

# SHOW MANAGEMENT CONTACTS

**NTEA staff can help with your Work Truck Week questions. Office hours are Monday–Friday, 8 a.m.–5 p.m. ET.**

## Exhibit sales

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**Sarah Kindinger**  
Director of Exhibit Sales  
**248-479-8919**  
[sarah@ntea.com](mailto:sarah@ntea.com)

## Advertising and sponsorship sales

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**Ryan Barth, CMP**  
Director of Sales  
**248-479-8190**  
[ryan@ntea.com](mailto:ryan@ntea.com)

## Registrar

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**Luci Pfaff**  
Director of Member Services  
**248-479-8148**  
[registrar@ntea.com](mailto:registrar@ntea.com)

## Public/media relations

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**Kristen Simpson**  
Simpson Communications LLC  
**216-991-4297**  
[kristen@simpsoncomm.com](mailto:kristen@simpsoncomm.com)

## Event logistics

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**Michelle Kubitz**  
Senior Director of Events  
**248-479-8192**  
[michellek@ntea.com](mailto:michellek@ntea.com)

**Jenelle Warner**  
Director of Events  
**248-479-8195**  
[jenelle@ntea.com](mailto:jenelle@ntea.com)



Work Truck Week  
is produced by  
**NTEA**  
37400 Hills Tech Drive  
Farmington Hills, MI 48331

**248-489-7090**  
[info@ntea.com](mailto:info@ntea.com) [worktruckweek.com](http://worktruckweek.com)  
[facebook.com/worktruckweek](https://facebook.com/worktruckweek)  
[@WorkTruckWeek](https://twitter.com/WorkTruckWeek)  
[#worktrucks25](https://twitter.com/worktrucks25)

# EXHIBITOR SERVICES CONTRACTORS

## Service

## Supplier

### Show management contacts

#### **NTEA**

37400 Hills Tech Dr., Farmington Hills, MI 48331  
**248-489-7090** | **248-489-8590** fax

### Official service contractor

#### **Shepard**

1531 Carroll Dr., NW, Atlanta, GA 30318  
**404-720-8600**

### Trade show logistics

#### **SMS (Specialized Management Solutions)**

1963 University Ln., Lisle, IL 60532  
**708-549-2291**

### Hotel discounts

#### **Convention Housing Bureau**

200 S. Capitol Ave., Suite 300, Indianapolis, IN 46225  
**317-262-8191** | **317-262-8270** fax

### NTEA freight program

#### **PartnerShip**

29077 Clemens Rd., Cleveland, OH 44145  
**800-599-2902** | **800-439-8913** fax

### Convention center utilities

#### **Electrical and Utility Services**

100 S. Capitol Ave., Indianapolis, IN 46225  
**317-262-3467** | **317-262-3419** fax

### Internet services

#### **Smart City**

5795 W. Badura Ave., Suite 110, Las Vegas, NV 89118  
**888-446-6911** | **702-943-6001** fax

### Booth catering

#### **Sodexo Live!**

100 S. Capitol Ave., Suite 300, Indianapolis, IN 46225  
**317-262-3500** | **317-634-0541** fax  
Ordering: [icclos.ezplanit.com](http://icclos.ezplanit.com)

### Audio visual services

#### **Markey's**

2365 Enterprise Park Pl., Indianapolis, IN 46218  
**317-783-1155**

### Booth security

#### **CSC Corporation**

500 S. Capitol Ave., Indianapolis, IN 46225  
**317-262-3493** | **317-262-4410** fax

### Business center

#### **Ricoh Business Center**

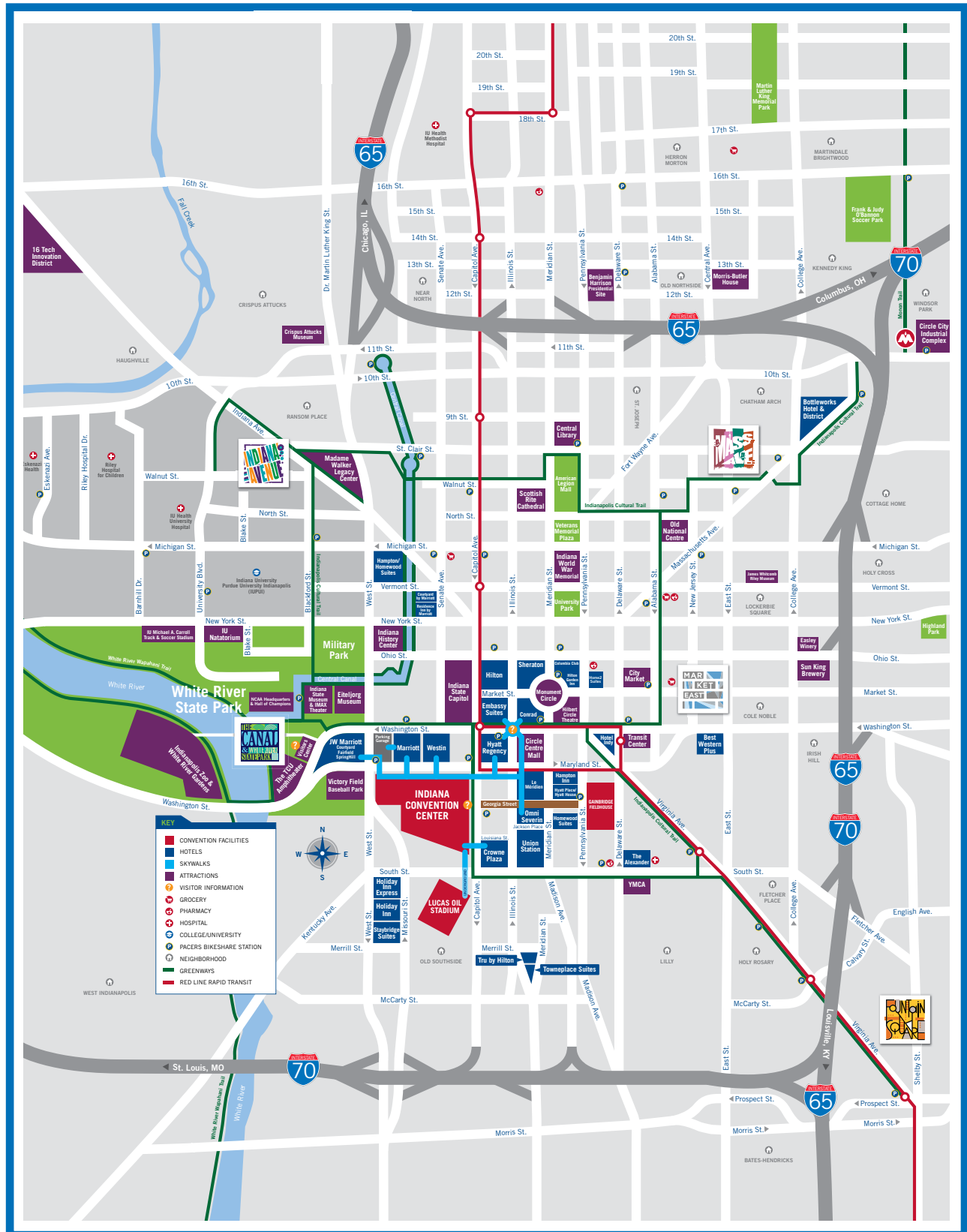
100 S. Capitol Ave., Indianapolis, IN 46225  
**317-262-4496** | **317-262-4435** fax



# EXHIBITOR SERVICES CONTRACTORS

<b>Service</b>	<b>Supplier</b>
<b><u>Vehicle rinsing services</u></b>	<b>SMS (Specialized Management Solutions)</b> 1963 University Ln., Lisle, IL 60532 <b>708-549-2291</b>
<b><u>Lead retrieval products</u></b>	<b>CompuSystems Inc.</b> PO Box 6271, Broadview, IL 60155 <b>866-600-5323</b>
<b><u>Destination management company</u></b>	<b>Accent Indy</b> 545 S. East St., Indianapolis, IN 46225 <b>317-632-8687</b>
<b><u>Floral services</u></b>	<b>TLC National Convention Plant Services, Inc.</b> 121 Pine Dr., Stockbridge, GA 30281 <b>770-507-6777</b> Ordering email: <a href="mailto:order@tlc-florist.com">order@tlc-florist.com</a>
<b><u>Photography</u></b>	<b>f-stop Photography LLC</b> 5001 Alexander Dr., Metairie, LA 70003 <b>504-957-2450</b>

# DOWNTOWN INDIANAPOLIS



# EXHIBITOR MOVE-IN SCHEDULE

**Important. Please read carefully.**

Due to Work Truck Week logistics, any booth 300 square feet or larger displaying vehicles or heavy equipment has been assigned a move-in time at some point on **March 2–3, 2025**. The schedule on the right targets Move-in time waves to accommodate set-up of these larger displays. Use the trade show floor plan to identify your booth number and corresponding color on the move-in floor plan.

**If you plan to display a vehicle or heavy equipment and your exhibit space is less than 300 square feet, you must notify SMS so a move-in time can be assigned. All other exhibitors occupying less than 300 square feet and not displaying a vehicle or heavy equipment move-in 8 a.m.–2 p.m., Tuesday, March 4, 2025.**

If SMS does not receive notification of said equipment/vehicle(s), there is no guarantee they will be moved to your booth. Exhibitors are required to strictly adhere to this move-in schedule. If an exhibitor's non-targeted move-in requires moving, dismantling, etc. of previously installed displays or display materials, exhibitor will be charged applicable labor and material fees.

## Schedule

*See floor plan for your booth's color designation. Vehicles may check-in at the marshalling yard two hours prior to move-in time.*

**Contact SMS** Purple

### Sunday, March 2, 2025

8 a.m. Yellow  
12:30 p.m. Green

### Monday, March 3, 2025

8 a.m. Blue  
12:30 p.m. Magenta  
3 p.m. Orange

### Tuesday, March 4, 2025

8 a.m.–2 p.m. Gray

### Wednesday, March 5, 2025

7:30 a.m.–9 a.m. Exhibitor touch-up and hand carry items  
8:30 a.m.–4 p.m. New Exhibitor Pavilion open  
9:30 a.m.–5 p.m. Trade Show open

### Thursday, March 6, 2025

8:30 a.m.–4 p.m. New Exhibitor Pavilion open  
9:30 a.m.–5 p.m. Trade Show open  
4–6 p.m. New Exhibitor Pavilion move-out

### Friday, March 7, 2025

9 a.m.–noon Trade Show open  
noon–7 p.m. Main Hall Exhibitor move-out

### Saturday, March 8, 2025

8 a.m.–3 p.m. Main Hall Exhibitor move-out

**Questions? Contact Lisa Stoddard  
([Lisa@MGMT.Solutions](mailto:Lisa@MGMT.Solutions) or 708-549-2291)**

## DOWNTOWN INDIANAPOLIS PARKING



For information about things to see and do in Indianapolis, go to [VisitIndy.com](http://VisitIndy.com)

©Visit Indy 1/24

- 1 101 West Ohio Building Garage  
101 West Ohio Street
- 2 301 East Washington Street Lot  
301 East Washington Street
- 3 Blue Garage (Circle Centre)  
26 West Georgia Street
- 4 BMO Plaza Garage  
135 North Pennsylvania Street
- 5 Capitol Commons Garage  
10 South Capitol Avenue
- 6 Circle Block Garage  
25 North Illinois Street
- 7 Court Street Garage  
33 North Capitol Avenue
- 8 Express Park Garage  
20 North Pennsylvania Street
- 9 Horseshoe Parking  
345 W. McCarty Street
- 10 Government Center Capitol Ave. Lot  
200 North Capitol Avenue
- 11 Hilton Garage  
130 West Market Street
- 12 Hyatt Place Garage  
110 South Pennsylvania St.
- 13 Huntington Plaza Garage  
35 North Pennsylvania Street
- 14 IUPUI Blackford Garage  
530 North Blackford Street
- 15 IUPUI Gateway Garage  
525 North Blackford Street
- 16 IUPUI North Street Garage  
819 West North Street
- 17 IUPUI Law School Garage (Lot 90)  
530 West New York Street
- 18 IUPUI Riverwalk Garage  
245 University Boulevard
- 19 IUPUI Sports Complex Garage  
875 West New York Street
- 20 IUPUI Vermont Garage  
1004 West Vermont Street
- 21 Lucas Oil & Indiana Convention Center Lot #3  
327 S Missouri St, Indianapolis, IN 46225
- 22 Lucas Oil Stadium South Lot  
500 South Capitol Avenue
- 23 Market District Garage  
101 North New Jersey Street
- 24 Market Tower Garage  
139 North Illinois Street
- 25 Marriott Place Garage  
501 West Washington Street
- 26 Merchants Garage  
31 South Meridian Street
- 27 OneAmerica Tower Garage  
200 North Illinois Street
- 28 Plaza Park Garage  
109 South Capitol Avenue
- 29 PNC Center/Hyatt Garage  
101 West Washington Street
- 30 Red Garage (Circle Centre)  
48 West Maryland Street
- 31 Regions Tower Garage  
150 East Ohio Street
- 32 Salesforce Tower Parking Garage  
1 E Ohio Street
- 33 Sheraton Hotel Garage  
55 West Ohio Street
- 34 West Wabash Street Lot  
130 West Wabash Street
- 35 World Wonders Garage (Circle Centre)  
100 South Illinois Street
- 36 White River Lot  
801 West Washington Street
- 37 White River State Park Garage  
650 West Washington Street
- 38 Victory Field Lot  
501 West Maryland Street
- 39 Virginia Avenue Garage  
155 South Delaware Street
- 40 Zoo Lot  
1200 West Washington Street

# SHUTTLE SERVICE/PARKING



**Shuttle service and parking are available at 345 W. McCarty St. during the following dates and times:**

Tuesday, March 4	6:30 a.m.–6:15 p.m.
Wednesday, March 5	6:30 a.m.–6:15 p.m.
Thursday, March 6	6:30 a.m.–6:15 p.m.
Friday, March 7	8 a.m.–4:45 p.m.

**Note:** Overnight parking is not permitted.

# MARSHALING YARDS



## Hours of operation

### Move-in and Show days

Friday, April 30  
 Saturday, March 1  
 Sunday, March 2  
 Monday, March 3  
 Tuesday, March 4  
 Wednesday, March 5  
 Thursday, March 6

### Exhibitor move-out

Friday, March 7  
 Saturday, March 8

### Yards open

8 a.m.  
 7 a.m.  
 6 a.m.  
 6 a.m.  
 6 a.m.  
 6 a.m.  
 7 a.m.

### Yards open

7 a.m.  
 6 a.m.

### Receiving cut off

4:30 p.m.  
 4:30 p.m.  
 4:30 p.m.  
 4:30 p.m.  
 1 p.m.  
 2:30 p.m.  
 2:30 p.m.

### Yards close

10 p.m.  
 3 p.m.

### Yards close

5 p.m.  
 5 p.m.  
 5 p.m.  
 5 p.m.  
 5 p.m.  
 3 p.m.  
 3 p.m.

**ALL DRIVERS MUST BE CHECKED IN BY: Saturday, March 8, at 3 p.m.**

# EXHIBITOR-APPOINTED CONTRACTORS (EAC)

An exhibitor-appointed contractor (EAC) is a company other than the official contractor listed in this manual, providing service(s) and requiring access to your booth during the installation and dismantling of your exhibit.

Exhibitors choosing to use these contractors must complete this form and comply with all Show and Convention Center rules and regulations. Return completed EAC form to Specialized Management Solutions via email to [Lisa@MGMT.Solutions](mailto:Lisa@MGMT.Solutions) by Wednesday, February 5, 2025. Show management (NTEA) requires this information for logistics and security.

For insurance and safety reasons, Shepard, the official contractor designated in the Exhibitor Services Manual must be used for services such as:

Material Handling    Hanging Signs    Rigging

The following services must be ordered and will be provided by the Indiana Convention Center and its suppliers:

Electrical    Plumbing    Telecommunications

Please check the appropriate boxes below of the products and/or services you will have outside of those provided by the designated official contractor.

Services:	<input type="checkbox"/> Installation & Dismantle	<input type="checkbox"/> Installation & Dismantle – Supervision Only
	<input type="checkbox"/> Photography	<input type="checkbox"/> Security
	<input type="checkbox"/> Personnel/Models	<input type="checkbox"/> Other (please specify): _____
Products:	<input type="checkbox"/> Flooring/Carpet Rental	<input type="checkbox"/> Audio/Visual – Rental/Production/Lighting
	<input type="checkbox"/> Furniture/Signs/Accessories	<input type="checkbox"/> Computer Rental
	<input type="checkbox"/> Floral	<input type="checkbox"/> Other (please specify): _____

Indicate type of service performed for the above check boxes (i.e. installation, supervision, etc): \_\_\_\_\_

\*\*Note other products/services here: \_\_\_\_\_

## EAC Information (please type or print)

EAC Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

EAC Company Phone \_\_\_\_\_ Fax \_\_\_\_\_

EAC Contact Name \_\_\_\_\_ EAC Contact Cell \_\_\_\_\_

EAC Contact Email \_\_\_\_\_

Product/Service Description \_\_\_\_\_

## **\*\*ALL EAC COMPANY INFORMATION MUST BE COMPLETED**

Exhibitor Signature \_\_\_\_\_ Date \_\_\_\_\_

Exhibiting Company \_\_\_\_\_

Contact Name \_\_\_\_\_ Booth # \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Decorators, Exhibitor-Appointed Contractors and Convention Security Firms must be pre-qualified before providing any services at the Indiana Convention Center & Lucas Oil Stadium. To see if your vendor has been pre-qualified, consult the Pre-Qualified Vendor Lists. If you or your vendor would like to be pre-qualified to provide services at the Indiana Convention Center & Lucas Oil Stadium, please email Pam James at [pam.james@icclos.com](mailto:pam.james@icclos.com), and write "Pre-Qualified Vendor Request" in the subject line of your email.

# EAC RULES AND REGULATIONS

1. The exhibiting company agrees it is ultimately responsible for all services in connection with its exhibit including, but not limited to, freight, drayage, booth carpet/flooring, rentals and labor.
2. The exhibitor shall provide the EAC Notification Form to Specialized Management Solutions (SMS) by Wednesday, Feb. 5, 2025.
3. The exhibiting company and EAC both agree to abide by all trade show and Convention Center regulations and policies.
4. The exhibit hall aisles and public spaces are not part of the exhibitor's booth. Therefore, the EAC is required to confine all activities to the exhibit space of the exhibitor who has given the valid order for services.
5. Solicitation on the trade show floor is prohibited.
6. During Show hours, installation and dismantling crew members will be permitted on the trade show floor only with the proper Work Truck Week 2025 name badge.
7. Any EAC that fails to submit the proper requirements will not be granted access to the exhibit hall.



# DRIVEAWAY, DETAILING, AND SPRAY RINSE

Should you require driveaway or detailing services, the EAC listed below is currently pre-approved by Indiana Convention Center.

## **Jenstar**

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Susan Stanton, Owner  
[sue@spiritmillerne.com](mailto:sue@spiritmillerne.com)  
**607-467-4861**  
**607-467-1979** fax  
495 N. Sanford Road  
Deposit, NY 13754

## **Spiff Services Inc.**

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Bethany Swain, Operations Assistant  
[bethany@spiffservices.com](mailto:bethany@spiffservices.com)  
**859-869-4657**  
**859-869-4697** fax  
9695 Manassas Dr.  
Florence, KY 41042

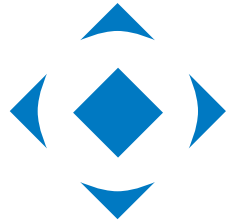
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## **Spray Rinse Services**

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Complimentary Spray Rinse services for display vehicles are available at the Marshaling Yard on a first come first served basis. Spray Rinsing hours are from 6 a.m.-3 p.m. on Sunday March 2nd and Monday, March 3rd.

\*Note-Vehicle Spray Rinse is water only, no detergents.



# Shepard

## EXHIBITOR SERVICE MANUAL



### **Work Truck Week**

Indiana Convention Center | Indianapolis, IN  
March 4-7, 2025

**I176120325**



## Work Truck Week

Indiana Convention Center | Indianapolis, IN  
March 4-7, 2025

# SHOW INFORMATION

I176120325

## Booth Package

Please view Booth Package Information here

## Show Colors

Show Drape Color: Black

Aisle Carpet Color: Blue

## Exhibit Show Schedule

### GENERAL EXHIBITOR MOVE-IN

Please refer to the Move In Plan for the dates and times of your move in.

Exhibitors may work in their booths Sunday, Monday, and Tuesday until 10:00 PM Show

Services may not be available after 5:00 PM.

Sunday, March 2, 2025 · 8:00 AM - 5:00 PM

Monday, March 3, 2025 · 8:00 AM - 5:00 PM

Tuesday, March 4, 2025 · 8:00 AM - 5:00 PM

Wednesday, March 5, 2025 · 7:30 AM - 8:30 AM

Hand Carry Only

### NEW EXHIBITOR PAVILION MOVE IN HOURS

Tuesday, March 4, 2025 · 8:00 AM - 2:00 PM

Wednesday, March 5, 2025 · 7:30 AM - 8:00 AM

Hand Carry Only

### GENERAL EXHIBIT HOURS

Wednesday, March 5, 2025 · 9:30 AM - 5:00 PM

Thursday, March 6, 2025 · 9:30 AM - 5:00 PM

Friday, March 7, 2025 · 9:00 AM - 12:00 PM

### NEW EXHIBITOR PAVILION EXHIBIT HOURS

Wednesday, March 5, 2025 8:30 AM - 4:00 PM

Thursday, March 6, 2025 8:30 AM - 4:00 PM

### GENERAL EXHIBITOR MOVE OUT

Friday, March 7, 2025 · 12:00 PM - 10:00 PM

Saturday, March 8, 2025 · 8:00 AM - 5:00 PM

### NEW EXHIBITOR PAVILION MOVE OUT

Thursday, March 6, 2025 4:00 PM - 6:00 PM\*

\*Please note Shepard will not ship New Exhibitor Pavilion materials until Saturday, March 8, 2025. If you need domestic expedited shipping services please contact Shepard Logistics at [logistics@shepardes.com](mailto:logistics@shepardes.com).

### FREIGHT REROUTE BEGINS\*

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

Saturday, March 8, 2025 | 3:00 PM

## IMPORTANT DEADLINES

### Discount Price Deadline for Custom Shepard Rentals

Wednesday, February 5, 2025

### Exhibitor Appointed Contractor Notification Deadline

Wednesday, February 5, 2025

### First Day for Warehouse Deliveries Without a Surcharge

Wednesday, February 5, 2025

### Discount Price Deadline for Standard Shepard Orders

Wednesday, February 5, 2025

### Last Day for Warehouse Deliveries Without a Surcharge

Friday, February 21, 2025

### Last Day for Warehouse Deliveries\*

Friday, February 21, 2025

\* 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

Sunday, March 2, 2025 | 8:00 AM

## Shipping Addresses

### ADVANCE WAREHOUSE SHIPMENT ADDRESS

Exhibiting Co. Name & Booth Number

Work Truck Week

c/o Shepard Exposition Services c/o TF Logistics

333 S. Franklin Road

Indianapolis, IN 46219

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

### DIRECT TO SHOW SITE SHIPMENT ADDRESS

c/o Shepard Exposition Services

Exhibiting Co. Name & Booth Number

Work Truck Week

Indiana Convention Center

5 South Missouri Street

Indianapolis, IN 46225





## Work Truck Week

Indiana Convention Center | Indianapolis, IN  
March 4-7, 2025

## INFORMATION

I176120325

EACs are allowed to install carpet on Saturday, March 1 for their exhibitors. Please contact Lisa Stoddard with SMS at Lisa@MGMT.Solutions for information and scheduling.

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: worktruck@shepardes.com

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

Sunday, March 2, 2025 • 8:00 AM - 5:00 PM  
Monday, March 3, 2025 • 8:00 AM - 5:00 PM  
Tuesday, March 4, 2025 • 8:00 AM - 5:00 PM  
Wednesday, March 5, 2025 • 8:00 AM - 5:00 PM  
Thursday, March 6, 2025 • 9:30 AM - 5:00 PM  
Friday, March 7, 2025 • 9:00 AM - 12:00 PM  
Saturday, March 8, 2025 • 8:00 AM - 5:00 PM

### General Exhibitor Move Out

Friday, March 7, 2025 • 12:00 PM - 10:00 PM  
Saturday, March 8, 2025 • 8:00 AM - 5:00 PM

### New Exhibitor Pavilion Move Out

Thursday, March 6, 2025 • 4:00 PM - 6:00 PM\*

\*Please note Shepard will not ship New Exhibitor Pavilion materials until Saturday, March 8, 2025. If you need domestic expedited shipping services please contact Shepard Logistics at logistics@shepardes.com.

### 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 Saturday, March 8, 2025 | 5:00 PM.**

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 Saturday, March 8, 2025 | 3:00 PM.**

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.

Please note Shepard will not ship New Exhibitor Pavilion materials until Saturday, March 8. If you need expedited shipping services, please contact Shepard Logistics at logistics@shepardes.com

### Pick Up Address

Indiana Convention Center  
5 South Missouri Street  
Indianapolis, IN 46225

### Marshaling Yard Address

345 W McCarty St  
Indianapolis, IN 46225

### Post Show Paperwork & Labels



shepardes.com

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## Main Exhibit Hall

Each 10' x 10' booth will be set with 8' high black backwall drape, 3' high black side dividers, a numbered floor sticker and booth ID sign.

