYourShow      | 🕒 🗑️    |
| <input type="checkbox"/> <b>Book your hotel (onPeak Exclusive Vendor)</b><br>Book within the PRINTING United Expo hotel block to receive discounted rates and no cancellation fees.<br>Add Note  | 8/1/2024  | Logistics & Operations                    | OnPeak           | 🕒 🗑️    |
| <input type="checkbox"/> <b>Build your team</b><br>Create a team for the Expo including sales, marketing, logistics, communications, etc. Add the members of your team to the Exhibitor Resource Center so they can receive communications from PRINTING United and access their items on the checklist. <a href="#">Get More Info</a><br>Add Note | 8/4/2023  | Admin & Billing                           | Exhibitor        | 🕒 🗑️    |
| <input type="checkbox"/> <b>Complete Booth Sales Payments</b><br>Complete Boothsales Payments. Includes items, booths, and packages.<br>Add Note   | 4/18/2024 | -   | -                | 🕒 🗑️    |
| <input type="checkbox"/> <b>Confirm Airline Information</b><br>Confirm Airline Information. Confirm your staff have booked flights to the Expo. <a href="#">Get More Info</a><br>Add Note  | 8/1/2024  | Admin & Billing                           | -                | 🕒 🗑️    |



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

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

Below is a listing of the approved service providers for the current PRINTING United Expo to be held in Las Vegas, NV, September 10-12 of 2024.

**The providers who are labeled as Exclusive Services must be used with the Expo. Any other services are optional.**

For those services, you are free to choose other providers, provided that you comply with the Expo Terms and Conditions and Rules and Regulations for hiring Exhibitor Appointed Contractors, including any applicable union rules.

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

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

**AUDIO-VISUAL/ COMPUTER RENTAL**

**Audio Visual Group**

386-717-1227

[exhibit@avgrp.com](mailto:exhibit@avgrp.com)

**BUSINESS CENTER**

**Las Vegas Convention Center – FedEx**

3150 Paradise Road

Las Vegas, NV 89109

702-733-2898

[Usa5042@fedex.com](mailto:Usa5042@fedex.com)

**CATERING**

**Sodexo**

3150 Paradise Road

Las Vegas, NV 89109

702-943-6779

[ExhibitorCateringLVCC@sodexo.com](mailto:ExhibitorCateringLVCC@sodexo.com)

**CUSTOMS BROKER**

**DSV Solutions**

(formerly Agility Fairs & Events Logistics LLC)

Colin May

Director, Fairs & Exhibitions, Solutions US

1-786-577-6751

[colin.may@dsv.com](mailto:colin.may@dsv.com) [www.dsv.com](http://www.dsv.com)

**CUSTOMER INVITE PROGRAM**

**Nvytes**

949-441-3490

[support@nvytes.com](mailto:support@nvytes.com)

**ELECTRICAL, PLUMBING & COMPRESSED AIR**

**Edlen Electrical Exhibition Services**

702-385-6911

[lasvegas@edlen.com](mailto:lasvegas@edlen.com)

**FLORAL**

**Turn Key Events 702-415-8236**

[customerservice@turnkeyevents.us](mailto:customerservice@turnkeyevents.us)

**GENERAL CONTRACTOR/ DRAYAGE & RIGGING**

**Shepard Exposition Services**

*Exclusive Services:*

Material Handling/ Drayage, Forklifts, Rigging(\*)

*Non-exclusive Services:*

Carpet, Furniture & Accessories,

Graphics, Cleaning & Labor

404-720-8600

[orders@shepardes.com](mailto:orders@shepardes.com)

Change to target date/time requests

[targets@shepardes.com](mailto:targets@shepardes.com)

**HOUSING**

**onPeak**

Toll-Free: 1-855-992-3353 |

International: 312-527-7300

[printingunited@onpeak.com](mailto:printingunited@onpeak.com)

**INK WASTE**

**ENVIRO-GUARD**

Tom Cobos | President/CEO

800-943-6847

[customerservice@enviro-guard.net](mailto:customerservice@enviro-guard.net)

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

**INSURANCE PROVIDER**

**Exhibitorinsurance.com**

1-866-836-9066

[info@exhibitorinsurance.com](mailto:info@exhibitorinsurance.com)

**INTERNET, PHONE, TV**

**Cox Business Advanced Convention Services**

3150 Paradise Road

Las Vegas, NV 89109

855-519-2624

[lvcc.orders@cox.com](mailto:lvcc.orders@cox.com)

<https://tradeshows.coxhn.net/>

**LAS VEGAS CONVENTION  
& VISITORS AUTHORITY**

3150 Paradise Rd  
Las Vegas, NV 89109  
702-892-0711  
[www.lvcva.com](http://www.lvcva.com)

**LEAD RETRIEVAL**

**Compusystems, Inc.**

inside usa: 866-600-5323  
international: 1-708-786-5565  
[exhibitor-support@csireg.com](mailto:exhibitor-support@csireg.com)

**LOGISTICS/ SHIPPING SHEPARD LOGISTICS**

888-568-8858  
[logistics@shepardes.com](mailto:logistics@shepardes.com)

**MOBILITY SERVICES**

**Scootaround**

Las Vegas Convention Center - FedEx  
3150 Paradise Road  
1-888-441-7575  
[info@scootaround.com](mailto:info@scootaround.com)  
[www.scootaround.com](http://www.scootaround.com)

**OFFICIAL FLOOR PLAN  
& ENHANCED LISTING VENDOR**

**Map Your Show (MYS)**

Alex Dennis  
513-527-8853  
[help@mapyourshow.com](mailto:help@mapyourshow.com)

**PHOTOGRAPHER**

TBD

**PUBLISHER OF THE OFFICIAL  
EXPO GUIDE/ONSITE GUIDE**

**NAPCO Media**

1500 Spring Garden Street, Suite 1200  
Philadelphia, PA 19130  
Jude Baker  
215-901-6277  
[jbaker@napco.com](mailto:jbaker@napco.com)

**REGISTRATION CUSTOMER SERVICE**

**Compusystems, Inc.**

224-563-3125  
[printingunited@csreg.zohodesk.com](mailto:printingunited@csreg.zohodesk.com)

**SECURITY**

**Allied Universal Event Services**

1515 E Tropicana, Suite 150  
Las Vegas, NV 89119  
702-262-7851  
[drew.hicks@aus.com](mailto:drew.hicks@aus.com)

**TALENT / BOOTH HOSTS / HOSTESSES**

**CMT Agency**

404-233-4644  
[cmtinfo@cmt.com](mailto:cmtinfo@cmt.com) [www.cmtagency.com](http://www.cmtagency.com)

**VENUE**

**Las Vegas Convention Center**

Central & South Lower Halls  
3150 Paradise Rd  
Las Vegas, NV 89109  
702-892-0711



Scan to see the full list of service providers, details on which are mandatory versus optional, and how to be aware of scams.



**WHAT IS THE MAXIMUM FOR EXHIBIT SPACE HEIGHT?**

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

|   | Inline Booths  | Perimeter Inline Booths | Island/Spit Island/Multi-story Booths                       |
|---|--|-------------------------|---|
| <b>Maximum Height</b>                                     | 8 feet   | 12 feet                 | 20 feet   |
| <b>Display Levels</b>                                     | May have only one  | May have only one       | May have more – Request additional approval by Fire Marshal |
| <b>Hanging Signs</b>                                      | Not permitted  | Not permitted           | Permitted   |
| <b>Sign Height Variance</b>                               | N/A  | N/A                     | N/A–  |
| <b>Stand Drawing Approval (Deadline – August 1, 2024)</b> | Not required   | Not required            |   |
| <b>Machinery and Large Equipment</b>                      | All machinery and other large products must be set back from the aisles 12 inches (0.30m) for safety. Exhibitors are required to place equipment in such a manner that printed samples do not overflow into the aisles. This applies to all booths |                         |   |

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

- Exhibitors receive one free company profile per booth.
- Co-Exhibitors must be approved by primary exhibitor and show management. Co-Exhibitors must register and pay the appropriate fees prior to move-in.
- Exhibitors may upload one new product or service and up to twenty product categories at no additional cost.
- Company descriptions will appear in the online Exhibitor Directory and the mobile app.

**WHAT EQUIPMENT IS REQUIRED FOR OUR EXHIBIT SPACE?**

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

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

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

Exhibitors may bring their own carpet, interlocking flooring or wood flooring. Exhibitors wishing to use their printed substrates must submit a sample to the LVCVA in advance and receive approval in writing. Contact information is available under our forms and logistics section of the website or you can contact us at [exhibit@printingunited.com](mailto:exhibit@printingunited.com). Floor Covering is required and available for purchase on show site via Shepard. If exhibit space does not have floor covering by the deadline of 5 PM on Monday, September 9, 2024 PRINTING United Expo will have Shepard Exposition Services install carpet and the exhibitor will be billed by Shepard, unless PRINTING United Expo has received prior notification of late arrival.



Other non-required items available for additional fees include:

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

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

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

**ARE CHILDREN ALLOWED TO ATTEND PRINTING UNITED EXPO?**

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

Minors under 18 may attend the Event:

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

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

**Hanging Signs**

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

**Lighting**

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

**WHAT IS AN EAC (EXHIBITED-APPOINTED CONTRACTOR)?**

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

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

To be permitted to perform services at PRINTING United Expo, EAC's must submit an EAC Application Form and Application/Contract, along with Certificate of Insurance (COI) to Exhibitorinsurance.com by August 30, 2024.

*Continued on next page.*

**IMPORTANT NOTE:** EAC's will not be permitted access to the Las Vegas Convention Center unless EAC/Contract/COI have been submitted. Be sure to review our list of exclusive providers. EAC's are not eligible for exclusive services. EAC check in will be located at the entrance of the Central Hall in C2 and in the South Lower Lobby entrance to the South Hall.

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

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

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

Please email [exhibit@printingunited.com](mailto:exhibit@printingunited.com) if you need to work late.

Exhibitors must be set and in place by **5 PM on Monday, September 9, 2024.**

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

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

### **WHEN CAN WE SET-UP OUR EXHIBIT SPACE?**

- Please reference the target move-in & move-out floor plan in the Exhibitor Dashboard.
- Exhibitor move-in & move-out hours are **8 AM – 5 PM** but are subject to the target floor plan. Not adhering to the target plan can result in off-target charges.
- All exhibits must be set and in place by **5 PM on Monday, September 9, 2024.**
- After **5 PM on Monday, September 9, 2024**, exhibitors may continue to work within their exhibit space provided no freight is in the aisles.
- If an exhibitor does not have flooring set in their booth by **5 PM on Monday, September 9, 2024**, PRINTING United Expo will request Shepard Exposition Services to carpet the booth and the exhibitor will be billed accordingly, unless PRINTING United Expo has received prior notification.

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

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

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

We strongly discourage setting up on Wednesday morning, with the exception of final booth preparations. Exhibitors may access the show floor beginning at **8 AM on Tuesday, September 10, 2024**, to finish any final booth preparations.

### **CAN WE BRING EXHIBIT MATERIALS TO THE CONVENTION CENTER OURSELVES?**

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

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

### **WHAT IS FREIGHT MATERIAL HANDLING/DRAYAGE?**

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

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

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

- Labor rates
- Facility dock access
- Show schedule

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

### **HOW MANY BADGES COME WITH MY EXHIBIT SPACE?**

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

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

Additional exhibitor badges may be purchased in advance for \$25 per badge through Saturday, September 7, 2024. Starting Sunday, September 8, 2024, the badges will increase to \$35 per badge.

Co-exhibitors split badge allotment with their primary exhibitor.

### **CAN I TURN OFF THE LIGHTS ABOVE MY BOOTH?**

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

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

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

### **WILL THERE BE WI-FI IN THE EXHIBIT HALL?**

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

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

- Exhibitors must order security wristbands for their set-up staff and/or EACs to work in the exhibit hall on set-up days.
- The Security Wristband Order form is available in the Exhibitor Service Manual.
- Exhibitors should indicate how many wristbands are needed and for which days they are required.
- One representative from your team should pick up the wristbands for your staff each day.
- Wristbands will be available at the EAC check in located at the entrance of the Central Hall in C2 and in the South Lower Lobby entrance to the South Hall.
- Wristbands are not available for EACs for show days. A limited number of EACs will be permitted on the floor (with a wristband) on opening day until 8:45 AM to wipe down booths.

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

### **ACCESSING THE EXHIBIT HALL ON SHOW DAYS**

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

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

### **WHERE CAN I PARK AND WHAT ARE THE RATES?**

The Las Vegas Convention Center offers on-site vehicle parking. The current parking fee is \$10 per space, with in and out privileges (subject to change). Cash or credit cards are accepted. Anyone leaving the property and planning to return the same day can show their paid parking receipt for re-entry is subject to availability.

Further questions? Contact [exhibit@printingunited.com](mailto:exhibit@printingunited.com).



# PRINTING UNITED

**EXPO** • Sept. 10-12, 2024 • Las Vegas



As part of our commitment to enhancing your experience at the PRINTING United Expo, we are excited to offer a **complimentary** insurance benefit for all 2024 Exhibitors. The PRINTING United Alliance has partnered with Exhibitorinsurance.com to provide each Exhibitor with a General Liability Insurance Policy with limits of \$1 million per occurrence and \$2 million aggregate for the 2024 Expo in Las Vegas, NV.

**\*This policy does NOT cover Exhibitor Appointed Contractors.**

*What does this mean to you?*

- Exhibitors do NOT need to provide a compliant certificate of insurance (COI) to the Alliance or General Contractor (Shepard Event Services)
- International exhibitors – policy ensures coverage even if local insurance does not extend to the U.S.
- This policy covers the first move-in/install date through the last move-out/dismantle date. with limits of \$1 million per occurrence and \$2 million aggregate, as detailed in the attached sample Certificate of Insurance (COI) from RI.
- You can expect to receive a copy of your COI via email about a week before the expo. This will be provided directly from Exhibitorinsurance.com
- If you would like to add additional insurance coverage plans, above and beyond what the Alliance is offering, Exhibitorinsurance.org can assist with that.

*What if I use an EAC?*

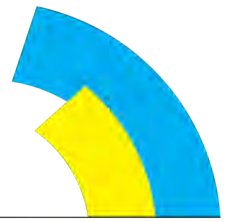
- **Exhibitor Appointed Contractors (EACs) are required** to provide their compliant certificates of insurance (COIs) directly to Exhibitorinsurance.com and can easily do so by visiting this. [Exhibitor Insurance | EAC Portal](#)
- Please note that any EAC who has not provided a COI and has not been approved by Exhibitorinsurance.com will not be able to enter the expo hall onsite.
- Please do not send COI's to Show Management – use the portal listed above.

*Questions?*

- Reach out directly to the Exhibitorinsurance.com team.  
[info@exhibitorinsurance.com](mailto:info@exhibitorinsurance.com)  
905-695-2971 ext 103

We hope that adding this liability insurance coverage to your exhibitor benefit package will help ease the planning process of participating in the Expo, and we look forward to seeing you in Las Vegas!





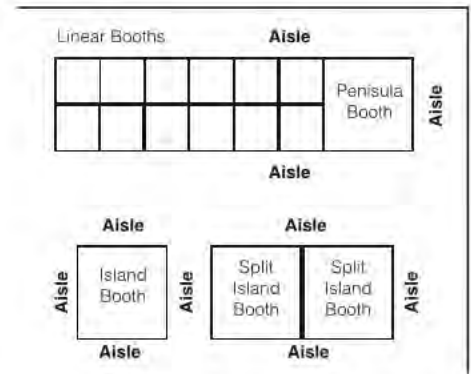
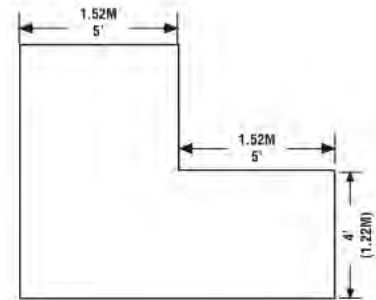
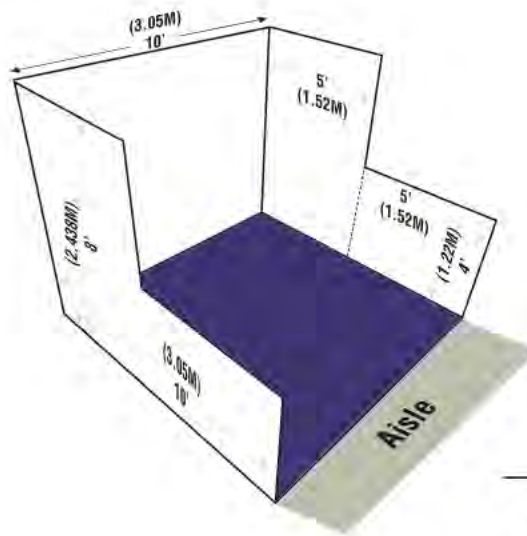
**STANDARD OR "INLINE" (Instead of Linear Booth Spaces)**

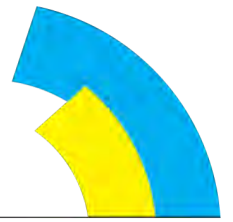
Any booth that shares a common back wall and/or side with other exhibits and only one side exposed to aisle. These booths can be purchased in a row to make a 10x20, 10x30, 10x40 etc. if the exhibitor abides by the rules below:

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

**Key**

- Booth Carpet
- Aisle Carpet





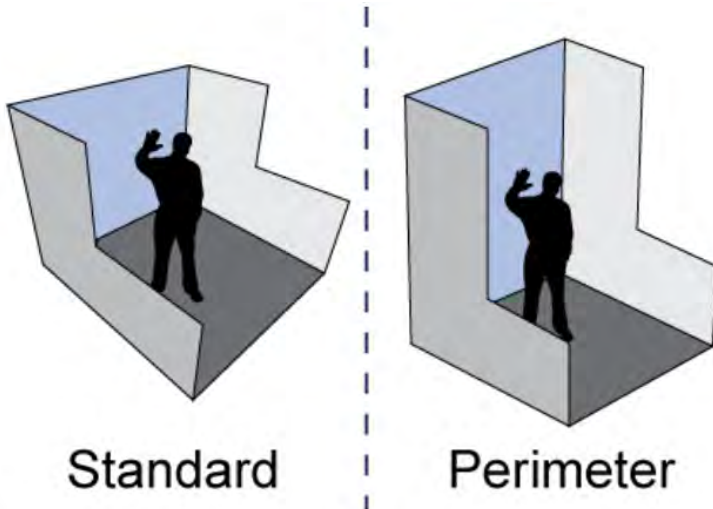
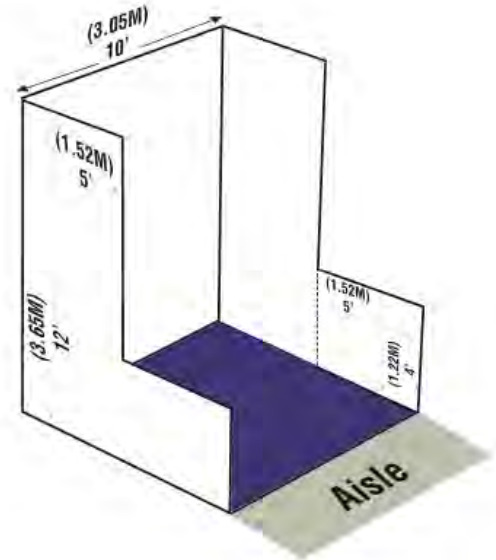
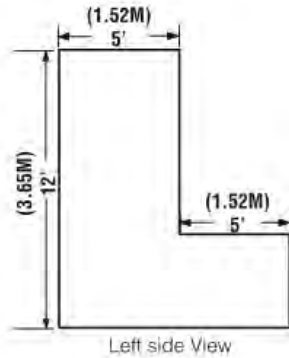
**PERIMETER BOOTH SPACES**

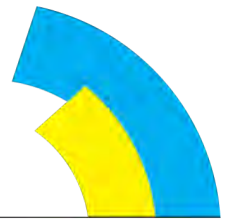
Perimeter booth spaces are located along the exhibit halls perimeter walls. These booths can be purchased if the exhibitor abides by the rules below:

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

**Key**

- Booth Carpet
- Aisle Carpet

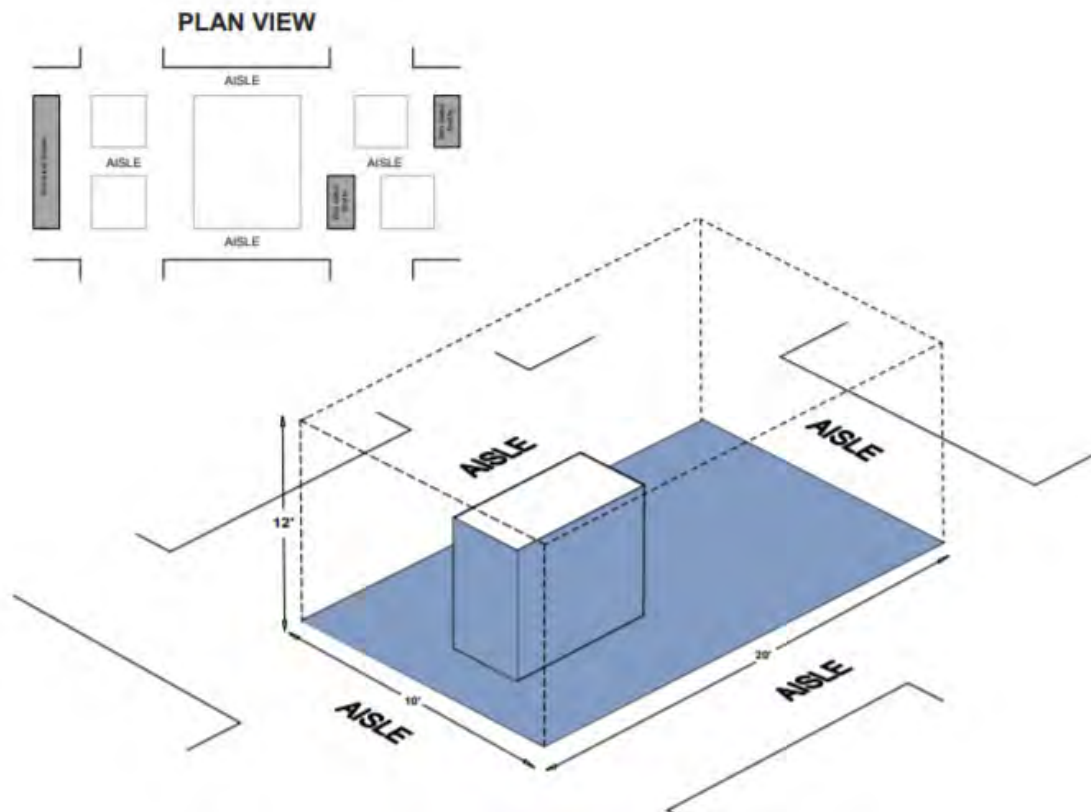


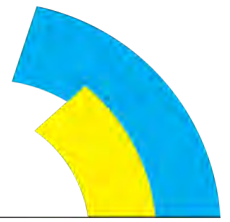


**MINI ISLAND BOOTHS**

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

- Exhibitors are **required** to provide flooring for the totality of their purchased space
- No drape will be provided or permitted
- Mini Island (Multi-Story) are not permitted: One level only
- Max height = 12'
- Must be accessible from all 4 sides
- Hanging signs are allowed provided they do not extend into the aisle on any side. Max height for hanging is 20'.
- Back walls and side walls that are visible must be finished
- Any unfished sides are subject to revisions onsite at the exhibitor's expense
- Stand drawings must be submitted in advance for approval to [standdrawings@printingunited.com](mailto:standdrawings@printingunited.com) by August 1, 2024.

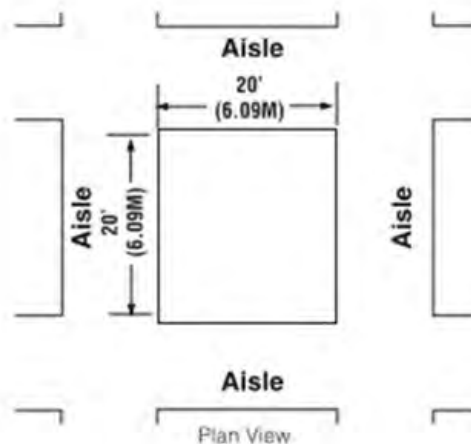
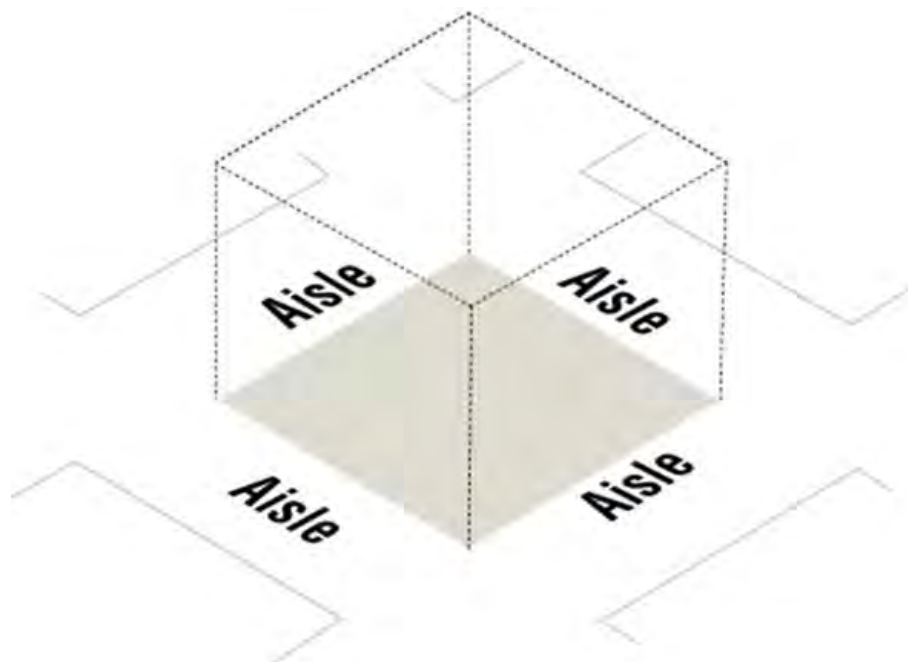


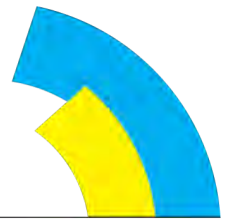


## ISLAND BOOTHS

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

- Exhibitors are required to provide flooring for the totality of their purchased space.
- Max height = 20' (Including hanging sign)
- Must be accessible from all 4 sides
- Hanging signs are allowed
- Stand drawings must be submitted in advance for approval to [standdrawings@printingunited.com](mailto:standdrawings@printingunited.com) by August 1, 2024.