NOTE: Island booths DO NOT include the booth equipment noted above. Split Island booths include all noted equipment above except 3' high black side dividers.

## Main Exhibit Hall Carpet

**Main Exhibit Hall Exhibitors are required to carpet or cover their entire contracted exhibit space**

The Main Exhibit Hall is NOT carpeted; however, the aisles will be carpeted as follows:

- The Main Exhibit Hall will have BLUE aisle carpet.

## New Exhibitor Pavilion

Each 9' x 10' booth will be set with 8' high black backwall drape, 3' high black side dividers, a numbered floor sticker and booth ID sign.

NOTE: Any displays or structures ordered through Shepard as a 10' x 10' space will fit within your designated 9' x 10' booth space.

## New Exhibitor Pavilion Carpet:

Carpeting is provided in the pavilion. You do not need to provide any additional floor covering.

## Hanging Sign Policy:

To ensure that advanced labor rates are charged, Exhibitors must order labor in advance AND ship their hanging sign to the advanced warehouse. Hanging signs shipped directly to the Indiana Convention Center will be charged on-site labor rates. See the Hanging Sign Guidelines for more information. Please contact TJ Loane with SMS for any questions or concerns at TJ@MGMT.Solutions.

# UTILITY & ANCILLARY VENDORS

## Work Truck Week

Indiana Convention Center | Indianapolis, IN

I176120325

March 4-7, 2025

## ELECTRICAL SERVICES

Indianapolis Convention Center <https://www.icclos.com/exhibitors/order-electrical-and-utilities/>

## UTILITIES

Indianapolis Convention Center <https://www.icclos.com/exhibitors/order-electrical-and-utilities/>

## AUDIO VISUAL (AV)

Markey's <https://markeys.formstack.com/forms/wtw2025>

## LEAD RETRIEVAL

Compulead [https://7497623.fs1.hubspotusercontent-na1.net/hubfs/7497623/WTW25\\_ESG\\_Catalog\\_Pricing\\_08.12.24.pdf](https://7497623.fs1.hubspotusercontent-na1.net/hubfs/7497623/WTW25_ESG_Catalog_Pricing_08.12.24.pdf)

## FLORAL

TLC-Floral <https://iamtlc.net/> Ordering email: [order@tlc-florist.com](mailto:order@tlc-florist.com)

## CATERING

Sodexo Live! Menu: <https://ntea.informz.net/ntea/data/images/WTW25%20booth%20catering%20menu.pdf> Ordering: [icclos.ezplanit.com](http://icclos.ezplanit.com)

## INTERNET/WIFI

Smart City <https://ntea.informz.net/ntea/data/images/WTW25%20Smartcity.pdf>

## SECURITY

<https://ntea.informz.net/ntea/data/images/WTW25%20CSC%20order.pdf>

## BUSINESS CENTER

<https://ntea.informz.net/ntea/data/images/WTW25%20Ricoh%20business%20center.pdf>

## ACCENT INDY

<https://ntea.informz.net/ntea/data/images/WTW25%20Accent%20Indy.pdf>

## PHOTOGRAPHER

<https://ntea.informz.net/ntea/data/images/WTW25%20Exhibit%20Photo%20Order%20Form.pdf>



## Work Truck Week

Indiana Convention Center | Indianapolis, IN  
March 4-7, 2025

# MOVE OUT NOTICE

I176120325

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## Work Truck Week Move Out Notice

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The Work Truck Week will end at 12:00 PM, on Friday, March 7, 2025. Please don't pack up your booth before 12:00 PM for everyone's safety. Below are some general processes. Specific instructions will be emailed to you before move out begins.

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

### Exhibitor Move Out Schedule:

Friday, March 7, 2025 • 12:00 PM - 10:00 PM

Saturday, March 8, 2025 • 8:00 AM - 5:00 PM

**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 Saturday, March 8, 2025 | 3:00 PM. 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 Saturday, March 8, 2025 | 3:00 PM, 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 Saturday, March 8, 2025 | 3:00 PM, 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 Saturday, March 8, 2025 | 3:00 PM may be thrown away, and disposal fees may be incurred. 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:

Indiana Convention Center  
5 South Missouri Street  
Indianapolis, IN 46225



# ONLINE ORDERING


## IT'S EASY.


### Work Truck Week

Indiana Convention Center | Indianapolis, IN

I176120325

March 4-7, 2025

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, 8:00 AM - 5:00 PM 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 = **WTW25**
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 [parse@shepardes.com](mailto:parse@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 and 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

## Work Truck Week

Indiana Convention Center | Indianapolis, IN

**I176120325**

March 4-7, 2025

Please review the information and complete your payment information online.

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

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

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

### Complete your payment information online.

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

### Discount Pricing Deadlines

Orders received without payment or after the discount price deadline will be charged at the standard price. This includes all products and services.

**Discount Deadline: Wednesday, February 5, 2025** All paid orders placed prior to the deadline date.

**Hanging Signs and Overhead Rigging Deadline: Wednesday, February 5, 2025**

### 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: **Work Truck Week**

EVENT CODE: **I176120325**

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

Account Name: <b>Shepard Exposition Services, Inc.</b>	Routing Number: <b>041000124</b>	SWIFT CODE (US): <b>PNCCUS33</b>	For Checks: Please include the show name, event code and your booth number on the check. For Wires: Please send payment sent confirmation email to <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: <b>PNC Bank N.A., Pittsburgh, PA 15219 USA</b>	Account Number: <b>42-6061-9772</b>	SWIFT CODE (INTL): <b>PNCCUS33</b>	

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

## Work Truck Week

Indiana Convention Center | Indianapolis, IN

I176120325

March 4-7, 2025

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

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

**Third Party Orders:** If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening. If your elected Third Party Provider fails to pay for Shepard Services, the exhibitor is still responsible for paying all invoices to Shepard.

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

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

**Invoices:** Prior to close of show, an invoice will be prepared and emailed to the booth contact on file for your review. Credits will be issued at show site only. If you have any questions or want to pay your invoice by check, 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)

## Work Truck Week

Indiana Convention Center | Indianapolis, IN

I176120325

March 4-7, 2025

**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."



## Work Truck Week

Indiana Convention Center | Indianapolis, IN  
March 4-7, 2025

# THIRD PARTY PAYMENT

I176120325

**DEADLINE: WEDNESDAY, FEBRUARY 5, 2025**

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

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

# EXHIBITOR-APPOINTED CONTRACTORS (EAC)

An exhibitor-appointed contractor (EAC) is a company other than the official contractor listed in this manual, providing service(s) and requiring access to your booth during the installation and dismantling of your exhibit.

Exhibitors choosing to use these contractors must complete this form and comply with all Show and Convention Center rules and regulations. Return completed EAC form to Specialized Management Solutions via email to [Lisa@MGMT.Solutions](mailto:Lisa@MGMT.Solutions) by Wednesday, February 5, 2025. Show management (NTEA) requires this information for logistics and security.

For insurance and safety reasons, Shepard, the official contractor designated in the Exhibitor Services Manual must be used for services such as:

Material Handling    Hanging Signs    Rigging

The following services must be ordered and will be provided by the Indiana Convention Center and its suppliers:

Electrical    Plumbing    Telecommunications

Please check the appropriate boxes below of the products and/or services you will have outside of those provided by the designated official contractor.

Services:	<input type="checkbox"/> Installation & Dismantle	<input type="checkbox"/> Installation & Dismantle – Supervision Only
	<input type="checkbox"/> Photography	<input type="checkbox"/> Security
	<input type="checkbox"/> Personnel/Models	<input type="checkbox"/> Other (please specify): _____
Products:	<input type="checkbox"/> Flooring/Carpet Rental	<input type="checkbox"/> Audio/Visual – Rental/Production/Lighting
	<input type="checkbox"/> Furniture/Signs/Accessories	<input type="checkbox"/> Computer Rental
	<input type="checkbox"/> Floral	<input type="checkbox"/> Other (please specify): _____

Indicate type of service performed for the above check boxes (i.e. installation, supervision, etc): \_\_\_\_\_

\*\*Note other products/services here: \_\_\_\_\_

## EAC Information (please type or print)

EAC Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

EAC Company Phone \_\_\_\_\_ Fax \_\_\_\_\_

EAC Contact Name \_\_\_\_\_ EAC Contact Cell \_\_\_\_\_

EAC Contact Email \_\_\_\_\_

Product/Service Description \_\_\_\_\_

## **\*\*ALL EAC COMPANY INFORMATION MUST BE COMPLETED**

Exhibitor Signature \_\_\_\_\_ Date \_\_\_\_\_

Exhibiting Company \_\_\_\_\_

Contact Name \_\_\_\_\_ Booth # \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Decorators, Exhibitor-Appointed Contractors and Convention Security Firms must be pre-qualified before providing any services at the Indiana Convention Center & Lucas Oil Stadium. To see if your vendor has been pre-qualified, consult the Pre-Qualified Vendor Lists. If you or your vendor would like to be pre-qualified to provide services at the Indiana Convention Center & Lucas Oil Stadium, please email Pam James at [pam.james@icclos.com](mailto:pam.james@icclos.com), and write "Pre-Qualified Vendor Request" in the subject line of your email.



**shepards.com**



# MOVE IN INFORMATION

## FIND YOUR MOVE IN DATE.

### Work Truck Week

Indiana Convention Center | Indianapolis, IN

### [Link to Move In Plan](#)

**I176120325**

March 4-7, 2025

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

### What is Move In Schedule?

The Move In Schedule is the process of systematic freight delivery based on location of booths on a floorplan and exhibitor needs.

- A scheduled Move In 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 Move In time.
- The best way to ensure your freight will be delivered to your booth during your scheduled time is to ship your freight to the Advance Warehouse.
- Machinery, uncrated items, oversized crates, and single pieces over the weight of 5,000 lbs. cannot be accepted at the advance warehouse and should be shipped directly to show site.

### Shipping Labels

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

### Certified Weight Tickets

Certified weight tickets are required for all shipments.

### Crated Shipments to the Advance Warehouse

Exhibitors who wish to have their crated material arrive at show site prior to or at their Move In 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, February 21, 2025** will be delivered to your booth prior to or during your assigned Move In date/time.

Shepard can not guarantee delivery of late warehouse freight received after **Friday, February 21, 2025** for delivery to your booth prior to or at your assigned Move In date/time.

### Direct Shipments to Show Site

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

### Off-Target Shipments

It is imperative that you adhere to the Move In schedule shown on the Move In Floor Plan. All trucks delivering shipments to show site must arrive at the marshaling yard either 2 hours prior to the start of the Move In time. Trucks missing their Move In time will be unloaded on a first come, first serve basis after the trucks unloaded during their Move In 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, Move In Confirmation, and Material Handling 101 included in this manual.

### Unloading

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

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



## Work Truck Week

Indiana Convention Center | Indianapolis, IN  
March 4-7, 2025

# MOVE IN CONFIRMATION

I176120325

**DEADLINE: WEDNESDAY, FEBRUARY 5, 2025**

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

Move-in dates/times have been assigned to all exhibitors. Please refer to the 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 Move In Date and Time

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

#### Need to request a new assigned Move In date or time?

Complete the Freight Move In Change Request by:

**Wednesday, February 5, 2025**

#### 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 Move In time?

☐ Yes ☐ No



Email completed form to: [Lisa@MGMT.Solutions](mailto:Lisa@MGMT.Solutions)

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





**Work Truck Week**

Indiana Convention Center | Indianapolis, IN  
March 4-7, 2025

## MOVE IN CHANGE REQUEST

**I176120325**

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**DEADLINE: WEDNESDAY, FEBRUARY 5, 2025**

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If you would like to request a change in your assigned Move In 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 Move In change requests must be received no later than:

**Wednesday, February 5, 2025**

### 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: [Lisa@MGMT.Solutions](mailto:Lisa@MGMT.Solutions)

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



# MARSHALING YARD INFORMATION

## Work Truck Week

Indiana Convention Center | Indianapolis, IN  
March 4-7, 2025

I176120325

### Show Site Dock Address

Indiana Convention Center  
5 South Missouri Street  
Indianapolis, IN 46225

### Marshaling Yard Addresses

#### IPA Parking

623 West Merrill Street  
Indianapolis, IN 46225

- OTR freight delivery
- POVs needing freight to be unloaded or loaded by Shepard
- All Material Handling shipments

#### Horseshoe Parking

345 W. McCarty St  
Indianapolis, IN 46225

- All display vehicles
- Self-unloaders

### Marshaling Yard Hours of Operation

#### GENERAL MOVE IN

Friday, February 28  
Saturday, March 1  
Sunday, March 2  
Monday, March 3  
Tuesday, March 4  
Wednesday, March 5  
Thursday, March 6

#### Yard Open

8:00 AM  
7:00 AM  
6:00 AM  
6:00 AM  
6:00 AM  
6:00 AM  
7:00 AM

#### Receiving Cut Off

4:30 PM  
4:30 PM  
4:30 PM  
4:30 PM  
1:00 PM  
2:30 PM  
2:30 PM

#### Yard Close

5:00 PM  
5:00 PM  
5:00 PM  
5:00 PM  
5:00 PM  
3:00 PM  
3:00 PM

#### EXHIBITOR MOVE-OUT

Friday, March 7  
Saturday, March 8

#### Yard Open

7:00 AM  
6:00 AM

#### Yard Close

10:00 PM  
3:00 PM

**ALL DRIVERS MUST BE CHECKED IN BY: Saturday, March 8, 2025 | 3:00 PM**



# CLEAN FLOOR POLICY

## Work Truck Week

Indiana Convention Center | Indianapolis, IN

I176120325

March 4-7, 2025

**Due to the volume of crates, limited space for set up and to facilitate the installation and cleaning of aisle carpet, Work Truck Week 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.

**The floor must be clear by Tuesday, March 4 at 3:00 PM**

# SHIPPING VS. MATERIAL HANDLING

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



## What is shipping?

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



## What is material handling?

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

## Material Handling Process:

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

## One easy way to keep charges low?

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

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

# SHEPARD LOGISTICS

## EFFICIENT. ON-TIME. GUARANTEED.

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

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



### **Inbound & Outbound Services**

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



### **Material Handling**

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



### **Value-Added Services**

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



# SHEPARD LOGISTICS SERVICES (SLS)

## Work Truck Week

**I176120325**

Indiana Convention Center | Indianapolis, IN

March 4-7, 2025

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

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

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

#### Step 1. Complete exhibiting company information.

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

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

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

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

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

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

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

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

 Is there a loading dock? ☐ Yes ☐ No

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

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

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

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

Any thing else we should know about your building?

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

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

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

☐ Advanced Warehouse ☐ Direct to Facility/Show Site

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

#### Step 5. What are we shipping?

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

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

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

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

Service level may be changed to meet delivery date. Order must be received within 24 hours of requested pick up date. Expedited Ground (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)
[shepardes.com](http://shepardes.com)

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

## IMPORT ARRIVAL DEADLINE ESTIMATES:

LCL SEA FREIGHT – 5 weeks before the show opens

FCL SEA FREIGHT – 4 weeks before the show opens

AIR FREIGHT – 3 weeks before the show opens



## OUR INTERNATIONAL SHIPPING SERVICES INCLUDE:

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



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

Please contact us today  
for a free quotation.



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

## Canada

DSV Global Transport & Logistics  
2200 Yukon Court, Milton, ON  
L9E 1N5 Canada  
Contact: Shripad Bhandare  
Tel: +1 905 203 4576  
Mobile: +1 365 822 2333 (Faisal)  
E-mail: fairs&eventsDSVcanada@ca.dsv.com

## China

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

## Denmark

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Tel: +45 43203859  
Email: expo@dk.dsv.com

## Germany

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Fairs & Events  
Gruener Deich 1  
Hamburg 20097  
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Mobile: +49 1719793166  
Email: volker.baumann@dsv.com

## Hong Kong

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

## Italy

DSV Solutions SRL  
Fairs and Events  
Via Dante 134  
20096 Pioltello, Milan Italy  
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Mobile: +39 342 7410283  
Email: marco.simone@dsv.com

## Japan

DSV Fairs & Events, Solutions  
Imperial Hotel Tower 16F 16A-4  
1-1-1 Uchisaiwaicho, Chiyoda-ku  
Tokyo 100-0011  
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## Korea

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Gangseo-gu, Seoul,  
07802  
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## Portugal

DSV Transítários, Lda  
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Senhora da Hora,  
4460-208  
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Mobile: +351 916 141 569  
E-mail: silvia.eloi@dsv.com

## Singapore

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No.5  
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Email: maybelline.oun@dsv.com

## Spain

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

## Taiwan

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

## Turkey

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

## United Arab Emirates

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

## United Kingdom

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

## DSV Fairs & Events, Solutions USA

Contact: Kelly O'Neill-Exley  
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Main Office: +1 786 577 6750  
Mobile: +1 404 432 8835

[www.dsv.com](http://www.dsv.com)





# OUTBOUND MATERIAL HANDLING AUTHORIZATION & LABEL REQUEST

**Work Truck Week**

Indiana Convention Center | Indianapolis, IN

March 4-7, 2025

**I176120325**

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

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

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

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

## Step 1. Complete exhibiting company information.

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

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

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

## Step 2. Where is the shipment going?

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

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

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

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

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

## Step 4. What are we shipping?

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

Is there a loading dock? ☐ Yes ☐ No

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

Residential contact name \_\_\_\_\_ Phone Number \_\_\_\_\_

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

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

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

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 FedEx, 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, \$1500 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: [worktruck@shepardes.com](mailto:worktruck@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 WAREHOUSE</b>	 <b>Shepard</b>
	<b>ADVANCED WAREHOUSE</b>
	<b>TO:</b>
	_____ (Exhibiting Company Name)
	_____ (Exhibiting Company Booth Number)
<b>RUSH</b>	<b>c/o Shepard Exposition Services c/o TF Logistics 333 S. Franklin Road Indianapolis, IN 46219</b>
	<b>FOR:</b>
	<b>Work Truck Week 2025</b>
	Piece _____ of _____
	<b>Delivery Hours: Monday - Friday 8:00 AM - 4:00 PM</b>
	<b>First day freight can arrive without a surcharge:</b> Wednesday, February 5, 2025
	<b>Last day freight can arrive without a surcharge:</b> Friday, February 21, 2025

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  
Indiana Convention Center  
5 South Missouri Street  
Indianapolis, IN 46225**

FOR:  
**Work Truck Week 2025**

Piece \_\_\_\_\_ of \_\_\_\_\_

**MUST NOT BE DELIVERED PRIOR TO:**  
Sunday, March 2, 2025 | 8:00 AM

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 c/o TF Logistics  
333 S. Franklin Road  
Indianapolis, IN 46219

FOR:

Work Truck Week 2025

Piece \_\_\_\_\_ of \_\_\_\_\_

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

First day freight can arrive without a surcharge:  
Wednesday, February 5, 2025

Last day freight can arrive without a surcharge:  
Friday, February 21, 2025

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

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.

<b>DIRECT TO SHOW SITE</b>	 <b>Shepard</b>
	<b>DIRECT TO SHOW SITE - MACHINERY RATES</b>
	<b>TO:</b>
	_____ (Exhibiting Company Name)
	_____ (Exhibiting Company Booth Number)
<b>RUSH</b>	<b>c/o Shepard Exposition Services Indiana Convention Center 5 South Missouri Street Indianapolis, IN 46225</b>
	<b>FOR:</b>
	<b>Work Truck Week 2025</b>
	Piece _____ of _____
	<b>MUST NOT BE DELIVERED PRIOR TO:</b> Sunday, March 2, 2025   8:00 AM



## Work Truck Week

Indiana Convention Center | Indianapolis, IN  
March 4-7, 2025

# ALL INCLUSIVE MATERIAL HANDLING RATES

I176120325

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

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

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

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

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

### Advanced Warehouse Shipments\*\*

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

**FIRST DAY FREIGHT CAN ARRIVE:** Wednesday, February 5, 2025

**LAST DAY FREIGHT CAN ARRIVE:** Friday, February 21, 2025

CODE	ITEM	WEIGHT		PRICE/LB.	TOTAL
35786	Crated ONLY		X	\$1.08	
35368	Late Arrival After 2/21/2025			\$1.35	

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

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

**FIRST DAY FREIGHT CAN ARRIVE:** Sunday, March 2, 2025

CODE	ITEM	WEIGHT		PRICE/LB.	TOTAL
35785	Crated		X	\$1.08	
35285	Uncrated		X	\$1.08	

### Other Material Handling Services

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

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	7.00%
<b>AMOUNT DUE</b>	\$ _____

**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: [worktruck@shepardes.com](mailto:worktruck@shepardes.com)

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

# ALL INCLUSIVE MATERIAL HANDLING

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

## Special Handling Definitions

This is included in your per pound rate.

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

### Constricted Space

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

### Stacked Shipments

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

### Mixed Shipments

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

### Shipment Integrity

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

### Carpet/Pad Only

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

### No Documentation

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

### Designated Piece Unloading

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

### Padded Van Deliveries

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

### Disposal Fee

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

### Overtime/Double-time

This is included in your per pound rate.

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

### Warehouse Overtime/Double-time

This is included in your per pound rate.

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

### Early/Late Shipments to the Warehouse

**SURCHARGE: 25% • 35003**

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

### Uncrated Shipments

This is included in your per pound rate.

#### Rate as shown on Material Handling Rate Form

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

### Off-Target Deliveries

#### SURCHARGE:

15% • 35004

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

### Marshaling Yard

This is included in your per pound rate.

#### FEE:

\$30 per Shipment • 35250

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

### Reweigh of Shipments

This is included in your per pound rate.

#### FEE:

\$25.00 per forklift load • 35282

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

### Empty Crate Storage

#### FEE:

\$25.00 per piece • 35105

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

### Envelope Deliveries

#### FEE:

\$10.50 per envelope • 35007

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

### Priority Empty Labels

#### FEE:

\$150.00 per label • 35064

Limited quantities available on a per event basis.

### Mobile Spotting

#### FEE:

\$210 per round trip

All non powered vehicles must be escorted in and out of building by Shepard personnel. A Mobile spotting fee is charged for vehicles that do not enter or exit the facility under their own power.



# 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.



## Work Truck Week

Indiana Convention Center | Indianapolis, IN  
March 4-7, 2025

# MACHINE RATES

I176120325

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

## Important Things to Know!

- Use of these specially discounted rates are for your **machinery shipments only**.  
\* 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**.

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

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

## Labor Hours

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

**Overtime (OT):** Monday - Friday | 5:00 PM - 8:00 AM. 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.

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

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

CODE	ITEM DESCRIPTION	WEIGHT	PER CWT RATE
35546	1,000 - 2,500 lbs.		\$46.10
35992	2,501 - 5,000 lbs.		\$41.90
35548	5,000 +		\$39.80

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

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	7.00%
<b>AMOUNT DUE</b>	\$ _____

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

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



**Work Truck Week**  
Indiana Convention Center | Indianapolis, IN  
March 4-7, 2025

# MACHINE SHIPPING INFORMATION REQUEST

**I176120325**

**FORM & MACHINE DIAGRAMS DEADLINE: WEDNESDAY, FEBRUARY 5, 2025**

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: [Lisa@MGMT.Solutions](mailto:Lisa@MGMT.Solutions)

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

# PERSONALLY OPERATED VEHICLE (POV) UNLOADING INFORMATION

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

## Vehicles:



### ALLOWED POVs INCLUDE:

- Passenger Automobile
- Mini Van
- SUV
- Pick-up Truck
- Small 2 Wheel Carts



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



### NOT ALLOWED IN THE DOCK AREA:

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



The vehicles shown to the left are considered rental trucks and trailers and will not be allowed access to the dock spaces to self unload/load.



Vehicles like shown at the left will be unloaded by dock personnel and not by exhibitors.