## MULTI-STORY BOOTH

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

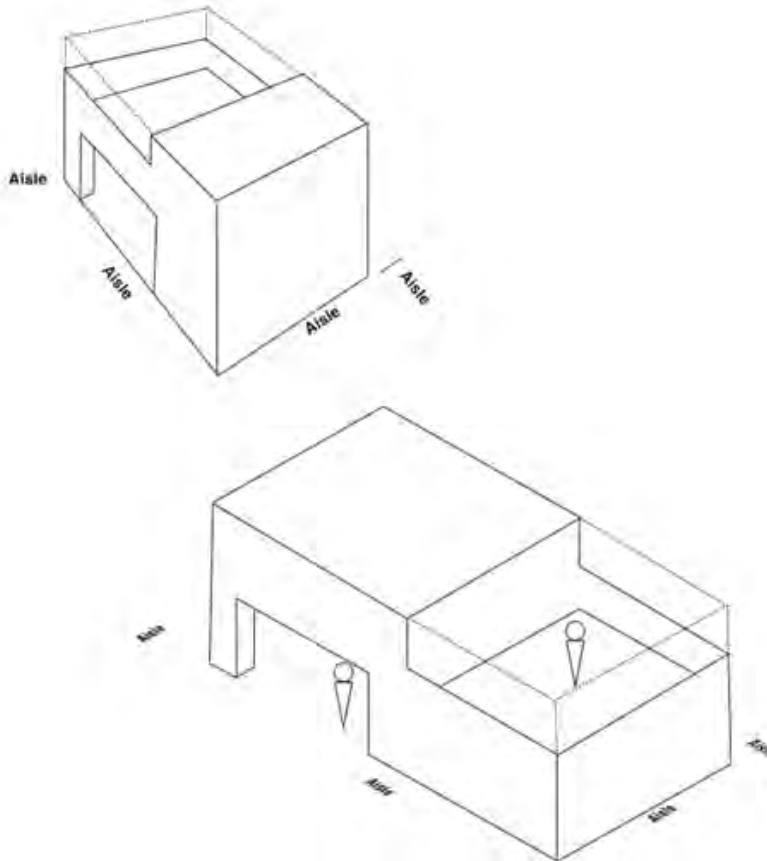
- Max height = 20' (Including hanging sign) \*unless a sponsor
- In many cities, a Multi-storied booth requires prior approval by the exhibit facility, and/or fire marshal, as well as show management because it is considered to be a “structure” for building purposes.
- Stamped engineer drawings should include rise and run of stairs as well as load levels.
- Please submit physical copies including rise and run of stairs and load capacity limits to the venue for Fire Marshal and Engineer approval to:

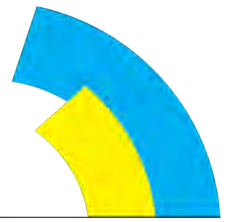
Merlin Sarmiento | Convention Services Manager  
Las Vegas Convention and Visitors Authority | [LVCVA.com](http://LVCVA.com)  
[MSarmiento@lvca.com](mailto:MSarmiento@lvca.com)

AND

Darrell Atkinson | Fire Prevention Coordinator  
Las Vegas Convention and Visitors Authority | [LVCVA.com](http://LVCVA.com)  
[datkinson@lvca.com](mailto:datkinson@lvca.com)

- Stand drawings must be submitted in advance for approval to [standdrawings@printingunited.com](mailto:standdrawings@printingunited.com) by August 1, 2024.
- Fire extinguisher(s) and smoke detector(s) will often need to be included in the overall design





## MACHINERY

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

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

## REQUIREMENTS FOR ALL EXHIBITORS

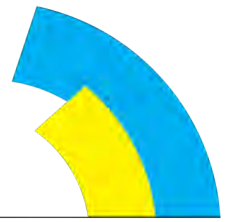
- Exhibitors are **required** to provide flooring for the totality of their purchased space
- Vinyl or adhesive graphics are only allowed for flooring if the venue has been sent a sample in advance and approval from the venue has been granted in writing
- No end caps are allowed
- Tents are allowed in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

## U.S. Americans With Disabilities Act (ADA)

In the U.S., all exhibiting companies are required to be in compliance with the U.S. Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at [www.ada.gov](http://www.ada.gov). Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length). Ramps should have a minimum width of 36 inches.
- Ramp the entry or use hydraulic lifts to trailer exhibits.
- Avoid double-padded plush carpet to ease mobility device navigation.
- Provide the same attendee experience on both levels of a two-story exhibit.
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available.
- Run an audio presentation for people with sight problems.
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair. To avoid potential fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.





### **Structural Integrity**

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.



The **2024 PRINTING United Expo (“Show”)** is owned, produced, and managed by the PRINTING United Alliance (“**The Alliance**”) (formerly Specialty Graphic Imaging Association (SGIA)), Printing Industries of America (PIA) and NAPCO Media (the “**Show Management**”). The Show is scheduled to be held at Las Vegas Convention Center (“**Facility**”) on September 10 – 13, 2024. The exhibit halls (“**Exhibit Halls**”), parking lots, air space and grounds of the Facility and designated areas of partner hotels, are hereinafter referred to as the “**Exhibit Areas.**” “**Exhibitor**” means, collectively, the entity that is applying to exhibit and/or is exhibiting at the Show, the authorized representative of that entity who is executing the exhibit contract/online application to exhibit at the Show (the “**Exhibit Space Rental Application**”) on its behalf (“**Representative**”) and, where applicable, that entity’s officers, employees, contractors, and agents. Show Management and the Exhibitor may be referenced herein individually as a “**Party**” and collectively as the “**Parties.**”

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

## 1. BALLOONS

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

## 2. GENERAL

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

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

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

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

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

### 3. ADMISSION PROCEDURES

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

**A. Admission Procedure to the exhibit area:** Admission to the Show is for the full 3 days as scheduled – September 10 – 12, 2024. Registration Badge: Valid for entry to the Show only during hours the Show is open to bonafide attendee registrants. Show Management recommends children not attend PRINTING United. Minors under 18 may attend the Show (i) ONLY during show hours and pay appropriate fees and (ii) are accompanied by an adult at all times. Assigned Exhibit Space Personnel Badges: Exhibitors receive 5 comp Exhibit + Education Passes badges per 100 square feet of exhibit space up to a maximum of 150 badges. Additional badges are: \$25 per badge through Sunday September 8; \$35 per badge beginning Monday, September 9. Assigned Exhibit Space personnel may obtain tickets for all convention events at the prevailing rate. To make a stronger commitment to the OEMs that partner with us and exhibit at the show, we are now instituting a non-exhibiting supplier attendee fee.

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

### 4. ADVERTISING OUTSIDE EXHIBITOR'S SPACE

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

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



## 5. BADGES NON-TRANSFERABLE

The rights of an Exhibitor are not assignable to any other persons or firm whatsoever. Identification badges for Assigned Exhibit Space personnel are not transferable. Admission will be by badge only. Each Exhibitor shall be entitled to free registration badges on a limited basis for the sole use of the Exhibitor's company personnel, when ordered in advance online. Exhibitors selling products manufactured by others are permitted to have personnel of the supplying firms work their Assigned Exhibit Space as representatives of said Exhibitors. However, all Exhibitor badges, show directory listings, Show advertising, etc., must carry only the name of the exhibiting company as shown on the approved Exhibit Space Rental Application. Exhibitor shall not assign, share or sublet its Assigned Exhibit Space without the written consent of Show Management.

## 6. EXHIBIT SPACE REVIEW AND REQUIREMENTS

### Included with Assigned Exhibit Space Purchase

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

- Specifications document outlining the various exhibit space types and regulations available in the Exhibitor Service Manual.

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

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

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

### Types of Exhibit Spaces

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

### Line-of-Sight Guidelines

All Exhibit Space Display Materials, regardless of size or type of the Assigned Exhibit Space, should keep in consideration line of sight obstructions from one Assigned Exhibit Space to the next. IVariances may be granted at the discretion of Show Management. Exhibitors

may use Plexiglas or similar see-through material to create a wall that will allow for a line of sight from one Assigned Exhibit Space to the next.

### **Assigned Exhibit Space Displays/Stand Drawings**

Stand drawings are due to Show Management submitted by email to [standdrawings@printingunited.com](mailto:standdrawings@printingunited.com) by August 1, 2024. All island exhibit space Exhibitors (>400 sq.ft.) must submit their stand drawings via email, including a rendering and a scaled floor plan (with front and side elevations) of their Assigned Exhibit Space. Double deck structures must submit additional requirements for approval from the Fire Marshal.

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

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

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

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

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

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

### **U.S. Americans With Disabilities Act (ADA)**

In the U.S., all exhibiting companies are required to follow the U.S. Americans with Disabilities Act (ADA), and are encouraged to be as reasonably accommodating as possible, to attendees and other exhibitors with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at [www.ada.gov](http://www.ada.gov). A few examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring.
- Note: A standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (height), there should be 12 inches of run (length). Ramps should have a minimum width of 36 inches.
- Ramp the exhibit entry
- Avoid double-padded plush carpet to ease mobility device navigation.
- Provide the same attendee experience on both levels of a two-story exhibit.
- Offer a signer or other auxiliary hearing-impaired system for sound presentations or have a printed copy of the presentation available.
- Run an audio presentation for people with sight problems.
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair. To avoid potential fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules.
- Exhibits are not exempt from ADA compliance.



### **Structural Integrity**

All exhibit booth displays should be designed and constructed in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as forklifts, and attendees. Exhibit booths should also be able to withstand moderate wind effects that may occur in the exhibit hall, especially when freight doors are open. We recommend referring to local building codes that regulate temporary structures.

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

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

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

Show Management further advises that you urge your Representatives to:

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

## **8. CARPET/PROFESSIONAL FLOOR COVERING**

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

Booths deprived of floor covering by 5 p.m. on Tuesday, September 9, 2024, the Show General Contractor will automatically have carpet installed by Show Management (billed by the Show General Contractor) at the Exhibitor’s expense.

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

## **9. CEILING HEIGHT AND BUILDING RULES**

Reference the Las Vegas Convention Centers [Show Building User’s Manual](#) for building rules and other specific questions about the LVCC.

Most ceiling heights are 35’ except for Halls C1 and C2 and low ceiling portions in North Hall. See our floor plan key on [www.printingunited.com](http://www.printingunited.com) for more specifics.

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

(V 5-18-23)

## 10. CHILDREN

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

## 11. CONFLICTING ACTIVITY/OUTSIDE EVENTS

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

## 12. ELECTRICAL INSTALLATIONS

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

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

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

All equipment shall be properly tagged and wired by the Exhibitor with complete information as to type of current, voltage, phase, cycle, horsepower, and such other information as the Engineering Department reasonably may require. Electrical power for lights and displays may be turned on daily approximately one hour prior to Show opening time and off at approximately Show closing time. Twenty-four (24) hour power may be requested for services that require continuing electrical service after-hours (e.g., refrigerators, programmable machinery, etc.), provided, however, the Exhibitor and the Show licensee both acknowledge that electrical power is generated and delivered by a public utility and, that being the case, the Facility cannot guarantee that electrical power will be available continuously or without interruption. The Exhibitor and the Show licensee acknowledge and accept the risk that such electrical power interruptions may occur from time to time. Notwithstanding any of the provision of the Electrical Services Order Form, in any Show neither the Facility,

(V 5-18-23)

the Authority, Edlen Electrical, nor Show Management shall be liable for any consequential damages, and the Facility, the Authority and the Engineering Department's liability shall not exceed the fees paid to and received by the Authority in respect of the Electrical Services Order Form.

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

- Electrical equipment must be Underwriter Laboratory approved. Gas operated equipment must be approved by the American Gas Association (AGA) and the required permits and/or approvals must be obtained in advance from the Las Vegas County Fire Rescue Department through Facility Management.
- The Facility's electrical equipment, e.g., extension cords, electrical distribution panels, pole lights, etc., should not be removed by Exhibitors, general contractors or other personnel.
- Exceptions regarding location and/or availability may occur.
- The installation/removal of all electric, gas, plumbing, steam and water, either into or out of any Facility venue connectors by non-Show utilities personnel, is strictly prohibited.
- All requests for electrical service include complimentary installation labor and the electrical service is provided for a 24-hour period. For Exhibitor and Show Management orders placed twenty-one (21) days in advance of the first move-in day, the Facility provides a 30% discount on services.
- The power comes from the catwalks in Central and North Halls at LVCC. There are no floor pockets in these halls.
- Utilities available include electric, telephone, internet, drainage and water but must be ordered using the forms in the Exhibitor Service Manual.
- Special utility requirements: air, water/drainage, and natural gas are available. All-natural gas appliances shall be of an approved type (i.e., A.G.A., U.L., or Gas Mechanical Lab), and shall be installed according to Federal, State and Local Safety codes. Maximum drain lines are 3");. Supply connections and disconnections may only be made by the Facility. Equipment interconnections may be made by Exhibitors and material for connections must be supplied by Exhibitors, subject to approval by the Facility. Utility installation rates are per hook-up. Any special utility connect ordered on site rather than preordered will be billed at higher connection rates. A utility order form will be provided in your Exhibitor Show Manual. No compressors are allowed other than those supplied by the Facility unless they are a fixed part of your machine. Telephone, internet, wireless, and data network services forms will be provided in your Exhibitor Service Manual.

#### **Edlen Electrical Terms and Conditions**

- Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
- To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
- In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email of any such corrections.
- Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths
- Outlet rates listed do not include the connection of any equipment, special wiring, or distribution of the outlets, to other than the standard locations within the booth space.
- Distribution to all other locations regardless of booth type require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
- A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
- Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or

(V 5-18-23)



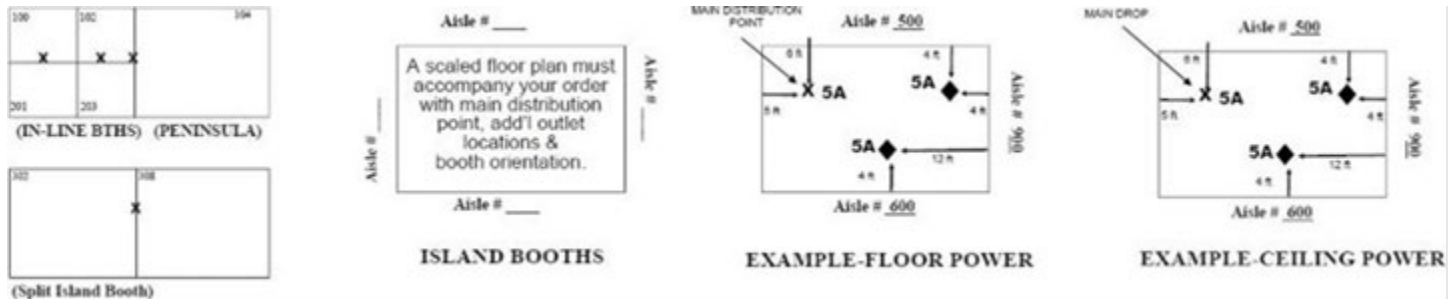
(1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.

- There is a total (1) hour or (1/2) hour installation and (1/2) hour removal charge for Island Booths that require delivery to one location.
- Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
- Edlen Supervision—A supervisory charge of 10% of the prevailing labor rate will apply to all labor that exceeds one hour.
- For a dedicated outlet, order a 20-amp outlet.
- No inverters, self-contained power supplies or devices that convert battery power to 120-volt power allowed.
- In the event 1000-watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Contact our local office to discuss any additional charges.
- Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
- Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
- Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
- Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
- All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring, or equipment is not in accordance with electrical codes.
- All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
- All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
- Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
- Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
- If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
- Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
- Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
- It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
- A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
- Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>



**COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?**

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



FOR OTHER COMMONLY ASKED QUESTIONS VISIT [WWW.EDLEN.COM](http://WWW.EDLEN.COM) OR CALL THE NUMBER ON THE ELECTRICAL ORDER FORM

**13. EXHIBITOR APPOINTED CONTRACTORS (EACS)**

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

- Thirty days prior to the Show, written notification must be received. There will be an electronic form to complete in the Exhibitor Service Manual. The independent contractor is encouraged to obtain labor from the official show contractor; however, if they do not, they shall provide evidence to Show Management and the official contractor that he possesses applicable and current labor contracts;
- The independent contractor shall be prepared to show evidence he has authorization from the Exhibitor for installation;
- The Exhibitor is responsible for all services in connection with their exhibit, including freight, drayage, rentals, and labor;
- The independent contractor shall provide a proper certificate of insurance with limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Shepard Exposition Services, the Las Vegas Convention Center, and Show Management as additional insureds for the time period of the Show (including move-in and move-out days), to Show Management and the Show General Contractor at least 30 days before the show opening;
- The independent contractor will be responsible for steward and foreman costs after Show General Contractor's work for the day has been completed. Show Management may deny an EAC access to the Show when these requirements have not been met or when in the best interests of the Show. Show Management will not be responsible for any lost profits or any damages of Exhibitor that result. The Facility utilizes the Worker Identification System (WIS) badging program launched by the Exhibition Services and Contractors Association (ESCA) in 2009. All contractors, suppliers, and vendors are required to have the approved credentials to access the Facility. Badges must always be visible while on the Facility campus. The WIS badge only allows access to the Facility. Individual events may require independent credentials, such as wristbands or buttons, for access to Exhibit Halls. There isn't an enrollment fee for the WIS program, but there is a fee for badges.

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

**14. EXHIBIT LOCATION AND RELOCATION**

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

(V 5-18-23)



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

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

## 15. EXHIBITOR REPRESENTATIVES

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

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

Models must have Exhibitor badges, and Exhibitor must obtain them in the same manner as obtained for other Assigned Exhibit Space personnel. False certification of individuals as Exhibitor representatives, misuse of Exhibitor badges, or any methods or device used to assist unauthorized individuals to enter the Exhibit Halls will be sufficient just cause for expelling the violators from the Show, barring them from further entrance onto the Exhibit Halls, and/or removing the exhibit from the exhibit floor without obligation on the part of the Show Management for refund of any fees. The Exhibitor, for itself, its employees, and its agents, waives all rights to any claim for damages against Show Management, its contractors and its agents, arising out of the enforcement of this paragraph. The official Show badge must be worn whenever a registrant is in the Exhibit Halls. Badges are available at registration for such persons as were designated by the Exhibitor when Exhibitor registration was processed.

## 16. EXHIBIT SPACE FEES

The Assigned Exhibit Space lease fee includes the back drape and side-rail drapery (for inline exhibit types only) but does NOT include a floor covering, which is required. All Exhibitors at the Show will be responsible for providing their own flooring solution or may obtain carpet, carpet padding and VisQueen directly through the Show General Contractor. Floor covering must cover the entirety of the leased exhibit space. All other forms will be available in the Exhibit Service Manual available in late spring 2024. The Assigned Exhibit Space lease fee also includes a small black and white exhibit space identification sign, a limited number of exhibit space personnel badges, a company description and product categories which will be showcased on the floor plan and official show mobile app. There will not be a printed show guide.

Your free enhanced listing includes:

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

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

## 17. EXHIBIT SET-UP/MOVE-IN

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



### **Last-In, First-Out Space Exhibit**

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

## **18. EXHIBIT SPACE TERMS**

All Assigned Exhibit Spaces are configured in 100 sq. ft. increments unless otherwise indicated on the Show floor plan. All Assigned Exhibit Spaces are constructed with an 8-foot-high back drape and 3-foot-high side rails. Each Assigned Exhibit Space includes 1. A standard sign, 7" x 44", with name of the Exhibitor and space number; 2. Five (5) complimentary Expo Pass badges for exhibit space personnel for every 100 sq ft of space contracted; 3. Online directory listing; 4. All expenses, including, without limitation, electrical and telephone and internet requirements, exhibit installation and dismantling costs and material handling/drayage, will be the sole responsibility of the Exhibitor. All Assigned Exhibit Spaces must have floor covering that covers the entirety of the exhibit space. See "Payment Policy" in the Terms and Conditions – Section 14 for payment terms.

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

### **Shared Space**

Co-Exhibitors are permitted provided written approval is given by the primary Exhibitor. Shared companies must have an established relationship with the primary Exhibitor. Co-Exhibitors must also be a member of the PRINTING United Alliance. Not all exhibit spaces are permitted to have co-Exhibitors. Exhibit spaces 400 square feet and larger can have co-Exhibitors (Inline exhibit spaces are not eligible for space sharing). A parent company may book space for subsidiary companies. A \$3500 co-Exhibitor fee due with completed co-exhibit application.

## **19. FIRE WATCH**

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

## **20. FOOD AND BEVERAGE**

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

## **21. HAZARDOUS CHEMICAL DISPOSAL**

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

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



## **22. HAZARDOUS MATERIALS LABELING**

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

## **23. HOURS OF EXHIBITION**

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

## **24. HOUSING**

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

## **25. INDOOR AIR QUALITY**

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

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

## **26. INK DISPOSAL GUIDELINES**

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

## **27. INSURANCE**

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

## **28. INTELLECTUAL PROPERTY (“IP”) INFRINGEMENT**

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

## **29. LABOR**

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

## **30. LIGHTING**

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

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

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

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

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

### **Lamp and Bulb Restrictions**

The Facility has experienced several fire safety incidents arising from the use of stem- and track mounted halogen light fixtures attached to exhibit spaces where the fixtures utilized linear halogen bulbs. Typically, these hazards arose from misuse and poor maintenance practices rather than from any deficiency in the design of the fixture or the halogen bulb it



contains. Show management, therefore will not allow track mounted halogen light fixtures. If used onsite, the exhibitor will be asked to remove. Any incidents or damages that occur from these bulbs onsite will be the sole responsibility of the exhibitor. Show management will not be held responsible.

### **31. MEMBERSHIP**

Exhibitors are required to maintain membership with the Alliance during the entire period from application through the Show.

### **32. MULTI-LEVEL AND/OR COVERED EXHIBITS**

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

A multi-story exhibit is an Assigned Exhibit Space where an Exhibitor's display fixture includes two or more levels. All multi-story exhibits must have prior, written design approval from Show Management and Exhibitor must submit Assigned Exhibit Space diagrams to the local Fire Marshal to obtain a permit. If an Exhibitor's multi-story Assigned Exhibit Space plans have received permits at past shows, Exhibitor must still re-submit diagrams to obtain a permit for the 2024 Show. Fire Marshal permits and Show Management approvals are applicable to one specific Show only and may not be applied to or transferred to future Shows. Multi-story Assigned Exhibit Space plans must be submitted no later than 45 days before the first day of move-in for the Show. All Assigned Exhibit Space diagrams are required to have a stamp of approval from a licensed structural engineer. Within the confines of your Assigned Exhibit Space, you must have a visible fire extinguisher and smoke detector. Requests will not be accepted onsite. Please note certain states our show is located requires stamped engineer drawings from that specific state (notably Nevada). All island booths and double deck structures are permitted to a total height of 20'. Sponsors are sometimes granted a height variance. Please reference our Exhibitor Space Rules and Specifications for visual guidelines available on [www.printingunited.com](http://www.printingunited.com)

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

Merlin Sarmiento | Convention Services Manager  
Las Vegas Convention and Visitors Authority | [LVCVA.com](http://LVCVA.com)  
[MSarmiento@lvcva.com](mailto:MSarmiento@lvcva.com)

AND

Darrell Atkinson | Fire Prevention Coordinator  
Las Vegas Convention and Visitors Authority | [LVCVA.com](http://LVCVA.com)  
[boothplans@lvcva.com](mailto:boothplans@lvcva.com)

### **33. NOISE & ODORS**

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

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

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



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

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

### **35. SOUND DEVICES**

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

### **36. OBSTRUCTION OF AISLES OR NEARBY EXHIBIT SPACES**

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

### **37. OPERATION AND CONDUCT**

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

- Exhibitor personnel and representatives may not enter the Assigned Exhibit Space or loiter in the area of another Exhibitor without permission from that Exhibitor, and at no time may anyone enter an Assigned Exhibit Space that is not staffed. Violators may be ejected from the Show and Exhibitor subject to a loss of seniority points.
- Exhibitor shall not photograph or video an Assigned Exhibit Space or product of another Exhibitor unless such photography or videography is approved in advance in writing by the other Exhibitor or Show Management.
- Exhibitor may not harass or antagonize another party, remove anything from another Exhibitor's Assigned Exhibit
- Space or register or give a badge to anyone not qualified to attend or exhibit at the Show.
- Exhibitor may only serve legal papers upon another Exhibitor by working with Show Management. Exhibitors may not serve such papers in the Exhibit Halls or public areas of the Facility unless accompanied by Show Management.
- An Exhibitor's Assigned Exhibit Space must be staffed during all Show hours. Exhibitors with Assigned Exhibit

(V 5-18-23)



- Spaces that are not staffed during Show hours could be subject to loss of priority exhibit space selection, loss of credentials for future shows and loss of other show privileges as determined by the Show Management in its sole discretion.
- No area of the Facility or the Exhibit Halls or an Assigned Exhibit Space shall be used for any improper, immoral, illegal or objectionable purpose.

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

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

### **38. PROMOTIONAL ACTIVITIES, CONTESTS AND GIVEAWAYS**

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

### **39. ADVERTISING OUTSIDE EXHIBITOR'S ASSIGNED EXHIBIT SPACE**

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

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

### **40. PHOTOGRAPHY AND AUDIO/VIDEO**

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

Notwithstanding the foregoing, photography is strictly prohibited on the Show floor when an Exhibitor does not grant permission. An Exhibitor may place a no-photography sign in their booth as well as verbally restrict activity. All Exhibitors have full authority to control the photographic activities in their contracted spaces and should any unauthorized photographic activity take place during the Show, the Exhibitor is welcome to contact the floor manager for immediate assistance and action.



## **CONSENT TO RECORD & DISTRIBUTE YOUR AUDIO, IMAGES & VIDEO**

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

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

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

## **41. PRINTING**

Printing will be permitted with the following provisions:

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

## **42. REMOVAL OF EXHIBITS**

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

## **43. SHIPPING INSTRUCTIONS & HANDLING OF CRATES**

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

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



#### 44. SMOKING

The Facility is a “no smoking” facility.

#### 45. TRACKING SERVICES

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

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

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

#### 47. VEHICLES ON DISPLAY

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

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

- A. Lack of guards (shields) on exhaust fans, belt-driven motors, fly wheels, etc. If there are no permanently attached guards, temporary ones must be added at Exhibitor’s expense;
- B. Food and drink near inks and cleaning solutions;
- C. Lack of safety curtains or inadequate shielding on UV curing units;
- D. Lack of covered (by tape or carpet) electrical cords on floor of Assigned Exhibit Space or aisle.

#### 48. SHIPPING/FREIGHT/LOGISTICS

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

#### 49. AMERICANS WITH DISABILITIES ACT (ADA)

All exhibiting companies are required to abide by the Americans with Disabilities Act (ADA). Information concerning ADA compliance is accessible from the U.S. Department of Justice ADA Information Line (800) 514-0301 and from the ADA website. If you are in need of a motorized scooter, interpreter or other assistance, please email [register@printingunited.com](mailto:register@printingunited.com).

(V 5-18-23)

## 50. ANIMALS/ SERVICE ANIMALS

Under the ADA's guidelines, the meaning of "service animal" is restricted to a dog that is individually trained to do work or perform duties for an individual with a disability. The task(s) performed by the dog must be directly associated with the person's disability. Under the ADA, "comfort," "therapy," or "emotional support" animals do not meet the definition of a service animal. Service animals are always welcome. Refer to the American Disabilities Act (ADA) for the definition of a service animal. It is the animal owner's obligation to clean up after the animal while on Facility property.

Exhibitor shall be responsible for compliance with the Americans with Disabilities Act. Exhibitor shall indemnify, defend and hold Show Management harmless from any and all claims, costs, expenses or other damages, arising out of Exhibitor's breach of this provision consequences of Exhibitor's failure in this regard. The terms of this provision shall survive the termination or expiration of this Agreement. For more information on the Americans with Disabilities Act and how to make exhibit space accessible to persons with disabilities, please contact:

U.S. Department of Justice ADA, Civil Rights Division Disability Rights Section – NYAV 950 Pennsylvania Avenue, NW Washington, D.C. 20530 USA phone: +1.800.514.0301 (voice) +1.800.514.0383 (TTY), website: [www.ada.gov](http://www.ada.gov)

## 51. SUITCASING / OUTBOARDING POLICY

PRINTING United has a zero-tolerance policy regarding "suitcasing." All marketing and promotion must remain within your Assigned Exhibit Space as stated in section 16. Show Management reserves the right to remove individuals or discard display materials that do not comply with these guidelines.

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

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

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

**Suitcasing/Outboarding** ("Suitcase" or "Suitcasing") is a parasitic business practice in which unethical companies will gain access to the Show by obtaining some type of event credential (attendee badge, expo-only badge, etc.) and then solicit business in the aisles or other public spaces used for the Show.

Companies who Suitcase cause inconvenience to attendees and hurt the overall industry. Suitcasing also violates Show policy and the [International Association of Exhibitions and Events \(IAEE\) guidelines](#).

Show Management's objective is to do everything legally possible to protect Exhibitors from Suitcasing. This Suitcasing policy must be observed at all times. Violation may result in any or all of the following actions at the discretion of Show Management.

If an Exhibitor permits a company or individual to Suitcase in their Assigned Exhibit Space:

(V 5-18-23)



Closure of your exhibit space, Loss of participation in the priority exhibit selection event, and/or Exclusion from future shows.

If a company or person is Suitcasing in any other manner:

Removal from the Exhibit Halls and Facility and Exhibit Areas and/or being banned from future shows.

Suitcasing rules and regulations pertain to the Exhibit Halls, Show public areas, the Facility and official Show hotels.

To reduce your chances of being accused of Suitcasing:

Do not enter or loiter around the exhibit space of the other party.

Do not harass or antagonize the other party.

Do not remove anything from any Exhibitor's Assigned Exhibit Space.

Do not register or give a badge to anyone not qualified to be in the Show.

Do not take pictures or hire outside photographers. Due to intellectual property laws, photography of any kind other than by Show Management is strictly forbidden in the Exhibit Halls.

Show Management has created a Suitcasing Prevention Policy Team (the "Team") that will be available from the start of the Show to the conclusion of the Show and which will respond to all complaints regarding Suitcasing. The Team will be trained on what to look for and the appropriate factors to determine if there is an issue. The Team will review each complaint off the Exhibit Hall floor and take appropriate action, including removal from the Exhibit Hall.

The Team may also levy penalties for violations, up to and including suspension from participation in future shows.

If you have a pending dispute regarding Suitcasing at the Show:

**Prior to the Show:** If you feel there is a reasonable risk of a problem involving Suitcasing, notify Show Management prior to arrival ([exhibit@printingunited.com](mailto:exhibit@printingunited.com) or 703-385-1355)

**Onsite:** If you suspect another company of Suitcasing, report it to Show Management or a PRINTING United Expo Floor Manager in person at the Show Management/ Exhibit Sales Office. Someone from Show Management will come to your exhibit immediately.

Show Management will take one of the following actions:

Upon receipt of a Suitcasing complaint from an Exhibitor, Show Management will review the complaint with the Exhibitor. Show Management will confer with other members of the Team to investigate the complaint and determine what action may be taken, including meeting with the company that is accused of Suitcasing. Possible actions will include:

Remove anyone found violating the Suitcasing policy; or if deemed advisable, Show Management will attempt to bring the accuser and alleged violating party together in a meeting in the Show Management Office in an attempt to resolve the matter; or issue a warning if appropriate; or take no action if it is determined there is no action necessary. If the Team determines that a complaint is valid, but the violator refuses to attend such a meeting or leave the Exhibit Hall, then that party/company will be prohibited from exhibiting in or attending the next two Shows.

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

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

# Let us plan your private event for you.

Wow your guests with a 5-star experience at the best rates.

*"We worked with Jampack Private Group Services to source the venue and entertainment for our client cocktail reception. They were super helpful, flexible and reliable and the event was perfect."*

- Catherine Craft, The Car Wash Show Exhibitor

## Why Jampack is the official Printing United Expo hospitality & nightlife partner

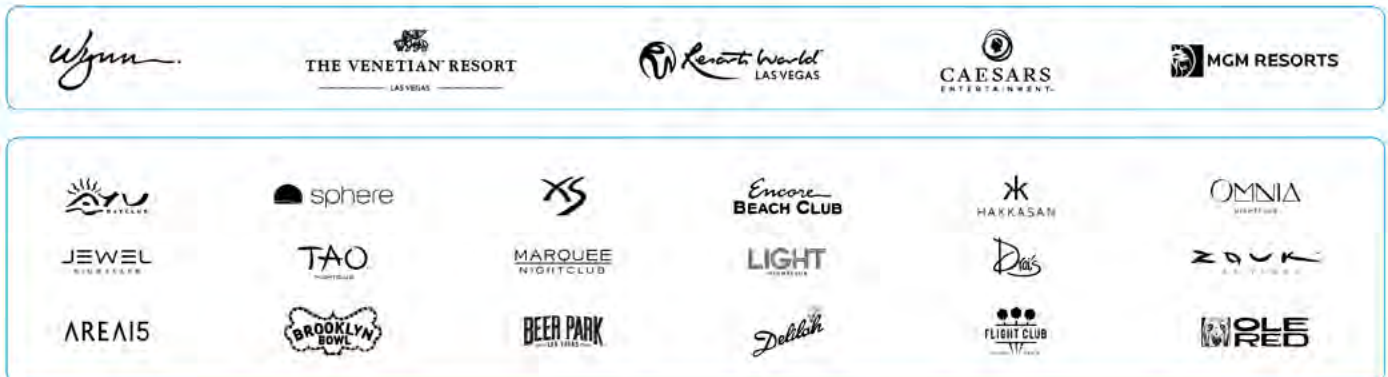
- Access to top Las Vegas venue & resort properties
- Expert knowledge of Las Vegas venues
- Exclusive pricing via existing relationships
- Ability to source additional services such as entertainment, audio/visual and more.
- Experience supporting hundreds of thousands of event visitors each year

## We'll coordinate any group outing for you

- Private group dining
- Cocktail receptions
- Curated group excursions & experiences
- Nightclub access & table reservations
- Show tickets
- Transportation

## Get the best rates and venues

We have special Vegas supply sourcing connections and venue relationships to negotiate the best rates possible at the hottest nightlife venues and resort properties.



## Get in touch

Get an event consultation and vendor quote today.  
[go.jampack.com/exhibitor/printing-united-expo](http://go.jampack.com/exhibitor/printing-united-expo)

## Malcolm Barrack

Director of Events & Nightlife  
P: 707.292.3200  
E: [malcolm@jampack.com](mailto:malcolm@jampack.com)

# BOOST YOUR TRADE SHOW IMPACT!

## Capture, qualify, and convert your trade show leads like never before!

Turn your smartphone into a sales and marketing powerhouse using CompuLEAD. Never miss an opportunity to connect with potential customers.

- Effortless Lead Capture
- Advanced Lead Qualification
- Targeted Email Follow-up
- Seamless CRM Integration

## Streamline Your Content Distribution with M3!

Introducing M3, the innovative app that redefines how you share digital content and develop your prospects.

- Self-Serve Content Distribution
- Generate 2X More Leads When Combined With CompuLEAD
- Engage More Prospects

*The Alliance has contracted with CompuSystems for an event buyout - M3 will be offered complimentary to all exhibitors.*

TO LEARN MORE ABOUT OUR PRODUCTS,  
PLEASE CONTACT 708.786.5565 TO TALK WITH A PRODUCT SPECIALIST.

# Sponsorship Opportunities

**Interested in sponsoring in 2024?** Sponsorship gives you a voice beyond your booth and helps draw in the printers you want to see. Make your presence at PRINTING United Expo known! Only package sponsors are eligible for earlier priority exhibit selection appointments.

## Sponsorship & Investment Levels



### Interior Branding Options

Lobby banners, lobby floor graphics, column wraps, escalator ribbons, wayfinding stations

### Online Advertising

Online directory, show planner, mobile app sponsor

### Promotional and Event

Education sponsor, lanyards, tote bags, pens, expo floor map branding



### Exterior Branding Options

Hanging banners, entrance window graphics, sidewalk graphics, shuttlebus headrests

### Media Preview Day Options

Pre, live, and post event - Media guide overview listing, Live speaking sessions, 1:1 meetings with media from around the globe, Press kit drop, Branded item in media swag bag, Media Preview Day receptions, Content asset in Expo's Knowledge Center

### Additional Options

Customizable depending on your goals

**Contact our team today to find the ideal sponsorship to fit your unique business goals.**

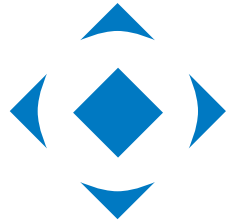


**Sarah Payne**  
Account Manager  
[spayne@printing.org](mailto:spayne@printing.org)



**Lee Wright**  
Account Manager  
[lwright@printing.org](mailto:lwright@printing.org)





# Shepard

## EXHIBITOR SERVICE MANUAL



**PRINTING United Expo 2024**

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV  
September 10 - 12, 2024

**L182940924**

## Booth Package

Items provided in your booth, per exhibitor:

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

**REMINDER!** All exhibitors are responsible for providing their own flooring solution or may obtain carpet, carpet padding, and visqueen through Shepard Exposition Services. All forms are available in this manual or online.

## Show Colors

Show Drape Color(s): Grey, White

Aisle Carpet Color: Tuxedo

## Exhibit Show Schedule

### GENERAL EXHIBITOR MOVE-IN (Per Assigned Target)

Tuesday, September 3, 2024 • 12:00PM to 5:00PM  
Wednesday, September 4, 2024 • 8:00AM to 5:00PM  
Thursday, September 5, 2024 • 8:00AM to 5:00PM  
Friday, September 6, 2024 • 8:00AM to 5:00PM  
Saturday, September 7, 2024 • 8:00AM to 5:00PM  
Sunday, September 8, 2024 • 8:00AM to 5:00PM  
Monday, September 9, 2024 • 8:00AM to 5:00PM

*All exhibits must be set and all crates/containers removed no later than 5:00PM on Monday, September 9, 2024.*

### EXHIBIT HOURS

Tuesday, September 10, 2024 • 9:00AM to 5:00PM  
Wednesday, September 11, 2024 • 9:00AM to 5:00PM  
Thursday, September 12, 2024 • 9:00AM to 3:00PM

### EXHIBITOR MOVE OUT

Thursday, September 12, 2024 • 3:00PM to 11:00PM  
Friday, September 13, 2024 • 8:00AM to 5:00PM  
Saturday, September 14, 2024 • 8:00AM to 5:00PM  
Sunday, September 15, 2024 • 8:00AM to 12:00PM

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

### FREIGHT REROUTE BEGINS\*

\*All outbound carriers must be checked in by this time

Sunday, September 15, 2024 | 12:00PM

## IMPORTANT DEADLINES

**Please note! Shepard will be closed on September 2 in observance of the Holiday. No shipments will be accepted. Please notify your carrier.**

### Discount Price Deadline for Custom Shepard Rentals

Friday, August 9, 2024

### Exhibitor Appointed Contractor Notification Deadline

Friday, August 9, 2024

### First Day for Warehouse Deliveries Without a Surcharge

Monday, August 12, 2024

### Discount Price Deadline for Standard Shepard Orders

Friday, August 9, 2024

### Last Day for Warehouse Deliveries Without a Surcharge

Tuesday, August 27, 2024

### Last Day for Warehouse Deliveries\*

Friday, August 30, 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

*Per your assigned Inbound Target Delivery Date/Time*

## Shipping Addresses

### ADVANCE WAREHOUSE SHIPMENT ADDRESS

*Exhibiting Co. Name & Booth Number*

PRINTING United Expo 2024  
c/o Shepard Exposition Services  
5845 Wynn Road, Suites A,B,C,D  
Las Vegas, Nevada 89118

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

### DIRECT TO SHOW SITE SHIPMENT ADDRESS

*c/o Shepard Exposition Services*

*Exhibiting Co. Name & Booth Number*

PRINTING United Expo 2024  
Las Vegas Convention Center - Central & South Lower Halls  
3150 Paradise Road  
Las Vegas, NV 89109

**ONLINE & DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 2024**

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

### Shepard Mailing Address

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

### Service Desk Hours *(subject to change)*

Tuesday, September 3, 2024 · 12:00PM to 5:00PM  
Wednesday, September 4, 2024 · 8:00AM to 5:00PM  
Thursday, September 5, 2024 · 8:00AM to 5:00PM  
Friday, September 6, 2024 · 8:00AM to 5:00PM  
Saturday, September 7, 2024 · 8:00AM to 5:00PM  
Sunday, September 8, 2024 · 8:00AM to 5:00PM  
Monday, September 9, 2024 · 8:00AM to 5:00PM  
Tuesday, September 10, 2024 · 9:00AM to 5:00PM  
Wednesday, September 11, 2024 · 9:00AM to 5:00PM  
Thursday, September 12, 2024 · 9:00AM to 11:00PM  
Friday, September 13, 2024 · 8:00AM to 5:00PM  
Saturday, September 14, 2024 · 8:00AM to 5:00PM  
Sunday, September 15, 2024 · 8:00AM to 12:00PM

### Exhibitor Move Out

Thursday, September 12, 2024 · 3:00PM to 11:00PM  
Friday, September 13, 2024 · 8:00AM to 5:00PM  
Saturday, September 14, 2024 · 8:00AM to 5:00PM  
Sunday, September 15, 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, September 15, 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, September 15, 2024] 12:00PM.**

### Post Show Paperwork & Labels

Our Exhibitor 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 Exhibitor 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

Las Vegas Convention Center - Central & South Lower Halls  
3150 Paradise Road  
Las Vegas, NV 89109



**PRINTING United Expo 2024**

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV  
September 10 - 12, 2024

## IMPORTANT LINKS

**L182940924**

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### STAND DRAWING APPROVAL FORM

[Submit booth stand drawings here](#)

### SECURITY WRISTBAND ORDER FORM

[https://apps.shepardes.com/olk/forms/wristband\\_order\\_form.asp](https://apps.shepardes.com/olk/forms/wristband_order_form.asp)

### EAC CERTIFICATE OF INSURANCE

All EAC's are required to provide a compliant Certificate of Insurance (COI) by August 30th directly to [Exhibitorinsurance.com](https://www.exhibitorinsurance.com). COIs can be submitted to the Exhibitor Insurance Portal (<https://www.exhibitorinsurance.com/pub/>).

Please note that any EAC who has not provided a COI and has not been approved by [Exhibitorinsurance.com](https://www.exhibitorinsurance.com) will not be able to enter the expo hall onsite.

# UTILITY & ANCILLARY VENDORS

**PRINTING United Expo 2024**

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV

**L182940924**

September 10 - 12, 2024

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## **INK WASTE REMOVAL FORM**

Found [Here](#)

## **COI SUBMISSION**

[Exhibitorinsurance.com](https://Exhibitorinsurance.com)

## **ELECTRICAL & PLUMBING SERVICES**

[Edlen](#)

## **INTERNATIONAL SHIPPING**

[DSV Fairs & Events](#)

## **AUDIO VISUAL (AV)**

[Audio Visual Group](#)

## **FLORAL**

[Turn Key Events](#)

## **INTERNET/WIFI/TELEPHONE**

[Cox Business](#)

## **CATERING**

[Sodexo Live!](#)

## **LEAD RETRIEVAL**

[CompuLEAD](#)



# BUDGET BOOTH PACKAGE

**PRINTING United Expo 2024**

**L182940924**

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV

September 10 - 12, 2024

**ONLINE & DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 2024**

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

## Step 1. Select your package

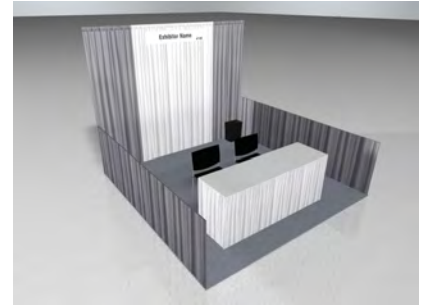
### Booth Package A (50177)

\*\* No substitutions will be accepted.

**Each Economy 10' x 10' booth package includes:**

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

| CODE  | QTY | ONLINE   | DISCOUNT | REGULAR    |
|-------|-----|----------|----------|------------|
| 50177 |     | \$786.00 | \$903.90 | \$1,012.35 |



### Booth Package B (50178)

\*\* No substitutions will be accepted.

**Each Economy 10' x 10' booth package includes:**

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

| CODE  | QTY | ONLINE   | DISCOUNT   | REGULAR    |
|-------|-----|----------|------------|------------|
| 50178 |     | \$955.50 | \$1,098.80 | \$1,230.65 |



### Booth Package C (66067)

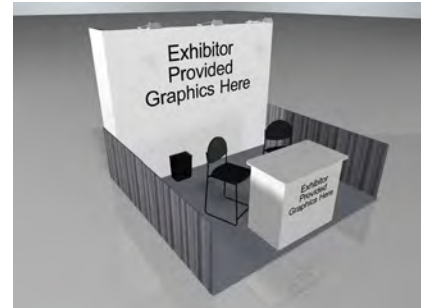
\*\* No substitutions will be accepted.

**Each Hardwall 10' x 10' booth package includes:**

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

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

| CODE  | QTY | ONLINE     | DISCOUNT   | REGULAR    |
|-------|-----|------------|------------|------------|
| 66067 |     | \$3,870.25 | \$4,450.80 | \$4,984.90 |



## Step 2. Choose your carpet color.

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

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 8.38%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

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: [orders@shepardes.com](mailto:orders@shepardes.com)



## PRINTING United Expo 2024

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV  
September 10 - 12, 2024

# MOVE OUT NOTICE

L182940924

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## PRINTING United Expo 2024 Move Out Notice

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The PRINTING United Expo 2024 will end at 3:00PM, on Thursday, September 12, 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, Shepard will start returning empty containers and skids. **Normally, this process is completed at approximately Midnight on Thursday night, with the exception of large machinery crates/skids which will be returned at the time of your outbound rigging order assigned time.** 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:

Thursday, September 12, 2024 · 3:00PM to 11:00PM

Friday, September 13, 2024 · 8:00AM to 5:00PM

Saturday, September 14, 2024 · 8:00AM to 5:00PM

Sunday, September 15, 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 Time on Day, Full Date. 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, September 15, 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, September 15, 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, September 15, 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:

Las Vegas Convention Center - Central & South Lower Halls  
3150 Paradise Road



# ONLINE ORDERING

## IT'S EASY.


### PRINTING United Expo 2024


Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV

L182940924

September 10 - 12, 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 = **PUE2024**
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](mailto: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

**PRINTING United Expo 2024**

**L182940924**

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV

September 10 - 12, 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.**

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

**Discount Pricing Deadlines**

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

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

**Discount Deadline: Friday, August 9, 2024** All paid orders placed via pdf prior to the deadline date.

**ACH/Wire Transfers**

You may choose to pay by Check or ACH/Wire Transfer, however a credit card is required on file to process all orders.

**Checks:**

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](mailto: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: **PRINTING United Expo 2024**

EVENT CODE: **L182940924**

EXHIBITING COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

|   |                                 |                                |   |
|---|---------------------------------|--------------------------------|---|
| Account Name:<br>Shepard Exposition Services, Inc.    | Routing Number:<br>041000124    | SWIFT CODE (US):<br>PNCCUS33   | For Checks: Please include the show name, event code and your booth number on the check.<br>For Wires: Please send payment sent confirmation email to <a href="mailto:ar-es@shepardes.com">ar-es@shepardes.com</a> that includes the show name, event code and your booth number. |
| Bank Name:<br>PNC Bank N.A., Pittsburgh, PA 15219 USA | Account Number:<br>42-6061-9772 | SWIFT CODE (INTL):<br>PNCCUS33 |   |

**TAX EXEMPT?** Please submit tax exemption certificate to: [orders@shepardes.com](mailto: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

**PRINTING United Expo 2024**

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV

**L182940924**

September 10 - 12, 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 authorizes 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, please see our Exhibitor Service representatives at the service desk on-site. Shepard Exposition Services does not accept cash payments.

**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)

## PRINTING United Expo 2024

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV

L182940924

September 10 - 12, 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."



# THIRD PARTY PAYMENT

**PRINTING United Expo 2024**

**L182940924**

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV

September 10 - 12, 2024

**DEADLINE: FRIDAY, AUGUST 9, 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.



Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)

[shepardes.com](https://www.shepardes.com)



# TARGET INFORMATION

## FIND YOUR TARGET DATE.

**PRINTING United Expo 2024**

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV

**L182940924**

September 10 - 12, 2024

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

Make sure you read through the Target Procedures and Information pages following this page to gain a full understanding of the process.

Click the links below to take you to the most up to date Target Plans.

Remember to plan for your targeted move out!

If you have any questions regarding your assigned times, please contact [targets@shepardes.com](mailto:targets@shepardes.com).

[Target Move In Plan](#)

[Clean Floor Crate Removal Plan](#)

[Target Move Out Plan](#)

# TARGET INFORMATION

## IMPORTANT PROCEDURES.

### PRINTING United Expo 2024

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV

L182940924

September 10 - 12, 2024

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

### What is Targeting?

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

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

### Shipping Labels

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

### Certified Weight Tickets

**Certified weight tickets are required for all shipments. Machinery weights must be listed separately to qualify for the special machinery handling rates.**

### Crated Shipments to the Advance Warehouse

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

Shipments that arrive at the Advance Warehouse on or before **Friday, August 30, 2024** will be delivered to your booth prior to or during your assigned target date/time.