## Equipment and Materials:



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



### ALLOWED:

- Hand Carried Boxes
- Small 2 Wheel Carts



### NOT ALLOWED:

- x 4-wheel Hand Carts
- x Pallet Jacks

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



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

### Cartload Service includes:

Includes:

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

### Please remember:

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

### Labor Hours

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

**Overtime (OT):** Monday - Friday | 5:00 PM - 8:00 AM. 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.*

CODE	ITEM	# OF TRIPS	RATE	TOTAL
35151	Dock to Booth ST		\$189.25	
35152	Booth to Dock ST		\$189.25	
35153	Dock to Booth OT		\$189.25	
35154	Booth to Dock OT		\$189.25	

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX (All tax rates are subject to change)</b>	7.00%

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

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

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

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

**Work Truck Week**

Indiana Convention Center | Indianapolis, IN  
March 4-7, 2025

**MOBILE SPOTTING FEE****I176120325**

## Displaying a Non-Powered Vehicle at the Event?

*(including rolling stock, self-propelled, towed and/or pushed vehicles/machinery)*

All non-powered 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:  
Saturday, March 8, 2025 | 3:00 PM**

**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		\$210.00	

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

TOTAL ESTIMATE	\$ _____
TAX <i>(All tax rates are subject to change)</i>	7.00%
AMOUNT DUE	\$ _____

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

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

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

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



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

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





# FORKLIFTS & GROUND RIGGING

**Work Truck Week**

Indiana Convention Center | Indianapolis, IN

March 4-7, 2025

**I176120325**

**DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025**

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

## Labor Hours

### Straight Time (ST):

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

### Overtime (OT):

Monday - Friday | 5:00 PM - 8:00 AM. 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: \_\_\_\_\_

## Step 3. Choose your lift size.

FORKLIFT RENTAL - UP TO 5,000 LB. CAPACITY					
CODE	ITEM	EST. # OF HOURS	ADVANCE	REGULAR	TOTAL
35028	ST Hourly Rental		\$453.10	\$539.45	
35039	OT Hourly Rental		\$453.10	\$539.45	
35067	DT Hourly Rental		\$453.10	\$539.45	

FORKLIFT RENTAL - UP TO 15,000 LB. CAPACITY					
CODE	ITEM	EST. # OF HOURS	ADVANCE	REGULAR	TOTAL
35455	ST Hourly Rental		\$548.30	\$652.75	
35456	OT Hourly Rental		\$548.30	\$652.75	
35457	DT Hourly Rental		\$548.30	\$652.75	

FORKLIFT RENTAL - 4 STAGE					
CODE	ITEM	EST. # OF HOURS	ADVANCE	REGULAR	TOTAL
35593	ST Hourly Rental		\$524.50	\$624.45	
35594	OT Hourly Rental		\$524.50	\$624.45	
35595	DT Hourly Rental		\$524.50	\$624.45	

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.

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

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

### IN BOOTH SCISSOR LIFTS

CODE	ITEM	EST. # OF HOURS	ADVANCE	REGULAR	TOTAL
68120	Scissor Lift Install		\$419.20	\$524.00	
68121	Scissor Lift Removal		\$419.20	\$524.00	

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	ADVANCE	REGULAR	TOTAL
35085	ST Hourly Rental		\$171.45	\$214.30	
35086	OT Hourly Rental		\$171.45	\$214.30	
35099	DT Hourly Rental		\$171.45	\$214.30	

### GROUND RIGGERS & MATERIAL HANDLERS (PER MAN HOUR)

CODE	ITEM	EST. # OF HOURS	ADVANCE	REGULAR	TOTAL
35087	ST Hourly Rental		\$125.50	\$156.90	
35100	OT Hourly Rental		\$125.50	\$156.90	
35101	DT Hourly Rental		\$125.50	\$156.90	

### ADDITIONAL EQUIPMENT, LABOR NOT INCLUDED

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
35222	Man Cage		\$78.50	\$98.15	
35459	Forklift Boom		\$78.50	\$98.15	

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

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	7.00%
<b>AMOUNT DUE</b>	\$ _____



## Work Truck Week

Indiana Convention Center | Indianapolis, IN  
March 4-7, 2025

# ON-SITE STORAGE

I176120325

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.

**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 by weight. Please consult with the Exhibitor Services each time you need items from your 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.

### 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	WEIGHT		PER LB.	TOTAL
35387	Event Site Storage		X	\$0.86	

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

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



## Work Truck Week

Indiana Convention Center | Indianapolis, IN  
March 4-7, 2025

# WAREHOUSE STORAGE

I176120325

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) 7.00%

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

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

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

Fees will continue until storage is picked up.

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

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

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

\*Additional fees will apply

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

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

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



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

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

**Work Truck Week**

Indiana Convention Center | Indianapolis, IN  
March 4-7, 2025

**BOOTH & CARPET CLEANING****I176120325****DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025**

\* 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, including EACs, 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.	ADVANCE	REGULAR	TOTAL
47050	0-399 sq. ft.		\$0.48	\$0.60	
47051	400-900 sq. ft.		\$0.45	\$0.55	
47052	900+ sq. ft.		\$0.42	\$0.50	

VACUUM DAILY					
CODE	SERVICE	SQ. FT.	ADVANCE	REGULAR	TOTAL
47055	0-399 sq. ft.		\$1.44	\$1.80	
47056	400-900 sq. ft.		\$1.30	\$1.65	
47057	900+ sq. ft.		\$1.20	\$1.50	

**Specialty Services**

MOPPING & CARPET SHAMPOOING					
CODE	SERVICE	SQ. FT.	ADVANCE	REGULAR	TOTAL
47042	Mop One Time		\$0.60	\$0.75	
47022	Mop Daily		\$1.55	\$1.95	
47013	Shampoo One Time		\$0.65	\$0.80	

DISPLAY WIPE DOWN (CHARGED PER HOUR)					
CODE	SERVICE	QTY IS 1	ADVANCE	REGULAR	TOTAL
47043	One Time		\$161.70	\$202.15	
47044	Daily		\$441.00	\$551.25	

**Porter Service**

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

PORTER SERVICE					
CODE	SERVICE	SQ. FT.	ADVANCE	REGULAR	TOTAL
47030	One Time Porter		\$0.50	\$0.65	
47031	Daily Porter		\$1.50	\$1.90	

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	7.00%
<b>AMOUNT DUE</b>	\$ _____

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: \_\_\_\_\_



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

**Work Truck Week**

Indiana Convention Center | Indianapolis, IN  
March 4-7, 2025

**BULK WASTE REMOVAL****I176120325****DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025**

\* 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	ADVANCE	REGULAR	TOTAL
47074	Waste Removal Package		\$650.00	\$812.50	

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: \_\_\_\_\_

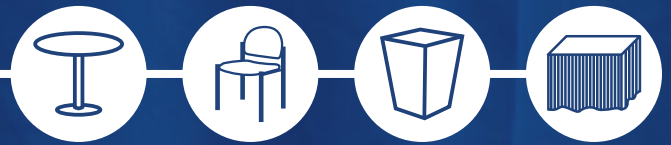
EMAIL ADDRESS: \_\_\_\_\_



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

[shepardes.com](https://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

---



Red



Burgundy



Gold



Green



Blue



Teal



White



Grey



Black

## SKIRT - SPANDEX

---



Red



Blue



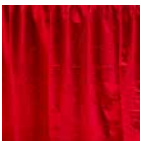
White



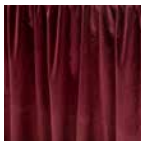
Black

## DRAPE

---



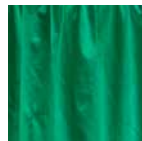
Red



Burgundy



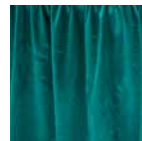
Gold



Green



Blue



Teal



White



Grey



Black





## Work Truck Week

Indiana Convention Center | Indianapolis, IN  
March 4-7, 2025

# STANDARD FURNISHINGS

I176120325

**DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025**

\* 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	ADVANCE	REGULAR	TOTAL
50042	4' (l) x 24" (w) x 30" (h) Skirted Table			\$127.45	\$159.30	
50046	6' (l) x 24" (w) x 30" (h) Skirted Table			\$165.25	\$206.55	
50050	8' (l) x 24" (w) x 30" (h) Skirted Table			\$191.40	\$239.25	
50043	4' (l) x 24" (w) x 42" (h) Skirted Table			\$152.90	\$191.15	
50047	6' (l) x 24" (w) x 42" (h) Skirted Table			\$198.40	\$248.00	
50051	8' (l) x 24" (w) x 42" (h) Skirted Table			\$220.40	\$275.50	
50052	4th Side Skirt for 30" High Table			\$53.05	\$66.30	
50171	4th Side Skirt for 42" High Table			\$74.45	\$93.05	
50040	4' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$53.05	\$66.30	
50044	6' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$64.25	\$80.30	
50048	8' (l) x 24" (w) x 30" (h) UnSkirted Table		n/a	\$74.45	\$93.05	
50041	4' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$87.50	\$109.40	
50045	6' (l) 24" x (w) x 42" (h) UnSkirted Table		n/a	\$83.35	\$104.20	
50049	8' (l) x 24" (w) x 42" (h) UnSkirted Table		n/a	\$103.95	\$129.95	
51089	42" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$205.20	\$256.50	
50032	30" (h) Pedestal Table, 36" Diameter, Grey Fleck Top		n/a	\$205.20	\$256.50	
50030	Round Side Table - 24" (w) x 18" (h)		n/a	\$123.40	\$154.25	
50031	Square Side Table - 24" (w) x 18" (h)		n/a	\$123.40	\$154.25	
50706	30" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$221.90	\$277.40	
50707	42" (h) Natural Pedestal Table, 36" Diameter, Maple Top		n/a	\$201.80	\$252.25	
50700	White Fabric Table Cover w/ 6'x30" Table		03	\$266.25	\$332.80	
50700	Red Fabric Table Cover w/ 6'x30" Table		01	\$266.25	\$332.80	
50700	Blue Fabric Table Cover w/ 6'x30" Table		05	\$266.25	\$332.80	
50700	Black Fabric Table Cover w/ 6'x30" Table		06	\$266.25	\$332.80	

## Seating

CODE	ITEM	QTY	COLOR	ADVANCE	REGULAR	TOTAL
50020	Side Chair Grey Fabric		n/a	\$120.50	\$150.65	
50021	Arm Chair Grey Fabric		n/a	\$126.05	\$157.55	
50024	Stool with Back Grey Fabric		n/a	\$196.30	\$245.40	
51086	Director's Chair Black Fabric		n/a	\$97.90	\$122.40	
51090	Director's Stool Black Fabric		n/a	\$175.20	\$219.00	
50705	Natural Feel Stool Maple Back, Black Fabric Seat		n/a	\$162.20	\$202.75	
50704	Natural Feel Chair, Maple Back, Black Fabric Seat		n/a	\$120.50	\$150.65	

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

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

**TAX** (All tax rates are subject to change) 7.00%

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

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

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

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



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# SPECIALTY, DISPLAYS & DRAPERY

**Work Truck Week**

Indiana Convention Center | Indianapolis, IN

March 4-7, 2025

**I176120325**

**DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025**

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

CODE	ITEM	QTY	COLOR	ADVANCE	REGULAR	TOTAL
50091	Wastebasket		n/a	\$18.95	\$23.70	
50094	Floor Easel, Chrome		n/a	\$46.20	\$57.75	
50245	Literature Rack Silver, Glass		n/a	\$211.50	\$264.40	
50175	Bag Rack, Chrome		n/a	\$165.75	\$207.20	
50092	Coat Rack, Chrome		n/a	\$40.70	\$50.90	
50093	Garment Rack, Chrome		n/a	\$183.15	\$228.95	
50427	Tensabarrier, Per Stem, Black		n/a	\$89.45	\$111.80	
51087	Sand Bag		n/a	\$26.25	\$32.80	
50095	Sign Holder, 22" x 28" Chrome		n/a	\$110.20	\$137.75	
50185	Drawing Bowl, Clear		n/a	\$48.20	\$60.25	
50296	4' x 12" Display Riser White and Black		n/a	\$36.75	\$45.95	
50297	6' x 12" Display Riser White and Black		n/a	\$36.75	\$45.95	
50098	Mini Refrigerator, Approx. 3 cubic feet		n/a	\$462.65	\$578.30	
50067	4' Full View Showcase, White		n/a	\$650.65	\$813.30	
50068	6' Full View Showcase, White		n/a	\$650.65	\$813.30	
50069	4' Quarter View Showcase, White		n/a	\$650.65	\$813.30	
50070	6' Quarter View Showcase, White		n/a	\$650.65	\$813.30	
50060	4' x 8' Horizontal Posterboard Grey Fabric		n/a	\$277.10	\$346.40	
50061	4' x 8' Vertical Posterboard Grey Fabric		n/a	\$277.10	\$346.40	
50236	Grids 2' x 8' with Legs, Each		n/a	\$167.60	\$209.50	
50237	Grid 2' x 8' without Legs, Each		n/a	\$124.50	\$155.65	
50242	7-Ball Waterfall for Grids		n/a	\$42.85	\$53.55	
50104	6" Hooks (12) for Peg Boards		n/a	\$40.80	\$51.00	

50073	8' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$22.10	\$27.65	
50074	3' High Drape on a Cross Bar, per linear foot (minimum 5' linear feet rental)			\$15.10	\$18.90	
50088	8' Upright with Base		n/a	\$33.90	\$42.40	
52065	3' Upright with Base		n/a	\$33.90	\$42.40	
50349	6'-10' Crossbar		n/a	\$22.55	\$28.20	
50348	7'-12' Crossbar		n/a	\$22.55	\$28.20	
50058	Sateen, per linear foot (minimum 5' linear feet rental)			\$21.05	\$26.30	

**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)	7.00%
<b>AMOUNT DUE</b>	\$ _____

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

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

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



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



## Work Truck Week

Indiana Convention Center | Indianapolis, IN  
March 4-7, 2025

## FLOORING

I176120325

### DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025 PREMIUM PLUSH & PREMIUM VINYL DEADLINE:\*\* WEDNESDAY, FEBRUARY 5, 2025

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

CODE	ITEM	SQ. FT.	COLOR	ADVANCE	REGULAR	TOTAL
46004	<b>Premium Plush Carpet** - 50 oz. (per sq. ft.)***</b> Rental includes installation and removal of carpet and visqueen.			\$4.15	\$5.20	

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

CODE	ITEM	SQ. FT.	COLOR	ADVANCE	REGULAR	TOTAL
46005	<b>Premium Vinyl** (per sq. ft.)***</b> Rental includes installation and removal of carpet and visqueen.			\$13.35	\$16.70	
46007	<b>1/2" Padding for Vinyl (per sq. ft.)***</b>		n/a	\$4.95	\$6.20	

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

CODE	ITEM	SQ. FT.	COLOR	ADVANCE	REGULAR	TOTAL
46001	<b>Premium Carpet - 28 oz. Rental/Sq. Ft.***</b> Rental includes installation and removal of carpet and visqueen.			\$3.90	\$4.90	
46003	<b>Premium Carpet - 28 oz. Rental 1000+ Sq. Ft.***</b> Rental includes installation and removal of carpet and visqueen.			\$3.50	\$4.40	
46002	<b>Premium Carpet - 28 oz. Purchase Sq. Ft.***</b> Rental includes installation and removal of carpet and visqueen.			\$18.40	\$23.00	

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

CODE	ITEM	SQ. FT.	COLOR	ADVANCE	REGULAR	TOTAL
50255	<b>Expo Carpet - 13 oz. (Regular &amp; Special Cut) 10' x 10'</b>			\$172.10	\$215.15	
50256	<b>Expo Carpet - 13 oz. (Regular &amp; Special Cut) 10' x 20'</b>			\$379.35	\$474.20	
50257	<b>Expo Carpet - 13 oz. (Regular &amp; Special Cut) 10' x 30'</b>			\$565.20	\$706.50	
50258	<b>Expo Carpet - 13 oz. (Regular &amp; Special Cut) 10' x 40'</b>			\$753.95	\$942.45	

**RECOMMENDED FOR: Standard Size and Inline Booths AVAILABLE COLORS:** 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	ADVANCE	REGULAR	TOTAL
50580	<b>Special Cut 0-399 Sq. Ft.</b> Rental includes installation and removal of carpet and visqueen.			\$3.05	\$3.80	
50581	<b>Special Cut 400-900 Sq. Ft.</b> Rental includes installation and removal of carpet and visqueen.			\$2.75	\$3.45	
50582	<b>Special Cut 900+ Sq. Ft.</b> Rental includes installation and removal of carpet and visqueen.			\$2.45	\$3.05	

**RECOMMENDED FOR: Island and Large Area Exhibits AVAILABLE COLORS:** 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.	ADVANCE	REGULAR	TOTAL
50009	<b>1/2" Padding</b>		\$0.75	\$0.95	
50008	<b>1" Padding</b>		\$1.60	\$2.00	
50010	<b>Visqueen</b>		\$0.35	\$0.45	

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<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	7.00%
<b>AMOUNT DUE</b>	\$ _____

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# CATALOG





# SOFAS, LOVESEATS, CLUB CHAIRS

White

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Baja



Fairfax



Palm Beach

Black

---



Naples



Key Largo



# SOFAS, LOVESEATS, CLUB CHAIRS

## Cool Tones

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Montreal



Allegro

## Neutral Tones

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Cordoba



Sterling









Valencia

## Warm Tones







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Valencia

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



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







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

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Sterling Chair	STETCHA	Gray Fabric	<b>Length:</b> 33" <b>Depth:</b> 33.5" <b>Height:</b> 32" <b>Seat Length:</b> 25.75" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 17"
	Sterling Sofa	STESOF	Gray Fabric	<b>Length:</b> 82" <b>Depth:</b> 33.5" <b>Height:</b> 32" <b>Seat Length:</b> 72.5" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 17"
	Valencia Chair	VALCGN	Green Fabric	<b>Length:</b> 28" <b>Depth:</b> 30.5" <b>Height:</b> 31" <b>Seat Length:</b> 17.5" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 17.5"
	Valencia Chair	VALCOT	Oat Fabric	<b>Length:</b> 28" <b>Depth:</b> 30.5" <b>Height:</b> 31" <b>Seat Length:</b> 17.5" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 17.5"
	Valencia Chair	VALCHA	Spice Orange Velvet	<b>Length:</b> 28" <b>Depth:</b> 30.5" <b>Height:</b> 31" <b>Seat Length:</b> 17.5" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 17.5"
	Valencia Loveseat	VALVOT	Oat Fabric	<b>Length:</b> 63" <b>Depth:</b> 30.5" <b>Height:</b> 31" <b>Seat Length:</b> 53" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 17.5"

# Soft Seating

# Powered Seating



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Valencia Loveseat	VALSOF	Coffee Brown Velvet	<b>Length:</b> 63" <b>Depth:</b> 30.5" <b>Height:</b> 31" <b>Seat Length:</b> 53" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 17.5"
	Naples Chair	<b>Powered:</b> NPLCHP <b>Non-Powered:</b> NPLCHR	Black Vinyl	<b>Length:</b> 36" <b>Depth:</b> 30" <b>Height:</b> 33.25" <b>Seat Length:</b> 25" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 18"
	Naples Loveseat	<b>Powered:</b> NPLLOP <b>Non-Powered:</b> NPLLOV	Black Vinyl	<b>Length:</b> 62" <b>Depth:</b> 30" <b>Height:</b> 33.25" <b>Seat Length:</b> 52.5" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 18"
	Naples Sofa	<b>Powered:</b> NPLSOP <b>Non-Powered:</b> NPLSOF	Black Vinyl	<b>Length:</b> 87" <b>Depth:</b> 30" <b>Height:</b> 33.25" <b>Seat Length:</b> 77.5" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 18"
	Tech Tablet Chair	TCHGRY	Gray Vinyl, White Metal Tablet, Chrome Base	<b>Length:</b> 30.5" <b>Depth:</b> 29" <b>Height:</b> 33.5" <b>Seat Length:</b> 22.5" <b>Seat Depth:</b> 19.5" <b>Seat Height:</b> 19"
	Tech Chair, No Tablet	TCHP	Gray Vinyl, Chrome Base	<b>Length:</b> 30.5" <b>Depth:</b> 29" <b>Height:</b> 33.5" <b>Seat Length:</b> 22.5" <b>Seat Depth:</b> 19.5" <b>Seat Height:</b> 19"

# ACCENT CHAIRS

## White

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Brooklyn



Pasadena



Swanson



Madrid

## Black

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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" <b>Depth:</b> 31" <b>Height:</b> 30" <b>Seat Length:</b> 21.5" <b>Seat Depth:</b> 24" <b>Seat Height:</b> 17"
	Bowery Chair	BOWCHA	Ochre Fabric	<b>Length:</b> 29.75" <b>Depth:</b> 31" <b>Height:</b> 27.25" <b>Seat Length:</b> 30" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 17"
	Brooklyn Meeting Chair	BNMCSW	White Vinyl, Black Swivel Base	<b>Length:</b> 24.5" <b>Depth:</b> 25.5" <b>Height:</b> 31.75" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 17" <b>Seat Height:</b> 18"
	Brooklyn Meeting Chair	BNMCSB	Black Vinyl, Black Swivel Base	<b>Length:</b> 24.5" <b>Depth:</b> 25.5" <b>Height:</b> 31.75" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 17" <b>Seat Height:</b> 18"
	Brooklyn Meeting Chair	BNMCOW	White Vinyl, Oak-Look Base	<b>Length:</b> 24.5" <b>Depth:</b> 25.5" <b>Height:</b> 31.75" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 17" <b>Seat Height:</b> 18"
	Brooklyn Meeting Chair	BNMCOB	Black Vinyl, Oak-Look Base	<b>Length:</b> 24.5" <b>Depth:</b> 25.5" <b>Height:</b> 31.75" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 17" <b>Seat Height:</b> 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Century Chair	CNTCHR	Gray Velvet	<b>Length:</b> 30" <b>Depth:</b> 30" <b>Height:</b> 31" <b>Seat Length:</b> 21.5" <b>Seat Depth:</b> 23" <b>Seat Height:</b> 17"
	La Brea Swivel Chair	LABREA	Charcoal Gray Fabric, Chrome	<b>Length:</b> 35" <b>Depth:</b> 27" <b>Height:</b> 40" <b>Seat Length:</b> 17" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 20"
	Lena Chair	LENCHA	Moss Green Leather, Bronze	<b>Length:</b> 27" <b>Depth:</b> 25" <b>Height:</b> 31" <b>Seat Length:</b> 18.5" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 19"
	Madrid Chair	BCW	White Vinyl, Chrome	<b>Length:</b> 30" <b>Depth:</b> 30" <b>Height:</b> 31" <b>Seat Length:</b> 30.5" <b>Seat Depth:</b> 20.5" <b>Seat Height:</b> 18"
	Munich Armless Chair	MNCHCH	Gray Fabric, Black	<b>Length:</b> 22.5" <b>Depth:</b> 27" <b>Height:</b> 28.5" <b>Seat Length:</b> 22" <b>Seat Depth:</b> 21" <b>Seat Height:</b> 17"
	Pasadena Chair	PASCHR	White Molded Plastic, Chrome Tower Base	<b>Length:</b> 27" <b>Depth:</b> 25" <b>Height:</b> 26" <b>Seat Length:</b> 17" <b>Seat Depth:</b> 17" <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" <b>Depth:</b> 26" <b>Height:</b> 36" <b>Seat Length:</b> 19.5" <b>Seat Depth:</b> 19" <b>Seat Height:</b> 18"
	Swanson Swivel Chair	SWAN	White Vinyl	<b>Length:</b> 28" <b>Depth:</b> 25" <b>Height:</b> 30" <b>Seat Length:</b> 22" <b>Seat Depth:</b> 17.5" <b>Seat Height:</b> 17"
	Tech Tablet Chair	TCHGRY	Gray Vinyl, White Metal Tablet, Chrome Base	<b>Length:</b> 30.5" <b>Depth:</b> 29" <b>Height:</b> 33.5" <b>Seat Length:</b> 22.5" <b>Seat Depth:</b> 19.5" <b>Seat Height:</b> 19"
	Tech Chair, No Tablet	TCHP	Gray Vinyl, Chrome Base	<b>Length:</b> 30.5" <b>Depth:</b> 29" <b>Height:</b> 33.5" <b>Seat Length:</b> 22.5" <b>Seat Depth:</b> 19.5" <b>Seat Height:</b> 19"
	Terrace Accent Chair	TRCHCO	Cognac Leather, Black Base	<b>Length:</b> 24" <b>Depth:</b> 30.5" <b>Height:</b> 31.25" <b>Seat Length:</b> 22.5" <b>Seat Depth:</b> 21.5" <b>Seat Height:</b> 17.5"
	Wentworth Swivel Chair	WENCH	Brown Vinyl	<b>Length:</b> 31" <b>Depth:</b> 24" <b>Height:</b> 31.5" <b>Seat Length:</b> 21.5" <b>Seat Depth:</b> 19" <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

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Lucent



Chelsea



Malba



Rustique

## Warm Tones

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Chelsea



Blade



Marina








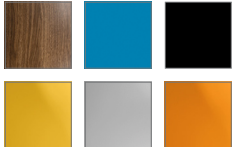
Laguna


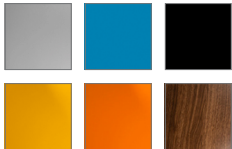









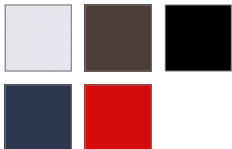



Chelsea





Marina





Product Image	Product Name	Product Code	Color/Materials	Dimensions
  	Blade Chair	BLDCBK BLDCRD BLDCSB	Black Red Sky Blue	<b>Length:</b> 20.5" <b>Depth:</b> 19" <b>Height:</b> 30.5" <b>Seat Length:</b> 15" <b>Seat Depth:</b> 16.75" <b>Seat Height:</b> 17.75"
	Brewer Chair	SC3	Onyx, Chrome	<b>Length:</b> 20" <b>Depth:</b> 20" <b>Height:</b> 32" <b>Seat Length:</b> 19.5" <b>Seat Depth:</b> 16.5" <b>Seat Height:</b> 18.75"
 	Chelsea Chair	CCBTWL CCBTAZ CCBTBK CCBTYL  CCBTGY CCBTOR	Walnut-Look, Black Tower Base Azure Blue, Black Tower Base Black, Black Tower Base Goldenrod Yellow, Black Tower Base Gray, Black Tower Base Orange, Black Tower Base	<b>Length:</b> 18.5" <b>Depth:</b> 22" <b>Height:</b> 34" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 18.5"





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






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

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



Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<b>Beverly Bench Ottoman</b>	BVLYBK BVLYBN BVLYGR BVLYLN BVLYOB BVLYRD BVLYWH	Black Vinyl Brown Fabric Gray Fabric Linen Fabric Ocean Blue Fabric Red Fabric White Vinyl	<b>Length:</b> 60" <b>Depth:</b> 20" <b>Height:</b> 18" <b>Seat Length:</b> 60" <b>Seat Depth:</b> 20" <b>Seat Height:</b> 18"
 	<b>Beverly Small Bench Ottoman</b>	BVSMBK BVSMBN BVSMGY BVSMMLV BVSMMLN BVSMMLN BVSMMLN BVSMGN BVSMOR BVSMRD BVSMWH BVSMYL	Black Vinyl Brown Fabric Gray Fabric Lavender Fabric Linen Fabric Ocean Blue Fabric Olive Green Fabric Orange Fabric Red Fabric White Vinyl Yellow Fabric	<b>Length:</b> 30" <b>Depth:</b> 20" <b>Height:</b> 18" <b>Seat Length:</b> 30" <b>Seat Depth:</b> 20" <b>Seat Height:</b> 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<b>Marche</b> <b>Swivel Ottoman</b>	MAR001 MAR015 MAR010 MAR014 MAR012 MAR002 MAR016 MAR003 MAR008 MAR020 MAR011 MAR009 MAR007 MAR004 MAR005 MAR006 MAR013 MAR021	White Vinyl Black Vinyl Blue Fabric Distressed Brown Vinyl Forest Green Vinyl Gray Fabric Ivory Faux Sheep Fur Linen Fabric Meadow Green Olive Faux Sheep Fur Orange Velvet Pear Yellow Fabric Plum Fabric Raspberry Fabric Red Fabric Rose Quartz Fabric Teal Velvet Terracotta Faux Sheep Fur	<b>Round:</b> 17" <b>Height:</b> 18" <b>Seat Round:</b> 17" <b>Seat Height:</b> 18"
 	<b>Vibe</b> <b>Cube Ottoman</b>	VIB10 VIB02 VIB05 VIB21 VIB14 VIB17 VIB01 VIB22 VIB08 VIB13 VIB04 VIB12 VIB16 VIB11 VIB15 VIB09	Black Vinyl Blue Vinyl Bright Yellow Vinyl Caramel Vinyl Citrus Green Vinyl Desert Rose Vinyl Green Vinyl Navy Vinyl Orange Vinyl Purple Vinyl Red Vinyl Silver Vinyl Spice Orange Vinyl Steel Blue Vinyl Taupe Vinyl White Vinyl	<b>Length:</b> 18" <b>Depth:</b> 18" <b>Height:</b> 18" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 18" <b>Seat Height:</b> 18"

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Endless Curved Ottoman	END01B	Black Vinyl, Chrome	<b>Length:</b> 60.5" <b>Depth:</b> 37.5" <b>Height:</b> 15" <b>Seat Length:</b> 60.5" <b>Seat Depth:</b> 34"
	Endless Curved Ottoman	END01W	White Vinyl, Chrome	<b>Length:</b> 60.5" <b>Depth:</b> 37.5" <b>Height:</b> 15" <b>Seat Length:</b> 60.5" <b>Seat Depth:</b> 34"
	Endless Square Ottoman	END02B	Black Vinyl, Chrome	<b>Length:</b> 34" <b>Depth:</b> 34" <b>Height:</b> 15" <b>Seat Length:</b> 34" <b>Seat Depth:</b> 34"
	Endless Square Ottoman	END02W	White Vinyl, Chrome	<b>Length:</b> 34" <b>Depth:</b> 34" <b>Height:</b> 15" <b>Seat Length:</b> 34" <b>Seat Depth:</b> 34"
	Regis Bench	REGBEN	Brushed Metal	<b>Length:</b> 47" <b>Depth:</b> 15.5" <b>Height:</b> 16"

# BAR SEATING

## White

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Banana



Christopher



Kamden



Lift



Marina



Shark



Zenith



Zoey

## Black

---



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








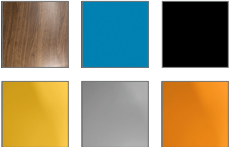
Laguna





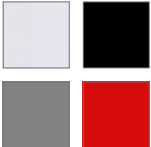


Chelsea


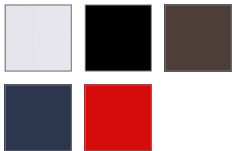








Marina







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Banana Barstool	BSS	Black, Chrome	<b>Length:</b> 21" <b>Depth:</b> 22" <b>Height:</b> 41" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 18" <b>Seat Height:</b> 30.25"
	Banana Barstool	BST	White, Chrome	<b>Length:</b> 21" <b>Depth:</b> 22" <b>Height:</b> 41" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 18" <b>Seat Height:</b> 30.25"
  	Blade Barstool	BLDBBK BLDBRD BLDBSB	Black Red Sky Blue	<b>Length:</b> 20.5" <b>Depth:</b> 20" <b>Height:</b> 40.5" <b>Seat Length:</b> 14" <b>Seat Depth:</b> 15.75" <b>Seat Height:</b> 30.25"
  	Chelsea Barstool	CBSBWL CBSBAZ CBSBBK CBSBYL  CBSBGY CBSBOR	Walnut-Look, Black Tower Base Azure Blue, Black Tower Base Black, Black Tower Base Goldenrod Yellow, Black Tower Base Gray, Black Tower Base Orange, Black Tower Base	<b>Length:</b> 18.5" <b>Depth:</b> 22" <b>Height:</b> 46" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 30.75"


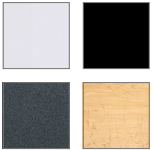




Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Christopher Barstool	XBAR	White Vinyl, Chrome	<b>Length:</b> 19" <b>Depth:</b> 19" <b>Height:</b> 41" <b>Seat Length:</b> 14.5" <b>Seat Depth:</b> 15" <b>Seat Height:</b> 29"
	Kamden Barstool	KABSWH	White Vinyl, Chrome	<b>Length:</b> 16.5" <b>Depth:</b> 20" <b>Height:</b> 25-33.5" <b>Seat Length:</b> 15" <b>Seat Depth:</b> 19" <b>Seat Height:</b> 22-32"
	Laguna Barstool	LMBAR	Maple, Chrome	<b>Length:</b> 18" <b>Depth:</b> 20" <b>Height:</b> 47" <b>Seat Length:</b> 17" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 31"
  	Lift Barstool	ROLLWH ROLLBL ROLLGY ROLLRD	White Vinyl, Chrome Black Vinyl, Chrome Gray Vinyl, Chrome Red Vinyl, Chrome	<b>Round:</b> 15" <b>Height:</b> 23-33.5" <b>Seat Round:</b> 15" <b>Seat Height:</b> 22.25-31.5"











Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<b>Marina Barstool</b>	MARBWH MARBBK MARBBR MARBBE  MARBRD	White Vinyl, Brushed Metal Black Vinyl, Brushed Metal Brown Fabric, Brushed Metal Ocean Blue Fabric, Brushed Metal Red Fabric, Brushed Metal	<b>Length:</b> 21" <b>Depth:</b> 17.5" <b>Height:</b> 41.5" <b>Seat Length:</b> 17" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 30.5"
	<b>Lucent Barstool</b>	LUBSCL	Frosted Acrylic, Chrome	<b>Length:</b> 22" <b>Depth:</b> 22.5" <b>Height:</b> 45.5" <b>Seat Length:</b> 16.25" <b>Seat Depth:</b> 15.5" <b>Seat Height:</b> 31"
	<b>Rustique Barstool</b>	RSTSTL	Gunmetal	<b>Length:</b> 13" <b>Depth:</b> 13" <b>Height:</b> 30" <b>Seat Length:</b> 12" <b>Seat Depth:</b> 12" <b>Seat Height:</b> 30"
	<b>Shark Barstool</b>	BS001	White, Chrome	<b>Length:</b> 22" <b>Depth:</b> 19" <b>Height:</b> 34-44" <b>Seat Length:</b> 17.5" <b>Seat Depth:</b> 14.5" <b>Seat Height:</b> 21.5-32"
	<b>Syntax Barstool</b>	BSR	Black, Chrome	<b>Length:</b> 23" <b>Depth:</b> 19" <b>Height:</b> 43.25" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 17" <b>Seat Height:</b> 28.5"








Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Zenith Barstool	ZENBAR	White, Chrome	<b>Length:</b> 19" <b>Depth:</b> 20" <b>Height:</b> 44" <b>Seat Length:</b> 18" <b>Seat Depth:</b> 16" <b>Seat Height:</b> 29"
	Zoey Barstool	BS002	White, Chrome	<b>Length:</b> 15" <b>Depth:</b> 16" <b>Height:</b> 30-34.75" <b>Seat Length:</b> 14" <b>Seat Depth:</b> 13" <b>Seat Height:</b> 26-30.5"

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








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

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

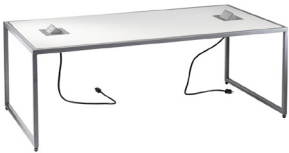





Product Image	Product Name	Product Code	Color/Materials	Dimensions
	36" Round Cafe Table w/ Standard Black Base	ZTQ 36BKSC ZTN ZTP	White Top Black Top Graphite Nebula Top Maple Top	<b>Round:</b> 36" <b>Height:</b> 29"
	Rustique Square Metal Bar Table	RSTSQT	Gunmetal	<b>Length:</b> 23.75" <b>Depth:</b>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

Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<b>Ventura Communal Bar Table</b>	VNTBNP VNTWNP VNTMNP	Black Top, Silver White Top, Silver Maple Top, Silver	<b>Length:</b> 72.25" <b>Depth:</b> 26.25" <b>Height:</b> 42"
  	<b>Ventura Communal Bar Table, Powered</b>	VNTBLK VNTWHT	Black Top, Silver White Top, Silver	<b>Length:</b> 72.25" <b>Depth:</b> 26.25" <b>Height:</b> 42"
 	<b>Ventura Communal Bar Table w/ Grommet Holes</b>	VNTBWW VNTBMW	White Top, Silver Maple Top, Silver	<b>Length:</b> 72.25" <b>Depth:</b> 26.25" <b>Height:</b> 42"












Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	Ventura Communal Cafe Table	VNTCBN VNTCWN VNTCMN	Black Top, Silver White Top, Silver Maple Top, Silver	<b>Length:</b> 72.25" <b>Depth:</b> 26.25" <b>Height:</b> 30"
  	Ventura Communal Cafe Table, Powered	VNTCBK VNTCWH	Black Top, Silver White Top, Silver	<b>Length:</b> 72.25" <b>Depth:</b> 26.25" <b>Height:</b> 30"
 	Ventura Communal Cafe Table w/ Grommet Holes	VNTCWW VNTCMW	White Top, Silver Maple Top, Silver	<b>Length:</b> 72.25" <b>Depth:</b> 26.25" <b>Height:</b> 30"





















Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	<b>Adelaide Powered Cocktail Table</b>	<b>Powered:</b> ADCTWP <b>Non-Powered:</b> ADCTWH  <b>Powered:</b> ADCTBP <b>Non-Powered:</b> ADCTBK	White Top, Silver  Black Top, Silver	<b>Length:</b> 48.87" <b>Depth:</b> 25.37" <b>Height:</b> 18"
 	<b>Ventura Communal Bar Table, Powered</b>	VNTBLK VNTWHT	Black Top, Silver White Top, Silver	<b>Length:</b> 72.25" <b>Depth:</b> 26.25" <b>Height:</b> 42"
 	<b>Ventura Communal Cafe Table, Powered</b>	VNTCBK VNTCWH	Black Top, Silver White Top, Silver	<b>Length:</b> 72.25" <b>Depth:</b> 26.25" <b>Height:</b> 30"









Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Village Charging Hub	VILHUB	Cream	<b>Length:</b> 12" <b>Depth:</b> 12" <b>Height:</b> 28.25"
	Wireless Charging Table	CUBPOW	White, AC Outlets	<b>Length:</b> 20" <b>Depth:</b> 20" <b>Height:</b> 18"
	30" Round Bar Table, Powered	P30BWH	White Top, Black Base	<b>Round:</b> 30" <b>Height:</b> 42"
	30" Round Cafe Table, Powered	P30CWH	White Top, Black Base	<b>Round:</b> 30" <b>Height:</b> 29"
  	10' Table	<b>Powered:</b> C10PWR <b>Non-Powered:</b> CONF10  <b>Powered:</b> BKC10P <b>Non-Powered:</b> BKC10N	White Top, Silver  Black Top, Silver	<b>Length:</b> 120" <b>Depth:</b> 48" <b>Height:</b> 29"



  	<b>8' Table</b>	<b>Powered:</b> C8PWR <b>Non-Powered:</b> CONF8  <b>Powered:</b> BKCT8P <b>Non-Powered:</b> BKCT8N	White Top, Silver  Black Top, Silver	<b>Length:</b> 96" <b>Depth:</b> 60" <b>Height:</b> 29"
  	<b>5' Table</b>	<b>Powered:</b> C5PWR <b>Non-Powered:</b> CONF5  <b>Powered:</b> BKCT5P <b>Non-Powered:</b> BKCT5N	White Top, Silver  Black Top, Silver	<b>Length:</b> 60" <b>Depth:</b> 48" <b>Height:</b> 29"







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









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







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















Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Silverado Cocktail Table	C1E	Glass Top, Chrome	Round: 36" Height: 17"
	Silverado End Table	E1E	Glass Top, Chrome	Round: 24" Height: 22"







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

Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Madison Executive Desk	JD8	Gray Acajou	<b>Length:</b> 60" <b>Depth:</b> 30" <b>Height:</b> 29"
	Tech Desk, Powered 	TECH	Black Metal, Black Laminate w/electrical unit	<b>Length:</b> 60" <b>Depth:</b> 30" <b>Height:</b> 30"
	Tech Desk, Powered w/ 3 Drawer File Cabinet  3 Drawer File Cabinet on Castors 	TECH3B  TECH3	Black Metal, Black Laminate w/electrical unit  Black Top, Black Metal	<b>Length:</b> 60" <b>Depth:</b> 30" <b>Height:</b> 30"  <b>Length:</b> 16" <b>Depth:</b> 20" <b>Height:</b> 28"
	Madison Bookcase	BC8	Gray Acajou	<b>Length:</b> 36" <b>Depth:</b> 12" <b>Height:</b> 72"
	Posh Shelving	PSHCCS	Chrome, Acrylic	<b>Length:</b> 36" <b>Depth:</b> 18" <b>Height:</b> 72"
	Divider, Freestanding Whiteboard	DIVFWB	Silver, White	<b>Length:</b> 39" <b>Depth:</b> 1.5" <b>Height:</b> 72"



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







Product Image	Product Name	Product Code	Color/Materials	Dimensions
 	42" Round Table	CONF42 42BKCT	White Top, Black Black Top, Black	<b>Round:</b> 42" <b>Height:</b> 29"
 	10' Table	<b>Powered:</b> BKC10P <b>Non-Powered:</b> BKC10N  <b>Powered:</b> C10PWR <b>Non-Powered:</b> CONF10	Black Top, Silver  White Top, Silver	<b>Length:</b> 120" <b>Depth:</b> 48" <b>Height:</b> 29"
 	8' Table	<b>Powered:</b> BKCT8P <b>Non-Powered:</b> BKCT8N  <b>Powered:</b> C8PWR <b>Non-Powered:</b> CONF8	Black Top, Silver  White Top, Silver	<b>Length:</b> 96" <b>Depth:</b> 60" <b>Height:</b> 29"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
  	5' Table	<b>Powered:</b> BKCT5P <b>Non-Powered:</b> BKCT5N  <b>Powered:</b> C5PWR <b>Non-Powered:</b> CONF5	Black Top, Silver  White Top, Silver	<b>Length:</b> 60" <b>Depth:</b> 48" <b>Height:</b> 29"
	Madison 10' Table	MADC10	Gray Acajou, Silver	<b>Length:</b> 120" <b>Depth:</b> 48" <b>Height:</b> 29"
	Madison 8' Table	MADC08	Gray Acajou, Silver	<b>Length:</b> 96" <b>Depth:</b> 60" <b>Height:</b> 29"
	Madison 5' Table	MADC05	Gray Acajou, Silver	<b>Length:</b> 60" <b>Depth:</b> 48" <b>Height:</b> 29"







Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Ace High Back Chair	ACHBCB	Black Vinyl, Chrome	<b>Length:</b> 26" <b>Depth:</b> 26" <b>Height:</b> 41.75-44.25" <b>Seat Length:</b> 19.5" <b>Seat Depth:</b> 18" <b>Seat Height:</b> 18.5-21"
	Ace High Back Chair	ACEHBC	White Vinyl, Chrome	<b>Length:</b> 26" <b>Depth:</b> 26" <b>Height:</b> 41.75-44.25" <b>Seat Length:</b> 19.5" <b>Seat Depth:</b> 18" <b>Seat Height:</b> 18.5-21"
	Ace Mid Back Chair	ACMBCB	Black Vinyl, Chrome	<b>Length:</b> 26" <b>Depth:</b> 26" <b>Height:</b> 33.25-33.75" <b>Seat Length:</b> 19.5" <b>Seat Depth:</b> 18" <b>Seat Height:</b> 18-20.5"
	Ace Mid Back Chair	ACEMBC	White Vinyl, Chrome	<b>Length:</b> 26" <b>Depth:</b> 26" <b>Height:</b> 33.25-33.75" <b>Seat Length:</b> 19.5" <b>Seat Depth:</b> 18" <b>Seat Height:</b> 18-20.5"
	Cupertino Mid Back Chair	CUPCHA	Black Vinyl, Chrome	<b>Length:</b> 27" <b>Depth:</b> 30.5" <b>Height:</b> 40-43" <b>Seat Length:</b> 19.5" <b>Seat Depth:</b> 19" <b>Seat Height:</b> 18.5-20.5"
	Genesis Chair	GENCHA	Black	<b>Length:</b> 27.5" <b>Depth:</b> 27.5" <b>Height:</b> 40-43.5" <b>Seat Length:</b> 20" <b>Seat Depth:</b> 17.5" <b>Seat Height:</b> 17.5-21"



Product Image	Product Name	Product Code	Color/Materials	Dimensions
	Pro Executive Guest Chair	PROGB	Black Vinyl, Chrome	<b>Length:</b> 24" <b>Depth:</b> 26" <b>Height:</b> 36" <b>Seat Length:</b> 19.5" <b>Seat Depth:</b> 19" <b>Seat Height:</b> 18"
	Task Stool	TASKST	Black Fabric, Black	<b>Length:</b> 27.5" <b>Depth:</b> 27.5" <b>Height:</b> 32.75-40.25" <b>Seat Length:</b> 18.5" <b>Seat Depth:</b> 18.5" <b>Seat Height:</b> 18-25.5"

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

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

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


**Work Truck Week**

Indiana Convention Center | Indianapolis, IN


March 4-7, 2025

# SOFT SEATING COLLECTIONS


**I176120325**
**DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025**

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

## Loveseats

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
BLVWHT	Baja Loveseat - White Vinyl, Metal Base		\$664.90	\$831.15	
KEYLOV	Key Largo Loveseat - Black Fabric, Metal Base		\$400.40	\$500.50	
NPLLOV	Naples Loveseat - Black Vinyl, Metal Base		\$742.95	\$928.70	
NPLLOP	Naples Loveseat - Black Vinyl, Metal Base  <b>POWERED</b>		\$903.80	\$1,129.75	
COLVTP	Cordoba Loveseat - Taupe, Black Metal Base		\$868.45	\$1,085.55	
MONLOV	Montreal Loveseat - Blue, Black Metal Base		\$1,042.55	\$1,303.20	
VALVOT	Valencia Loveseat - Oat Fabric		\$596.40	\$745.50	

## Sofas

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
SFA002	Allegro Sofa - Blue Fabric, Brushed Metal		\$583.25	\$729.05	
BSFWHT	Baja Sofa - White Vinyl		\$777.35	\$971.70	
FAIRSW	Fairfax Sofa - White Vinyl, Brushed Metal		\$411.95	\$514.95	
KEYSOF	Key Largo Sofa - Black Fabric, Wood		\$444.35	\$555.45	
NPLSOF	Naples Sofa - Black Vinyl		\$697.25	\$871.55	
NPLLOP	Naples Sofa - Black Vinyl  <b>POWERED</b>		\$849.55	\$1,061.95	
PALSOF	Palm Beach Sofa - White Vinyl		\$962.35	\$1,202.95	
STESOF	Sterling Sofa - Grey Fabric		\$1,142.45	\$1,428.05	
VALSOF	Valencia Sofa - Coffee Brown Velvet		\$644.70	\$805.90	

 = **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)	7.00%
<b>AMOUNT DUE</b>	\$ _____

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## Work Truck Week



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# ACCENT CHAIRS

I176120325

**DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025**

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CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
ATHCHA	Atherton Chair - Brown Leather, Black Metal		\$589.10	\$736.40	
BCHWHT	Baja Chair - White Vinyl		\$531.15	\$663.95	
BCW	Madrid Chair - White Vinyl, Chrome		\$974.35	\$1,217.95	
BNMCOW	Brooklyn Meeting Chair - White		\$405.45	\$506.80	
BNMCSW	Brooklyn Meeting Chair, Swivel - White		\$405.45	\$506.80	
BNMCSB	Brooklyn Meeting Chair - Black		\$380.70	\$475.90	
BNMCOB	Brooklyn Meeting Chair, Swivel - Black		\$380.70	\$475.90	
BOWCHA	Bowery Chair - Ochre Fabric		\$553.40	\$691.75	
CHR002	Allegro Chair - Blue Fabric, Brushed Metal		\$409.40	\$511.75	
COCHTP	Cordoba Chair		\$608.10	\$760.15	
CNTCHR	Century Chair - Gray Velvet		\$563.85	\$704.80	
FAIRCW	Fairfax Chair - White Vinyl, Brushed Metal		\$286.30	\$357.90	
KEYCHR	Key Largo Chair - Black Fabric, Wood		\$305.50	\$381.90	
LABREA	La Brea Swivel Chair - Charcoal Gray Fabric, Chrome		\$253.40	\$316.75	
LENCHA	Lena Chair - Moss Green Leather, Bronze		\$496.55	\$620.70	
MONCHA	Montreal Chair - Blue, Black Metal		\$608.05	\$760.05	
MNCHCH	Munich Armless Chair - Gray Fabric, Black		\$466.35	\$582.95	
NPLCHP	Naples Chair - Black Vinyl  <b>POWERED</b>		\$527.95	\$659.95	
NPLCHR	Naples Chair - Black Vinyl		\$516.15	\$645.20	
STECHEA	Sterling Chair - Gray Fabric		\$784.80	\$981.00	
SWAN	Swanson Swivel Chair - White Vinyl, Chrome		\$298.55	\$373.20	
TCHP	Tech Chair, No Tablet - Gray Vinyl, Chrome Base		\$433.45	\$541.80	
TCHGRY	Tech Tablet Chair - Gray Vinyl, White Metal Tablet, Chrome Base  <b>POWERED</b>		\$422.90	\$528.65	
TRCHCO	Terrace Accent Chair - Black Base, Cognac Leather		\$684.60	\$855.75	
VALCHA	Valencia Chair - Spice Orange Velvet Fabric		\$433.80	\$542.25	
VALCGN	Valencia Chair - Green Fabric		\$401.10	\$501.40	
VALCOT	Valencia Chair - Oat Fabric		\$401.10	\$501.40	
WENCHA	Wentworth Swivel Chair - Brown Vinyl		\$475.60	\$594.50	

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<b>TOTAL ESTIMATE</b>	\$ _____
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<b>AMOUNT DUE</b>	\$ _____