Shepard can not guarantee delivery of late warehouse freight received after **Friday, August 30, 2024** for delivery to your booth prior to or at your assigned target date/time.

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



### Direct Shipments to Show Site

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

### Off-Target Shipments

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

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

### Unloading

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

# TARGET MOVE OUT INFORMATION

## PRINTING United Expo 2024

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV

L182940924

September 10 - 12, 2024

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

### During Move Out Please Make Sure that Both Your

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

#### AND

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

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

### Target Information

|  | DAY                          | MHA TURNED IN BY | MARSHALING YARD DRIVER CHECK IN BY: | ESTIMATED EMPTY CONTAINER RETURN ON THURSDAY, SEPTEMBER 12, 2024 |
|--|------------------------------|------------------|-------------------------------------|--|
|  | Thursday, September 12, 2024 | 6:00PM           | 6:00PM                              | 5:00PM   |
|  | Thursday, September 12, 2024 | 8:00PM           | 9:00PM                              | 7:00PM   |
|  | Friday, September 13, 2024   | 11:00AM          | 12:00PM                             | 11:59PM  |
|  | Friday, September 13, 2024   | 2:00PM           | 3:00PM                              | 11:59PM  |
|  | Saturday, September 14, 2024 | 8:00AM           | 9:00AM                              | 11:59PM  |
|  | Saturday, September 14, 2024 | 11:00AM          | 12:00PM                             | 11:59PM  |
|  | Sunday, September 15, 2024   | 8:00AM           | 9:00AM                              | 11:59PM  |

### Off Target Shipments

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

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

### Loading

Priority loading will be given to carriers who are targeted and checked in at the Marshaling Yard 2 hours prior to the start of the target time. All others will be loaded after "on-target" carriers are loaded. **Shepard crews will make every possible effort to begin unloading carriers during their assigned target unload time.**



# INCLUSIVE RATE INFORMATION

**PRINTING United Expo 2024**

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV

**L182940924**

September 10 - 12, 2024

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

## Target Date Information

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

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

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

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

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

## On-Target

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

## Off-Target

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

## Hanging Sign Information

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

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



# INBOUND TARGET CONFIRMATION

PRINTING United Expo 2024

L182940924

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV  
September 10 - 12, 2024

**TARGET DEADLINE: FRIDAY, AUGUST 9, 2024**

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

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

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

### Step 1. Complete exhibiting company information.

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

CONTACT EMAIL ADDRESS: \_\_\_\_\_

#### Assigned Target Date and Time

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

#### Need to request a new assigned target date or time?

Complete the Freight Target Change Request by:

**Friday, August 9, 2024**

### Step 2. Provide shipment details.

#### Where are you shipping?

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

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

What is the weight of your shipment? \_\_\_\_\_

How many pieces are in your shipment? \_\_\_\_\_

Dimensions of largest piece of freight? \_\_\_\_\_

How many truck loads do you have? \_\_\_\_\_

Weight of largest piece of freight? \_\_\_\_\_

Name of Carrier \_\_\_\_\_

Carrier Contact Phone Number \_\_\_\_\_

#### If Shipping Direct to Facility/Show Site

Flatbed  Close Trailer  Container

#### Is Special Equipment Required to Unload

Crane  Extended Forklift Blades  Rollers  Sling

Other \_\_\_\_\_

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

Yes  No

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

#### Have you ordered carpet from Shepard?

Yes  No

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

Yes  No



Email completed form to: [targets@shepardes.com](mailto:targets@shepardes.com)

[shepardes.com](http://shepardes.com)



# INBOUND TARGET CHANGE REQUEST

PRINTING United Expo 2024

L182940924

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV

September 10 - 12, 2024

**TARGET DEADLINE: FRIDAY, AUGUST 9, 2024**

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

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

All Target change requests must be received no later than:

**Friday, August 9, 2024**

## Step 1. Complete company information.

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

CONTACT EMAIL ADDRESS: \_\_\_\_\_ NUMBER OF TRUCKLOADS: \_\_\_\_\_

### Where are you shipping?

Advanced Warehouse\*     Direct to Facility/Show Site

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

## Step 2. Provide target information.

CURRENTLY ASSIGNED DATE: \_\_\_\_\_ CURRENTLY ASSIGNED TIME: \_\_\_\_\_

REQUESTED DATE AND TIME: \_\_\_\_\_

REASON FOR CHANGE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Email completed form to: [targets@shepardes.com](mailto:targets@shepardes.com)

[shepardes.com](http://shepardes.com)

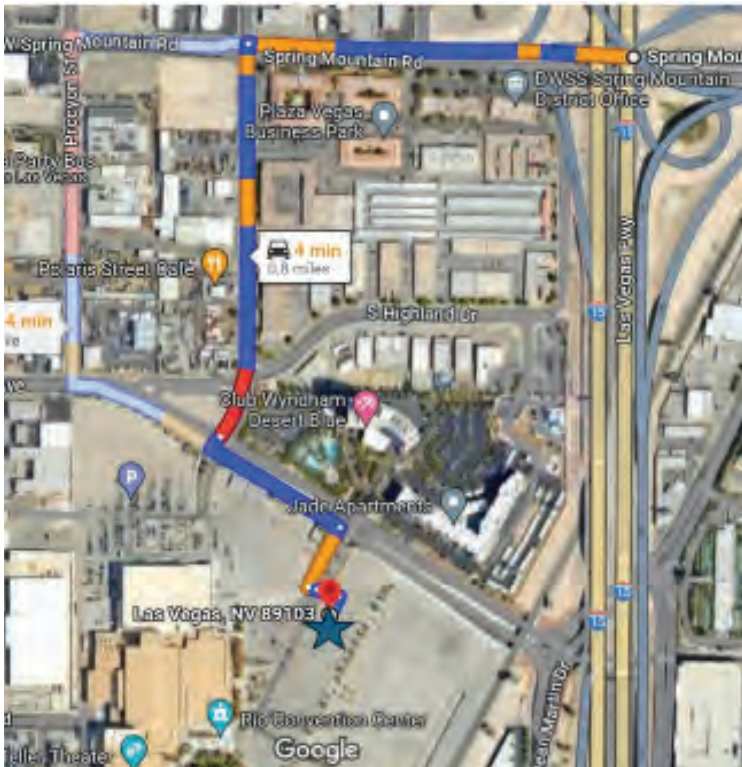
## Show Site Address

Las Vegas Convention Center - Central & South Lower Halls  
3150 Paradise Road  
Las Vegas, NV 89109

## Marshaling Yard Address

**3700 W. Flamingo Rd.**  
**Las Vegas, NV 89103**  
**36°07'17.0"N 115°11'09.8"W**

## Map



### Driving Directions:

Head west on Spring Mountain Rd-exit 39  
Turn left onto Polaris Ave  
Use the 2nd from the left lane to turn left onto W Twain Ave  
Once off the exit, follow the directions and signage.

**Please note: All delivering Carriers must check in at the Shepard Marshaling Yard prior to delivering to the facility.**

**Please note: A certified weight ticket is required documented measurement used for shipping Exhibit properties. If your driver has a valid Certified Weight ticket, Shepard will accept these tickets.**

**All Carriers will be assigned an unloading number according to driver check-in time.**

## Marshaling Yard Hours of Operation

### GENERAL MOVE IN

|                              | <b>Yard Open</b> | <b>Receiving Cut Off</b> | <b>Yard Close</b> |
|------------------------------|------------------|--------------------------|-------------------|
| Tuesday, September 3, 2024   | 8:00AM           | 1:00PM                   | 2:00PM            |
| Wednesday, September 4, 2024 | 5:00AM           | 3:30PM                   | 4:00PM            |
| Thursday, September 5, 2024  | 5:00AM           | 3:30PM                   | 4:00PM            |
| Friday, September 6, 2024    | 5:00AM           | 3:30PM                   | 4:00PM            |
| Saturday, September 7, 2024  | 7:00AM           | 3:30PM                   | 3:30PM            |
| Sunday, September 8, 2024    | 7:00AM           | 3:30PM                   | 3:30PM            |
| Monday, September 9, 2024    | 6:00AM           | 3:30PM                   | 3:30PM            |

### EXHIBITOR MOVE-OUT

|                              | <b>Yard Open</b> | <b>Yard Close</b> |
|------------------------------|------------------|-------------------|
| Thursday, September 12, 2024 | 1:00PM           | 11:00PM           |
| Friday, September 13, 2024   | 6:00AM           | 4:00PM            |
| Saturday, September 14, 2024 | 6:00AM           | 4:00PM            |
| Sunday, September 15, 2024   | 6:00AM           | 12:00PM           |

**ALL DRIVERS MUST BE CHECKED IN BY: Sunday, September 15, 2024 | 12:00PM**

# CLEAN FLOOR CRATE REMOVAL POLICY

**PRINTING United Expo 2024**

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV

**L182940924**

September 10 - 12, 2024

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

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

## **Saturday, September 7, 2024**

**8:00AM** Crates for booths targeted **Tuesday, September 3 and Wednesday, September 4** must be empty and labeled for removal.



## **Sunday, September 8, 2024**

**8:00AM** Crates for booths targeted **Thursday, September 5** must be empty and labeled for removal.



**12:00PM** Crates for booths targeted **Friday, September 6** must be empty and labeled for removal.



## **Monday, September 9, 2024**

**8:00AM** Crates for booths targeted **Sunday, September 8** must be empty and labeled for removal.

**12:00PM** Crates for booths targeted **Monday, September 9** must be empty and labeled for removal.

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

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

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

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

# SHIPPING VS. MATERIAL HANDLING

Make freight management easy.  
**With Shepard, You Can.**



## What is shipping?

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



## What is material handling?

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

## Material Handling Process:

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

## One easy way to keep charges low?

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

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

# SHEPARD LOGISTICS

## EFFICIENT. ON-TIME. GUARANTEED.

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

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



### Inbound & Outbound Services

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



### Value-Added Services

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



### Material Handling

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



# SHEPARD LOGISTICS SERVICES (SLS)

**PRINTING United Expo 2024**

**L182940924**

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV

September 10 - 12, 2024

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

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

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

### Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

### Step 2. Where are we picking up the shipment?

COMPANY NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

Is there a loading dock?  Yes  No

Is the building in a residential area?  Yes  No

Contact Name at residence: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

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

Any thing else we should know about your building?

### Step 3. When are we picking up the shipment?

DATE: \_\_\_\_\_ HOURS OF OPERATION: \_\_\_\_\_

### Step 4. Where is the shipment going?

Advanced Warehouse  Direct to Facility/Show Site

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

### Step 5. What are we shipping?

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

| QTY          | ITEM           | LENGTH | WIDTH | HEIGHT | WEIGHT |
|--------------|----------------|--------|-------|--------|--------|
|              | Carpet (color) |        |       |        |        |
|              | Monitors       |        |       |        |        |
|              | Other          |        |       |        |        |
| <b>TOTAL</b> |                |        |       |        |        |

### 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 (3-5) 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.



Email completed form to: [logistics@shepardes.com](mailto:logistics@shepardes.com)





# OUTBOUND MATERIAL HANDLING AUTHORIZATION & LABEL REQUEST

PRINTING United Expo 2024

L182940924

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV

September 10 - 12, 2024

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

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

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

## Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

## Step 2. Where is the shipment going?

COMPANY NAME: \_\_\_\_\_ BUSINESS HOURS: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

## Step 3. How many pieces are in your shipment?

# OF CRATES: \_\_\_\_\_ # OF SKIDS: \_\_\_\_\_ # OF CASES: \_\_\_\_\_ # OF CARTONS: \_\_\_\_\_ APPROX. TOTAL WEIGHT: \_\_\_\_\_

## Step 4. What are we shipping?

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

| QTY          | ITEM           | LENGTH | WIDTH | HEIGHT | WEIGHT |
|--------------|----------------|--------|-------|--------|--------|
|              | Carpet (color) |        |       |        |        |
|              | Monitors       |        |       |        |        |
|              | Other          |        |       |        |        |
| <b>TOTAL</b> |                |        |       |        |        |

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 Custom Brokers contact information before we can finalize your shipment.



Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)

[shepardes.com](http://shepardes.com)

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

|                               |   |
|-------------------------------|---|
| <b>ADVANCED<br/>WAREHOUSE</b> |  <b>Shepard</b>      |
|                               | <b>ADVANCED WAREHOUSE</b>   |
| <b>RUSH</b>                   | <b>TO:</b>  |
|                               | _____<br>(Exhibiting Company Name)  |
|                               | _____<br>(Exhibiting Company Booth Number)  |
|                               | <b>c/o Shepard Exposition Services<br/>5845 Wynn Road, Suites A,B,C,D<br/>Las Vegas, Nevada 89118</b> |
|                               | <b>FOR:<br/>PRINTING United Expo 2024</b>   |
|                               | <b>Delivery Hours: Monday - Friday 8:00AM - 4:00PM</b>  |
|                               | <b>First day freight can arrive without a surcharge:</b><br>Monday, August 12, 2024                   |
|                               | <b>Last day freight can arrive without a surcharge:</b><br>Tuesday, August 27, 2024                   |

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  
Las Vegas Convention Center - Central &  
South Lower Halls  
3150 Paradise Road  
Las Vegas, NV 89109**

**FOR:  
PRINTING United Expo 2024**

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



# ALL INCLUSIVE MATERIAL HANDLING RATES

**PRINTING United Expo 2024**

**L182940924**

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV  
September 10 - 12, 2024

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

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

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

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

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

### Advanced Warehouse Shipments\*\*

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

FIRST DAY FREIGHT CAN ARRIVE: Monday, August 12, 2024

LAST DAY FREIGHT CAN ARRIVE: Friday, August 30, 2024

| CODE  | ITEM        | WEIGHT | PRICE/LB. | TOTAL |
|-------|-------------|--------|-----------|-------|
| 35786 | Crated ONLY |        | \$1.29    |       |

### Direct to Facility/Show Site Shipments\*\*\*

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

FIRST DAY FREIGHT CAN ARRIVE: Tuesday, September 3, 2024

| CODE  | ITEM     | WEIGHT | PRICE/LB. | TOTAL |
|-------|----------|--------|-----------|-------|
| 35785 | Crated   |        | \$1.29    |       |
| 35285 | Uncrated |        | \$1.29    |       |

### Other Material Handling Services

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

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

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

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)

# ALL INCLUSIVE MATERIAL HANDLING

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

## Special Handling Definitions

This is included in your per pound rate.

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

### Constricted Space

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

### Stacked Shipments

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

### Mixed Shipments

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

### Shipment Integrity

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

### Carpet/Pad Only

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

### No Documentation

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

### Designated Piece Unloading

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

### Padded Van Deliveries

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

### Disposal Fee

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

### Overtime/Double-time

This is included in your per pound rate.

**SURCHARGE: Overtime: 30% • Double Time: 50%**  
Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

### Warehouse Overtime/Double-time

This is included in your per pound rate.

**SURCHARGE: Overtime: 30% • Double Time: 50%**  
Advanced shipments may be received during straight time hours at the warehouse location, however an overtime/double time surcharge may be applied to an advanced warehouse shipment due to required delivery schedule based on show move-in and move out hours beyond our control. This would also be true if freight was received after hours at the warehouse trapping facility.

### Early/Late Shipments to the Warehouse

**SURCHARGE: 25% • 35003**

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

### Uncrated Shipments

This is included in your per pound rate.

**Rate as shown on Material Handling Rate Form**

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

### Off-Target Deliveries

**SURCHARGE: 30% • 35004**

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

### Marshaling Yard

This is included in your per pound rate.

**FEE: \$30 per Shipment • 35250**

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

### Reweigh of Shipments

This is included in your per pound rate.

**FEE: \$25.00 per forklift load • 35282**

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

### Empty Crate Storage

**FEE: \$25.00 per piece • 35105**

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

### Envelope Deliveries

**FEE: \$10.50 per envelope • 35007**

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

### Mobile Spotting

**FEE: \$355 per round trip**

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

# ALL INCLUSIVE MATERIAL HANDLING

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

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

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

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

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

**What does CWT mean?**  
(Does not apply to All Inclusive Rates)  
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.

**All Inclusive Calculation:**  
EXAMPLE: 285 lbs. = 285 x RATE = \$

**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 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?**  
(Does not apply to All Inclusive Rates)  
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 Exhibitor 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 Exhibitor Service desk. If you have questions on how to complete your bill of lading (MHA), please ask a Shepard Exhibitor Service representative located at the Exhibitor Service desk.

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

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

# ALL INCLUSIVE MACHINE RATES



PRINTING United Expo 2024

L182940924

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV

September 10 - 12, 2024

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

Machinery rates are ALL-INCLUSIVE RATES!

## Important Things to Know!

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

| CODE  | ITEM DESCRIPTION     | WEIGHT | PER LB RATE |
|-------|----------------------|--------|-------------|
| 35253 | 0- 5,000 lbs         |        | \$0.72      |
| 35993 | 5,001 -10,000 lbs.   |        | \$0.69      |
| 35994 | 10,001 - 20,000 lbs. |        | \$0.66      |
| 35995 | 20,001 - 30,000 lbs. |        | \$0.58      |
| 35641 | 30,001 -40,000 lbs.  |        | \$0.52      |
| 35642 | 40,001-50,000 lbs.   |        | \$0.48      |
| 35643 | 50,001 + 1 lbs.      |        | \$0.45      |

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

## For all machine shipments, Shepard will do the following:

- Receive shipments consigned directly to the facility on installation days.
- Deliver your machine to your booth.
- Remove and store your empty containers.
- Return your empty containers to your booth.  
**Per exhibitor notification with outbound rigging labor orders.**
- Load your outbound shipment on your carrier of choice.

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

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)

[shepardes.com](http://shepardes.com)



# MACHINE SHIPPING INFORMATION REQUEST

**PRINTING United Expo 2024**

**L182940924**

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV

September 10 - 12, 2024

## FORM & MACHINE DIAGRAMS DEADLINE: FRIDAY, AUGUST 9, 2024

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

### Step 1. How many machines are you shipping?

QUANTITY OF MACHINES: \_\_\_\_\_

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

Top  Bottom

### Step 2. What is the weight of each machine?

1: \_\_\_\_\_ 2: \_\_\_\_\_ 3: \_\_\_\_\_ 4: \_\_\_\_\_  
5: \_\_\_\_\_ 6: \_\_\_\_\_ 7: \_\_\_\_\_ 8: \_\_\_\_\_

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

1: \_\_\_\_\_ 2: \_\_\_\_\_ 3: \_\_\_\_\_ 4: \_\_\_\_\_  
5: \_\_\_\_\_ 6: \_\_\_\_\_ 7: \_\_\_\_\_ 8: \_\_\_\_\_

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

### Step 3. What are the dimensions of each machine?

1: \_\_\_\_\_ 2: \_\_\_\_\_ 3: \_\_\_\_\_ 4: \_\_\_\_\_  
5: \_\_\_\_\_ 6: \_\_\_\_\_ 7: \_\_\_\_\_ 8: \_\_\_\_\_

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

Photos Attached  No Photos

### Step 5. How is your machine being shipped?

Flatbed  Close Trailer  Container

### Step 6. Do you need special equipment to unload?

Extended Forklift Blades  Rollers  Slings  
 Other \_\_\_\_\_

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

Yes  No

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

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



Email completed form to: [targets@shepardes.com](mailto:targets@shepardes.com)

[shepardes.com](http://shepardes.com)




This label is for is for **MACHINERY** only. For all other shipments, please use the standard shipping labels. **Machinery cannot be accepted at the warehouse. All machinery and 5,000 pound machine shipments should be delivered directly to the facility** during move-in or on your designated target day and time

Print at least one shipping label for each machine. 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 - MACHINERY RATES**

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**TO:**

---

(Exhibiting Company Name)

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(Exhibiting Company Booth Number)

**c/o Shepard Exposition Services  
Las Vegas Convention Center - Central &  
South Lower Halls  
3150 Paradise Road  
Las Vegas, NV 89109**

**FOR:  
PRINTING United Expo 2024**

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

## 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 Exhibitor Service or your Event Management.

### Step 2.

Contact Exhibitor 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, September 15, 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 |     | \$355.00 |       |

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

|   |          |
|---|----------|
| <b>TOTAL ESTIMATE</b>                                   | \$ _____ |
| <b>TAX</b> <i>(All tax rates are subject to change)</i> | 8.38%    |
| <b>AMOUNT DUE</b>                                       | \$ _____ |

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: \_\_\_\_\_



# FORKLIFTS & GROUND RIGGING

PRINTING United Expo 2024

L182940924

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV

September 10 - 12, 2024

## DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 2024

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

### Labor Hours

#### Straight Time (ST):

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

#### Overtime (OT):

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

#### Double Time (DT):

Holidays

#### Holidays:

NY Eve\*, NY Day, ML King Day\*, President's Day\*, Easter\*, Memorial Day, 4th of July, Labor Day, Columbus Day\*, Veteran's Day\*, Thanksgiving, Christmas Eve, Christmas Day.

\*These Holidays only apply in certain cities.

### 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: \_\_\_\_\_

Note: Dismantle times are on a "will call" basis

### 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 |                 | \$251.50 | \$289.20 | \$323.90 |       |
| 35039                                      | OT Hourly Rental |                 | \$313.75 | \$360.80 | \$404.10 |       |
| 35067                                      | DT Hourly Rental |                 | \$377.00 | \$433.55 | \$485.60 |       |

| FORKLIFT RENTAL - UP TO 10,000 LB. CAPACITY |                  |                 |          |          |          |       |
|---|------------------|-----------------|----------|----------|----------|-------|
| CODE  | ITEM             | EST. # OF HOURS | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
| 35029                                       | ST Hourly Rental |                 | \$462.00 | \$531.30 | \$595.05 |       |
| 35049                                       | OT Hourly Rental |                 | \$472.25 | \$543.10 | \$608.25 |       |
| 35069                                       | DT Hourly Rental |                 | \$587.50 | \$675.65 | \$756.75 |       |

| FORKLIFT RENTAL - UP TO 15,000 LB. CAPACITY |                  |                 |          |          |          |       |
|---|------------------|-----------------|----------|----------|----------|-------|
| CODE  | ITEM             | EST. # OF HOURS | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
| 35455                                       | ST Hourly Rental |                 | \$569.50 | \$654.90 | \$733.50 |       |
| 35456                                       | OT Hourly Rental |                 | \$632.50 | \$727.40 | \$814.70 |       |
| 35457                                       | DT Hourly Rental |                 | \$653.25 | \$751.25 | \$841.40 |       |

| FORKLIFT RENTAL - UP TO 20,000 LB. CAPACITY |                  |                 |          |          |            |       |
|---|------------------|-----------------|----------|----------|------------|-------|
| CODE  | ITEM             | EST. # OF HOURS | ONLINE   | DISCOUNT | REGULAR    | TOTAL |
| 35035                                       | ST Hourly Rental |                 | \$690.75 | \$794.35 | \$889.65   |       |
| 35066                                       | OT Hourly Rental |                 | \$745.60 | \$857.45 | \$960.35   |       |
| 35070                                       | DT Hourly Rental |                 | \$801.50 | \$921.70 | \$1,032.30 |       |

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: [materialhandling@shepardes.com](mailto:materialhandling@shepardes.com)

[shepardes.com](http://shepardes.com)

| FORKLIFT RENTAL - UP TO 30,000 LB. CAPACITY |                  |                 |          |            |            |       |
|---|------------------|-----------------|----------|------------|------------|-------|
| CODE  | ITEM             | EST. # OF HOURS | ONLINE   | DISCOUNT   | REGULAR    | TOTAL |
| 35255                                       | ST Hourly Rental |                 | \$895.00 | \$1,029.25 | \$1,152.75 |       |
| 35256                                       | OT Hourly Rental |                 | \$950.00 | \$1,092.50 | \$1,223.60 |       |
| 35257                                       | DT Hourly Rental |                 | \$998.50 | \$1,148.25 | \$1,286.05 |       |

| FORKLIFT RENTAL - 4 STAGE |                  |                 |          |          |          |       |
|---------------------------|------------------|-----------------|----------|----------|----------|-------|
| CODE                      | ITEM             | EST. # OF HOURS | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
| 35593                     | ST Hourly Rental |                 | \$357.75 | \$411.40 | \$460.75 |       |
| 35594                     | OT Hourly Rental |                 | \$441.50 | \$507.70 | \$568.60 |       |
| 35595                     | DT Hourly Rental |                 | \$483.25 | \$555.75 | \$622.45 |       |

| IN BOOTH SCISSOR LIFTS |                      |                 |          |          |            |       |
|------------------------|----------------------|-----------------|----------|----------|------------|-------|
| CODE                   | ITEM                 | EST. # OF HOURS | ONLINE   | DISCOUNT | REGULAR    | TOTAL |
| 68120                  | Scissor Lift Install |                 | \$845.00 | \$971.75 | \$1,088.35 |       |
| 68121                  | Scissor Lift Removal |                 | \$845.00 | \$971.75 | \$1,088.35 |       |

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 |                 | \$164.50 | \$189.15 | \$211.85 |       |
| 35086  | OT Hourly Rental |                 | \$246.75 | \$283.75 | \$317.80 |       |
| 35099  | DT Hourly Rental |                 | \$329.00 | \$378.35 | \$423.75 |       |

| GROUND RIGGERS & MATERIAL HANDLERS (PER MAN HOUR) |                  |                 |          |          |          |       |
|---|------------------|-----------------|----------|----------|----------|-------|
| CODE  | ITEM             | EST. # OF HOURS | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
| 35087   | ST Hourly Rental |                 | \$133.75 | \$153.80 | \$172.25 |       |
| 35100   | OT Hourly Rental |                 | \$200.65 | \$230.75 | \$258.45 |       |
| 35101   | DT Hourly Rental |                 | \$267.50 | \$307.65 | \$344.55 |       |

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

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



**PRINTING United Expo 2024**

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV  
September 10 - 12, 2024

**ON-SITE STORAGE**

**L182940924**

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 | \$210.00      | X |                 | = |             |
| 35100 | Labor - Overtime      | \$315.00      | X |                 | = |             |
| 35101 | Labor - Double Time   | \$420.00      | 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 | \$210.00      | X |                 | = |             |
| 35100 | Labor - Overtime      | \$315.00      | X |                 | = |             |
| 35101 | Labor - Double Time   | \$420.00      | X |                 | = |             |

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

|             |   |             |   |                   |
|-------------|---|-------------|---|-------------------|
| EST TOTAL 1 | + | EST TOTAL 2 | = | EST STORAGE TOTAL |
|             |   |             |   |                   |

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

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)

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

## Pricing

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

## Step 1. Complete exhibiting company information.

EXHIBITING COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

ON-SITE CONTACT NAME: \_\_\_\_\_ ON-SITE CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

## Step 2. What needs to be stored?

TOTAL NUMBER OF PIECES TO BE STORED: \_\_\_\_\_

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

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

**TOTAL ESTIMATE** \$ \_\_\_\_\_

**TAX** (All tax rates are subject to change) 8.38%

**AMOUNT DUE** \$ \_\_\_\_\_

## Step 3. How long are we storing your items?

FROM DATE: \_\_\_\_\_ TO DATE: \_\_\_\_\_

Fees will continue until storage is picked up.