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**Work Truck Week**

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# INDIVIDUAL SEATING

**I176120325**
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CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
BLDCRD	Blade Chair - Red		\$70.35	\$87.95	
BLDCSB	Blade Chair - Sky Blue		\$70.35	\$87.95	
BLDCBK	Blade Chair - Black		\$88.65	\$110.80	
CCSCAZ	Chelsea Chair - Azure Blue, Black Swivel Base		\$201.20	\$251.50	
CCBTAZ	Chelsea Chair- Azure Blue, Black Tower Base		\$201.20	\$251.50	
CCSCBK	Chelsea Chair- Black, Black Swivel Base		\$201.20	\$251.50	
CCBTBK	Chelsea Chair- Black, Black Tower Base		\$201.20	\$251.50	
CCSCYL	Chelsea Chair- Goldenrod Yellow, Black Swivel Base		\$201.20	\$251.50	
CCBTYL	Chelsea Chair - Goldenrod Yellow, Black Tower Base		\$201.20	\$251.50	
CCSCGY	Chelsea Chair- Gray, Black Swivel Base		\$201.20	\$251.50	
CCBTGY	Chelsea Chair- Gray, Black Tower Base		\$201.20	\$251.50	
CCSCOR	Chelsea Chair- Orange, Black Swivel Base		\$201.20	\$251.50	
CCBTOR	Chelsea Chair- Orange, Black Tower Base		\$201.20	\$251.50	
CCSCWL	Chelsea Chair- Walnut, Black Swivel Base		\$201.20	\$251.50	
CCBTWL	Chelsea Chair- Walnut, Black Tower Base		\$201.20	\$251.50	
SC3	Brewer Chair - Onyx, Chrome		\$253.25	\$316.55	
XCHR	Christopher Chair - White Vinyl, Chrome		\$93.15	\$116.45	
DUET	Duet Stack Chair - Black, Chrome		\$93.65	\$117.05	
LMCHR	Laguna Chair - Maple, Chrome		\$214.80	\$268.50	
LUCHCL	Lucent Chair - Frosted Acrylic, Chrome		\$182.50	\$228.15	
MALGRN	Malba Chair - Green, Chrome		\$95.40	\$119.25	
MALGRY	Malba Chair - Gray, Chrome		\$95.40	\$119.25	
MARCBE	Marina Chair - Ocean Blue Fabric, Brushed Metal		\$253.90	\$317.40	
MARCBK	Marina Chair - Black Vinyl, Brushed Metal		\$253.90	\$317.40	
MARCBR	Marina Chair - Brown Fabric, Brushed Metal		\$253.90	\$317.40	
MARCRD	Marina Chair - Red Fabric, Brushed Metal		\$253.90	\$317.40	
MARCWH	Marina Chair - White Vinyl, Brushed Metal		\$253.90	\$317.40	
PASCHR	Pasadena Chair - White Molded Plastic w/Chrome Tower Base		\$342.95	\$428.70	
SC10	Razor Armless Chair - White		\$74.80	\$93.50	
RSTDIN	Rustique Chair w/ Arms - Gunmetal		\$93.15	\$116.45	
CS4	Syntax Chair - Black, Chrome		\$300.15	\$375.20	
ZENCHR	Zenith Chair - White, Chrome		\$142.75	\$178.45	

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

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	7.00%
<b>AMOUNT DUE</b>	\$ _____

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**Work Truck Week**

Indiana Convention Center | Indianapolis, IN

March 4-7, 2025

# BENCHES & OTTOMANS

**I176120325**
**DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025**

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## Beverly Benches

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
BVSMBK	Beverly Small Bench Ottoman - Black Vinyl		\$305.10	\$381.40	
BVSMBL	Beverly Small Bench Ottoman - Ocean Blue Fabric		\$305.10	\$381.40	
BVSMBN	Beverly Small Bench Ottoman - Brown Fabric		\$305.10	\$381.40	
BVSMCN	Beverly Small Bench Ottoman - Olive Green Fabric		\$305.10	\$381.40	
BVSMGY	Beverly Small Bench Ottoman - Grey Fabric		\$305.10	\$381.40	
BVSM LN	Beverly Small Bench Ottoman - Linen Fabric		\$305.10	\$381.40	
BVSM LV	Beverly Small Bench Ottoman - Lavender Fabric		\$305.10	\$381.40	
BVSMOR	Beverly Small Bench Ottoman - Orange Fabric		\$305.10	\$381.40	
BVSMRD	Beverly Small Bench Ottoman - Red Fabric		\$305.10	\$381.40	
BVSMWH	Beverly Small Bench Ottoman - White Vinyl		\$305.10	\$381.40	
BVSMYL	Beverly Small Bench Ottoman - Yellow Fabric		\$305.10	\$381.40	
BVLYBK	Beverly Bench - Black Vinyl		\$397.35	\$496.70	
BVLYBN	Beverly Bench - Brown Fabric		\$397.35	\$496.70	
BVLYGR	Beverly Bench - Grey Fabric		\$397.35	\$496.70	
BVLYLN	Beverly Bench - Linen Fabric		\$397.35	\$496.70	
BVLYOB	Beverly Bench - Ocean Fabric		\$397.35	\$496.70	
BVLYRD	Beverly Bench - Red Fabric		\$397.35	\$496.70	
BVLYWH	Beverly Bench - White Vinyl		\$397.35	\$496.70	

## Metal Bench

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
REGBEN	Regis Bench/Table - Brushed Metal		\$253.15	\$316.45	

## Ottomans

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
END01B	Endless Curved Ottoman - Black Vinyl, Chrome		\$349.35	\$436.70	
END01W	Endless Curved Ottoman - White Vinyl, Chrome		\$349.35	\$436.70	
END02B	Endless Square Ottoman - Black Vinyl, Chrome		\$298.55	\$373.20	
END02W	Endless Square Ottoman - White Vinyl, Chrome		\$298.55	\$373.20	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$ _____

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## Work Truck Week

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# CUBE & SWIVEL OTTOMANS

I176120325

**DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025**

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### Vibe Cubes

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
VIB01	Vibe Cube - Green		\$126.10	\$157.65	
VIB02	Vibe Cube - Blue		\$126.10	\$157.65	
VIB04	Vibe Cube - Red		\$126.10	\$157.65	
VIB05	Vibe Cube - Yellow		\$126.10	\$157.65	
VIB08	Vibe Cube - Orange		\$126.10	\$157.65	
VIB09	Vibe Cube - White Waterproof		\$126.10	\$157.65	
VIB10	Vibe Cube - Black Waterproof		\$126.10	\$157.65	
VIB11	Vibe Cube - Steel Blue Vinyl		\$126.10	\$157.65	
VIB12	Vibe Cube - Silver Vinyl		\$126.10	\$157.65	
VIB13	Vibe Cube - Purple Vinyl		\$126.10	\$157.65	
VIB14	Vibe Cube - Cirtus Green		\$126.10	\$157.65	
VIB15	Vibe Cube - Taupe Vinyl		\$126.10	\$157.65	
VIB16	Vibe Cube - Spice Orange		\$126.10	\$157.65	
VIB17	Vibe Cube - Desert Rose		\$126.10	\$157.65	
VIB21	Vibe Cube - Caramel Vinyl		\$170.10	\$212.65	
VIB22	Vibe Cube - Navy Vinyl		\$170.10	\$212.65	

### Marche Swivel

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
MAR001	Marche Swivel - White		\$204.00	\$255.00	
MAR002	Marche Swivel - Grey		\$204.00	\$255.00	
MAR003	Marche Swivel - Linen		\$204.00	\$255.00	
MAR004	Marche Swivel - Raspberry		\$204.00	\$255.00	
MAR005	Marche Swivel - Red		\$204.00	\$255.00	
MAR006	Marche Swivel - Rose Qtz		\$204.00	\$255.00	
MAR007	Marche Swivel - Plum		\$204.00	\$255.00	
MAR008	Marche Swivel - Meadow Green		\$204.00	\$255.00	
MAR009	Marche Swivel - Pear		\$204.00	\$255.00	
MAR010	Marche Swivel - Blue		\$204.00	\$255.00	
MAR011	Marche Swivel - Orange		\$204.00	\$255.00	
MAR012	Marche Swivel - Forest Green		\$204.00	\$255.00	
MAR013	Marche Swivel - Teal Velvet		\$204.00	\$255.00	
MAR014	Marche Swivel - Distressed Brown		\$204.00	\$255.00	
MAR015	Marche Swivel - Black Vinyl		\$204.00	\$255.00	
MAR016	Marche Swivel - Ivory Faux Sheep Fur		\$204.00	\$255.00	
MAR020	Marche Swivel - Olive Faux Sheep Fur		\$226.80	\$255.00	
MAR021	Marche Swivel - Terracotta Faux Sheep Fur		\$226.80	\$283.50	

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TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$ _____

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# ACCENT TABLES: COCKTAIL & END

**I176120325**
**DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025**

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**Cocktail Tables**

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
ADCTBK	Adelaide Cocktail Table - Black Top, Silver		\$337.40	\$421.75	
ADCTGL	Adelaide Cocktail Table - Glass Top, Silver		\$337.40	\$421.75	
ADCTWH	Adelaide Cocktail Table - White Top, Silver		\$337.40	\$421.75	
ADCTBP	Adelaide Cocktail Table - Black Top, Silver <b>POWERED</b>		\$467.20	\$584.00	
ADCTWP	Adelaide Cocktail Table - White Top, Silver <b>POWERED</b>		\$467.20	\$584.00	
ALC100	Alondra Cocktail Table - Glass Top, Chrome		\$287.00	\$358.75	
ALC200	Alondra Cocktail Table - Brandy Maple Top, Chrome		\$287.00	\$358.75	
CIC	Geo Cocktail Table - Glass Top, Chrome		\$354.10	\$442.65	
CIFWB	Geo Cocktail Table - Brandy Maple Top, Black		\$424.00	\$530.00	
MESCTB	Mesa Cocktail Table - Black Top, Bronze		\$280.70	\$350.90	
MESCTG	Mesa Cocktail Table - Glass Top, Bronze		\$280.70	\$350.90	
MESCTW	Mesa Cocktail Table - Barnwood Top, Bronze		\$280.70	\$350.90	
CIE	Silverado Cocktail Table - Glass Top, Chrome		\$344.85	\$431.05	
CIW	Sydney Cocktail Table - White Top, Brushed Steel		\$351.75	\$439.70	
CIY	Sydney Cocktail Table - Black Top, Brushed Steel		\$270.75	\$338.45	
CIWP	Sydney Cocktail Table - White Top, Brushed Steel <b>POWERED</b>		\$462.90	\$578.65	
CYP	Sydney Cocktail Table - Black Top, Brushed Steel <b>POWERED</b>		\$462.90	\$578.65	
SYDBEC	Sydney Cocktail Table - Blue Top, Brushed Steel		\$298.55	\$373.20	
SYDWDC	Sydney Cocktail Table - Barnwood Top, Brushed Steel		\$298.55	\$373.20	

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	7.00%
<b>AMOUNT DUE</b>	\$ _____

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## Work Truck Week

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# ACCENT TABLES: SIDE

I176120325

**DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025**

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### End Tables

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
ADETBK	Adelaide End Table - Black Top, Silver		\$326.60	\$408.25	
ADETGTL	Adelaide End Table - Glass Top, Silver		\$326.60	\$408.25	
ADETWH	Adelaide End Table - White Top, Silver		\$326.60	\$408.25	
ALE100	Alondra End Table - Glass Top, Chrome		\$206.00	\$257.50	
ALE200	Alondra End Table - Brandy Maple Top, Chrome		\$206.00	\$257.50	
CUBPOW	Wireless Charging Table - White, AC Plug In  <b>POWERED</b>		\$623.30	\$779.15	
EIC	Geo End Table - Glass Top, Chrome		\$334.45	\$418.05	
E1FWB	Geo End Table - Brandy Maple Top, Black		\$244.20	\$305.25	
MESETB	Mesa End Table - Black Top, Bronze		\$185.45	\$231.80	
MESETG	Mesa End Table - Glass Top, Bronze		\$185.45	\$231.80	
MESETW	Mesa End Table - Barnwood Top, Bronze		\$185.45	\$231.80	
REGOTT	Regis End Table - Brushed Metal		\$178.20	\$222.75	
EIE	Silverado End Table - Glass, Chrome		\$354.10	\$442.65	
E1W	Sydney End Table - White Top, Brushed Steel		\$291.60	\$364.50	
E1Y	Sydney End Table - Black Top, Brushed Steel		\$234.95	\$293.70	
SYDBEE	Sydney End Table - Blue Top, Brushed Steel		\$229.35	\$286.70	
SYDWDE	Sydney End Table - Barnwood Top, Brushed Steel		\$229.35	\$286.70	

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

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

### Side Tables

CODE	ITEM	QTY	ONLINE	REGULAR	TOTAL
AURA	Aura Round Table - White Metal		\$120.05	\$150.05	
SEDBBK	Sedona Side Table - Black Top, Bronze		\$187.10	\$233.90	
SEDBWD	Sedona Side Table - Wood Top, Bronze		\$187.10	\$233.90	
SEDBWH	Sedona Side Table - White Top, Bronze		\$187.10	\$233.90	
TAOBBK	Taos Side Table - Black Top, Bronze		\$187.10	\$233.90	
TAOBWD	Taos Side Table - Wood Top, Bronze		\$187.10	\$233.90	
TAOBWH	Taos Side Table - White Top, Bronze		\$187.10	\$233.90	
TMBTBL	Timber Table - Wood		\$247.80	\$309.75	

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

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	7.00%
<b>AMOUNT DUE</b>	\$ _____

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**Work Truck Week**

Indiana Convention Center | Indianapolis, IN


March 4-7, 2025

# BAR TABLES, BARS & COUNTERS

**I176120325**
**DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025**

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

## 30" Round Bar Table with Black Base

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
30AGBB	30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top		\$362.95	\$453.70	
30BEBB	30" Round Bar Table w/ Standard Black Base - Blue Top		\$229.35	\$286.70	
30BKSB	30" Round Bar Table w/ Standard Black Base - Black Top		\$362.95	\$453.70	
30GSBB	30" Round Bar Table w/ Standard Black Base - Green Top		\$362.95	\$453.70	
30OSBB	30" Round Bar Table w/ Standard Black Base - Orange Top		\$362.95	\$453.70	
30WDBB	30" Round Bar Table w/ Standard Black Base - Barnwood Top		\$229.35	\$286.70	
30WH42	30" Round Bar Table w/ Standard Black Base - White Top		\$247.65	\$309.55	
30YBBB	30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top		\$362.95	\$453.70	
VTB	30" Round Bar Table w/ Standard Black Base - Red Top		\$358.00	\$447.50	
VTJ	30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$358.00	\$447.50	
VTK	30" Round Bar Table w/ Standard Black Base - Maple Top		\$358.00	\$447.50	
VTA	30" Round Madison Bar Table w/ Standard Black Base - Gray Acajou Top		\$244.20	\$305.25	
P30BWH	30" Round Cafe Table w/ Standard Black Base - White Top  <b>POWERED</b>		\$780.90	\$976.15	

## 36" Round Bar Table with Black Base

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
36BKSB	36" Round Bar Table w/ Standard Black Base - Black Top		\$358.00	\$447.50	
VTN	36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$382.65	\$478.30	
VTW	36" Round Bar Table w/ Standard Black Base - White Top		\$382.65	\$478.30	
VTP	36" Round Bar Table w/ Standard Black Base - Maple Top		\$382.65	\$478.30	

## 30" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
30AGHB	30" Round Bar Table w/ Hydraulic Base - Brushed Gunmetal Top		\$438.05	\$547.55	
30BEHB	30" Round Bar Table w/ Hydraulic Base - Blue Top		\$277.05	\$346.30	
30BKHB	30" Round Bar Table w/ Hydraulic Base - Black Top		\$438.05	\$547.55	
30BRHB	30" Round Bar Table w/ Hydraulic Base - Red Top		\$274.25	\$342.80	
30GRHB	30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$372.60	\$465.75	
30GSHB	30" Round Bar Table w/ Hydraulic Base - Green Top		\$438.05	\$547.55	
30MTHB	30" Round Bar Table w/ Hydraulic Base - Maple Top		\$340.20	\$425.25	
30OSHB	30" Round Bar Table w/ Hydraulic Base - Orange Top		\$438.05	\$547.55	
30WDHB	30" Round Bar Table w/ Hydraulic Base - Barnwood Top		\$325.20	\$406.50	
30WHHB	30" Round Bar Table w/ Hydraulic Base - White Top		\$378.40	\$473.00	
30YSHB	30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top		\$438.05	\$547.55	
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top		\$297.40	\$371.75	

## 36" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
36BKHB	36" Round Bar Table w/ Hydraulic Base - Black Top		\$473.60	\$592.00	
36GRHB	36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$473.60	\$592.00	
36MTHB	36" Round Bar Table w/ Hydraulic Base - Maple Top		\$368.05	\$460.05	
36WTHB	36" Round Bar Table w/ Hydraulic Base - White Top		\$473.60	\$592.00	


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# BAR TABLES, BARS & COUNTERS CONTINUED

**Work Truck Week**

Indiana Convention Center | Indianapolis, IN


March 4-7, 2025

**I176120325**

**DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025**

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## 30" Round Bar Table with Black Base

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
30AGBB	30" Round Bar Table w/ Standard Black Base - Brushed Gunmetal Top		\$362.95	\$453.70	
30BEBB	30" Round Bar Table w/ Standard Black Base - Blue Top		\$229.35	\$286.70	
30BKSB	30" Round Bar Table w/ Standard Black Base - Black Top		\$362.95	\$453.70	
30GSBB	30" Round Bar Table w/ Standard Black Base - Green Top		\$362.95	\$453.70	
30OSBB	30" Round Bar Table w/ Standard Black Base - Orange Top		\$362.95	\$453.70	
30WDBB	30" Round Bar Table w/ Standard Black Base - Barnwood Top		\$229.35	\$286.70	
30WH42	30" Round Bar Table w/ Standard Black Base - White Top		\$247.65	\$309.55	
30YBBB	30" Round Bar Table w/ Standard Black Base - Brushed Yellow Top		\$362.95	\$453.70	
VTB	30" Round Bar Table w/ Standard Black Base - Red Top		\$358.00	\$447.50	
VTJ	30" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$358.00	\$447.50	
VTK	30" Round Bar Table w/ Standard Black Base - Maple Top		\$358.00	\$447.50	
VTA	30" Round Madison Bar Table w/ Standard Black Base - Gray Acajou Top		\$244.20	\$305.25	
P30BWH	30" Round Cafe Table w/ Standard Black Base - White Top 		\$780.90	\$976.15	

## 36" Round Bar Table with Black Base

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
36BKSB	36" Round Bar Table w/ Standard Black Base - Black Top		\$358.00	\$447.50	
VTN	36" Round Bar Table w/ Standard Black Base - Graphite Nebula Top		\$382.65	\$478.30	
VTW	36" Round Bar Table w/ Standard Black Base - White Top		\$382.65	\$478.30	
VTP	36" Round Bar Table w/ Standard Black Base - Maple Top		\$382.65	\$478.30	

## 30" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
30AGHB	30" Round Bar Table w/ Hydraulic Base - Brushed Gunmetal Top		\$438.05	\$547.55	
30BEHB	30" Round Bar Table w/ Hydraulic Base - Blue Top		\$277.05	\$346.30	
30BKHB	30" Round Bar Table w/ Hydraulic Base - Black Top		\$438.05	\$547.55	
30BRHB	30" Round Bar Table w/ Hydraulic Base - Red Top		\$274.25	\$342.80	
30GRHB	30" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$372.60	\$465.75	
30GSHB	30" Round Bar Table w/ Hydraulic Base - Green Top		\$438.05	\$547.55	
30MTHB	30" Round Bar Table w/ Hydraulic Base - Maple Top		\$340.20	\$425.25	
30OSHB	30" Round Bar Table w/ Hydraulic Base - Orange Top		\$438.05	\$547.55	
30WDHB	30" Round Bar Table w/ Hydraulic Base - Barnwood Top		\$325.20	\$406.50	
30WHHB	30" Round Bar Table w/ Hydraulic Base - White Top		\$378.40	\$473.00	
30YSHB	30" Round Bar Table w/ Hydraulic Base - Brushed Yellow Top		\$438.05	\$547.55	
30MAHB	30" Round Madison Bar Table w/ Hydraulic Base - Gray Acajou Top		\$297.40	\$371.75	

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# BAR TABLES, BARS & COUNTERS CONTINUED

## Work Truck Week

Indiana Convention Center | Indianapolis, IN

March 4-7, 2025

I176120325

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### 36" Round Bar Table with Hydraulic Base

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
36BKHB	36" Round Bar Table w/ Hydraulic Base - Black Top		\$473.60	\$592.00	
36GRHB	36" Round Bar Table w/ Hydraulic Base - Graphite Nebula Top		\$473.60	\$592.00	
36MTHB	36" Round Bar Table w/ Hydraulic Base - Maple Top		\$368.05	\$460.05	
36WTHB	36" Round Bar Table w/ Hydraulic Base - White Top		\$473.60	\$592.00	

### Metal Bar Table

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
RSTSQT	Rustique Square Metal Bar Table - Gunmetal		\$271.95	\$339.95	

### Ventura Communal Bar Tables

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
VNTBNP	Ventura Communal Bar Table - Black Top, Silver		\$658.40	\$823.00	
VNTMNP	Ventura Communal Bar Table - Maple Top, Silver		\$672.35	\$840.45	
VNTWNP	Ventura Communal Bar Table - White Top, Silver		\$672.35	\$840.45	
VNTBMW	Ventura Communal Bar Table w/ Grommet Holes - Maple Top, Silver		\$672.35	\$840.45	
VNTBWW	Ventura Communal Bar Table w/ Grommet Holes - White Top, Silver		\$672.35	\$840.45	
VNTBLK	 <b>POWERED</b> Ventura Communal Bar Table, Powered - Black Top, Silver		\$814.65	\$1,018.30	
VNTWHT	 <b>POWERED</b> Ventura Communal Bar Table, Powered - White Top, Silver		\$698.95	\$873.70	

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

### Bars

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
MTBLPI	Midtown Bar, Lighted w/ Plug In - Taupe Glass Top, Pewter		\$1,404.85	\$1,756.05	
MTBUUL	Midtown Bar, Unlighted - Taupe Glass Top, Pewter		\$1,268.20	\$1,585.25	

### Counters

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
MTCLPI	Midtown Powered Counter, Lighted w/ Plug In - Taupe Glass Top, Pewter		\$1,536.80	\$1,921.00	
MTCFUL	Midtown Powered Counter, Unlighted - Taupe Glass Top, Pewter		\$1,316.90	\$1,646.15	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$ _____

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## Work Truck Week

Indiana Convention Center | Indianapolis, IN  
March 4-7, 2025


# CAFÉ TABLES

I176120325

**DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025**

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### 30" Round Café Table with Black Base

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
30AGBC	30" Round Cafe Table w/ Standard Black Base - Brushed Gunmetal Top		\$325.45	\$406.80	
30BEBC	30" Round Cafe Table w/ Standard Black Base - Blue Top		\$206.20	\$257.75	
30BKSC	30" Round Cafe Table w/ Standard Black Base - Black Top		\$325.45	\$406.80	
30GSBC	30" Round Cafe Table w/ Standard Black Base - Green Top		\$325.45	\$406.80	
30OSBC	30" Round Cafe Table w/ Standard Black Base - Orange Top		\$325.45	\$406.80	
30WDBC	30" Round Cafe Table w/ Standard Black Base - Barnwood Top		\$206.00	\$257.50	
30WH29	30" Round Cafe Table w/ Standard Black Base - White Top		\$230.25	\$287.80	
30YSBC	30" Round Cafe Table w/ Standard Black Base - Brushed Yellow Top		\$325.45	\$406.80	
ZTA	30" Round Madison Cafe Table w/ Standard Black Base - Gray Acajou Top		\$222.20	\$277.75	
ZTB	30" Round Cafe Table w/ Standard Black Base - Red Top		\$324.85	\$406.05	
ZTJ	30" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$324.85	\$406.05	
ZTK	30" Round Cafe Table w/ Standard Black Base - Maple Top		\$324.85	\$406.05	
P30CWH	30" Round Cafe Table w/ Standard Black Base - White Top  <b>POWERED</b>		\$780.90	\$976.15	

### 36" Round Café Table with Black Base

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
36BKSC	36" Round Cafe Table w/ Standard Black Base - Black Top		\$325.45	\$406.80	
ZTN	36" Round Cafe Table w/ Standard Black Base - Graphite Nebula Top		\$355.15	\$443.95	
ZTP	36" Round Cafe Table w/ Standard Black Base - Maple Top		\$355.15	\$443.95	
ZTQ	36" Round Cafe Table w/ Standard Black Base - White Top		\$355.15	\$443.95	

### 30" Round Café Table with Chrome Hydraulic Base

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
30AGHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Gunmetal Top		\$437.45	\$546.80	
30BEHC	30" Round Cafe Table w/ Hydraulic Base - Blue Top		\$277.05	\$346.30	
30BKHC	30" Round Cafe Table w/ Hydraulic Base - Black Top		\$473.60	\$592.00	
30BRHC	30" Round Cafe Table w/ Hydraulic Base - Red Top		\$274.25	\$342.80	
30GRHC	30" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$363.35	\$454.20	
30GSHC	30" Round Cafe Table w/ Hydraulic Base - Green Top		\$437.45	\$546.80	
30MTHC	30" Round Cafe Table w/ Hydraulic Base - Maple Top		\$324.05	\$405.05	
30OSHC	30" Round Cafe Table w/ Hydraulic Base - Orange Top		\$437.45	\$546.80	
30WDHC	30" Round Cafe Table w/ Hydraulic Base - Barnwood Top		\$325.20	\$406.50	
30WHHC	30" Round Cafe Table w/ Hydraulic Base - White Top		\$361.05	\$451.30	
30YSHC	30" Round Cafe Table w/ Hydraulic Base - Brushed Yellow Top		\$437.45	\$546.80	
30MAHC	30" Round Madison Cafe Table w/ Hydraulic Base - Gray Acajou Top		\$297.40	\$371.75	



Work Truck Week  
Indiana Convention Center | Indianapolis, IN  
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ORDER ONLINE!

CAFÉ TABLES  
CONTINUED

I176120325



DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025


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36" Round Café Table with Chrome Hydraulic Base

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
36BKHC	36" Round Cafe Table w/ Hydraulic Base - Black Top		\$473.60	\$592.00	
36GRHC	36" Round Cafe Table w/ Hydraulic Base - Graphite Nebula Top		\$473.60	\$592.00	
36MTHC	36" Round Cafe Table w/ Hydraulic Base - Maple Top		\$361.05	\$451.30	
36WTHC	36" Round Cafe Table w/ Hydraulic Base - White Top		\$473.60	\$592.00	

Ventura Communal Café Tables

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
VNTCBN	Ventura Communal Cafe Table - Black Top, Silver		\$467.90	\$584.90	
VNTCMN	Ventura Communal Cafe Table - Maple Top, Silver		\$467.90	\$584.90	
VNTCWN	Ventura Communal Cafe Table - White Top, Silver		\$467.90	\$584.90	
VNTCMW	Ventura Communal Cafe Table w/ Grommet Holes - Maple Top, Silver		\$652.65	\$815.80	
VNTCWW	Ventura Communal Cafe Table w/ Grommet Holes - White Top, Silver		\$652.65	\$815.80	
VNTCBK	Communal Ventura Cafe Table - Black Top, Silver  POWERED		\$550.85	\$688.55	
VNTCWH	Communal Ventura Cafe Table - White Top, Silver  POWERED		\$550.85	\$688.55	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$ _____

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## Work Truck Week

Indiana Convention Center | Indianapolis, IN  
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# BAR STOOLS

I176120325

**DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025**

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### Bar Stools

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
BSS	Banana Barstool - Black, Chrome		\$232.65	\$290.80	
BST	Banana Barstool - White, Chrome		\$232.65	\$290.80	
BLDBRD	Blade Barstool - Red		\$142.35	\$177.95	
BLDBSB	Blade Barstool - Sky Blue		\$142.35	\$177.95	
BLDBBK	Blade Barstool - Black		\$170.90	\$213.65	
CBSBAZ	Chelsea Barstool- Azure Blue, Black Tower Base		\$201.20	\$251.50	
CBSBBK	Chelsea Barstool- Black, Black Tower Base		\$201.20	\$251.50	
CBSBYL	Chelsea Barstool- Goldenrod Yellow, Black Tower Base		\$201.20	\$251.50	
CBSBCY	Chelsea Barstool- Gray, Black Tower Base		\$201.20	\$251.50	
CBSBOR	Chelsea Barstool- Orange, Black Tower Base		\$201.20	\$251.50	
CBSBWL	Chelsea Barstool- Walnut-look, Black Tower Base		\$201.20	\$251.50	
XBAR	Christopher Barstool - White Vinyl, Chrome		\$158.55	\$198.20	
KABSWH	Kamden Barstool - Chrome Base, White Vinyl		\$369.60	\$462.00	
LMBAR	Laguna Barstool - Maple, Chrome		\$269.80	\$337.25	
ROLLBL	Lift Barstool - Black Vinyl, Chrome		\$175.45	\$219.30	
ROLLGY	Lift Barstool - Gray Vinyl, Chrome		\$175.45	\$219.30	
ROLLRD	Lift Barstool - Red Vinyl, Chrome		\$175.45	\$219.30	
ROLLWH	Lift Barstool - White Vinyl, Chrome		\$175.45	\$219.30	
LUBSCL	Lucent Barstool - Frosted Acrylic, Chrome		\$238.55	\$298.20	
MARBBE	Marina Barstool - Ocean Blue Fabric, Brushed Metal		\$305.10	\$381.40	
MARBBK	Marina Barstool - Black Vinyl, Brushed Metal		\$305.10	\$381.40	
MARBBR	Marina Barstool - Brown Fabric, Brushed Metal		\$305.10	\$381.40	
MARBRD	Marina Barstool - Red Fabric, Brushed Metal		\$305.10	\$381.40	
MARBWH	Marina Barstool - White Vinyl, Brushed Metal		\$305.10	\$381.40	
RSTSTL	Rustique Barstool - Gunmetal		\$109.30	\$136.65	
BS001	Shark Barstool - White, Chrome		\$264.70	\$330.90	
BSR	Syntax Barstool - Black, Chrome		\$189.30	\$236.65	
ZENBAR	Zenith Barstool - White, Chrome		\$292.80	\$366.00	
BS002	Zoey Barstool - White, Chrome		\$423.55	\$529.45	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$ _____

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## Work Truck Week

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# CONFERENCE & WORK TABLES

I176120325

**DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025**

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### Conference Tables

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
BKCTSN	5' Table - Black Top, Silver		\$471.25	\$589.05	
BKCTSP	5' Table - Black Top, Silver  POWERED		\$610.10	\$762.65	
CONF5	5' Table - White Top, Silver		\$588.30	\$735.40	
C5PWR	5' Table - White Top, Silver  POWERED		\$694.30	\$867.90	
BKCT8N	8' Table - Black Top, Silver		\$938.40	\$1,173.00	
BKCT8P	8' Table - Black Top, Silver  POWERED		\$1,171.95	\$1,464.95	
CONF8	8' Table - White Top, Silver		\$1,116.10	\$1,395.15	
C8PWR	8' Table - White Top, Silver  POWERED		\$1,336.75	\$1,670.95	
BKCT10N	10' Table - Black Top, Silver		\$938.40	\$1,173.00	
BKCT10P	10' Table - Black Top, Silver  POWERED		\$1,171.95	\$1,464.95	
CONF10	10' Table - White Top, Silver		\$1,116.10	\$1,395.15	
C10PWR	10' Table - White Top, Silver  POWERED		\$1,336.75	\$1,670.95	
CB8	42" Round Madison Table - Gray Acajou, Black		\$381.90	\$477.40	
42BKCT	42" Round Table - Black Top, Black		\$505.45	\$631.80	
CONF42	42" Round Table - White Top		\$320.15	\$400.20	
36ATO	Atomic 36" Round Table - Glass Top, Chrome		\$310.10	\$387.65	
42ATO	Atomic 42" Round Table - Glass Top, Chrome		\$310.10	\$387.65	
CE2	Geo Table, Rectangle - Glass Top, Chrome		\$375.55	\$469.45	
CF2	Geo Table, Rectangle - Glass Top, Black		\$605.20	\$756.50	
CE1	Geo Table, Rounded Square - Glass Top, Chrome		\$264.70	\$330.90	
CF1	Geo Table, Rounded Square - Glass Top, Black		\$261.55	\$326.95	
MADC05	Madison 5' Table - Gray Acajou, Chrome		\$462.90	\$578.65	
MADC08	Madison 8' Table - Gray Acajou, Chrome		\$924.60	\$1,155.75	
MADC10	Madison 10' Table - Gray Acajou, Chrome		\$924.60	\$1,155.75	

### Work Table

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
WD3	Work Table - White Top, White		\$270.75	\$338.45	

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

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	7.00%
<b>AMOUNT DUE</b>	\$ _____

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## Work Truck Week

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# EXECUTIVE SEATING, DESKS & STORAGE

I176120325

**DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025**

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### Seating

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
ACHBCB	Ace High Back Chair - Black Vinyl, Chrome		\$451.50	\$564.40	
ACMBCB	Ace Mid Back Chair - Black Vinyl, Chrome		\$296.10	\$370.15	
CUPCHA	Cupertino Mid Back Chair - Black Vinyl		\$401.00	\$501.25	
GENCHA	Genesis Chair - Black		\$349.90	\$437.40	
PROGB	Pro Executive Guest Chair - Black Vinyl, Chrome		\$273.10	\$341.40	
TASKST	Task Stool - Black Fabric, Black		\$212.75	\$265.95	

### Desks

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
TECH	Tech Desk - Black Metal, Black Laminate w/ Electrical Unit <b>POWERED</b>		\$407.35	\$509.20	
TECH3B	Tech Desk w/ 3 Drawer File Cabinet - Black Metal, Black Laminate w/ Electrical Unit <b>POWERED</b>		\$464.05	\$580.05	
JD8	Madison Executive Desk - Gray Acajou, Chrome		\$506.40	\$633.00	

### Storage

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
BC8	Madison Bookcase - Gray Acajou, Chrome		\$366.30	\$457.90	
TECH3	Cabinet on Castors - Black Top, Black Metal		\$141.15	\$176.45	

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

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$ _____

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

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

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

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



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

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



## Work Truck Week

Indiana Convention Center | Indianapolis, IN  
March 4-7, 2025

## DIVIDERS

I176120325

**DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025**

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

### Boxwood Hedges

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
HDG4FT	4' Boxwood Hedge		\$404.80	\$506.00	
HDG7FT	7' Boxwood Hedge		\$657.20	\$821.50	

### Stanchions

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
STNSCN	Stanchion Sign Holder - Chrome		\$56.80	\$71.00	
STNCHI	Stanchion w/ Retractable Belt - Black, Chrome		\$65.20	\$81.50	

### Dividers

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
DIVBAR	Bar/Counter Divider - Clear, Black		\$183.05	\$228.80	
DIVFRE	Freestanding Divider - Clear, Silver		\$368.25	\$460.30	
DIVFCR	Freestanding Corner Divider - Clear, Silver		\$736.40	\$920.50	
DIVFWL	Freestanding Wall Divider - Clear, Silver		\$368.25	\$460.30	
DIVFST	Sofa/Table Divider - Clear, Silver		\$330.35	\$412.95	
DIVFWB	Freestanding Whiteboard Divider - White, Silver		\$458.70	\$573.40	
MIRWHT	Miramar Divider - White Molded Plastic		\$471.25	\$589.05	

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$ _____

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

**Work Truck Week**Indiana Convention Center | Indianapolis, IN  
March 4-7, 2025**ACCESSORIES****I176120325****DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025**

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





**Charging Hub**

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
VILHUB	Village Charging Hub - Cream  <b>POWERED</b>		\$275.65	\$344.55	

**Lamps**


CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
LA14	Mason Silver Table Lamp - Brushed Silver		\$120.05	\$150.05	
LA15	Mason Silver Floor Lamp - Brushed Silver		\$183.10	\$228.90	

**Pedestals**

PDL36B	36" Locking Pedestal - Black  <b>POWERED</b>		\$420.20	\$525.25	
PDL36W	36" Locking Pedestal - White  <b>POWERED</b>		\$420.20	\$525.25	
PDL42B	42" Locking Pedestal - Black  <b>POWERED</b>		\$497.20	\$621.50	
PDL42W	42" Locking Pedestal - White  <b>POWERED</b>		\$497.20	\$621.50	

**Shelving**

PSHCCS	Posh Shelving - Chrome, Acrylic		\$495.30	\$619.15	
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 = **Electrical Power** (Client is responsible for providing labor and an electrical power source to the furniture.  
*NOTE: Items may be discontinued without notice at any time.*

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	7.00%
<b>AMOUNT DUE</b>	\$ _____

Submission of this form indicates you read and accept the Payment Policy and Terms &amp; 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: \_\_\_\_\_

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## Work Truck Week

Indiana Convention Center | Indianapolis, IN  
March 4-7, 2025

# GRAPHICS & SIGNS

I176120325

**DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025**

\* 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	ADVANCE	REGULAR	TOTAL
70009	22" x 28" Vertical		\$106.15	\$132.70	
70010	22" x 28" Horizontal		\$106.15	\$132.70	
70011	28" x 44" Vertical		\$197.55	\$246.95	
70012	28" x 44" Horizontal		\$197.55	\$246.95	
70027	38.25" x 90.75" Meter Board, Trovicel Panel		\$603.95	\$754.95	
70138	39" x 84" Meter Board, Ultraboard		\$350.90	\$438.65	

### Printed Vinyl Banners (per sq. ft.)

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
70065	Vertical with Grommets		\$18.80	\$23.50	
70071	Horizontal with Grommets		\$18.80	\$23.50	
70066	Vertical with Pockets		\$18.80	\$23.50	
70072	Horizontal with Pockets		\$18.80	\$23.50	

### Table Clings

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
70034	36" x 36" Round Table Cling <i>Table clings are made to fit our standard pedestal table tops.</i>		\$208.45	\$260.55	

### Accessories

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
70017	4' x 8' Blank Foamcore		\$53.25	\$66.55	
70021	Velcro/per ft. (Minimum of 5')		\$3.45	\$4.30	
70004	7" x 44" ID Sign		\$48.90	\$61.15	
50094	Floor Easel		\$46.20	\$57.75	
50095	22" x 28" Chrome Sign Holder		\$110.20	\$137.75	
50508	Cardboard Meter Board Base, Black		\$23.40	\$29.25	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$ _____

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

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

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

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



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

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

# UPLOADING GRAPHICS 101

## ADDING FILES TO THE FTP.

### Work Truck Week

Indiana Convention Center | Indianapolis, IN

I176120325

March 4-7, 2025

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).

Direct Link to Work Truck Week folder: [https://files.shepardes.com/files/FTP%20Files/Drop%20Off/-2025/03\\_Work%20Truck%20Week/Exhibitor%20Files](https://files.shepardes.com/files/FTP%20Files/Drop%20Off/-2025/03_Work%20Truck%20Week/Exhibitor%20Files)

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:

[https://files.shepardes.com/files/FTP%20Files/Drop%20Off/-2025/03\\_Work%20Truck%20Week/Exhibitor%20Files](https://files.shepardes.com/files/FTP%20Files/Drop%20Off/-2025/03_Work%20Truck%20Week/Exhibitor%20Files)

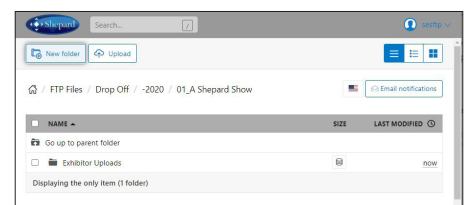
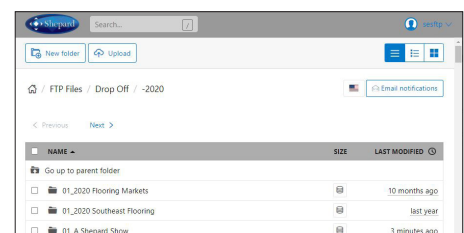
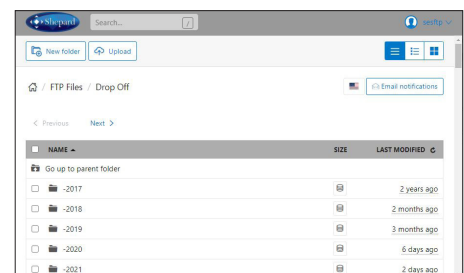
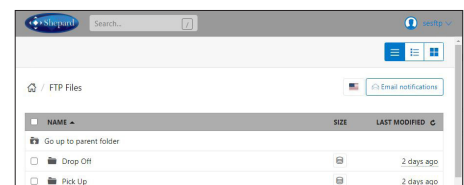
**Year → Month → Show Name → Exhibitor Uploads**

*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:  
[worktruck@shepardes.com](mailto:worktruck@shepardes.com) with the subject line: "Show Name" FTP



# SHEPARD GRAPHIC GUIDELINES

## DIRECT TO SUBSTRATE PRINTING.

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





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

### Document Size & Specs

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

### Acceptable File Formats

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

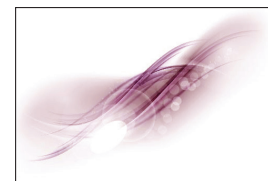
PROGRAM	FILE EXTENSION	SPECIAL CONSIDERATIONS
 Acrobat	.pdf	Must be high resolution with fonts embedded.
 InDesign	.indd or .idml	Images embedded and fonts changed to outlines or send a packaged file with fonts and images.
 Illustrator	.ai or .eps	Vector artwork. Images embedded and fonts changed to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

### Color

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



RGB Color Space.



CMYK Color Space.

### Fonts & Links

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

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

# SHEPARD GRAPHIC GUIDELINES

## CONTINUED

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

### Vector

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

### Raster

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



Vector Logo at 100% scale.



Vector Logo at 200% scale.



Raster Logo at 100% scale.



Raster Logo at 200% scale.

### Resolution

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

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

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

### Before Sending Files

- Please name your files appropriately for easy identification.

*examples: Poster\_22x28.pdf  
Panel A\_1920x898\_Qty3.pdf  
Shepard\_Booth1905\_Panel A.pdf*

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

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

### Submitting Your Files

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

**Website:** [files.shepardes.com](https://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

**DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025**

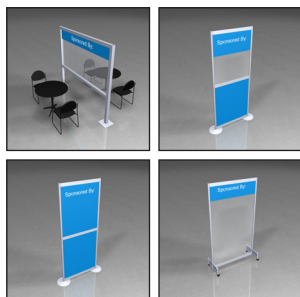
\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Counters and Furnishings not included.



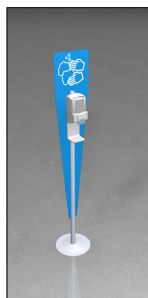
Counters not included.

**Plexi Shields**

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
66651	<b>Standard Plexi Shield</b> (CVPS1) 40" (l) x 36" (h)		\$362.05	\$452.55	
66652	<b>Tall Plexi Shield</b> (CVPS2) 40" (l) x 44" (h)		\$445.55	\$556.95	
66653	<b>Curved Plexi Shield</b> (CVPS3) 4' 8.75" (l) x 4' (h) x 2' 2.25" (d)		\$556.95	\$696.20	

**Walls & Dividers**

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
66654	<b>Large Wall Divider</b> (CVDW1) 9' 1.25" (l) x 7' (h) x 11.85" (d) base 30" from floor		\$556.95	\$696.20	
66655	<b>Plexi/Trovice Panel Wall Divider</b> (CVDW2) 3' 4.5" (l) x 8' high x Approx. 6" (d) base		\$389.85	\$487.30	
66656	<b>Trovice/Trovice Wall Divider</b> (CVDW3) 3' 4.5" (l) x 8' (h) x 1' 9" (d) base		\$334.15	\$417.70	
66657	<b>Plexi Rolling Baffle</b> (CVDW4) 4' 2.5" (l) x 7' (h) x 1' 9" (d) base		\$696.20	\$870.25	

**Sanitizer Kiosk**

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
66650	<b>Sanitizer Kiosk A</b> (CVSK1) 40" (l) x 36" (h)		\$417.75	\$522.20	

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	7.00%
<b>AMOUNT DUE</b>	\$ _____

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

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

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

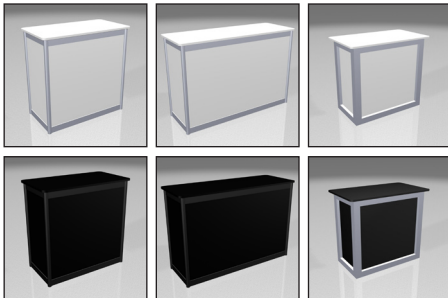
### DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025

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Choose Your Counter & Customize to Fit Your Exhibit!

#### AVAILABLE COLORS FOR ALL PRODUCTS:

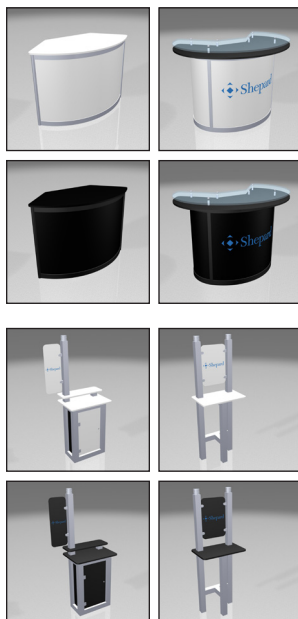
**Metal Colors:** Silver (15) and **Panel Colors:** White (03) or Black (06)



#### Locking Cabinets

CODE	ITEM	QTY	PANEL COLOR	ADVANCE	REGULAR
6628203 (w) 6628206 (b)	<b>1 Meter Locking Cabinet (LC1)</b> 3' 6" (l) x 3' 6" (h) x 1' 9" (d) Graphic Sizes: 968mm x 898mm			\$916.00	\$1,145.00
6628303 (w) 6628306 (b)	<b>1.5 Meter Locking Cabinet (LC2)</b> 5' (l) x 3' 6" (h) x 1' 9" (d) Graphic Size: 1463mm x 898mm			\$1,111.65	\$1,389.55
6628403 (w) 6628406 (b)	<b>Locking Cabinet (LC3)</b> 3' 9" (l) x 3' 6" (h) x 2' 3" (d) Graphic Size: 922mm x 872mm			\$675.75	\$844.70

#### Reception Counters



CODE	ITEM	QTY	PANEL COLOR	ADVANCE	REGULAR
6627503 (w) 6627506 (b)	<b>Reception Counter (RC2)</b> 4'10.75" (l) x 40" (h) x 2' 4.75" (d) Graphic Size: 1530mm x 898mm			\$942.00	\$1,177.50
6627603 (w) 6627606 (b)	<b>Reception Counter (RC3)</b> 5' 2.75" (l) x 42" (h) x 3' 5.5" (d) Graphic Size: 1080mm x 898mm			\$2,043.50	\$2,554.40

#### Computer Stands - Silver Metal Only (graphic included!)

CODE	ITEM	QTY	PANEL COLOR	ADVANCE	REGULAR
6628503 (w) 6628506 (b)	<b>Computer Stand 1 (CS1)</b> 3' (l) x 6' 3" (h) x 1' 9" (d) Graphic Size: 250mm x 700mm			\$1,188.35	\$1,485.45
6628603 (w) 6628606 (b)	<b>Computer Stand 2 (CS2)</b> 2' 3" (l) x 6' 3" (h) x 1' 6" (d) Graphic Size: 380mm x 580mm			\$692.65	\$865.80

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.

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$ _____

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

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

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

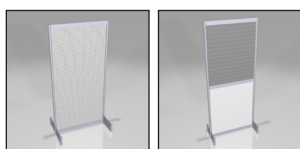
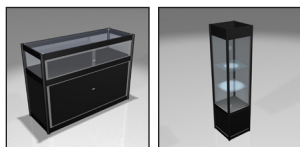
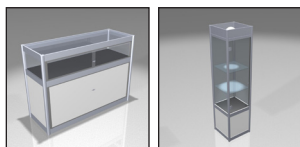
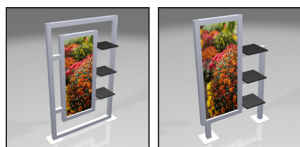
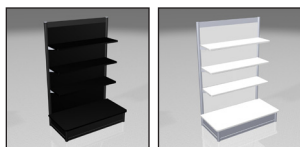
**DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025**

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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	PANEL COLOR	ADVANCE	REGULAR
6627703 (w) 6627706 (b)	<b>Gondola</b> 3' 6" (l) x 4' 6" (h) x 1' 3" (d)			\$641.90	\$802.40
6627803 (w) 6627806 (b)	<b>GL1</b> 5' 4" (l) x 8' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm			\$634.55	\$793.20
6627903 (w) 6627906 (b)	<b>GL2</b> 4' 3" (l) x 7' (h) x 1' 3" (d) Graphic Sizes: 674mm x 1682mm			\$1,093.80	\$1,367.25

## Showcases

CODE	ITEM	QTY	PANEL COLOR	ADVANCE	REGULAR
6627003 (w) 6627006 (b)	<b>Quarterview Showcase</b> (Qtrview) 4' 6" (l) x 3' 3" (h) x 1' 9" (d)			\$1,235.95	\$1,544.95
6627203 (w) 6627206 (b)	<b>Square Showcase</b> (Square) 1' 9" (l) x 7' (h) x 1' 9" (d)			\$1,333.85	\$1,667.30

## Charging Unit

CODE	ITEM	QTY	PANEL COLOR	ADVANCE	REGULAR
66430	<b>Phone Charging Station (PCS)</b> 3' (l) x 6' 3" (h) x 1' 9" (d) Graphic Size: 380mm x 710mm		Black ONLY	\$2,099.75	\$2,624.70

## Perforated/Peg Boards

CODE	ITEM	QTY	ADVANCE	REGULAR
66148	<b>8' x 4' Pegboard Panel</b> (PerfH)		\$312.05	\$390.05
66149	<b>4' x 8' Pegboard Panel</b> (PerfV)		\$312.05	\$390.05
50104	<b>6" Pegs - 1 dozen</b> (6" Pegs)		\$40.80	\$51.00
66147	<b>3.5' x 8' Slat Wall, Grey</b> (Slatwall)		\$312.05	\$390.05

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	7.00%
<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: \_\_\_\_\_



### DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025

\* 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.

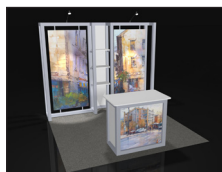
Don't see what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Please contact an Exhibit Team member with any questions or customization requests.