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

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

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

\*Additional fees will apply

 Pick-up is arranged with another carrier: \_\_\_\_\_

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

PRINTED NAME: \_\_\_\_\_



# BOOTH & CARPET CLEANING

PRINTING United Expo 2024

L182940924

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV  
September 10 - 12, 2024

## ONLINE & DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 2024

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

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

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

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

### Booth Vacuuming

| VACUUM ONCE |                 |         |        |          |         |       |
|-------------|-----------------|---------|--------|----------|---------|-------|
| CODE        | SERVICE         | SQ. FT. | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 47050       | 0-399 sq. ft.   |         | \$0.57 | \$0.65   | \$0.75  |       |
| 47051       | 400-900 sq. ft. |         | \$0.50 | \$0.60   | \$0.65  |       |
| 47052       | 900+ sq. ft.    |         | \$0.50 | \$0.60   | \$0.65  |       |

| VACUUM DAILY |                 |         |        |          |         |       |
|--------------|-----------------|---------|--------|----------|---------|-------|
| CODE         | SERVICE         | SQ. FT. | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 47055        | 0-399 sq. ft.   |         | \$1.71 | \$1.95   | \$2.20  |       |
| 47056        | 400-900 sq. ft. |         | \$1.55 | \$1.80   | \$2.00  |       |
| 47057        | 900+ sq. ft.    |         | \$1.45 | \$1.65   | \$1.85  |       |

### Porter Service

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

| PORTER SERVICE |                 |         |        |          |         |       |
|----------------|-----------------|---------|--------|----------|---------|-------|
| CODE           | SERVICE         | SQ. FT. | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 47030          | One Time Porter |         | \$0.75 | \$0.85   | \$0.95  |       |
| 47031          | Daily Porter    |         | \$2.20 | \$2.55   | \$2.85  |       |

### Specialty Services

| MOPPING & CARPET SHAMPOOING |                  |         |        |          |         |       |
|-----------------------------|------------------|---------|--------|----------|---------|-------|
| CODE                        | SERVICE          | SQ. FT. | ONLINE | DISCOUNT | REGULAR | TOTAL |
| 47042                       | Mop One Time     |         | \$0.70 | \$0.80   | \$0.90  |       |
| 47022                       | Mop Daily        |         | \$1.85 | \$2.15   | \$2.40  |       |
| 47013                       | Shampoo One Time |         | \$0.70 | \$0.80   | \$0.90  |       |

| DISPLAY WIPE DOWN (CHARGED PER HOUR) |          |          |          |          |          |       |
|--------------------------------------|----------|----------|----------|----------|----------|-------|
| CODE                                 | SERVICE  | QTY IS 1 | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
| 47043                                | One Time |          | \$168.70 | \$194.00 | \$217.30 |       |
| 47044                                | Daily    |          | \$460.09 | \$529.10 | \$592.60 |       |

**\*Porter Service is not intended for substrate or bulk waste removal. Please see the following page for these services.**

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

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

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)

# BULK WASTE AND SUBSTRATE REMOVAL



**PRINTING United Expo 2024**

**L182940924**

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV  
September 10 - 12, 2024

**ONLINE & DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 2024**

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

## Abandoned Carpet/Floor Coverings and Display Materials

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

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

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

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

## Waste Removal Package

| CODE  | ITEM                  | QTY | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|-------|-----------------------|-----|----------|----------|----------|-------|
| 47074 | Waste Removal Package |     | \$604.50 | \$695.15 | \$778.55 |       |

## Substrate Trash Removal

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

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

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

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

## Substrate Removal

| CODE  | ITEM                                 | QTY | REGULAR  | TOTAL |
|-------|--------------------------------------|-----|----------|-------|
| 47075 | Substrate Trash Removal, per removal |     | \$164.50 |       |

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

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)

[shepardes.com](http://shepardes.com)

# SHEPARD FURNISHINGS & DECOR CATALOG



Dress up your space.  
**With Shepard, You Can.**



# TABLES

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

## UNSKIRTED



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



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



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



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



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



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

## SKIRTED

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



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



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



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



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



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



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

## PEDESTAL & SIDE



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



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



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



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



**Round Side Table**  
#50030  
18" x 24"



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

# CHAIRS

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

## STOOLS & CHAIRS WITH ARMS



**Director's Stool**  
#51090  
Black Fabric,  
Maple Wood



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



**Padded Stool**  
#50024  
Padded Stool with  
Back, Grey Fabric



**Director's Chair**  
#51086  
Black Fabric,  
Maple Wood



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

## CHAIRS WITHOUT ARMS



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



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

# DISPLAYS

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

## FOR HANGING



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



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



**Spiral Garment Rack**  
#50093  
30" x 70"  
Silver



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



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



**8' x 4' & 4' x 8' Peg Board**  
# 66148 (horz)  
8' x 4'  
  
#66149 (vert)  
4' x 8'  
White



**6" Hooks for Peg Board**  
#50104  
Silver



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

## UPRIGHT, CROSSBARS & DRAPERY



**8' High Upright with Base**  
#50088  
Crossbar rented separately



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



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



**3' High Drape**  
#50074



**8' High Drape**  
#50073

## SHELVING



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



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



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

## BARRIER

# DISPLAYS & SHOWCASES

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

## FOR SIGNS & LITERATURE



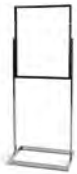
**Horizontal Tackboard**  
#50060  
4' x 8'  
Black Legs, Grey Fabric



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



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



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



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

## OTHER



**Wastebasket**  
#50091



**Mini Refrigerator**  
#50098



**Drawing Bowl**  
#50185



**Sand Bag**  
#51087

## SHOW CASES



**4' Full View Showcase**  
#50067

**6' Full View Showcase**  
#50068



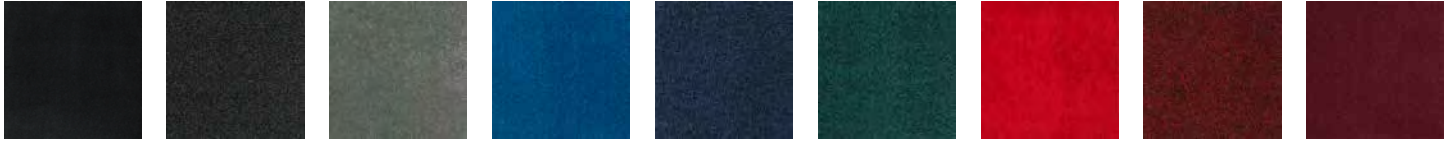
**4' Quarterview Showcase**  
#50069

**6' Quarterview Showcase**  
#50070

# FLOORING

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

## EXPO - 13 OZ



Black

Tuxedo

Grey

Blue

Eclipse

Peacock

Red

Cayenne

Burgundy

## PREMIUM - 28 OZ



Black

Deep Navy

Silver Cloud

Charcoal

Red

Beige

## PLUSH - 50 OZ



Black

Dark Grey

Silver Dollar

Sand

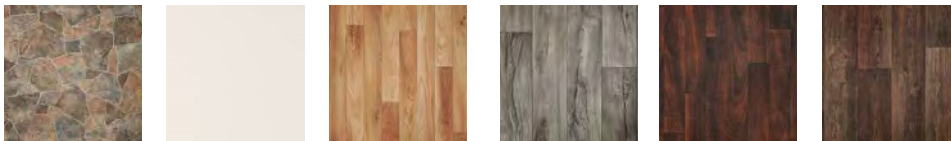
White

Electric Blue

Navy

Crimson

## VINYL - CUSTOM ORDER ONLY



Rosemary  
Stone

Snow

Maple

Silverwood

Walnut

Barnwood

# SKIRT & DRAPE

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

## SKIRT

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Red      Burgundy      Gold      Green      Blue      Teal      White      Grey      Black

## SKIRT - SPANDEX

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Red      Blue      White      Black

## DRAPE

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Red      Burgundy      Gold      Green      Blue      Teal      White      Grey      Black



# STANDARD FURNISHINGS

PRINTING United Expo 2024

L182940924

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV

September 10 - 12, 2024

## ONLINE & DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 2024

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

### Tables

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

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

| CODE  | ITEM  | QTY | COLOR | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|-------|---|-----|-------|----------|----------|----------|-------|
| 50042 | 4' (l) x 24" (w) x 30" (h) Skirted Table                |     |       | \$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   | \$312.00 | \$358.80 | \$401.85 |       |
| 50032 | 30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top    |     | n/a   | \$312.00 | \$358.80 | \$401.85 |       |
| 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/ 6'x30" Table                |     | 03    | \$354.05 | \$407.15 | \$456.00 |       |
| 50700 | Red Fabric Table Cover w/ 6'x30" Table                  |     | 01    | \$354.05 | \$407.15 | \$456.00 |       |
| 50700 | Blue Fabric Table Cover w/ 6'x30" Table                 |     | 05    | \$354.05 | \$407.15 | \$456.00 |       |
| 50700 | Black Fabric Table Cover w/ 6'x30" 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 |       |

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**TOTAL ESTIMATE** \$ \_\_\_\_\_

**TAX** (All tax rates are subject to change) 8.38%

**AMOUNT DUE** \$ \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



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# SPECIALTY, DISPLAYS & DRAPERY

PRINTING United Expo 2024

L182940924

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV

September 10 - 12, 2024

## ONLINE & DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 2024

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

| CODE  | ITEM                                       | QTY | COLOR | ONLINE     | DISCOUNT   | REGULAR    | TOTAL |
|-------|--|-----|-------|------------|------------|------------|-------|
| 50091 | Wastebasket                                |     | n/a   | \$19.00    | \$19.00    | \$19.00    |       |
| 50094 | Floor Easel, Chrome                        |     | n/a   | \$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   |       |
| 51087 | Sand Bag                                   |     | n/a   | \$32.50    | \$32.50    | \$32.50    |       |
| 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)

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 8.38%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

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COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

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**PRINTING United Expo 2024**

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV  
September 10 - 12, 2024

**FLOORING**

L182940924

**ONLINE & DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 2024**  
**PREMIUM PLUSH & PREMIUM VINYL DEADLINE:\*\* FRIDAY, AUGUST 9, 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   | <b>Premium Plush Carpet** - 50 oz. (per sq. ft.)***</b><br>Rental includes installation and removal of carpet and visqueen. |         |       | \$13.80 | \$15.85  | \$17.75 |       |
| <b>AVAILABLE COLORS:</b> 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  | <b>Premium Vinyl** (per sq. ft.)***</b><br>Rental includes installation and removal of carpet and visqueen. |         |       | \$17.80 | \$20.45  | \$22.90 |       |
| 46007  | <b>1/2" Padding for Vinyl (per sq. ft.)***</b>  |         | n/a   | \$6.50  | \$7.45   | \$8.35  |       |
| <b>AVAILABLE COLORS:</b> 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  | <b>Premium Carpet - 28 oz. Rental/Sq. Ft.***</b><br>Rental includes installation and removal of carpet and visqueen.       |         |       | \$9.90  | \$11.40  | \$12.75 |       |
| 46003  | <b>Premium Carpet - 28 oz. Rental 1000+ Sq. Ft.***</b><br>Rental includes installation and removal of carpet and visqueen. |         |       | \$8.65  | \$9.95   | \$11.15 |       |
| 46002  | <b>Premium Carpet - 28 oz. Purchase Sq. Ft.***</b><br>Rental includes installation and removal of carpet and visqueen.     |         |       | \$24.45 | \$28.10  | \$31.45 |       |
| <b>100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING AVAILABLE COLORS:</b> 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   | <b>Expo Carpet - 13 oz. (Regular &amp; Special Cut) 10' x 10'</b> |         |       | \$348.35   | \$400.60   | \$448.65   |       |
| 50256   | <b>Expo Carpet - 13 oz. (Regular &amp; Special Cut) 10' x 20'</b> |         |       | \$627.00   | \$721.05   | \$807.60   |       |
| 50257   | <b>Expo Carpet - 13 oz. (Regular &amp; Special Cut) 10' x 30'</b> |         |       | \$940.50   | \$1,081.55 | \$1,211.35 |       |
| 50258   | <b>Expo Carpet - 13 oz. (Regular &amp; Special Cut) 10' x 40'</b> |         |       | \$1,254.00 | \$1,442.10 | \$1,615.15 |       |
| <b>RECOMMENDED FOR: Standard Size and Inline Booths AVAILABLE COLORS:</b> Black (06), Tuxedo (50), Grey (10), Blue (05), Eclipse (43), Peacock (32), 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  | <b>Special Cut 0-399 Sq. Ft.</b><br>Rental includes installation and removal of carpet and visqueen.   |         |       | \$6.70 | \$7.70   | \$8.60  |       |
| 50581  | <b>Special Cut 400-900 Sq. Ft.</b><br>Rental includes installation and removal of carpet and visqueen. |         |       | \$6.15 | \$7.05   | \$7.90  |       |
| 50582  | <b>Special Cut 900+ Sq. Ft.</b><br>Rental includes installation and removal of carpet and visqueen.    |         |       | \$5.60 | \$6.45   | \$7.20  |       |
| <b>RECOMMENDED FOR: Island and Large Area Exhibits AVAILABLE COLORS:</b> Black (06), Tuxedo (50), Grey (10), Blue (05), Eclipse (43), Peacock (32), 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   | <b>1/2" Padding</b> |         | n/a   | \$1.80 | \$2.05   | \$2.30  |       |
| 50008   | <b>1" Padding</b>   |         | n/a   | \$3.45 | \$3.95   | \$4.40  |       |
| 50010   | <b>Visqueen</b>     |         | n/a   | \$0.45 | \$0.50   | \$0.55  |       |
| <b>ENTICE ATTENDEES TO LINGER IN YOUR SPACE WITH SOFT, COMFORTABLE PADDING.</b> |                     |         |       |        |          |         |       |

**Interested in Elevated Hardwood?** Contact us for a quote at: [exhibits@shepardes.com](mailto:exhibits@shepardes.com).

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COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX (All tax rates are subject to change)</b> | 8.38%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |



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# CATALOG



# SOFAS, LOVESEATS, CLUB CHAIRS

White

---



Baja



Fairfax



Palm Beach



Black

---



Naples



Key Largo



# SOFAS, LOVESEATS, CLUB CHAIRS

## Cool Tones

---



Montreal



Allegro

## Neutral Tones

---



Cordoba



Sterling



Valencia

## Warm Tones



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Valencia

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







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

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

| Product Image   | Product Name      | Product Code | Color/Materials     | Dimensions  |
|---|-------------------|--------------|---------------------|---|
|    | Sterling Chair    | STECHA       | Gray Fabric         | Length: 33"<br>Depth: 33.5"<br>Height: 32"<br>Seat Length: 25.75"<br>Seat Depth: 21"<br>Seat Height: 17"  |
|    | Sterling Sofa     | STESOF       | Gray Fabric         | Length: 82"<br>Depth: 33.5"<br>Height: 32"<br>Seat Length: 72.5"<br>Seat Depth: 21"<br>Seat Height: 17"   |
|    | Valencia Chair    | VALCGN       | Green Fabric        | Length: 28"<br>Depth: 30.5"<br>Height: 31"<br>Seat Length: 17.5"<br>Seat Depth: 21"<br>Seat Height: 17.5" |
|   | Valencia Chair    | VALCOT       | Oat Fabric          | Length: 28"<br>Depth: 30.5"<br>Height: 31"<br>Seat Length: 17.5"<br>Seat Depth: 21"<br>Seat Height: 17.5" |
|  | Valencia Chair    | VALCHA       | Spice Orange Velvet | Length: 28"<br>Depth: 30.5"<br>Height: 31"<br>Seat Length: 17.5"<br>Seat Depth: 21"<br>Seat Height: 17.5" |
|  | Valencia Loveseat | VALVOT       | Oat Fabric          | Length: 63"<br>Depth: 30.5"<br>Height: 31"<br>Seat Length: 53"<br>Seat Depth: 20.5"<br>Seat Height: 17.5" |





| Product Image   | Product Name          | Product Code   | Color/Materials                                   | Dimensions  |
|---|-----------------------|--|---|---|
|    | Valencia Loveseat     | VALSOF   | Coffee Brown Velvet                               | <b>Length:</b> 63"<br><b>Depth:</b> 30.5"<br><b>Height:</b> 31"<br><b>Seat Length:</b> 53"<br><b>Seat Depth:</b> 20.5"<br><b>Seat Height:</b> 17.5"   |
|    | Naples Chair          | <b>Powered:</b> NPLCHP<br><b>Non-Powered:</b> NPLCHR | Black Vinyl                                       | <b>Length:</b> 36"<br><b>Depth:</b> 30"<br><b>Height:</b> 33.25"<br><b>Seat Length:</b> 25"<br><b>Seat Depth:</b> 20.5"<br><b>Seat Height:</b> 18"    |
|    | Naples Loveseat       | <b>Powered:</b> NPLLOP<br><b>Non-Powered:</b> NPLLOV | Black Vinyl                                       | <b>Length:</b> 62"<br><b>Depth:</b> 30"<br><b>Height:</b> 33.25"<br><b>Seat Length:</b> 52.5"<br><b>Seat Depth:</b> 20.5"<br><b>Seat Height:</b> 18"  |
|   | Naples Sofa           | <b>Powered:</b> NPLSOP<br><b>Non-Powered:</b> NPLSOF | Black Vinyl                                       | <b>Length:</b> 87"<br><b>Depth:</b> 30"<br><b>Height:</b> 33.25"<br><b>Seat Length:</b> 77.5"<br><b>Seat Depth:</b> 20.5"<br><b>Seat Height:</b> 18"  |
|  | Tech Tablet Chair     | TCHGRY   | Gray Vinyl,<br>White Metal Tablet,<br>Chrome Base | <b>Length:</b> 30.5"<br><b>Depth:</b> 29"<br><b>Height:</b> 33.5"<br><b>Seat Length:</b> 22.5"<br><b>Seat Depth:</b> 19.5"<br><b>Seat Height:</b> 19" |
|  | Tech Chair, No Tablet | TCHP   | Gray Vinyl,<br>Chrome Base                        | <b>Length:</b> 30.5"<br><b>Depth:</b> 29"<br><b>Height:</b> 33.5"<br><b>Seat Length:</b> 22.5"<br><b>Seat Depth:</b> 19.5"<br><b>Seat Height:</b> 19" |

# ACCENT CHAIRS

## White

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Brooklyn



Pasadena



Swanson



Madrid

## Black

---



Brooklyn



Pro Executive Guest

## Neutral Tones

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Century



La Brea



Munich



Tech



## Warm Tones

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Lena



Bowery









Terrace















Atherton



Wentworth

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

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

| Product Image   | Product Name              | Product Code | Color/Materials                             | Dimensions   |
|---|---------------------------|--------------|---|--|
|    | Pro Executive Guest Chair | PROGB        | Black Vinyl, Chrome                         | <b>Length:</b> 24"<br><b>Depth:</b> 26"<br><b>Height:</b> 36"<br><b>Seat Length:</b> 19.5"<br><b>Seat Depth:</b> 19"<br><b>Seat Height:</b> 18"          |
|    | Swanson Swivel Chair      | SWAN         | White Vinyl                                 | <b>Length:</b> 28"<br><b>Depth:</b> 25"<br><b>Height:</b> 30"<br><b>Seat Length:</b> 22"<br><b>Seat Depth:</b> 17.5"<br><b>Seat Height:</b> 17"          |
|    | Tech Tablet Chair         | TCHGRY       | Gray Vinyl, White Metal Tablet, Chrome Base | <b>Length:</b> 30.5"<br><b>Depth:</b> 29"<br><b>Height:</b> 33.5"<br><b>Seat Length:</b> 22.5"<br><b>Seat Depth:</b> 19.5"<br><b>Seat Height:</b> 19"    |
|   | Tech Chair, No Tablet     | TCHP         | Gray Vinyl, Chrome Base                     | <b>Length:</b> 30.5"<br><b>Depth:</b> 29"<br><b>Height:</b> 33.5"<br><b>Seat Length:</b> 22.5"<br><b>Seat Depth:</b> 19.5"<br><b>Seat Height:</b> 19"    |
|  | Terrace Accent Chair      | TRCHCO       | Cognac Leather, Black Base                  | <b>Length:</b> 24"<br><b>Depth:</b> 30.5"<br><b>Height:</b> 31.25"<br><b>Seat Length:</b> 22.5"<br><b>Seat Depth:</b> 21.5"<br><b>Seat Height:</b> 17.5" |
|  | Wentworth Swivel Chair    | WENCH        | Brown Vinyl                                 | <b>Length:</b> 31"<br><b>Depth:</b> 24"<br><b>Height:</b> 31.5"<br><b>Seat Length:</b> 21.5"<br><b>Seat Depth:</b> 19"<br><b>Seat Height:</b> 18"        |

# GROUP SEATING

## White

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Christopher



Marina



Razor



Zenith

## Black

---



Blade



Brewer



Chelsea



Duet



Marina



Syntax

## Cool Tones

---



Blade



Chelsea



Marina



Malba

# GROUP SEATING

## Neutral Tones

---



Lucent



Chelsea



Malba



Rustique

## Warm Tones

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Chelsea



Blade



Marina







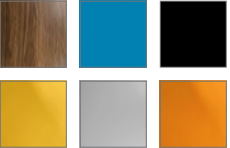
Laguna




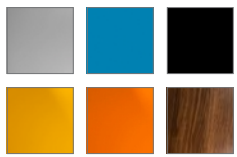




Chelsea




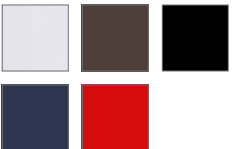






Marina





| Product Image   | Product Name                | Product Code  | Color/Materials  | Dimensions  |
|---|-----------------------------|---|--|---|
| <br>    | <p><b>Blade Chair</b></p>   | <p>BLDCBK<br/>BLDCRD<br/>BLDCSB</p>                                       | <p>Black<br/>Red<br/>Sky Blue</p>  | <p><b>Length:</b> 20.5"<br/><b>Depth:</b> 19"<br/><b>Height:</b> 30.5"<br/><b>Seat Length:</b> 15"<br/><b>Seat Depth:</b> 16.75"<br/><b>Seat Height:</b> 17.75"</p> |
|    | <p><b>Brewer Chair</b></p>  | <p>SC3</p>  | <p>Onyx, Chrome</p>  | <p><b>Length:</b> 20"<br/><b>Depth:</b> 20"<br/><b>Height:</b> 32"<br/><b>Seat Length:</b> 19.5"<br/><b>Seat Depth:</b> 16.5"<br/><b>Seat Height:</b> 18.75"</p>    |
| <br> | <p><b>Chelsea Chair</b></p> | <p>CCBTWL<br/>CCBTAZ<br/>CCBTBK<br/>CCBTYL<br/><br/>CCBTGY<br/>CCBTOR</p> | <p>Walnut-Look, Black Tower Base<br/>Azure Blue, Black Tower Base<br/>Black, Black Tower Base<br/>Goldenrod Yellow,<br/>Black Tower Base<br/>Gray, Black Tower Base<br/>Orange, Black Tower Base</p> | <p><b>Length:</b> 18.5"<br/><b>Depth:</b> 22"<br/><b>Height:</b> 34"<br/><b>Seat Length:</b> 18"<br/><b>Seat Depth:</b> 16"<br/><b>Seat Height:</b> 18.5"</p>       |