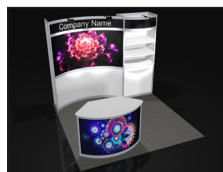
The Eddie



The Jonathon



The Pierce



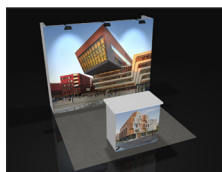
The Madison



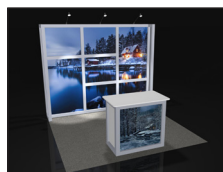
The Grant



The Harrison



The Hamilton



The Lucy

### Inline Booths

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
66470	The Eddie - 10' x 10'		\$3,726.00	\$4,657.50	
66471	The Eddie - 10' x 20'		\$6,067.45	\$7,584.30	

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
66474	The Jonathon - 10' x 10'		\$2,599.35	\$3,249.20	
66475	The Jonathon - 10' x 20'		\$4,549.90	\$5,687.40	

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
66477	The Pierce - 10' x 10'		\$3,224.25	\$4,030.30	
66478	The Pierce - 10' x 20'		\$6,121.80	\$7,652.25	

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
66484	The Madison - 10' x 10'		\$3,909.90	\$4,887.40	
66485	The Madison - 10' x 20'		\$4,633.90	\$5,792.40	

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
66486	The Grant - 10' x 10'		\$4,127.05	\$5,158.80	
66487	The Grant - 10' x 20'		\$5,719.95	\$7,149.95	

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
66492	The Harrison - 10' x 10'		\$3,794.05	\$4,742.55	
66493	The Harrison - 10' x 20'		\$5,575.10	\$6,968.90	

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
66467	The Hamilton - 10' x 10'		\$2,643.80	\$3,304.75	
66468	The Hamilton - 10' x 20'		\$4,631.65	\$5,789.55	

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
66473	The Lucy - 10' x 10'		\$2,389.40	\$2,986.75	

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TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$ _____

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

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

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


**Work Truck Week**

Indiana Convention Center | Indianapolis, IN  
March 4-7, 2025

**FABEX BOOTH RENTALS**
**I176120325**
**DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025**

\* 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	ADVANCE	REGULAR	TOTAL
66557	10' x 10' Booth (FX21)		\$2,456.90	\$3,071.15	
66561	10' x 10' Booth with Header (FX2H1)		\$3,006.30	\$3,757.90	

**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	ADVANCE	REGULAR	TOTAL
66559	10' x 20' Booth (FX22)		\$4,258.70	\$5,323.40	
66567	10' x 20' Booth with Header (FX2H2)		\$4,750.10	\$5,937.65	

**GRAPHIC SIZE SPECIFICATIONS**

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

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$ _____

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

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

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



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

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



# FABEX BACKLIT BOOTH RENTALS

**Work Truck Week**

Indiana Convention Center | Indianapolis, IN

March 4-7, 2025

**I176120325**

**DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025**

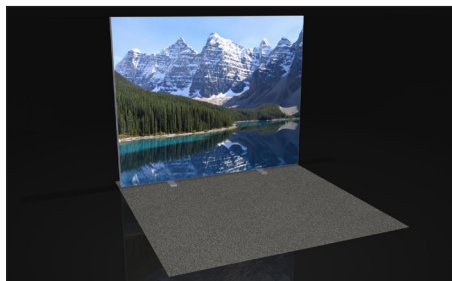
\* Order with complete Method of Payment must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed after deadline or on-site.

## Freestanding 8' High Backlit Backwalls with Full Color Graphics

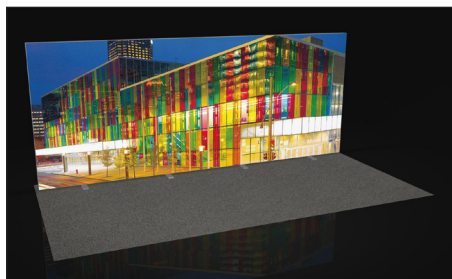
**Carpet/flooring, furnishings, electrical and accessories not included.** Please use the appropriate order forms to order these items.

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	ADVANCE	REGULAR	TOTAL
66564	<b>8' x 10' Backlit Backwall with Graphics (FX11)</b> <i>Graphic Size: 2992mm x 2436mm</i>		\$2,477.35	\$3,096.70	
66565	<b>8' x 20' Backlit Backwall with Graphics (FX12)</b> <i>Graphic Size: 5992mm x 2436mm</i>		\$3,828.65	\$4,785.80	
66566	<b>8' x 30' Backlit Backwall with Graphics (FX13)</b> <i>Graphic Size: 8992mm x 2436mm</i>		\$5,180.00	\$6,475.00	

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> <i>(All tax rates are subject to change)</i>	7.00%
<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: \_\_\_\_\_



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

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



## Work Truck Week

Indiana Convention Center | Indianapolis, IN  
March 4-7, 2025

# ISLAND BOOTH RENTALS

I176120325

**DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025**

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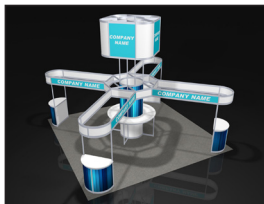
## Turnkey Rental Designs Make Exhibiting Easier!

**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.

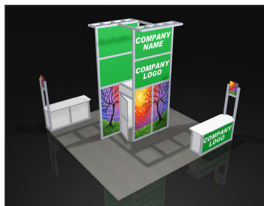
**Please contact an Exhibit Team member with any questions.**



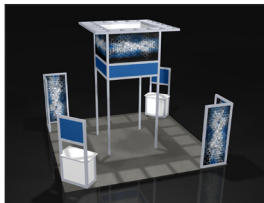
The Monroe



The Washington



The Tyler



The Garfield

### Island Booths

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
66494	The Monroe		\$9,484.90	\$11,856.15	
66368	The Washington		\$13,612.05	\$17,015.05	
66495	The Tyler		\$10,129.40	\$12,661.75	
66496	The Garfield		\$9,919.35	\$12,399.20	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$ _____

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

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

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



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

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

### DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025

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

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

All rentals include:\*\*

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

\*\* Rigging not included

### DON'T FORGET!

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



Circle



Square



Triangle



Wave

#### Circle Hanging Signs

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
69140	10' x 48" Circle Hanging Sign (HSC10)		\$3,803.90	\$4,754.90	
69142	16' x 48" Circle Hanging Sign (HSC16)		\$5,643.80	\$7,054.75	

#### Square Hanging Sign

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
69143	10' x 48" Square Hanging Sign (HSS10)		\$4,826.30	\$6,032.90	

#### Triangle Hanging Sign

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
69144	10' x 48" Triangle Hanging Sign (HST10)		\$3,630.95	\$4,538.70	

#### Wave Hanging Signs

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
69145	10' x 48" Single Sided Wave Hanging Sign (HSWS)		\$1,898.75	\$2,373.45	
69146	10' x 48" Double Sided Wave Hanging Sign (HSWD)		\$2,465.05	\$3,081.30	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.00%
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 c/o TF Logistics  
333 S. Franklin Road  
Indianapolis, IN 46219

FOR:  
Work Truck Week 2025

Piece \_\_\_\_\_ of \_\_\_\_\_

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

First day freight can arrive without a surcharge:  
Wednesday, February 5, 2025

Last day freight can arrive without a surcharge:  
Friday, February 21, 2025



# 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 Overhead Rigging by February 5.

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) Please contact TJ Loane at TJ@MGMT.SOLUTIONS. We can design one for you for an additional design fee.

### Hanging Sign Checklist

- ☐ Review all show management rules and regulations for sign hanging.
- ☐ 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
- ☐ Any electrical needed for hanging signs must be ordered in advance from Indiana Convention Center prior Wednesday, February 5, 2025.
- ☐ Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead by **Wednesday, February 5, 2025**
- ☐ 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

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



# STRUCTURAL INTEGRITY STATEMENT

Work Truck Week

Indiana Convention Center | Indianapolis, IN

March 4-7, 2025

I176120325

**DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025**

\* 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:

**Indiana Convention Center**

**100S Capitol Ave**

**Indianapolis, IN 46225**

**SHEPARD EXPOSITION SERVICES, NTEA, & SMS**

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. If there are questions regarding this form, please contact TJ at TJ@MGMT.SOLUTIONS

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)





# HANG SIGN ASSEMBLY/DISASSEMBLY

**Work Truck Week**

Indiana Convention Center | Indianapolis, IN

March 4-7, 2025

**I176120325**

**DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025**

\* 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 of one operator and one rigger (up to 2 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.

**“Regular” showsite rates will be applied to any hanging signs shipped direct to showsite. To ensure advance rates, labor must be ordered in advance, diagrams submitted AND hanging sign must be shipped to the advance warehouse to allow Shepard the opportunity to install the hanging signs in an orderly manner.**

## Step 1. Tell us about your hanging sign.

**TYPE:** ☐ Cloth ☐ Wood ☐ Truss ☐ Metal

☐ Other: \_\_\_\_\_

**SHAPE:** ☐ Circle ☐ Square ☐ Triangle ☐ Rectangle

☐ Other: \_\_\_\_\_

**WEIGHT:** \_\_\_\_\_

**DIMENSIONS:** \_\_\_\_\_ X \_\_\_\_\_

**Does your sign need electric for lights, motors (spinning), fans, etc?**

Yes ☐ No ☐

## 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	ADVANCE	REGULAR	TOTAL
69150	ST		\$150.40	\$188.00	
69151	OT		\$150.40	\$188.00	
69152	DT		\$150.40	\$188.00	

SIGN DISASSEMBLY LABOR - EXHIBITOR SUPERVISED					
CODE	ITEM	EST. LABOR HOURS	ADVANCE	REGULAR	TOTAL
69153	ST		\$150.40	\$188.00	
69154	OT		\$150.40	\$188.00	
69155	DT		\$150.40	\$188.00	

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.

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: [overheadrigging@shepardes.com](mailto:overheadrigging@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	ADVANCE	REGULAR	TOTAL
69190	ST		\$150.40	\$188.00	
69191	OT		\$150.40	\$188.00	
69192	DT		\$150.40	\$188.00	

SIGN DISASSEMBLY LABOR - SHEPARD SUPERVISED					
CODE	ITEM	EST. LABOR HOURS	ADVANCE	REGULAR	TOTAL
69193	ST		\$150.40	\$188.00	
69194	OT		\$150.40	\$188.00	
69195	DT		\$150.40	\$188.00	

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.

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	7.00%
<b>AMOUNT DUE</b>	\$ _____



## Work Truck Week

Indiana Convention Center | Indianapolis, IN  
March 4-7, 2025

# OVERHEAD RIGGING LABOR

I176120325

### DISCOUNT DEADLINE: \*WEDNESDAY, FEBRUARY 5, 2025

\* 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 (one operator one rigger) 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. Rigging supervisor may be ordered or added depending on complexity and size / quantity of the rigging and is the discretion of Shepard and on site supervisor.

### Important Information

**This order form is for overhead rigging only.** You will need to order sign assembly/disassembly via the previous form. Orders placed and diagrams submitted within 30 days of move in are subject to additional late fees.

**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.

**Regular showsite rates will be applied to any hanging signs shipped direct to show site. To ensure advance rates, labor must**

**be ordered in advance, diagrams submitted and hanging signs must be shipped to the advance warehouse to allow Shepard the opportunity to install the hanging signs in an orderly manner.**

Outbound rigging will be automatically billed at 50% of installation hours.

### Order Overhead Rigging Crew

Rates are per lift and crew (up to 2 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	ADVANCE	REGULAR	EST. TOTAL	REQUESTED DATE	REQUESTED START TIME
69156	Rigging Install		\$603.25	\$754.05			
69157	Rigging Removal		\$603.25	\$754.05			
68120	Scissor Lift Install		\$419.20	\$524.00			
68121	Scissor Lift Remove		\$419.20	\$524.00			

STAGEHAND RIGGERS							
CODE	ITEM	EST. LABOR	ADVANCE	REGULAR	EST. TOTAL	REQUESTED DATE	REQUESTED START TIME
69209	ST Stagehand Rigger		\$150.30	\$187.90			
69210	OT Stagehand Rigger		\$150.30	\$187.90			
69211	DT Stagehand Rigger		\$150.30	\$187.90			

RIGGING SUPERVISORS							
CODE	ITEM	EST. LABOR	ADVANCE	REGULAR	EST. TOTAL	REQUESTED DATE	REQUESTED START TIME
69206	ST Stagehand Rig Supv		\$292.00	\$365.00			
69207	OT Stagehand Rig Supv		\$292.00	\$365.00			
69208	DT Stagehand Rig Supv		\$292.00	\$365.00			

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$ _____

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

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

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

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



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



# OVERHEAD RIGGING EQUIPMENT

**Work Truck Week**

Indiana Convention Center | Indianapolis, IN

March 4-7, 2025

**I176120325**

**DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025**

\* 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	ADVANCE	REGULAR	TOTAL
6909415	12" Silver Box Truss (Per Ft.)		\$26.80	\$33.50	
6909406	12" Black Box Truss (Per Ft.)		\$33.10	\$41.40	
69038	12" Silver Corner Block		\$145.15	181.45	
6903806	12" Black Corner Block		\$179.05	\$223.80	
70067	Design Fee (Hourly)		\$167.35	\$209.20	

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

## Truss Details

QTY: \_\_\_\_\_ SIZE: \_\_\_\_\_

## Motors

CODE	ITEM	QTY	ADVANCE	REGULAR	TOTAL
69017	One Ton Hoist/Chain Motor		\$565.30	\$707.90	
69016	Half Ton Hoist/Chain Motor		\$506.65	\$633.30	
69019	Rotating Motor 500 LB Limit		\$504.85	\$631.10	
69020	Rotating Motor 200 LB Limit		\$284.00	\$355.00	

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

For every 8 motors you need (1) 208-30 amp feed ordered through ICCLOS: <https://www.icclos.com/%20exhibitors/order-electricaland-utilities/>  
Please provide the electrical diagrams and copy of the electrical order to TJ at TJ@MGMT.SOLUTIONS.

## Include the following items with your Truss and Motor Order:

- ☐ Hanging Sign Instructions  
☐ Sign/Hanging Diagram  
☐ Electrical Diagram and Copy of Electrical Order  
☐ Placement Grid  
☐ Overhead Rigging Labor Order  
☐ Electrical Instructions

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	7.00%
<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)

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

# LABOR RULES & REGULATIONS

## Indianapolis, Indiana

### LABOR

Indiana is a "right to work" state. Full time employees of exhibiting companies may install/dismantle their own exhibits without assistance from the union. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the union. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

### EXHIBIT LABOR JURISDICTION

Full time employees of exhibiting companies may install/dismantle their own exhibits without assistance from the union. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by the union.

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

To hire labor to assist you, it must be through the Official Contractor or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor.

### MATERIAL/FREIGHT HANDLING JURISDICTION

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

Exhibitors may hand carry their own materials into the facility. Shepard will not be responsible for any materials they do not handle.

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

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

### GRATUITIES /BREAKS

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

### IN GENERAL

Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of the exhibitor. All questions originated by labor are to be expressed only to Shepard Exposition Services. Exhibitors are asked to refrain from voicing labor complaints to craft personnel. Any questions regarding contract labor should be immediately directed to Shepard Exposition Services.

### 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.



## Work Truck Week

Indiana Convention Center | Indianapolis, IN  
March 4-7, 2025

# SHEPARD BLUE LABOR

I176120325

### DISCOUNT DEADLINE:\* WEDNESDAY, FEBRUARY 5, 2025

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

#### Labor Hours

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

**Overtime (OT):** Monday - Friday | 5:00 PM - 8:00 AM. 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	ADVANCE	REGULAR	ESTIMATED TOTAL***
68066	ST	\$161.70	\$202.15	
68067	OT	\$161.70	\$202.15	
68068	DT	\$161.70	\$202.15	

DISMANTLE LABOR**				
CODE	ITEM	ADVANCE	REGULAR	ESTIMATED TOTAL***
68070	ST	\$161.70	\$202.15	
68071	OT	\$161.70	\$202.15	
68072	DT	\$161.70	\$202.15	

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

IN BOOTH SCISSOR LIFTS					
CODE	ITEM	EST. LABOR HOURS	ADVANCE	REGULAR	TOTAL
68120	Scissor Lift Install		\$419.20	\$524.00	
68121	Scissor Lift Removal		\$419.20	\$524.00	

TOTAL ESTIMATE	\$ _____
TAX (All tax rates are subject to change)	7.00%
AMOUNT DUE	\$ _____

#### Step 1. Choose your service.

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

#### Step 2. How many people are needed?

INSTALLATION NUMBER OF PEOPLE: \_\_\_\_\_

DISMANTLING NUMBER OF PEOPLE: \_\_\_\_\_

BOTH INSTALLATION & DISMANTLING NUMBER OF PEOPLE: \_\_\_\_\_

#### Step 3. How many hours?\*\*\*

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

INSTALLATION HOURS: \_\_\_\_\_ DISMANTLING HOURS: \_\_\_\_\_

BOTH INSTALLATION & DISMANTLING HOURS: \_\_\_\_\_

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

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

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



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

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

#### Step 4. When should the build be complete?

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

INSTALLATION DATE: \_\_\_\_\_ INSTALLATION TIME: \_\_\_\_\_

DISMANTLING DATE: \_\_\_\_\_ DISMANTLING TIME: \_\_\_\_\_

#### Step 5. Tell us about your exhibit.

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

BOOTH SIZE: \_\_\_\_\_ x \_\_\_\_\_

INBOUND FREIGHT: ☐ Advanced Warehouse ☐ Direct to Show Site

CARRIER NAME: \_\_\_\_\_

TRACKING OR PRO NUMBER: \_\_\_\_\_

ESTIMATED ARRIVAL DATE: \_\_\_\_\_

NUMBER OF PIECES: \_\_\_\_\_ ESTIMATED WEIGHT: \_\_\_\_\_

#### SET UP INFORMATION

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

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

CELL PHONE NUMBER: \_\_\_\_\_

#### DRAWINGS/PHOTOS/INSTRUCTIONS

☐ Attached   ☐ Emailed to Shepard   ☐ With the Exhibit   ☐ In Crate #: \_\_\_\_\_

#### GRAPHICS

☐ With Exhibit   ☐ Shipped Separately

#### ELECTRICAL PLACEMENT (exhibitor is responsible to order)

☐ Emailed to Shepard   ☐ Drawing Attached   ☐ Drawing with Exhibit  
☐ Run Under Carpet

#### CARPET

☐ Ordered from Shepard   ☐ Exhibitor Owned   ☐ Carpet Padding

#### OTHER SERVICES ORDERED

☐ Overhead Rigging   ☐ Cleaning   ☐ Audio Visual (AV)

#### Step 6. Tell us about outbound shipping.\*\*\*

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

NUMBER OF CRATES: \_\_\_\_\_ NUMBER OF CARTONS: \_\_\_\_\_

NUMBER OF FIBER CASES: \_\_\_\_\_ NUMBER OF PALLETS: \_\_\_\_\_

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

NAME OF CARRIER: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DATE SCHEDULE TO PICKUP FREIGHT: \_\_\_\_\_

MUST ARRIVE AT DESTINATION BY: \_\_\_\_\_

#### IF YOUR CARRIER DOESN'T SHOW UP?

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



# EXHIBITOR SUPERVISED LABOR

**Work Truck Week**

Indiana Convention Center | Indianapolis, IN

March 4-7, 2025

**I176120325**

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**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	ADVANCE	REGULAR	ESTIMATED TOTAL***
68060	ST	\$125.50	\$156.90	
68061	OT	\$125.50	\$156.90	
68062	DT	\$125.50	\$156.90	

DISMANTLE LABOR**				
CODE	ITEM	ADVANCE	REGULAR	ESTIMATED TOTAL***
68063	ST	\$125.50	\$156.90	
68064	OT	\$125.50	\$156.90	
68065	DT	\$125.50	\$156.90	

\*\* 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.

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

<b>TOTAL ESTIMATE</b>	\$ _____
<b>TAX</b> (All tax rates are subject to change)	7.00%
<b>AMOUNT DUE</b>	\$ _____

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

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

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

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



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

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

# Tools to Maximize Your Sales Opportunities

Transform your trade show experience with CompuLEAD® – the ultimate solution for lead capture using your smartphone or our specialized tablets. It's not just an app – it's a comprehensive sales and marketing strategy at your fingertips!



- Capture leads everywhere, on and off the show floor.
- Use action codes and surveys for lead qualification.
- Identify top prospects with our lead scoring system.
- Send targeted content to prospects.
- Access leads anytime.
- Rapidly transfer lead data into your CRM system.

## Equip Your Team With the Right Tools For the Job!

**Show Code: WTW25**

Early Bird Pricing Ends: 1/6/25 | Advanced Pricing Ends: 1/23/25

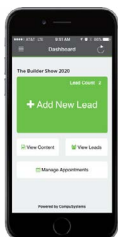
Order Online: [compusystems.com/order](https://compusystems.com/order)



## LEAD MANAGEMENT PRODUCTS CATALOG

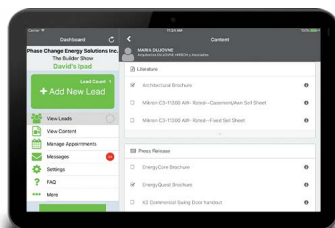
Work Truck Week® 2025

## Our Products



## CompuLEAD® App

- Ideal for exhibitors using their own smartphones or tablets as professional lead retrieval tools.
- Flexible license purchasing for any team size.
- Includes 10 standard qualifiers and surveys.
- Compatible with the latest and prior Android and iOS operating system versions.



## CompuLEAD® Tablet

- Perfect for exhibitors preferring not to use personal devices.
- Rentable tablets, each pre-loaded with CompuLEAD software and a badge scanner.
- Includes 10 standard qualifiers and surveys.
- Dimensions: 7" Android Tablet
- Cellular plan included.



## CompuLEAD® Kiosk

- A complete self-service option.
- Pre-installed with CompuLEAD software and a badge scanner.
- Includes 10 standard qualifiers and surveys.
- Delivery, training, and pickup included.
- Dimensions: *Tablet: 15"x10"*  
*Counter Top: 17"x16"x12"*  
*Stand: 4' tall, Base: 22" wide*
- Cellular plan included.

## Product Add-Ons

## Custom Qualification

Tailor your lead capture to your unique business needs. Design and implement up to 99 custom lead qualifiers and up to 10 custom survey questions, integrated seamlessly into your CompuLEAD rental.



## In-App Content Delivery

Send targeted product literature and videos to your prospects via email right from the CompuLEAD App. Level up your marketing with rich and engaging content and turn prospects into customers.



## Attendee Self-Serve Content Delivery

Allows attendees to access your content by scanning your supplied QR code signage in your booth. **M3 Expo Wallet** transforms the way you distribute digital content while simultaneously gathering passive leads.

Show Code: **WTW25**

Early Bird Pricing Ends: 1/6/25 | Advanced Pricing Ends: 1/23/25






























Order Online: [compusystems.com/order](https://compusystems.com/order)



## LEAD MANAGEMENT PRODUCTS CATALOG

## Work Truck Week® 2025

## PRODUCT COMPARISON CHART

	 CompuLEAD® App	 CompuLEAD® Tablet	 CompuLEAD® Kiosk
Scan badges for full contact details			
Capture demographic data			
Download app to my own phone			
Use app on rented device			
Capture leads off the show floor			
Capture leads in self-serve mode			
Qualify leads with action codes/surveys*			
Add notes to leads			
Send electronic literature*			
Export leads in CSV format			
Comply with GDPR			

\*Additional charges may apply

**Show Code: WTW25**

Early Bird Pricing Ends: 1/6/25 | Advanced Pricing Ends: 1/23/25

Order Online: [compusystems.com/order](https://compusystems.com/order)

## LEAD MANAGEMENT PRICING CATALOG

## Work Truck Week® 2025

	1/6/25 EARLY BIRD	1/23/25 ADVANCED	STANDARD
<b>A-la-Carte</b>			
<b>CompuLEAD App 1 User Activation</b> (173A)	\$385	\$435	\$500
+ Additional User Activations (173B)	\$145	\$145	\$145
<b>CompuLEAD Tablet</b> (174A)	\$495	\$535	\$585
<b>Packages</b>			
<b>CompuLEAD App 3 User Activations</b> (115)	\$575	\$610	\$650
<ul style="list-style-type: none"> <li>Download app to 3 of your smart phones or tablets to capture leads at your booth or anywhere else</li> <li>Qualify top prospects with custom qualifiers and surveys</li> <li>Send prospects up to 5 video links &amp; 15 PDFs for quick email follow-up</li> </ul>			
<b>CompuLEAD Tablet</b> (114)	\$755	\$830	\$915
<ul style="list-style-type: none"> <li>One additional app activation for your own mobile device</li> <li>Send prospects up to 5 video links &amp; 15 PDFs for quick email follow-up</li> <li>Identify top prospects with custom qualifiers and surveys (up to 99 qualifiers &amp; 10 survey questions)</li> <li>Delivery, setup and in-booth training</li> </ul>			
<b>CompuLEAD Kiosk For Stand</b> (175A) <i>or</i> <b>Table Top</b> (275A)	\$995	\$995	\$995
<ul style="list-style-type: none"> <li>Kiosk stand, HD touchscreen tablet, kiosk software, integrated barcode scanner, and internet service</li> <li>Custom survey questions and digital content delivery system – leave your hard copies at the office</li> <li>Delivery, set up, training, and pickup</li> <li>Choose between two options preshow: stand or table top.</li> </ul>			
<b>Add-ons</b>			
<b>M3 Expo Wallet (Attendee Self-Serve Content Delivery)</b> (M3A)	\$199	\$199	\$199
<b>Delivery, Setup and In-Booth Training For App</b> (108) <i>or</i> <b>Tablet</b> (08)	\$80	\$80	\$80
<b>Lead Retrieval Product Pick-up For Tablet</b> (09)	\$80	\$80	\$80
<b>Custom Qualifications (Qualifiers and Survey Questions)</b> (05A)	\$90	\$90	\$90
<b>In-App Content Delivery (Literature &amp; Videos)</b> (LITE)	\$90	\$90	\$90
<b>Insurance For Tablet</b> (INS)	\$90	\$90	\$90

Processing Fee = \$25

**Show Code: WTW25****Early Bird Pricing Ends: 1/6/25 | Advanced Pricing Ends: 1/23/25****Order Online: [compusystems.com/order](https://compusystems.com/order)****Cancellation/Refund Policy:**

Completing this lead retrieval order makes you responsible for device safety. Damages incur a \$500 replacement fee; power cord loss, a \$100 fee. Late returns result in a \$100 fee. Charges go to the credit card used. CompuSystems is not liable for malfunctions or lead loss. No refunds on activated CompuLEAD App or products within 30 days of the event. Cancellations before receive a full refund, minus a \$100 fee. Original event dates apply to refunds for date changes.

# Indiana Convention Center Exhibitor Catering Menu

**WorkTruck  
Week<sup>®</sup>2025**

  
**Indianapolis**  
INDIANA CONVENTION CENTER & LUCAS OIL STADIUM





# GENERAL INFORMATION

## POLICY AND SERVICES



**Please read carefully to ensure your success while hosting attendees in your booth.**

\*Sodexo Live! is pleased to be the exclusive caterer for the Indiana Convention Center and Lucas Oil Stadium to provide all of your food, beverage, and service staffing needs. **NO OUTSIDE FOOD OR BEVERAGE MAY BE BROUGHT INTO THE CONVENTION CENTER OR LUCAS OIL STADIUM, INCLUDING BOTTLED WATER**

\*If your company manufactures, produces, or distributes food or non-alcoholic beverages and your products are related to the nature of the show, you may provide samples for your guest's enjoyment in your booth on the trade show floor upon Sodexo Live's! approval. Please request a sampling packet for guidelines and required forms for approval.

**COMPLETED SAMPLING FORMS AND CERTIFICATE OF LIABILITY MUST BE RECEIVED BY THIS OFFICE THREE BUSINESS DAYS PRIOR TO YOUR SCHEDULED EVENT DATE.**

\*To ensure the availability of menu items, we encourage you to place your order 14 days prior to your scheduled event. Orders received within 5 business days of your event, may incur a 20% late fee for expedited services or charges that may arise to ensure availability for your event.

\*Cancellations made prior to 5 business days in advance of the scheduled event date will receive a full refund. Cancellation of services within three business days of your event will be subject to payment in full.

Exhibitor catering orders may be placed online at [icclos.ezplanit.com](http://icclos.ezplanit.com)

\*A 23% "house" charge or "administrative" charge will apply to all food and beverage charges. This charge of 23% is used to defray the cost of set up, break down, service, and other house expenses. No portion of this charge is distributed to the employee providing the services. You are free, but not obligated to add, or give a gratuity directly to your servers. Current state and local sales taxes apply to all food and beverage charges and orders are subject to applicable tax laws and regulations.

\*Our catering services are provided on high quality compostable ware and are drop-off services (unless otherwise noted).

\*Client is responsible for providing their own catering tables,. Please contact the show decorator to arrange tables. Sodexo Live! may provide catering tables for \$30.00 per table.

\*Client is responsible for supplying adequate space within their booth to perform contracted catering services.

\*All services must be paid in full prior to the show's start. We accept company checks, wire transfers, Visa, Mastercard, Discover, and American Express for pre-payment of your services. We will require a credit card on file for any additional services ordered during the show or incidentals.

\*It is the responsibility of the exhibitor to ensure that all services ordered are in compliance with show regulations.

\*Orders can be placed online at [icclos.ezplanit.com](http://icclos.ezplanit.com)

Questions regarding your catering order may be directed to Melissa Gunn, Director of Catering Sales, [melissa.gunn@sodexo.com](mailto:melissa.gunn@sodexo.com)

### **BOOTH CATERING MENU-INDIANA CONVENTION CENTER & LUCAS OIL STADIUM**

**A 23% house charge and applicable sales tax will be added to all food and beverage orders**

# NON-ALCOHOLIC BEVERAGES

All services include appropriate condiments, cups, and napkins.

Tables and electrical power required for any equipment will be the responsibility of the exhibitor



## **Freshly Brewed Locally Roasted Coffee** **\$180.00**

Three Gallon Units

## **Freshly Brewed Decaffeinated Coffee** **\$180.00**

Three Gallon Units

## **Hot Water for Herbal Tea** **\$165.00**

Three Gallon Units

## **Morning Coffee Package** **\$350.00**

Includes three gallons of regular coffee, two gallons of decaffeinated coffee, and one gallon of hot water for herbal tea.

## **Keurig K-Cup® Service** **\$70.00**

Includes machine rental and 24 assorted K-cups

## **Additional K-Cups®** **\$2.00**

Minimum of 24 with additional order

## **Electric Water Dispenser** **\$65.00**

Daily Charge

## **Five-Gallon Jug of Water** **\$60.00**

## **Perrier Sparkling Water** **\$27.00**

Six Pack

## **Bottled Powerade** **\$27.00**

Six Pack

## **Bottled Water** **\$96.00**

Case of 24

## **Lemonade** **\$114.00**

Three Gallon Units

## **Iced Tea** **\$114.00**

Three Gallon Units, Served with lemon wedges

## **Assorted Canned Sodas** **\$48.00**

Coca Cola Products. Twelve Pack

## **Assorted Bottled Fruit Juice** **\$51.00**

Twelve Pack

Orange, Apple, Cranberry, Grapefruit

## **Individual Assorted Carton of Milk** **\$22.50**

Six Pack

## **Infused Water** **\$150.00**

Three Gallon Units

- Strawberry/Basil
- Cucumber / Lime
- Citrus/ Mint
- Citrus/ Rosemary

**BOOTH CATERING MENU-INDIANA CONVENTION CENTER & LUCAS OIL STADIUM**

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# A LA CARTE: FROM THE BAKERY

All services include appropriate condiments, disposable plates, cutlery, and napkins.  
Tables and electrical power required for any equipment will be the responsibility of the exhibitor



## **Assorted Freshly Baked Muffins**

One Dozen

**\$47.00**

## **Assorted Bagels**

One Dozen

Includes Toaster, Butter and Cream Cheese

**\$47.00**

## **Assorted Donuts**

One Dozen

**\$47.00**

## **Sliced Breakfast Breads**

Twelve Pieces per Loaf

**\$46.00**

## **Assorted Scones**

One Dozen

**\$46.00**

## **Freshly Baked Croissants**

One Dozen

**\$45.00**

## **Assorted Dessert Squares**

One Dozen

**\$45.00**

## **Assorted Home-Style Cookies**

One Dozen

**\$40.00**

## **Lemon Bars**

One Dozen

**\$49.00**

## **Assorted Cupcakes**

One Dozen

Chocolate, vanilla or red velvet

**\$47.00**

## **Brownies**

One Dozen

**\$45.00**

## **Sea Salt Caramel Brownies**

One Dozen

**\$45.00**

## **Custom Logo Cookies**

One Dozen

**\$66.00**

## **Half Sheet Cake (30 Slices)**

Chocolate or Vanilla

**\$185.00**

## **Full Sheet Cake (60 Slices)**

Chocolate or Vanilla

**\$325.00**

## **Extra Large Sheet Cake (96 Slices)**

Chocolate or Vanilla

**\$450.00**

Custom artwork available upon request on all cakes. Please speak to your Catering Sales Manager.



**BOOTH CATERING MENU-INDIANA CONVENTION CENTER & LUCAS OIL STADIUM**

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# A LA CARTE: SNACKS FROM THE PANTRY

All services include appropriate condiments, disposable plates, cutlery, and napkins.

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## **Whole Fresh Fruit**

Twelve Pieces– Assortment

**\$42.00**

## **Assorted Yogurt**

Six Cups– Assortment

**\$22.50**

## **Assorted Bagged Chips**

Twelve Bags– Assortment

**\$42.00**

## **Tortilla Chips with Salsa**

Twelve Servings

**\$54.00**

## **House-Made Potato Chips with Dip**

Twelve Servings

**\$54.00**

## **Crunchy Pretzel Twists**

Three Pound Units

**\$54.00**

## **Roasted Gourmet Cocktail Nuts**

Three Pound Units

**\$81.00**

## **Traditional or Spicy Snack Mix**

Three Pound Units

**\$54.00**

## **Pretzel Bites with Mustard**

Twelve Servings

**\$54.00**

## **Kind Bars**

Twelve Bars– Assortment

**\$66.00**

## **Full Size Assorted Candy Bars**

Twelve Pieces– Assortment

**\$51.00**

## **Assorted Gluten Free Snacks**

Twelve Pieces– Assortment

**\$48.00**

## **Individual Bags of Trail Mix**

Assortment of Twelve Pieces

**\$48.00**

## **Pita Chips with Hummus**

Twelve Servings

**\$54.00**



**BOOTH CATERING MENU-INDIANA CONVENTION CENTER & LUCAS OIL STADIUM**

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# RISE AND SHINE

All services include appropriate condiments, disposable plates, cutlery, and napkins.  
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## **Lockerbie Continental Breakfast**

**\$18.00**

Freshly baked pastries, muffins butter, and preserves  
Served with coffee, decaf, hot water, and assorted juices  
(Per Guest)

## **Fountain Square Continental Breakfast**

**\$20.50**

Seasonal fruit and berry display, freshly baked pastries,  
muffins, bagels, butter, preserves, and cream cheese  
(Per Guest) Includes Toaster

## **Individual Brioche & Smoked Bacon Strata**

**\$5.25**

Freshly baked egg soufflé with Gruyere cheese  
(Each)

## **Individual Brioche & Spinach Strata**

**\$5.25**

Freshly baked egg soufflé with Asiago cheese  
(Each)

## **Biscuit Breakfast Sandwich**

**\$6.00**

Egg, cheese, and sausage  
(Each)

## **English Muffin Breakfast Sandwich**

**\$6.00**

Egg, Canadian bacon and cheese  
(Each)

## **Breakfast Burrito**

**\$6.00**

Scrambled eggs, chorizo, potatoes, cheese, peppers, onions and  
A side of fresh salsa  
(Each)

## **Fried Biscuits and Apple Butter**

**\$4.25**

Cinnamon fried country biscuits with Indiana apple butter  
(Per person)

## **Yogurt Parfait**

**\$6.50**

Granola layered with low fat vanilla yogurt and fresh fruit  
(Each)

## **Breakfast Power Box**

**\$15.50**

Hard boiled egg, yogurt cup, gourmet granola bar,  
Fresh fruit cup and Bottled of Assorted Juice  
(Each)



**BOOTH CATERING MENU-INDIANA CONVENTION CENTER & LUCAS OIL STADIUM**

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# BOOTH ATTRACTIONS

All services include appropriate condiments, disposable plates, cutlery, and napkins.

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## **Gourmet Espresso Barista Service**

**\$325.00**

Exquisite Coffees, Americanos, Cappuccinos, Lattes, Mocha's, Flavored Syrups and a Barista. Client responsible  
For standard 120V power source needed for this service  
(Priced per Hour) (4 Hour Minimum Service)

## **Additional Barista**

**\$35.00**

(Priced per Hour)

## **Gourmet Smoothie Bar**

**\$425.00**

A fresh selection of hand blended smoothies blended by your own smoothie barista Client responsible  
For standard 120V power source needed for this service  
(Priced per Hour) (4 Hour Minimum Service)

## **Parking for Pretzels**

**\$600.00**

Includes 75 mini salted Bavarian pretzels, spinning pretzel machine rental, classic yellow mustard, and home-made beer cheese sauce. Client responsible  
For standard 120V power source needed for this service

## **Chill Out**

**\$525.00**

Assortment of Ice Cream novelties served in a reach in freezer  
Client responsible  
For standard 120V power source needed for this service  
(100 Pieces Per Order and Use of Freezer)

### **BOOTH CATERING MENU-INDIANA CONVENTION CENTER & LUCAS OIL STADIUM**

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# BREAK SERVICE

All services include appropriate condiments, disposable plates, cutlery, and napkins.  
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## **Snack Attack Break** **\$11.50**

Individually bagged potato chips, pretzels and Goldfish crackers,  
Snack mix, snack sized candy bars and assorted homestyle  
Cookies and brownies  
(Per Guest) (20 Guest Minimum Order)

## **Sweet Tooth** **\$12.00**

Mini cupcakes, blondies, Rice Krispies treats, sea salt  
Caramel brownies and assorted cookies  
(Per Guest) (20 Guest Minimum Order)

## **Health Break** **\$9.50**

Individual low-fat yogurts, fresh whole bananas and apples,  
gluten-free trail mix, and granola bars  
(Per Guest) (20 Guest Minimum Order)

## **Chocolate Lover's Break** **\$12.50**

Chocolate covered Oreo cookies, chocolate dipped  
pretzels, double fudge brownies,  
and chocolate chip cookies  
(Per Guest) (20 Guest Minimum Order)

## **Milk and Cookies Break** **\$9.50**

Whole fresh fruit basket, assorted home-style cookies,  
individual half pints of white and chocolate milk  
(Per Guest) (20 Guest Minimum Order)



### **BOOTH CATERING MENU-INDIANA CONVENTION CENTER & LUCAS OIL STADIUM**

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# LUNCH PLATTERS & BOWLS

All services include appropriate condiments, disposable plates, cutlery, and napkins.  
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**All Platters & Bowls Serve 12 People, unless otherwise noted, and come with assorted individually bagged chips**

## Sandwich Platters

### **Only Indy Lunch Platter.... \$140.00**

Sandwiches Wrapped in Deli Paper and Cut in Half

- Turkey & Cheddar, Lettuce and Tomato
- Ham & Swiss, Lettuce and Tomato
- Grilled Vegetable Focaccia with Lettuce and Red Pepper Hummus Spread

### **Capitol Avenue Platter.... \$165.00**

Sandwiches/Wraps in Deli Paper and Cut in Half

- Turkey Club Sub– Sliced turkey, crispy bacon, lettuce, tomato and chive aioli
- Chicken Salad Croissant– Cranberry chicken salad with chopped pecans, celery and herbs
- Tuscan Italian Wrap– Roasted marinated peppers and onions with sliced prosciutto, salami, ham, provolone, tomatoes and lettuce
- Veggie Quinoa Wrap– Baby field greens with quinoa super food salad, tomatoes, cucumbers, garbanzo beans, and fresh herbs



### **Petite Sandwich Platter.... \$375.00**

60 Sandwiches on petite rolls, accompanied by appropriate condiments. Please select three from the following:

- Smoked Turkey & Havarti
- Ham & Swiss with Honey Mustard
- Roast Beef with Horseradish Cream
- Classic Tuna Salad
- Classic Egg Salad
- Fresh Cucumbers with dill cream cheese spread

### **Lunch Platter Add ons:**

Serves 12 people

### **Fresh Fruit Platter**

**\$84.00**

### **Assorted Vegetable Crudité with Dip**

**\$84.00**



# LUNCH PLATTERS & BOWLS Continued

All services include appropriate condiments, disposable plates, cutlery, and napkins.

Tables and electrical power required for any equipment will be the responsibility of the exhibitor

**All Platters & Bowls Serve 12 People unless noted and Come with Assorted Bagged Chips**

## Gourmet Salad Bowls

### Cobb Salad Bowl....\$160.00

- Crisp romaine lettuce, chicken, applewood smoked bacon, tomatoes, scallions and hard boiled egg. Served with buttermilk ranch dressing

### Classic Chicken Caesar Bowl....\$185.00

- Crisp romaine lettuce, grilled chicken breast, Parmesan cheese and garlic croutons. Served with classic Caesar dressing

### Southwest Chicken Salad Bowl....\$250.00

- Garden greens with grilled chicken, diced fresh tomatoes, corn, black beans, cheddar cheese and tri-colored tortilla crisps. Served with chipotle ranch dressing

### Healthy Ancient Grains Bowl....\$160.00

- Mixed greens with multi grains, garden vegetables, fresh herbs and diced cranberries. Served with a champagne vinaigrette

### Superfood Salad Bowl....\$125.00

- Superfood lettuce mix, roasted chickpeas, diced apple and pecan. Served with a lemon vinaigrette

### Strawberry Chicken Salad Bowl....\$185.00

- Spinach leaves, red onion, strawberry, feta cheese and grilled chicken. Served with a strawberry balsamic vinaigrette

### Turkey Apple Brie Salad Bowl....\$160.00

- Spinach leaves with diced turkey, brie cheese, diced green apple, dried cranberry and walnut. Served with balsamic vinaigrette



**Additional Salad Dressing \$20.00**

**Basket of Assorted Rolls w/Butter \$34.00**



### Booth Pizza Party.... \$140.00

Choice of Two Party Cut Pizzas with a Tossed Salad with Ranch and Vinaigrette Dressing for 12 People

- Cheese Pizza
- Pepperoni Pizza
- Sausage Pizza
- Supreme Pizza
- Roasted Veggie Pizza

**Additional pizzas (each) \$40.00**

# BOOTH RECEPTIONS

All services include appropriate condiments, disposable plates, cutlery, and napkins.  
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## COLD HORS D'OEUVRE

Prices listed are per piece. Minimum of 50 pieces per selection

**Glazed Thai Chili Shrimp** **\$6.25**

**Pesto Chicken Salad Shooters** **\$4.75**

**Caprese Skewer** **\$4.00**

**Pepper Crusted Beef Tenderloin** **\$5.75**

Garlic crostini and grain mustard

**Buffalo Chicken Salad Spoon Dips** **\$4.75**

**Lobster Salad Sliders** **\$6.50**

**Fig and Blue Cheese Flatbread** **\$4.00**

Shaved fennel and smooth figs

**Antipasto Skewer** **\$4.00**

Sun-dried tomato, artichoke, mozzarella, and basil

Local Meats and Cheeses arranged on a wooden skewer



**Chilled Jumbo Shrimp** **\$4.75**

With spicy cocktail sauce

**Crab Salad Shooter** **\$5.00**

Jumbo lump crab, fresh herbs, trio tomato salad shooter

**Root Vegetable Tartlets** **\$4.00**

Roasted rutabaga, parsnips, golden beets, feta cheese

And pine nuts in a gluten free tartlet

**Mango Shrimp Ceviche Tarts** **\$5.00**

**Bacon Wrapped** **\$4.75**

**Roasted Brussels Sprouts**

### BOOTH CATERING MENU-INDIANA CONVENTION CENTER & LUCAS OIL STADIUM

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# BOOTH RECEPTIONS

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## HOT HORS D'OEUVRE

Prices listed are per piece. Minimum of 50 pieces per selection



### Chicken Quesadilla Trumpets

**\$4.50**

With Salsa Cream

### Tandoori Chicken Satay

**\$4.50**

With tikka masala sauce

### Mini Cheeseburger Bites

**\$4.75**

### Philly Beef Spring Roll

**\$4.50**

With Melted Provolone sauce

### Teriyaki Beef & Pepper Kabobs

**\$5.50**

### Coconut Crusted Shrimp

**\$5.75**

With horseradish apricot marmalade

### Mango Chicken Spring Roll

**\$4.50**

### Fried Sesame Chicken Strips

**\$4.75**

With hoisin BBQ sauce

### Glazed Bacon Wrapped Shrimp

**\$5.50**

### Portobello Mushroom Arancini

**\$4.75**

### Sweet Chili Glazed Pineapple

**\$5.25**

### Chicken Kabobs

### Buffalo Chicken Bites

**\$4.75**

### Korean Steak Taco Bites

**\$4.75**

### Bacon Mac & Cheese Bites

**\$4.00**

With rustic red sauce

### Raspberry Brie Bites

**\$4.25**

### Mini Margherita Pizzas

**\$4.75**



**BOOTH CATERING MENU-INDIANA CONVENTION CENTER & LUCAS OIL STADIUM**

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# BOOTH RECEPTIONS

All services include appropriate condiments, disposable plates, cutlery, and napkins.  
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## Reception Stations

Prices listed are per guest. Minimum of 25 guests.

**Sliced Seasonal Fruits & Berries Display** **\$7.00**

**Farmer's Market Vegetable Crudités** **\$7.00**

With smoked tomato ranch dip

**Gourmet Cheese Display** **\$8.50**

Selection of sliced domestic, imported and local farmstand

Cheeses, artisan crackers and flatbreads

**Nacho Bar** **\$16.00**

Tortilla chips, green chili queso blanco, Pepper Jack cheddar

Queso, carnitas-style shredded chicken, cumin beef chili, sliced

Jalapenos, black olives, sour cream, guacamole, pico de gallo

And house-made habanero pepper sauce

**Chili Bar** **\$16.00**

Midwestern ribeye beef and bean chili, pork belly and

Chipotle corn chili, white vegetarian chili, sour cream,

Diced onions, Pepper jack and cheddar cheeses



## Pasta Casserole

Our selection of robust pasta dishes.

Choose Two **\$14.00**

Choose Three **\$15.00**

**Mushroom Ravioli**

**Traditional Home-Style Lasagna**

**Pesto Cream Cheese Tortellini**

**Eggplant Parmesan**

**Baked Ziti with Italian Sausage**

**Truffled Macaroni and Local Cheeses**

**Spinach and Cheese Manicotti**

**Charcuterie Platter** **\$26.00**

Seven assorted locally produced meats, charred baby carrots, roasted artichokes, locally produced cheeses, with dried fruit and assorted condiments. Served with Chef's crackers and signature bread basket

**Happy Hour Station** **\$25.00**

Mixed Nuts

Tortilla Chips with Salsa Fresca

Hot & Spicy Chicken Wings

With ranch and blue cheese

Jalapeno Poppers

Soft Pretzel Bites

With yellow mustard and Indiana beer cheese

Fried Cheese Curds

With pimento ranch

Buffalo Chicken Spring Rolls

**BOOTH CATERING MENU-INDIANA CONVENTION CENTER & LUCAS OIL STADIUM**

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# BEVERAGES

## SPIRITS, WINE AND BEER OPTIONS

### HOSTED BEVERAGES

All beverages are paid by the host and charges are based on consumption.

One bartender per 100 guests is recommended.

#### Premium Spirits:

**\$9.00** By the Cocktail

Titos Vodka  
Tanqueray Gin  
Bacardi 8 Rum  
Herradura Silver Tequila  
Johhny Walker Black  
Bulleit Bourbon  
Seagram's VO Whisky  
Proper No. 12 Irish Whiskey  
Hennessy V.S.O.P. Cognac  
Bailey's Irish Cream  
Martini & Rossi Vermouth

#### Deluxe Spirits:

**\$8.75** By the Cocktail

New Amsterdam Vodka  
New Amsterdam Gin  
Bacardi Silver Rum  
Jose Cuervo Silver Tequila  
Dewars White Label Scotch  
Jack Daniel's Whiskey  
Seagram's 7 Whisky  
Bushmills Irish Whiskey  
DeKuyper Triple Sec  
DeKuyper Peach Schnapps  
DeKuyper Blue Curacao

#### Premium Wine:

**\$8.00** By the Glass

Chateau St. Michelle Chardonnay  
Bonterra Sauvignon Blanc  
Los Vascos Cabernet Sauvignon  
Apothic Red Blend

#### Deluxe Wine:

**\$7.50** By the Glass

Canyon Road Chardonnay  
Cavit Pinot Grigio  
Frontera Cabernet Sauvignon  
Two Vines Merlot

\*Professional bartenders are required.

A bartender fee of \$160+ per bartender be will applied. Bartender fees are waived if bar sales exceed \$375.

#### Imported and Microbrew Beer:

**\$7.00** By the bottle/can

Stella Artois  
White Claw Hard Seltzer  
Angry orchard Hard Cider

#### Premium Craft Beer

**\$7.50** By the bottle/can

A Selection of local craft beer

#### American Premium Beer:

**\$6.75** By the bottle/can

Bud Light  
Coors Light  
Michelob Ultra

#### Draft Beer - Keg:

By the keg

American Premium **\$475.00**

Imported **\$600.00**

Premium Craft **\$725.00**





# BEVERAGES

## SPIRITS, WINE AND BEER OPTIONS

### CASH BAR SERVICE

All beverages are paid in cash by the individual guests.

One bartender per 150 guests is recommended.

#### Premium Spirits:

**\$10.00** By the Cocktail

Titos Vodka  
Tanqueray Gin  
Bacardi 8 Rum  
Herradura Silver Tequila  
Johnny Walker Black  
Bulleit Bourbon  
Seagram's VO Whisky  
Proper No. 12 Irish Whiskey  
Hennessy V.S.O.P. Cognac  
Bailey's Irish Cream  
Martini & Rossi Vermouth

#### Deluxe Spirits:

**\$9.75** By the Cocktail

New Amsterdam Vodka  
New Amsterdam Gin  
Bacardi Silver Rum  
Jose Cuervo Silver Tequila  
Dewars White Label Scotch  
Jack Daniel's Whiskey  
Seagram's 7 Whisky  
Bushmills Irish Whiskey  
DeKuyper Triple Sec  
DeKuyper Peach Schnapps  
DeKuyper Blue Curacao

#### Premium Wine:

**\$8.50** By the Glass

Chateau St. Michelle Chardonnay  
Bonterra Sauvignon Blanc  
Los Vascos Cabernet Sauvignon  
Apothic Red Blend

#### Deluxe Wine:

**\$8.00** By the Glass

Canyon Road Chardonnay  
Cavit Pinot Grigio  
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Two Vines Merlot

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White Claw Hard Seltzer  
Angry orchard Hard Cider

#### Premium Craft Beer

**\$9.00** By the bottle/can

A Selection of local craft beer

#### American Premium Beer:

**\$8.00** By the bottle/can

Bud Light  
Coors Light  
Michelob Ultra



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