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

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

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

| Product Image  | Product Name                              | Product Code  | Color/Materials  | Dimensions  |
|--|---|---|--|---|
| <br>   | <p><b>Beverly Bench Ottoman</b></p>       | <p>BVLYBK<br/>BVLYBN<br/>BVLYGR<br/>BVLYLN<br/>BVLYOB<br/>BVLYRD<br/>BVLYWH</p>   | <p>Black Vinyl<br/>Brown Fabric<br/>Gray Fabric<br/>Linen Fabric<br/>Ocean Blue Fabric<br/>Red Fabric<br/>White Vinyl</p>  | <p><b>Length:</b> 60"<br/><b>Depth:</b> 20"<br/><b>Height:</b> 18"<br/><b>Seat Length:</b> 60"<br/><b>Seat Depth:</b> 20"<br/><b>Seat Height:</b> 18"</p> |
| <br> | <p><b>Beverly Small Bench Ottoman</b></p> | <p>BVSMBK<br/>BVSMBN<br/>BVSMGY<br/>BVSM LV<br/>BVSM LN<br/>BVSMBL<br/>BVSMGN<br/>BVSMOR<br/>BVSMRD<br/>BVSMWH<br/>BVSMYL</p> | <p>Black Vinyl<br/>Brown Fabric<br/>Gray Fabric<br/>Lavender Fabric<br/>Linen Fabric<br/>Ocean Blue Fabric<br/>Olive Green Fabric<br/>Orange Fabric<br/>Red Fabric<br/>White Vinyl<br/>Yellow Fabric</p> | <p><b>Length:</b> 30"<br/><b>Depth:</b> 20"<br/><b>Height:</b> 18"<br/><b>Seat Length:</b> 30"<br/><b>Seat Depth:</b> 20"<br/><b>Seat Height:</b> 18"</p> |

| Product Image  | Product Name                        | Product Code   | Color/Materials  | Dimensions  |
|--|-------------------------------------|--|--|---|
|   | <p><b>Marche Swivel Ottoman</b></p> | <p>MAR001<br/>MAR015<br/>MAR010<br/>MAR014<br/>MAR012<br/>MAR002<br/>MAR016<br/>MAR003<br/>MAR008<br/>MAR020<br/>MAR011<br/>MAR009<br/>MAR007<br/>MAR004<br/>MAR005<br/>MAR006<br/>MAR013<br/>MAR021</p> | <p>White Vinyl<br/>Black Vinyl<br/>Blue Fabric<br/>Distressed Brown Vinyl<br/>Forest Green Vinyl<br/>Gray Fabric<br/>Ivory Faux Sheep Fur<br/>Linen Fabric<br/>Meadow Green<br/>Olive Faux Sheep Fur<br/>Orange Velvet<br/>Pear Yellow Fabric<br/>Plum Fabric<br/>Raspberry Fabric<br/>Red Fabric<br/>Rose Quartz Fabric<br/>Teal Velvet<br/>Terracotta Faux Sheep Fur</p> | <p><b>Round:</b> 17"<br/><b>Height:</b> 18"<br/><b>Seat Round:</b> 17"<br/><b>Seat Height:</b> 18"</p>  |
|  | <p><b>Vibe Cube Ottoman</b></p>     | <p>VIB10<br/>VIB02<br/>VIB05<br/>VIB21<br/>VIB14<br/>VIB17<br/>VIB01<br/>VIB22<br/>VIB08<br/>VIB13<br/>VIB04<br/>VIB12<br/>VIB16<br/>VIB11<br/>VIB15<br/>VIB09</p>                                       | <p>Black Vinyl<br/>Blue Vinyl<br/>Bright Yellow Vinyl<br/>Caramel Vinyl<br/>Citrus Green Vinyl<br/>Desert Rose Vinyl<br/>Green Vinyl<br/>Navy Vinyl<br/>Orange Vinyl<br/>Purple Vinyl<br/>Red Vinyl<br/>Silver Vinyl<br/>Spice Orange Vinyl<br/>Steel Blue Vinyl<br/>Taupe Vinyl<br/>White Vinyl</p>   | <p><b>Length:</b> 18"<br/><b>Depth:</b> 18"<br/><b>Height:</b> 18"<br/><b>Seat Length:</b> 18"<br/><b>Seat Depth:</b> 18"<br/><b>Seat Height:</b> 18"</p> |

| Product Image   | Product Name           | Product Code | Color/Materials     | Dimensions  |
|---|------------------------|--------------|---------------------|---|
|    | Endless Curved Ottoman | END01B       | Black Vinyl, Chrome | Length: 60.5"<br>Depth: 37.5"<br>Height: 15"<br>Seat Length: 60.5"<br>Seat Depth: 34" |
|    | Endless Curved Ottoman | END01W       | White Vinyl, Chrome | Length: 60.5"<br>Depth: 37.5"<br>Height: 15"<br>Seat Length: 60.5"<br>Seat Depth: 34" |
|    | Endless Square Ottoman | END02B       | Black Vinyl, Chrome | Length: 34"<br>Depth: 34"<br>Height: 15"<br>Seat Length: 34"<br>Seat Depth: 34"       |
|  | Endless Square Ottoman | END02W       | White Vinyl, Chrome | Length: 34"<br>Depth: 34"<br>Height: 15"<br>Seat Length: 34"<br>Seat Depth: 34"       |
|  | Regis Bench            | REGBEN       | Brushed Metal       | Length: 47"<br>Depth: 15.5"<br>Height: 16"  |

# BAR SEATING

## White

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Banana



Christopher



Kamden



Lift



Marina



Shark



Zenith



Zoey

## Black

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Banana



Blade



Chelsea



Lift



Marina



Syntax

## Cool Tones

---



Blade



Chelsea



Marina

# BAR SEATING

## Neutral Tones

---



Lucent



Chelsea



Lift



Rustique

## Warm Tones

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Chelsea



Blade



Lift



Marina



Laguna














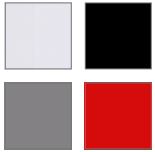
Chelsea


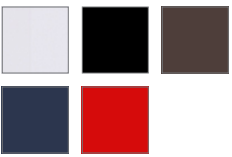








Marina




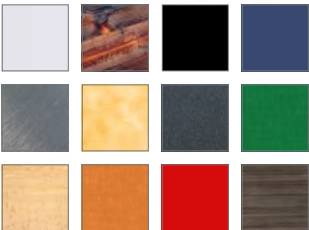










| Product Image   | Product Name     | Product Code   | Color/Materials   | Dimensions  |
|---|------------------|--|---|---|
|    | Banana Barstool  | BSS  | Black, Chrome   | <b>Length:</b> 21"<br><b>Depth:</b> 22"<br><b>Height:</b> 41"<br><b>Seat Length:</b> 18"<br><b>Seat Depth:</b> 18"<br><b>Seat Height:</b> 30.25"        |
|    | Banana Barstool  | BST  | White, Chrome   | <b>Length:</b> 21"<br><b>Depth:</b> 22"<br><b>Height:</b> 41"<br><b>Seat Length:</b> 18"<br><b>Seat Depth:</b> 18"<br><b>Seat Height:</b> 30.25"        |
| <br><br><br><br> | Blade Barstool   | BLDBBK<br>BLDBRD<br>BLDBSB                                   | Black<br>Red<br>Sky Blue  | <b>Length:</b> 20.5"<br><b>Depth:</b> 20"<br><b>Height:</b> 40.5"<br><b>Seat Length:</b> 14"<br><b>Seat Depth:</b> 15.75"<br><b>Seat Height:</b> 30.25" |
| <br><br>  | Chelsea Barstool | CBSBWL<br>CBSBAZ<br>CBSBBK<br>CBSBYL<br><br>CBSBGY<br>CBSBOR | Walnut-Look, Black Tower Base<br>Azure Blue, Black Tower Base<br>Black, Black Tower Base<br>Goldenrod Yellow,<br>Black Tower Base<br>Gray, Black Tower Base<br>Orange, Black Tower Base | <b>Length:</b> 18.5"<br><b>Depth:</b> 22"<br><b>Height:</b> 46"<br><b>Seat Length:</b> 18"<br><b>Seat Depth:</b> 16"<br><b>Seat Height:</b> 30.75"      |


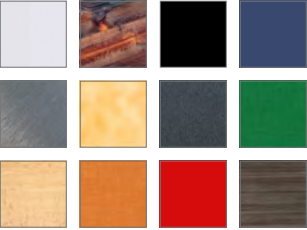




| Product Image   | Product Name                | Product Code                         | Color/Materials   | Dimensions  |
|---|-----------------------------|--------------------------------------|---|---|
|    | <b>Christopher Barstool</b> | XBAR                                 | White Vinyl, Chrome   | <b>Length:</b> 19"<br><b>Depth:</b> 19"<br><b>Height:</b> 41"<br><b>Seat Length:</b> 14.5"<br><b>Seat Depth:</b> 15"<br><b>Seat Height:</b> 29"         |
|    | <b>Kamden Barstool</b>      | KABSWH                               | White Vinyl, Chrome   | <b>Length:</b> 16.5"<br><b>Depth:</b> 20"<br><b>Height:</b> 25-33.5"<br><b>Seat Length:</b> 15"<br><b>Seat Depth:</b> 19"<br><b>Seat Height:</b> 22-32" |
|    | <b>Laguna Barstool</b>      | LMBAR                                | Maple, Chrome   | <b>Length:</b> 18"<br><b>Depth:</b> 20"<br><b>Height:</b> 47"<br><b>Seat Length:</b> 17"<br><b>Seat Depth:</b> 16"<br><b>Seat Height:</b> 31"           |
| <br><br> | <b>Lift Barstool</b>        | ROLLWH<br>ROLLBL<br>ROLLGY<br>ROLLRD | White Vinyl, Chrome<br>Black Vinyl, Chrome<br>Gray Vinyl, Chrome<br>Red Vinyl, Chrome | <b>Round:</b> 15"<br><b>Height:</b> 23-33.5"<br><b>Seat Round:</b> 15"<br><b>Seat Height:</b> 22.25-31.5"   |




| Product Image  | Product Name             | Product Code                                       | Color/Materials   | Dimensions  |
|--|--------------------------|--|---|---|
| <br> | <b>Marina Barstool</b>   | MARBWH<br>MARBBK<br>MARBBR<br>MARBBE<br><br>MARBRD | White Vinyl, Brushed Metal<br>Black Vinyl, Brushed Metal<br>Brown Fabric, Brushed Metal<br>Ocean Blue Fabric,<br>Brushed Metal<br>Red Fabric, Brushed Metal | <b>Length:</b> 21"<br><b>Depth:</b> 17.5"<br><b>Height:</b> 41.5"<br><b>Seat Length:</b> 17"<br><b>Seat Depth:</b> 16"<br><b>Seat Height:</b> 30.5"       |
|   | <b>Lucent Barstool</b>   | LUBSCL   | Frosted Acrylic, Chrome   | <b>Length:</b> 22"<br><b>Depth:</b> 22.5"<br><b>Height:</b> 45.5"<br><b>Seat Length:</b> 16.25"<br><b>Seat Depth:</b> 15.5"<br><b>Seat Height:</b> 31"    |
|    | <b>Rustique Barstool</b> | RSTSTL   | Gunmetal  | <b>Length:</b> 13"<br><b>Depth:</b> 13"<br><b>Height:</b> 30"<br><b>Seat Length:</b> 12"<br><b>Seat Depth:</b> 12"<br><b>Seat Height:</b> 30"             |
|   | <b>Shark Barstool</b>    | BS001  | White, Chrome   | <b>Length:</b> 22"<br><b>Depth:</b> 19"<br><b>Height:</b> 34-44"<br><b>Seat Length:</b> 17.5"<br><b>Seat Depth:</b> 14.5"<br><b>Seat Height:</b> 21.5-32" |
|   | <b>Syntax Barstool</b>   | BSR  | Black, Chrome   | <b>Length:</b> 23"<br><b>Depth:</b> 19"<br><b>Height:</b> 43.25"<br><b>Seat Length:</b> 18"<br><b>Seat Depth:</b> 17"<br><b>Seat Height:</b> 28.5"        |

| Product Image   | Product Name                  | Product Code  | Color/Materials      | Dimensions  |
|---|-------------------------------|---------------|----------------------|---|
|  | <p><b>Zenith Barstool</b></p> | <p>ZENBAR</p> | <p>White, Chrome</p> | <p><b>Length:</b> 19"<br/> <b>Depth:</b> 20"<br/> <b>Height:</b> 44"<br/> <b>Seat Length:</b> 18"<br/> <b>Seat Depth:</b> 16"<br/> <b>Seat Height:</b> 29"</p>            |
|  | <p><b>Zoey Barstool</b></p>   | <p>BS002</p>  | <p>White, Chrome</p> | <p><b>Length:</b> 15"<br/> <b>Depth:</b> 16"<br/> <b>Height:</b> 30-34.75"<br/> <b>Seat Length:</b> 14"<br/> <b>Seat Depth:</b> 13"<br/> <b>Seat Height:</b> 26-30.5"</p> |








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








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







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

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











| Product Image  | Product Name  | Product Code               | Color/Materials   | Dimensions  |
|--|---|----------------------------|---|---|
| <br>     | <b>Ventura Communal Bar Table</b>   | VNTBNP<br>VNTWNP<br>VNTMNP | Black Top, Silver<br>White Top, Silver<br>Maple Top, Silver | <b>Length:</b> 72.25"<br><b>Depth:</b> 26.25"<br><b>Height:</b> 42" |
| <br>     | <b>Ventura Communal Bar Table, Powered</b><br><br> | VNTBLK<br>VNTWHT           | Black Top, Silver<br>White Top, Silver                      | <b>Length:</b> 72.25"<br><b>Depth:</b> 26.25"<br><b>Height:</b> 42" |
| <br> | <b>Ventura Communal Bar Table w/ Grommet Holes</b>  | VNTBWW<br>VNTBMW           | White Top, Silver<br>Maple Top, Silver                      | <b>Length:</b> 72.25"<br><b>Depth:</b> 26.25"<br><b>Height:</b> 42" |







| Product Image  | Product Name   | Product Code                        | Color/Materials  | Dimensions   |
|--|--|-------------------------------------|--|--|
| <br>   | <p><b>Ventura Communal Cafe Table</b></p>                  | <p>VNTCBN<br/>VNTCWN<br/>VNTCMN</p> | <p>Black Top, Silver<br/>White Top, Silver<br/>Maple Top, Silver</p> | <p><b>Length:</b> 72.25"<br/><b>Depth:</b> 26.25"<br/><b>Height:</b> 30"</p> |
| <br><br> | <p><b>Ventura Communal Cafe Table, Powered</b></p>         | <p>VNTCBK<br/>VNTCWH</p>            | <p>Black Top, Silver<br/>White Top, Silver</p>                       | <p><b>Length:</b> 72.25"<br/><b>Depth:</b> 26.25"<br/><b>Height:</b> 30"</p> |
| <br>   | <p><b>Ventura Communal Cafe Table w/ Grommet Holes</b></p> | <p>VNTCWW<br/>VNTCMW</p>            | <p>White Top, Silver<br/>Maple Top, Silver</p>                       | <p><b>Length:</b> 72.25"<br/><b>Depth:</b> 26.25"<br/><b>Height:</b> 30"</p> |







| Product Image  | Product Name                                       | Product Code  | Color/Materials                                   | Dimensions   |
|--|--|---|---|--|
| <br>     | <p><b>Adelaide Powered Cocktail Table</b></p>      | <p><b>Powered:</b> ADCTWP<br/> <b>Non-Powered:</b> ADCTWH</p> <p><b>Powered:</b> ADCTBP<br/> <b>Non-Powered:</b> ADCTBK</p> | <p>White Top, Silver</p> <p>Black Top, Silver</p> | <p><b>Length:</b> 48.87"<br/> <b>Depth:</b> 25.37"<br/> <b>Height:</b> 18"</p> |
| <br>     | <p><b>Ventura Communal Bar Table, Powered</b></p>  | <p>VNTBLK<br/> VNTWHT</p>   | <p>Black Top, Silver<br/> White Top, Silver</p>   | <p><b>Length:</b> 72.25"<br/> <b>Depth:</b> 26.25"<br/> <b>Height:</b> 42"</p> |
| <br> | <p><b>Ventura Communal Cafe Table, Powered</b></p> | <p>VNTCBK<br/> VNTCWH</p>   | <p>Black Top, Silver<br/> White Top, Silver</p>   | <p><b>Length:</b> 72.25"<br/> <b>Depth:</b> 26.25"<br/> <b>Height:</b> 30"</p> |









| Product Image  | Product Name                     | Product Code   | Color/Materials                            | Dimensions                                  |
|--|----------------------------------|--|--|---|
|   | Village Charging Hub             | VILHUB   | Cream                                      | Length: 12"<br>Depth: 12"<br>Height: 28.25" |
|   | Wireless Charging Table          | CUBPOW   | White, AC Outlets                          | Length: 20"<br>Depth: 20"<br>Height: 18"    |
|   | 30" Round Bar Table,<br>Powered  | P30BWH   | White Top, Black Base                      | Round: 30"<br>Height: 42"                   |
|    | 30" Round Cafe Table,<br>Powered | P30CWH   | White Top, Black Base                      | Round: 30"<br>Height: 29"                   |
| <br><br> | 10' Table                        | <b>Powered:</b> C10PWR<br><b>Non-Powered:</b> CONF10<br><br><b>Powered:</b> BKC10P<br><b>Non-Powered:</b> BKC10N | White Top, Silver<br><br>Black Top, Silver | Length: 120"<br>Depth: 48"<br>Height: 29"   |



| Product Image  | Product Name           | Product Code  | Color/Materials                                   | Dimensions   |
|--|------------------------|---|---|--|
| <br> | <p><b>8' Table</b></p> | <p><b>Powered:</b> C8PWR<br/> <b>Non-Powered:</b> CONF8</p> <p><b>Powered:</b> BKCT8P<br/> <b>Non-Powered:</b> BKCT8N</p> | <p>White Top, Silver</p> <p>Black Top, Silver</p> | <p><b>Length:</b> 96"<br/> <b>Depth:</b> 60"<br/> <b>Height:</b> 29"</p> |
| <br> | <p><b>5' Table</b></p> | <p><b>Powered:</b> C5PWR<br/> <b>Non-Powered:</b> CONF5</p> <p><b>Powered:</b> BKCT5P<br/> <b>Non-Powered:</b> BKCT5N</p> | <p>White Top, Silver</p> <p>Black Top, Silver</p> | <p><b>Length:</b> 60"<br/> <b>Depth:</b> 48"<br/> <b>Height:</b> 29"</p> |







| Product Image  | Product Name   | Product Code  | Color/Materials  | Dimensions  |
|--|--|---|--|---|
| <br>     | <p><b>Adelaide Cocktail Table</b></p> <p style="text-align: center;">⚡</p> | <p><b>Non-Powered:</b> ADCTWH<br/><b>Powered:</b> ADCTWP</p> <p><b>Non-Powered:</b> ADCTBK<br/><b>Powered:</b> ADCTBP</p> <p>ADCTGL</p> | <p>White Top, Silver</p> <p>Black Top, Silver</p> <p>Glass Top, Silver</p> | <p><b>Length:</b> 48.875"<br/><b>Depth:</b> 25.375"<br/><b>Height:</b> 18"</p>  |
| <br>     | <p><b>Adelaide End Table</b></p>   | <p>ADETWH<br/>ADETBK<br/>ADETGL</p>   | <p>White Top, Silver<br/>Black Top, Silver<br/>Glass Top, Silver</p>       | <p><b>Length:</b> 21.5"<br/><b>Depth:</b> 21.5"<br/><b>Height:</b> 18"</p>  |
| <br> | <p><b>Alondra Cocktail Table</b></p>                                       | <p>ALC200</p> <p>ALC100</p>   | <p>Brandy Maple Top, Chrome</p> <p>Glass Top, Chrome</p>                   | <p><b>Length:</b> 47"<br/><b>Depth:</b> 24"<br/><b>Height:</b> 17"</p> <p><b>Length:</b> 47"<br/><b>Depth:</b> 24"<br/><b>Height:</b> 16"</p> |








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







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













| Product Image   | Product Name                           | Product Code | Color/Materials          | Dimensions                                      |
|---|--|--------------|--------------------------|---|
|  | <p><b>Silverado Cocktail Table</b></p> | <p>C1E</p>   | <p>Glass Top, Chrome</p> | <p><b>Round: 36"</b><br/><b>Height: 17"</b></p> |
|  | <p><b>Silverado End Table</b></p>      | <p>E1E</p>   | <p>Glass Top, Chrome</p> | <p><b>Round: 24"</b><br/><b>Height: 22"</b></p> |







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



| Product Image   | Product Name                                   | Product Code | Color/Materials                                  | Dimensions   |
|---|--|--------------|--|--|
|    | Madison Executive Desk                         | JD8          | Gray Acajou                                      | <b>Length:</b> 60"<br><b>Depth:</b> 30"<br><b>Height:</b> 29"  |
|    | Tech Desk, Powered                             | TECH         | Black Metal, Black Laminate<br>w/electrical unit | <b>Length:</b> 60"<br><b>Depth:</b> 30"<br><b>Height:</b> 30"  |
|    | Tech Desk, Powered<br>w/ 3 Drawer File Cabinet | TECH3B       | Black Metal, Black Laminate<br>w/electrical unit | <b>Length:</b> 60"<br><b>Depth:</b> 30"<br><b>Height:</b> 30"  |
|    | 3 Drawer File Cabinet<br>on Castors            | TECH3        | Black Top, Black Metal                           | <b>Length:</b> 16"<br><b>Depth:</b> 20"<br><b>Height:</b> 28"  |
|   | Madison Bookcase                               | BC8          | Gray Acajou                                      | <b>Length:</b> 36"<br><b>Depth:</b> 12"<br><b>Height:</b> 72"  |
|  | Posh Shelving                                  | PSHCCS       | Chrome, Acrylic                                  | <b>Length:</b> 36"<br><b>Depth:</b> 18"<br><b>Height:</b> 72"  |
|  | Divider, Freestanding<br>Whiteboard            | DIVFWB       | Silver, White                                    | <b>Length:</b> 39"<br><b>Depth:</b> 1.5"<br><b>Height:</b> 72" |

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







| Product Image   | Product Name                  | Product Code  | Color/Materials                                   | Dimensions  |
|---|-------------------------------|---|---|---|
|    | <p><b>42" Round Table</b></p> | <p>CONF42<br/>42BKCT</p>  | <p>White Top, Black<br/>Black Top, Black</p>      | <p><b>Round: 42"</b><br/><b>Height: 29"</b></p>                         |
|    | <p><b>10' Table</b></p>       | <p><b>Powered:</b> BKC10P<br/><b>Non-Powered:</b> BKC10N</p> <p><b>Powered:</b> C10PWR<br/><b>Non-Powered:</b> CONF10</p>  | <p>Black Top, Silver</p> <p>White Top, Silver</p> | <p><b>Length: 120"</b><br/><b>Depth: 48"</b><br/><b>Height: 29"</b></p> |
|  | <p><b>8' Table</b></p>        | <p><b>Powered:</b> BKCT8P<br/><b>Non-Powered:</b> BKCT8N</p> <p><b>Powered:</b> C8PWR<br/><b>Non-Powered:</b> CONF8</p>    | <p>Black Top, Silver</p> <p>White Top, Silver</p> | <p><b>Length: 96"</b><br/><b>Depth: 60"</b><br/><b>Height: 29"</b></p>  |







| Product Image  | Product Name                    | Product Code  | Color/Materials                                   | Dimensions  |
|--|---------------------------------|---|---|---|
| <br> | <p><b>5' Table</b></p>          | <p><b>Powered:</b> BKCT5P<br/> <b>Non-Powered:</b> BKCT5N</p> <p><b>Powered:</b> C5PWR<br/> <b>Non-Powered:</b> CONF5</p> | <p>Black Top, Silver</p> <p>White Top, Silver</p> | <p><b>Length:</b> 60"<br/> <b>Depth:</b> 48"<br/> <b>Height:</b> 29"</p>  |
|   | <p><b>Madison 10' Table</b></p> | <p>MADC10</p>   | <p>Gray Acajou, Silver</p>                        | <p><b>Length:</b> 120"<br/> <b>Depth:</b> 48"<br/> <b>Height:</b> 29"</p> |
|    | <p><b>Madison 8' Table</b></p>  | <p>MADC08</p>   | <p>Gray Acajou, Silver</p>                        | <p><b>Length:</b> 96"<br/> <b>Depth:</b> 60"<br/> <b>Height:</b> 29"</p>  |
|   | <p><b>Madison 5' Table</b></p>  | <p>MADC05</p>   | <p>Gray Acajou, Silver</p>                        | <p><b>Length:</b> 60"<br/> <b>Depth:</b> 48"<br/> <b>Height:</b> 29"</p>  |







| Product Image   | Product Name             | Product Code | Color/Materials     | Dimensions  |
|---|--------------------------|--------------|---------------------|---|
|    | Ace High Back Chair      | ACHBCB       | Black Vinyl, Chrome | <b>Length:</b> 26"<br><b>Depth:</b> 26"<br><b>Height:</b> 41.75-44.25"<br><b>Seat Length:</b> 19.5"<br><b>Seat Depth:</b> 18"<br><b>Seat Height:</b> 18.5-21" |
|    | Ace High Back Chair      | ACEHBC       | White Vinyl, Chrome | <b>Length:</b> 26"<br><b>Depth:</b> 26"<br><b>Height:</b> 41.75-44.25"<br><b>Seat Length:</b> 19.5"<br><b>Seat Depth:</b> 18"<br><b>Seat Height:</b> 18.5-21" |
|    | Ace Mid Back Chair       | ACMBCB       | Black Vinyl, Chrome | <b>Length:</b> 26"<br><b>Depth:</b> 26"<br><b>Height:</b> 33.25-33.75"<br><b>Seat Length:</b> 19.5"<br><b>Seat Depth:</b> 18"<br><b>Seat Height:</b> 18-20.5" |
|   | Ace Mid Back Chair       | ACEMBC       | White Vinyl, Chrome | <b>Length:</b> 26"<br><b>Depth:</b> 26"<br><b>Height:</b> 33.25-33.75"<br><b>Seat Length:</b> 19.5"<br><b>Seat Depth:</b> 18"<br><b>Seat Height:</b> 18-20.5" |
|  | Cupertino Mid Back Chair | CUPCHA       | Black Vinyl, Chrome | <b>Length:</b> 27"<br><b>Depth:</b> 30.5"<br><b>Height:</b> 40-43"<br><b>Seat Length:</b> 19.5"<br><b>Seat Depth:</b> 19"<br><b>Seat Height:</b> 18.5-20.5"   |
|  | Genesis Chair            | GENCHA       | Black               | <b>Length:</b> 27.5"<br><b>Depth:</b> 27.5"<br><b>Height:</b> 40-43.5"<br><b>Seat Length:</b> 20"<br><b>Seat Depth:</b> 17.5"<br><b>Seat Height:</b> 17.5-21" |

| Product Image   | Product Name                            | Product Code  | Color/Materials            | Dimensions   |
|---|---|---------------|----------------------------|--|
|  | <p><b>Pro Executive Guest Chair</b></p> | <p>PROGB</p>  | <p>Black Vinyl, Chrome</p> | <p><b>Length:</b> 24"<br/> <b>Depth:</b> 26"<br/> <b>Height:</b> 36"<br/> <b>Seat Length:</b> 19.5"<br/> <b>Seat Depth:</b> 19"<br/> <b>Seat Height:</b> 18"</p>                     |
|  | <p><b>Task Stool</b></p>                | <p>TASKST</p> | <p>Black Fabric, Black</p> | <p><b>Length:</b> 27.5"<br/> <b>Depth:</b> 27.5"<br/> <b>Height:</b> 32.75-40.25"<br/> <b>Seat Length:</b> 18.5"<br/> <b>Seat Depth:</b> 18.5"<br/> <b>Seat Height:</b> 18-25.5"</p> |



| Product Image   | Product Name                                   | Product Code     | Color/Materials         | Dimensions  |
|---|--|------------------|-------------------------|---|
|    | Midtown Bar,<br>Lighted w/ Plug In             | MTBLPI           | Taupe Glass Top, Pewter | <b>Length:</b> 60"<br><b>Depth:</b> 18"<br><b>Height:</b> 42" |
|    | Midtown Bar,<br>Unlighted                      | MTBUUL           | Taupe Glass Top, Pewter | <b>Length:</b> 60"<br><b>Depth:</b> 18"<br><b>Height:</b> 42" |
|    | Midtown Powered<br>Counter, Lighted w/ Plug In | MTCLPI           | Taupe Glass Top, Pewter | <b>Length:</b> 60"<br><b>Depth:</b> 18"<br><b>Height:</b> 42" |
|   | Midtown Powered<br>Counter, Unlighted          | MTCFUL           | Taupe Glass Top, Pewter | <b>Length:</b> 60"<br><b>Depth:</b> 18"<br><b>Height:</b> 42" |
|  | Powered Locking<br>Pedestal, 36"               | PDL36B<br>PDL36W | Black<br>White          | <b>Length:</b> 24"<br><b>Depth:</b> 24"<br><b>Height:</b> 36" |
|  | Powered Locking<br>Pedestal, 42"               | PDL42B<br>PDL42W | Black<br>White          | <b>Length:</b> 24"<br><b>Depth:</b> 24"<br><b>Height:</b> 42" |

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

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



# SOFT SEATING COLLECTIONS

PRINTING United Expo 2024

L182940924

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV

September 10 - 12, 2024

**ONLINE & DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 2024**

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## 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 |       |
| VALVOT | Valencia Loveseat - Oat Fabric                     |     | \$738.40   | \$849.15   | \$951.05   |       |

## 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) | 8.38%    |
| AMOUNT DUE                                | \$ _____ |

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**ACCENT CHAIRS**

**L182940924**

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| CODE   | ITEM   | QTY | ONLINE     | DISCOUNT   | REGULAR    | TOTAL |
|--------|--|-----|------------|------------|------------|-------|
| 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 |       |
| BCW    | Madrid Chair - White Vinyl, Chrome                                       |     | \$1,385.30 | \$1,593.10 | \$1,784.25 |       |
| 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   |       |
| BOWCHA | Bowery Chair - Ochre Fabric  |     | \$708.35   | \$814.60   | \$912.35   |       |
| CHR002 | Allegro Chair - Blue Fabric, Brushed Metal                               |     | \$910.00   | \$1,046.50 | \$1,172.10 |       |
| COCHTP | Cordoba Chair  |     | \$731.00   | \$840.65   | \$941.55   |       |
| 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   |       |
| 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 |       |
| STECHA | 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   |       |
| TRCHCO | Terrace Accent Chair - Black Base, Cognac Leather                        |     | \$847.60   | \$974.75   | \$1,091.70 |       |
| VALCHA | Valencia Chair - Spice Orange Velvet Fabric                              |     | \$555.30   | \$638.60   | \$715.25   |       |
| VALCGN | Valencia Chair - Green Fabric  |     | \$496.60   | \$571.10   | \$639.65   |       |
| VALCOT | Valencia Chair - Oat Fabric  |     | \$496.60   | \$571.10   | \$639.65   |       |
| WENCHA | Wentworth Swivel Chair - Brown Vinyl                                     |     | \$608.85   | \$700.20   | \$784.20   |       |

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

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|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 8.38%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

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**INDIVIDUAL SEATING**

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| 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 |       |

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|  |          |
|--|----------|
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# BENCHES & OTTOMANS

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## 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 |       |
| BVSMGN  | 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) | 8.38%    |
| 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.

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CONTACT NAME: \_\_\_\_\_

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# CUBE & SWIVEL OTTOMANS

PRINTING United Expo 2024

L182940924

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV

September 10 - 12, 2024

## ONLINE & DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 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 |       |
| VIB21 | Vibe Cube - Caramel Vinyl    |     | \$210.60 | \$242.20 | \$271.25 |       |
| VIB22 | Vibe Cube - Navy Vinyl       |     | \$210.60 | \$242.20 | \$271.25 |       |

### 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 |       |
| MAR020 | Marche Swivel - Olive Faux Sheep Fur      |     | \$280.80 | \$322.90 | \$444.80 |       |
| MAR021 | Marche Swivel - Terracotta Faux Sheep Fur |     | \$280.80 | \$322.90 | \$361.65 |       |

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

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

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ACCENT TABLES: COCKTAIL & END

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ONLINE & DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 2024

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

Cocktail Tables

Table with 7 columns: CODE, ITEM, QTY, ONLINE, DISCOUNT, REGULAR, TOTAL. Lists various cocktail table models and their pricing.

Summary table with 2 columns: Description (TOTAL ESTIMATE, TAX, AMOUNT DUE) and Value (\$ \_\_\_\_\_).

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# ACCENT TABLES: SIDE

**L182940924**

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September 10 - 12, 2024

**ONLINE & DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 2024**

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## 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   |       |
| ADETWLH | 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 <b>POWERED</b> |     | \$797.90 | \$917.60 | \$1,027.70 |       |
| EIC     | Geo End Table - Glass Top, Chrome                          |     | \$458.25 | \$527.00 | \$590.25   |       |
| E1FWB   | 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   |       |
| E1W     | Sydney End Table - White Top, Brushed Steel                |     | \$472.30 | \$543.15 | \$608.35   |       |
| E1Y     | 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.

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 8.38%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

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# BAR TABLES, BARS & COUNTERS

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Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV

September 10 - 12, 2024

**ONLINE & DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 2024**

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## 30" Round Bar Table with Black Base

| CODE   | ITEM   | QTY | ONLINE   | DISCOUNT   | REGULAR    | TOTAL |
|--------|--|-----|----------|------------|------------|-------|
| 30ACBB | 30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top    |     | \$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 |       |



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# BAR TABLES, BARS & COUNTERS CONTINUED



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September 10 - 12, 2024

**ONLINE & DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 2024**

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### 30" Round Bar Table with Black Base

| CODE   | ITEM   | QTY | ONLINE   | DISCOUNT   | REGULAR    | TOTAL |
|--------|--|-----|----------|------------|------------|-------|
| 30AGBB | 30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top    |     | \$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 |       |
| 30CRHB | 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 |       |

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# BAR TABLES, BARS & COUNTERS CONTINUED

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Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV

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## 36" Round Bar Table with Hydraulic Base

| CODE   | ITEM  | QTY | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|--------|---|-----|----------|----------|----------|-------|
| 36BKHB | 36" Round Bar Table w/ Hydraulic Base - Black Top           |     | \$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.

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 8.38%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

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**CAFÉ TABLES**

**L182940924**

**ONLINE & DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 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 <b>POWERED</b> |     | \$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 |       |



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**ORDER ONLINE!**

# CAFÉ TABLES CONTINUED

**L182940924**



**ONLINE & DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 2024**

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### 36" Round Café Table with Chrome Hydraulic Base

| CODE   | ITEM   | QTY | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|--------|--|-----|----------|----------|----------|-------|
| 36BKHC | 36" Round Cafe Table w/ Hydraulic Base - Black Top           |     | \$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  <b>POWERED</b>  |     | \$1,073.40 | \$1,234.40 | \$1,382.55 |       |
| VNTCWH | Communal Ventura Cafe Table - White Top, Silver  <b>POWERED</b> |     | \$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.

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
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**BAR STOOLS**

**L182940924**

**ONLINE & DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 2024**

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**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 |       |
| KABSWH | Kamden Barstool - Chrome Base, White Vinyl           |     | \$457.60 | \$526.25 | \$589.40 |       |
| 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 |       |
| RSTSTL | 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.

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
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# CONFERENCE & WORK TABLES

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## 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                            | \$ _____ |
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# EXECUTIVE SEATING, DESKS & STORAGE

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## Seating

| CODE   | ITEM  | QTY | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|--------|---|-----|----------|----------|----------|-------|
| ACHBCB | Ace High Back Chair - Black Vinyl, Chrome       |     | \$559.00 | \$642.85 | \$720.00 |       |
| ACMBCB | Ace Mid Back Chair - Black Vinyl, Chrome        |     | \$366.60 | \$421.60 | \$472.20 |       |
| 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 |       |
| 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 <b>POWERED</b>                          |     | \$835.30   | \$960.60   | \$1,075.85 |       |
| TECH3B | Tech Desk w/ 3 Drawer File Cabinet - Black Metal, Black Laminate w/ Electrical Unit <b>POWERED</b> |     | \$1,032.80 | \$1,187.70 | \$1,330.20 |       |
| JDB    | 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.

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
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**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.

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 8.38%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

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: \_\_\_\_\_



**PRINTING United Expo 2024**

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV  
September 10 - 12, 2024

**ACCESSORIES**

**L182940924**

**ONLINE & DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 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 <b>POWERED</b> |     | \$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 <b>POWERED</b> |  | \$934.05   | \$1,074.15 | \$1,203.05 |  |
| PDL36W | 36" Locking Pedestal - White <b>POWERED</b> |  | \$934.05   | \$1,074.15 | \$1,203.05 |  |
| PDL42B | 42" Locking Pedestal - Black <b>POWERED</b> |  | \$1,106.75 | \$1,272.75 | \$1,425.50 |  |
| PDL42W | 42" Locking Pedestal - White <b>POWERED</b> |  | \$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.

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 8.38%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

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COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)



**PRINTING United Expo 2024**

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV  
September 10 - 12, 2024

**GRAPHICS & SIGNS**

**L182940924**

**DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 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<br><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  |       |

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 8.38%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

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](mailto:orders@shepardes.com)

# UPLOADING GRAPHICS 101

## ADDING FILES TO THE FTP.

**PRINTING United Expo 2024**

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV

**L182940924**

September 10 - 12, 2024

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

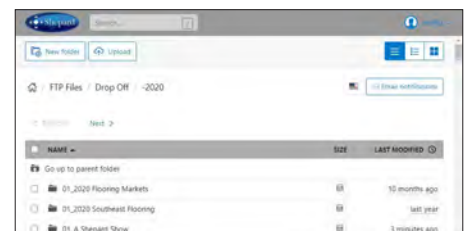
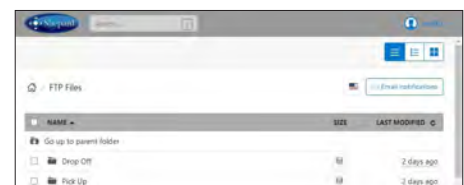
### Before Sending Files

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](https://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](mailto: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<br>.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](http://files.shepardes.com)

**Login:** sesftp

**Password:** ftpftp

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



# ELEVATE YOUR EXHIBIT

## With Shepard, You Can.

### What are *your* exhibit goals?

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

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



### High-impact Exhibits

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

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



### Offering innovative exhibit frameworks...and more!

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



### Why Shepard?

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

**ONLINE & DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 2024**

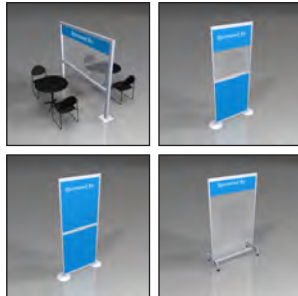
\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Counters and Furnishings not included.



Counters not included.

**Plexi Shields**

| CODE  | ITEM   | QTY | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|-------|--|-----|----------|----------|----------|-------|
| 66651 | <b>Standard Plexi Shield (CVPS1)</b><br>40" (l) x 36" (h)                  |     | \$481.45 | \$553.65 | \$620.10 |       |
| 66652 | <b>Tall Plexi Shield (CVPS2)</b><br>40" (l) x 44" (h)                      |     | \$592.55 | \$681.45 | \$763.20 |       |
| 66653 | <b>Curved Plexi Shield (CVPS3)</b><br>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 | <b>Large Wall Divider (CVDW1)</b><br>9' 1.25" (l) x 7' (h) x 11.85" (d) base<br>30" from floor  |     | \$740.70 | \$851.80   | \$954.00   |       |
| 66655 | <b>Plexi/Trovicel Panel Wall Divider (CVDW2)</b><br>3' 4.5" (l) x 8' high x Approx. 6" (d) base |     | \$518.50 | \$596.25   | \$667.80   |       |
| 66656 | <b>Trovicel/Trovicel Wall Divider (CVDW3)</b><br>3' 4.5" (l) x 8' (h) x 1' 9" (d) base          |     | \$444.40 | \$511.05   | \$572.40   |       |
| 66657 | <b>Plexi Rolling Baffle (CVDW4)</b><br>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 | <b>Sanitizer Kiosk A (CVSKI)</b><br>40" (l) x 36" (h) |     | \$555.55 | \$638.90 | \$715.55 |       |

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 8.38%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

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COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

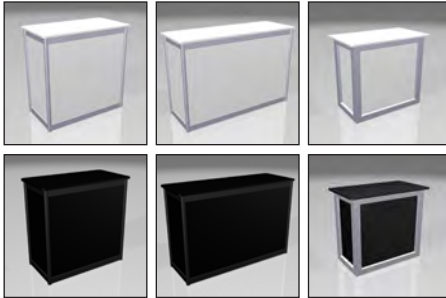
**ONLINE & DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 2024**

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

Choose Your Counter & Customize to Fit Your Exhibit!

**AVAILABLE COLORS FOR ALL PRODUCTS:**

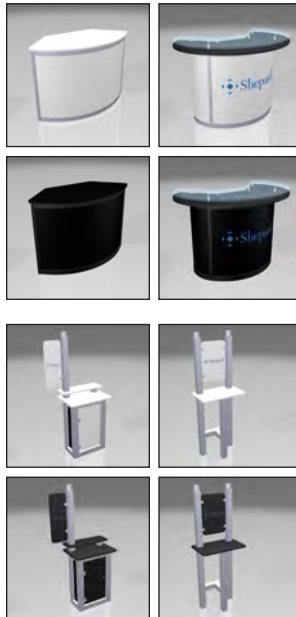
**Metal Colors:** Silver (15) and **Panel Colors:** White (03) or Black (06)



**Locking Cabinets**

| CODE                       | ITEM  | QTY | ONLINE     | DISCOUNT   | REGULAR    | PANEL COLOR |
|----------------------------|---|-----|------------|------------|------------|-------------|
| 6628203 (w)<br>6628206 (b) | <b>1 Meter Locking Cabinet (LC1)</b><br>3' 6" (l) x 3' 6" (h) x 1' 9" (d)<br><i>Graphic Size: 968mm x 898mm</i> |     | \$1,218.25 | \$1,401.00 | \$1,569.10 |             |
| 6628303 (w)<br>6628306 (b) | <b>1.5 Meter Locking Cabinet (LC2)</b><br>5' (l) x 3' 6" (h) x 1' 9" (d)<br><i>Graphic Size: 1463mm x 898mm</i> |     | \$1,478.30 | \$1,700.05 | \$1,904.05 |             |
| 6628403 (w)<br>6628406 (b) | <b>Locking Cabinet (LC3)</b><br>3' 9" (l) x 3' 6" (h) x 2' 3" (d)<br><i>Graphic Size: 922mm x 872mm</i>         |     | \$898.65   | \$1,033.45 | \$1,157.45 |             |

**Reception Counters**



| CODE                       | ITEM   | QTY | ONLINE     | DISCOUNT   | REGULAR    | PANEL COLOR |
|----------------------------|--|-----|------------|------------|------------|-------------|
| 6627503 (w)<br>6627506 (b) | <b>Reception Counter (RC2)</b><br>4'10.75" (l) x 40" (h) x 2' 4.75" (d)<br><i>Graphic Size: 1530mm x 898mm</i> |     | \$1,252.75 | \$1,440.65 | \$1,613.55 |             |
| 6627603 (w)<br>6627606 (b) | <b>Reception Counter (RC3)</b><br>5' 2.75" (l) x 42" (h) x 3' 5.5" (d)<br><i>Graphic Size: 1080mm x 898mm</i>  |     | \$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)<br>6628506 (b) | <b>Computer Stand 1 (CS1)</b><br>3' (l) x 6' 3" (h) x 1' 9" (d)<br><i>Graphic Size: 250mm x 700mm</i>    |     | \$1,580.40 | \$1,817.45 | \$2,035.55 |             |
| 6628603 (w)<br>6628606 (b) | <b>Computer Stand 2 (CS2)</b><br>2' 3" (l) x 6' 3" (h) x 1' 6" (d)<br><i>Graphic Size: 380mm x 580mm</i> |     | \$921.20   | \$1,059.40 | \$1,186.55 |             |

|   |          |
|---|----------|
| <b>TOTAL ESTIMATE</b>                                   | \$ _____ |
| <b>TAX</b> <i>(All tax rates are subject to change)</i> | 8.38%    |
| <b>AMOUNT DUE</b>                                       | \$ _____ |

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: \_\_\_\_\_

**ONLINE & DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 2024**

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

Choose Your Unit & Customize to Fit Your Products!

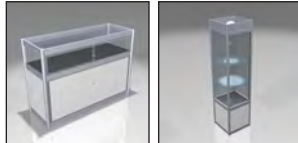
**AVAILABLE COLORS FOR ALL PRODUCTS:**

**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)<br>6627706 (b) | <b>Gondola</b><br>3' 6" (l) x 4' 6" (h) x 1'3" (d)                         |     | \$853.70   | \$981.75   | \$1,099.55 |             |
| 6627803 (w)<br>6627806 (b) | <b>GL1</b> 5' 4" (l) x 8' (h) x 1' 3" (d)<br>Graphic Sizes: 674mm x 1682mm |     | \$843.90   | \$970.50   | \$1,086.95 |             |
| 6627903 (w)<br>6627906 (b) | <b>GL2</b> 4' 3" (l) x 7' (h) x 1' 3" (d)<br>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)<br>6627006 (b) | <b>Quarterview Showcase</b> (Qtrview)<br>4' 6" (l) x 3' 3" (h) x 1'9" (d) |     | \$1,643.60 | \$1,890.15 | \$2,116.95 |             |
| 6627203 (w)<br>6627206 (b) | <b>Square Showcase</b> (Square)<br>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 | <b>Phone Charging Station</b> (PCS)<br>3' (l) x 6' 3" (h) x 1'9" (d)<br>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 | <b>8' x 4' Pegboard Panel</b> (PerfH)       |     | \$415.05 | \$477.30 | \$534.60 |
| 66149 | <b>4' x 8' Pegboard Panel</b> (PerfV)       |     | \$415.05 | \$477.30 | \$534.60 |
| 50104 | <b>6" Pegs - 1 dozen</b> (6"Pegs)           |     | \$67.80  | \$77.95  | \$87.30  |
| 66147 | <b>3.5' x 8' Slat Wall, Grey</b> (Slatwall) |     | \$415.05 | \$477.30 | \$534.60 |



|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 8.38%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

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COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_

**ONLINE & DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 2024**

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

## 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



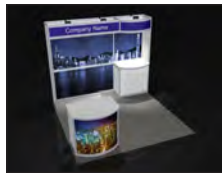
The Pierce



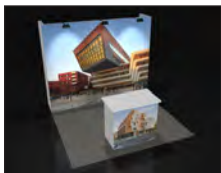
The Madison



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 |       |

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 8.38%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

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COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**ONLINE & DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 2024**

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

**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  |                   |   |

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 8.38%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

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COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**ONLINE & DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 2024**

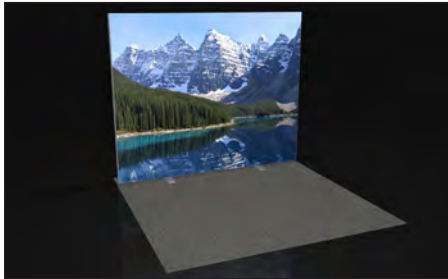
\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

## 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.

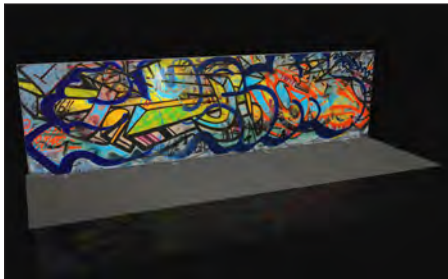
**Please contact an Exhibit Team member with any questions.**



FX11



FX12



FX13

### Freestanding 8' High Backlit Backwalls with Full Color Graphics

| CODE  | ITEM  | QTY | ONLINE     | DISCOUNT   | REGULAR    | TOTAL |
|-------|---|-----|------------|------------|------------|-------|
| 66564 | <b>8' x 10' Backlit Backwall with Graphics (FX11)</b><br><i>Graphic Size: 2992mm x 2436mm</i> |     | \$3,294.70 | \$3,788.90 | \$4,243.55 |       |
| 66565 | <b>8' x 20' Backlit Backwall with Graphics (FX12)</b><br><i>Graphic Size: 5992mm x 2436mm</i> |     | \$5,091.70 | \$5,855.45 | \$6,558.10 |       |
| 66566 | <b>8' x 30' Backlit Backwall with Graphics (FX13)</b><br><i>Graphic Size: 8992mm x 2436mm</i> |     | \$6,888.75 | \$7,922.05 | \$8,872.70 |       |

|   |          |
|---|----------|
| <b>TOTAL ESTIMATE</b>                                     | \$ _____ |
| <b>TAX</b> ( <i>All tax rates are subject to change</i> ) | 8.38%    |
| <b>AMOUNT DUE</b>   | \$ _____ |

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COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**ONLINE & DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 2024**

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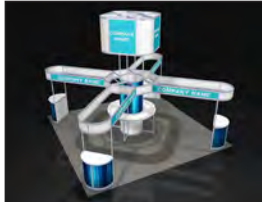
Turnkey Rental Designs Make Exhibiting Easier!

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

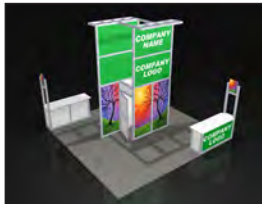
**Please contact an Exhibit Team member with any questions.**



The Monroe



The Washington



The Tyler



The Garfield

### Island Booths

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

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 8.38%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

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COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



**ONLINE & DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 2024**

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

All rentals include:\*\*

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

\*\* Rigging not included



Circle

**Circle Hanging Signs**

| CODE  | ITEM                                  | QTY | ONLINE      | DISCOUNT    | REGULAR     | TOTAL |
|-------|---------------------------------------|-----|-------------|-------------|-------------|-------|
| 69140 | 10' x 48" Circle Hanging Sign (HSC10) |     | \$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**

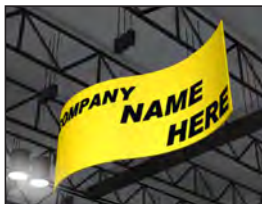
| CODE  | ITEM                                  | QTY | ONLINE     | DISCOUNT    | REGULAR     | TOTAL |
|-------|---------------------------------------|-----|------------|-------------|-------------|-------|
| 69143 | 10' x 48" Square Hanging Sign (HSS10) |     | \$9,659.80 | \$11,108.75 | \$12,441.80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



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) | 8.38%    |
| AMOUNT DUE                                | \$ _____ |

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COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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

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

**ADVANCED WAREHOUSE**

**RUSH**

 **Shepard**

**ADVANCED WAREHOUSE  
HANGING SIGN**

---

**TO:**

\_\_\_\_\_

(Exhibiting Company Name)

\_\_\_\_\_

(Exhibiting Company Booth Number)

**c/o Shepard Exposition Services  
5845 Wynn Road, Suites A,B,C,D  
Las Vegas, Nevada 89118**

**FOR:  
PRINTING United Expo 2024**

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

**First day freight can arrive without a surcharge:**  
Monday, August 12, 2024

**Last day freight can arrive without a surcharge:**  
Tuesday, August 27, 2024

# HANGING SIGNS 101 THINGS TO KNOW.

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

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

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

All signs, with the exception of banners, must have structural rigging points and signs exceeding 200 pounds must include detailed construction plans with a current structural engineer's stamp. Send these plans to Exhibitor 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: **Tuesday, August 27, 2024**

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



# STRUCTURAL INTEGRITY STATEMENT

PRINTING United Expo 2024

L182940924

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV

September 10 - 12, 2024

**ONLINE & DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 2024**

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

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

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

**Las Vegas Convention Center - Central & South Lower Halls**

**3150 Paradise Road**

**Las Vegas, NV 89109**

**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](mailto:overheadrigging@shepardes.com)

[shepardes.com](http://shepardes.com)

# HANGING SIGNS

## HEIGHT GUIDELINES

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

### Perimeter Inline Wall Booths

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

### Mini Island Booths 10' x 20' or Longer:

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

### Island Booths:

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

### Gold Sponsored Island Booths:

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

### Platinum Sponsored Island Booths:

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

### Diamond Sponsors Island Booths:

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

### Title Sponsored Island Booth:

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

Please note! Shepard can hang signs that do not require electrical. If you sign or hanging structure requires electrical or has electrical components, please place your order through Edlen Electrical.



# HANG SIGN ASSEMBLY/DISASSEMBLY

PRINTING United Expo 2024

L182940924

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV

September 10 - 12, 2024

## ONLINE & DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 2024

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

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

### Step 1. Tell us about your hanging sign.

**TYPE:**  Cloth  Wood  Truss  Metal  
 Other: \_\_\_\_\_

**SHAPE:**  Circle  Square  Triangle  Rectangle  
 Other: \_\_\_\_\_

**WEIGHT:** \_\_\_\_\_

**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   |                  | \$162.19 | \$186.50 | \$208.90 |       |
| 69151                                      | OT   |                  | \$243.31 | \$279.80 | \$313.40 |       |
| 69152                                      | DT   |                  | \$324.38 | \$373.05 | \$417.80 |       |

| SIGN DISASSEMBLY LABOR - EXHIBITOR SUPERVISED |      |                  |          |          |          |       |
|---|------|------------------|----------|----------|----------|-------|
| CODE  | ITEM | EST. LABOR HOURS | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
| 69153   | ST   |                  | \$162.19 | \$186.50 | \$208.90 |       |
| 69154   | OT   |                  | \$243.31 | \$279.80 | \$313.40 |       |
| 69155   | DT   |                  | \$324.38 | \$373.05 | \$417.80 |       |

REQUESTED DATE OF ASSEMBLY: \_\_\_\_\_

REQUESTED START TIME: \_\_\_\_\_

HOW MANY LABORERS WILL YOU REQUIRE?: \_\_\_\_\_

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

#### Labor Hours

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

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

**Double Time (DT):** Holidays

**Holidays:** NY Eve\*, NY Day, ML King Day\*, President's Day\*, Easter\*, Memorial Day, 4th of July, Labor Day, Columbus Day\*, Veteran's Day\*, Thanksgiving, Christmas Eve, Christmas Day.

\*These Holidays only apply in certain cities.

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](mailto:orders@shepardes.com)

[shepardes.com](http://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](mailto: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   |                  | \$210.84 | \$242.45 | \$271.55 |       |
| 69191                                    | OT   |                  | \$316.31 | \$363.75 | \$407.40 |       |
| 69192                                    | DT   |                  | \$421.69 | \$484.95 | \$543.15 |       |

| SIGN DISASSEMBLY LABOR - SHEPARD SUPERVISED |      |                  |          |          |          |       |
|---|------|------------------|----------|----------|----------|-------|
| CODE  | ITEM | EST. LABOR HOURS | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
| 69193                                       | ST   |                  | \$210.84 | \$242.45 | \$271.55 |       |
| 69194                                       | OT   |                  | \$316.31 | \$363.75 | \$407.40 |       |
| 69195                                       | DT   |                  | \$421.69 | \$484.95 | \$543.15 |       |

REQUESTED DATE OF ASSEMBLY: \_\_\_\_\_

REQUESTED START TIME: \_\_\_\_\_

HOW MANY LABORERS WILL YOU REQUIRE?: \_\_\_\_\_

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

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

# OVERHEAD RIGGING LABOR

## ONLINE & DISCOUNT DEADLINE: \*FRIDAY, AUGUST 9, 2024

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

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

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

### Labor Hours

#### Straight Time (ST):

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

#### Overtime (OT):

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

#### Double Time (DT):

Holidays

#### Holidays:

NY Eve\*, NY Day, ML King Day\*, President's Day\*, Easter\*, Memorial Day, 4th of July, Labor Day, Columbus Day\*, Veteran's Day\*, Thanksgiving, Christmas Eve, Christmas Day.

\*These Holidays only apply in certain cities.

### Step 1. Tell us about your hanging sign.

**TYPE:**  Cloth  Wood  Truss  Metal

Other: \_\_\_\_\_

**SHAPE:**  Circle  Square  Triangle  Rectangle

Other: \_\_\_\_\_

**DIMENSIONS:** Length: \_\_\_\_\_ Height: \_\_\_\_\_ Width: \_\_\_\_\_

**WEIGHT:** \_\_\_\_\_

### Step 2. Order overhead rigging crew.

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

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

| OVERHEAD RIGGING INSTALLATION & REMOVAL |                 |                  |          |          |            |            |
|---|-----------------|------------------|----------|----------|------------|------------|
| CODE                                    | ITEM            | EST. LABOR HOURS | ONLINE   | DISCOUNT | REGULAR    | EST. TOTAL |
| 69156                                   | Rigging Install |                  | \$845.00 | \$971.75 | \$1,088.35 |            |
| 69157                                   | Rigging Removal |                  | \$845.00 | \$971.75 | \$1,088.35 |            |

REQUESTED DATE OF INSTALL: \_\_\_\_\_ REQUESTED START TIME: \_\_\_\_\_

REQUESTED DATE OF REMOVAL: \_\_\_\_\_ REQUESTED START TIME: \_\_\_\_\_

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 8.38%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

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

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



# OVERHEAD RIGGING EQUIPMENT

**PRINTING United Expo 2024**

**L182940924**

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV

September 10 - 12, 2024

**ONLINE & DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 2024**

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

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

**Truss\*\***

| CODE    | ITEM                           | QTY | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|---------|--------------------------------|-----|----------|----------|----------|-------|
| 6909415 | 12" Silver Box Truss (Per Ft.) |     | \$25.60  | \$29.45  | \$33.00  |       |
| 6909406 | 12" Black Box Truss (Per Ft.)  |     | \$25.60  | \$29.45  | \$33.00  |       |
| 69038   | 12" Silver Corner Block        |     | \$96.00  | \$110.40 | \$123.65 |       |
| 6903806 | 12" Black Corner Block         |     | \$96.00  | \$110.40 | \$123.65 |       |
| 70067   | Design Fee (Hourly)            |     | \$208.00 | \$239.20 | \$267.90 |       |

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

**Truss Details**

QTY: \_\_\_\_\_ SIZE: \_\_\_\_\_

**Motors**

| CODE  | ITEM                        | QTY | ONLINE   | DISCOUNT | REGULAR  | TOTAL |
|-------|-----------------------------|-----|----------|----------|----------|-------|
| 69017 | One Ton Hoist/Chain Motor   |     | \$569.10 | \$654.45 | \$733.00 |       |
| 69016 | Half Ton Hoist/Chain Motor  |     | \$505.10 | \$580.85 | \$650.55 |       |
| 69019 | Rotating Motor 500 LB Limit |     | \$537.10 | \$617.65 | \$691.75 |       |
| 69020 | Rotating Motor 200 LB Limit |     | \$313.05 | \$360.00 | \$403.20 |       |

Rotate Clockwise (right)     Rotate Counterclockwise (left)

**Include the following items with your Truss and Motor Order:**

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

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 8.38%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

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

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

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



Email completed form to: [overheadrigging@shepardes.com](mailto:overheadrigging@shepardes.com)



# LABOR RULES & REGULATIONS

## Las Vegas, Nevada

### LABOR

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

Teamster union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, exhibitors may set up their own exhibit display if they are a full time employee of the exhibiting company with proof of employment and proper identification. The Union's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc) on booths of any size, unless they are full time employees of the exhibiting company with proof of employment and proper identification.

When union labor is required, you may provide your company personnel to work along with a union installer on a one to one basis. All company working personnel must have proof of employment with the said exhibiting company. If the exhibiting company chooses to hire an EAC for install or dismantle they are required to use local union members.

### MATERIAL/FREIGHT HANDLING JURISDICTION

The Teamsters have jurisdiction over all unloading and reloading of materials. The union also has jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

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

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

### GRATUITIES /BREAKS

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

### IN GENERAL

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

### SAFETY

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



**PRINTING United Expo 2024**

Las Vegas Convention Center - Central & South Lower Halls | Las Vegas, NV  
September 10 - 12, 2024

**SHEPARD BLUE LABOR**

**L182940924**

**ONLINE & DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 2024**

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

**Labor Hours**

**Straight Time (ST):** Monday - Friday | 8:00AM - 5:00PM  
**Overtime (OT):** Monday - Friday | 5:00PM - 8:00AM. All hours Saturday and Sunday  
**Double Time (DT):** Holidays  
**Holidays:** NY Eve\*, NY Day, ML King Day\*, President's Day\*, Easter\*, Memorial Day, 4th of July, Labor Day, Columbus Day\*, Veteran's Day\*, Thanksgiving, Christmas Eve, Christmas Day.  
*\*These Holidays only apply in certain cities.*

**Shepard Blue Supervised Labor**

| INSTALL LABOR** |      |          |          |          |                    |
|-----------------|------|----------|----------|----------|--------------------|
| CODE            | ITEM | ONLINE   | DISCOUNT | REGULAR  | ESTIMATED TOTAL*** |
| 68066           | ST   | \$168.70 | \$194.00 | \$217.30 |                    |
| 68067           | OT   | \$253.05 | \$291.00 | \$325.90 |                    |
| 68068           | DT   | \$337.35 | \$387.95 | \$434.50 |                    |

| DISMANTLE LABOR** |      |          |          |          |                    |
|-------------------|------|----------|----------|----------|--------------------|
| CODE              | ITEM | ONLINE   | DISCOUNT | REGULAR  | ESTIMATED TOTAL*** |
| 68070             | ST   | \$168.70 | \$194.00 | \$217.30 |                    |
| 68071             | OT   | \$253.05 | \$291.00 | \$325.90 |                    |
| 68072             | DT   | \$337.35 | \$387.95 | \$434.50 |                    |

\*\*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 |                  | \$845.00 | \$971.75 | \$1,088.35 |       |
| 68121                  | Scissor Lift Removal |                  | \$845.00 | \$971.75 | \$1,088.35 |       |

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX (All tax rates are subject to change)</b> | 8.38%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

**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.

COMPANY NAME: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



Email completed form to: [orders@shepardes.com](mailto:orders@shepardes.com)

[shepardes.com](http://shepardes.com)

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 pickup.

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)

## ONLINE & DISCOUNT DEADLINE:\* FRIDAY, AUGUST 9, 2024

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

### Labor Hours

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

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

**Double Time (DT):** Holidays

**Holidays:** NY Eve\*, NY Day, ML King Day\*, President's Day\*, Easter\*, Memorial Day, 4th of July, Labor Day, Columbus Day\*, Veteran's Day\*, Thanksgiving, Christmas Eve, Christmas Day.

\*These Holidays only apply in certain cities.

### Exhibitor Supervised Labor

| INSTALL LABOR** |      |          |          |          |                    |
|-----------------|------|----------|----------|----------|--------------------|
| CODE            | ITEM | ONLINE   | DISCOUNT | REGULAR  | ESTIMATED TOTAL*** |
| 68060           | ST   | \$129.75 | \$149.20 | \$167.10 |                    |
| 68061           | OT   | \$194.65 | \$223.85 | \$250.70 |                    |
| 68062           | DT   | \$259.50 | \$298.40 | \$334.20 |                    |

| DISMANTLE LABOR** |      |          |          |          |                    |
|-------------------|------|----------|----------|----------|--------------------|
| CODE              | ITEM | ONLINE   | DISCOUNT | REGULAR  | ESTIMATED TOTAL*** |
| 68063             | ST   | \$129.75 | \$149.20 | \$167.10 |                    |
| 68064             | OT   | \$194.65 | \$223.85 | \$250.70 |                    |
| 68065             | DT   | \$259.50 | \$298.40 | \$334.20 |                    |

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

|  |          |
|--|----------|
| <b>TOTAL ESTIMATE</b>                            | \$ _____ |
| <b>TAX</b> (All tax rates are subject to change) | 8.38%    |
| <b>AMOUNT DUE</b>                                | \$ _____ |

### 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: \_\_\_\_\_

The background is a dark blue gradient with several layers of wavy, glowing lines in shades of teal and light blue. These lines create a sense of depth and movement, resembling a digital or data landscape. Scattered throughout the scene are numerous small, bright white and light blue particles, some of which appear to be in motion, adding to the dynamic and futuristic feel of the image.

popshap  
BEYOND INTERACTIVE

# About Popshap



## What You Need to know about Popshap.

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

popshap

# Digital Posters



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

popshap

# The Standing Kiosk

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



## Photo Booth Camera:

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

## Windows 10 Pro/Android:

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

## Anti Bacterial Screen:

Antibacterial screen protector kills germs on the device display.

## What's Included in kit:

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

## Additional Charges:

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

## Customizable Branding:

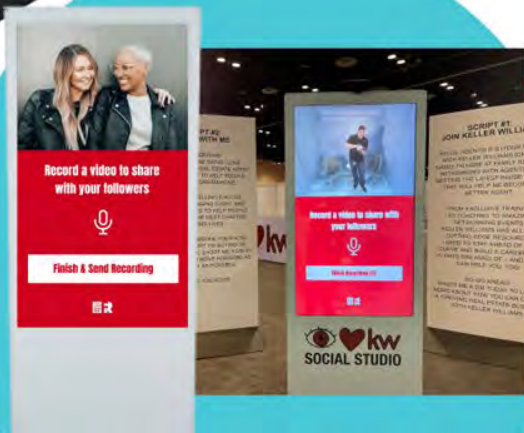
Build solid, lasting connections between your visitors and your brand.

## Multitouch - 10 Point Touch:

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

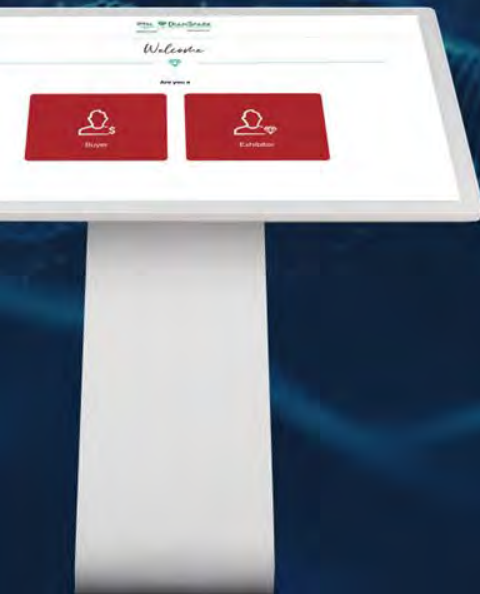
## WiFi Ready:

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



# The Table Kiosk

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



## Anti Bacterial Screen:

Antibacterial screen protector kills germs on the device display.

## Modern Design:

Impress attendees and competitors alike with the latest interactive technology.

## Windows 10 Pro/Android:

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

## Customizable Branding:

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



## WiFi Ready:

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

## Multitouch - 10 Point Touch:

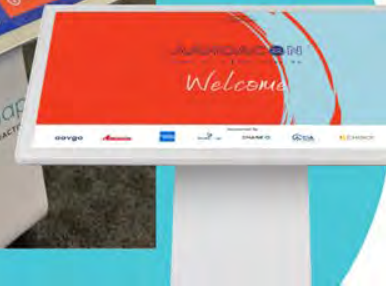
Multi-Touch technology works with touch-screen interfaces, like those found on laptops, smartphones and tablets.

## What's included in kit:

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

## Additional Charges:

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





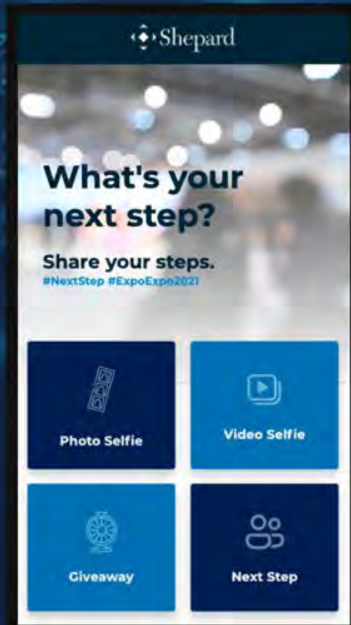
# Touch/Non-Touch Screens

## Kiosk Specs

Touch: 32" | 43" | 49"

Non-Touch: 46" | 55" | 65" | 75" | 86"

Available in white and black



## TOUCH SCREEN

### Engaging and Interactive

Touchscreen monitors in public settings automatically draw people in and engage them in the content that's being displayed.

### Changing the Customer Experience

In your booth, you can install a touchscreen which is highly likely used by everyone in ways that a traditional workstation is not suited for.

### Speed & Efficiency

Touch screen monitors are operated by your fingers, which is a fantastic improvement upon traditional mouse-operated computers.

### Durability and Resilience

Since these monitors are designed for industrial and commercial use, they contain certain protective features that ensure excellent long-term performance.

### What's Included in kit:

- Stand (optional)
- Delivery
- Set-Up
- Removal
- On-Site Tech

### Additional Charges:

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

## NON-TOUCH SCREEN

### High-quality, animated displays

These monitors often come with excellent brightness and better color accuracy, vibrancy, and reproduction compared to standard ones.

### Saves Space

While traditional TV screens generally require the use of a keyboard and mouse, our monitors do not. As a result, they'll save valuable space in your office or anywhere else you intend to use them.

### Simplicity

The users can easily work with a monitor that possesses a screen. There is no need for any prior training. Even a beginner can use it without any hurdles. It is user-friendly.

### New Control Options

You'll have new control options with a monitor that isn't possible with traditional TV screens.



# The Video Walls

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



## Guarantee a Positive First Impression

You never get a second chance to make a great first impression. Wherever video walls go, they are the centerpiece of attention.

## Increased Flexibility, Scalability, and Creativity

Deploying a video wall allows ever-changing content such as promotions, graphics, news, dashboards, and any other information, to be easily managed, changed, and controlled.

## Easy Configuration and Control

Popshop simplify the configuration and operation of video walls, giving users absolute control of what they want to display, where and how on the video wall

## Looks modern and sharp

The modern feel and sharp aesthetic reflect positively on the brand. At tradeshow, a video wall sells the idea of sophistication and luxury.

## Corner the Market on Visual Superiority

A video wall consists of several display panels placed together. This means that the total resolution of the display increases with each panel added



## What's Included in kit:

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

## Additional Charges:

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



# The Rotating Kiosk

Kiosk Specs  
49"  
Available in white



## Modern and Sleek Appearance

Ultra-Slim and very fashionable for every event.



## Showcase Products and Presentations in a Unique Way

Quickly rotates from landscape to portrait and quickly impress your target audience.

## Perfect for Any Industry

Our rotating kiosks are all-in-one solutions for every market. Regardless of your company or industry, we are confident that we will align with your goals.



## Use an intuitive, user-friendly interface

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

## What's Included in kit:

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

## Additional Charges:

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



# LED Tiles

Kiosk Specs  
2.9mm, 3.9 mm  
Available in black



## Engage More Attendees

Your brand can better engage guests by using an LED wall. You can share videos, images, and text, like special messages or product offers.



## Highest Resolution

Nothing beats our fine pixel pitch direct view LED solutions for large, high-detail content viewed from close distances.

## Boost Your Sales

Having a dynamic display to show off your products can help draw in potential customers and drive more sales. Rather than a static poster or billboard, LED walls will allow you to showcase more about what your product is and what it can do.

## Create Personalized Displays

If you're looking to promote yourself or simply express something you want people to see, LED walls will allow you to do so. These can be displayed just about anywhere.

## What's Included in kit:

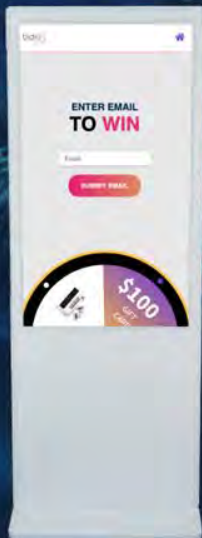
- Delivery
- Set-Up
- Removal
- On-Site Tech

## Additional Charges:

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



# Widgets



## Wheel of Fortune

This lead generation tool captures attendees with a chance to win free swag. Attendees must enter in their contact info for a chance to spin. Excite audiences with this fan favorite.

## Trivia

Want to know who the serious players are in your industry? Entertain attendees with industry or product questions that can be answered to win prizes and capture leads.



## PDFs

Digitally enhance your sales presentations and PDFs in a sleek modern way that impresses your target audience.



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Digitally enhance your sales presentations and PDFs in a sleek modern way that impresses your target audience.



## Instagram

Showcase your Instagram in real-time from a touch kiosk that looks like a huge phone.



## Gallery

Highlight products, services, employees, testimonials, and more by using the latest in digital technology.



## iFrame

Mirror existing web pages to display content from your website as interactive content.



## Raffle

Create excitement for attendees with a raffle. Great for brand awareness and lead generation.



## Selfie

Take your brand experience to another level with your own selfie booth. Get creative and send photos directly to the attendee's inbox.



## Products

Show attention-grabbing product videos and content that your customers will love.



# Digital Solutions Made Easy For Event Success

Popshop is an all-in-one digital solution provider that assists exhibitors in increasing their brand awareness by capturing attendees' attention in the event space.

Videos, logos, and games, are just the beginning...

## Strengthen And Expand Your Exhibiting Opportunities With:

- 🔌 Customized QR Codes
- 🔌 Branded Lead Generation Tools
- 🔌 Include Social Media Links
- 🔌 Live Chat features
- 🔌 Real-time Polls, Surveys, Games, etc.
- 🔌 Showcase Programs, Advertisements, Services – Videos, Specs, Demo, Descriptions, etc.
- 🔌 Branded Videos
- 🔌 Testimonials/Reviews
- 🔌 Place Orders and Schedule Appointments
- 🔌 Ask a Rep (Live Chat Feature)
- 🔌 Branded Games, Giveaways, Contest
- 🔌 Offer Sponsored Promotions and Special Discounts
- 🔌 Live Stream on Social Media, the Web, and YouTube
- 🔌 Customized Lead Generation Campaigns
- 🔌 Branded Photo Booth and Games
- 🔌 And So Much More

All kiosks and screens can be used with a windows player.

You can load your content using USB or we can create content for you.  
Our custom software interfaces start at \$3500.00.

Once you place your order, a representative will reach out to you to discuss your needs and determine the best widgets to achieve your goals.



### Standing Kiosk

Windows 10 Pro/ Android  
Tech Specs | Available in White & Black

32" - SKU I32TW / I32TB  
43" - SKU TK43W01 / TK43W01B  
49" - SKU TK49W01 / TK49B01



### S-Touch Table Kiosk

Windows 10 Pro/ Android  
Tech Specs | Available in White & Black

32" - SKU TT32W01 / TT32B01  
43" - SKU TT43W02 / TT43B02



### K-Touch Table Kiosk

Windows 10 Pro/ Android  
Tech Specs | Available in White & Black

49" - SKU TT49W01 / TT49B01  
55" - SKU TT55W02 / TT55B02



### Rotating Kiosk

Windows 10 Pro/ Android  
Tech Specs | Available in White

49" - SKU RK49W02



### Wall Mount Touchscreen

Windows 10 Pro/ Android  
Tech Specs | Available in Black

32" - SKU TM32B02  
43" - SKU TM43B02  
49" - SKU TM49B02



### Wall Mount Non-Touchscreen

Windows 10 Pro/ Android  
Tech Specs | Available in Black

46" - SKU NTM46B02  
55" - SKU NTM55B02  
65" - SKU NTM65B02  
75" - SKU NTM75B02  
86" - SKU NTM86B02



### 2x2 Video Wall

Windows 10 Pro/ Android  
Tech Specs | Available in Black

2x2 - SKU VW46B03-4  
2x3 - SKU VW46B03-6  
3x3 - SKU VW46B03-9



### LED Tile

Windows 10 Pro/ Android  
Tech Specs | Available in Black

2.9mm - SKU LEDTL29  
3.9mm - SKU LEDTL39  
\*Min 10 Tile Order

## Questions?

Exhibits@shepardes.com

#### Available Widgets

- Wheel of Fortune
- Trivia
- Branding PDFs
- Videos
- Instagram
- Gallery
- iFrame
- Raffle
- Selfie Stations
- Product Content