**SHOW INFORMATION**

SSP Technical and Professional Conference

October 26 - 27, 2016

Sheraton Atlanta Downtown, Atlanta, GA

Event Code: G158221016

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**BOOTH PACKAGE**

- Items provided in your booth, per exhibitor:
  - 8' High backwall drape, 3' High sidewall drape
  - 7” x 44” Cardstock Identification Sign
  - (1) 6' Skirted Table - White
  - (2) Side Chairs

- Show drape color(s): Green, White
- Aisle carpet color: Facility is carpeted

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**EXHIBIT SHOW SCHEDULE**

- General Exhibitor Move-in: Wednesday, October 26, 2016, 12:00 PM - 3:00 PM
- Exhibit Hours:
  - Wednesday, October 26, 2016, 4:00 PM - 5:30 PM
  - Thursday, October 27, 2016, 9:00 AM - 4:30 PM
- Exhibitor Move-out: Thursday, October 27, 2016, 4:30 PM - 6:30 PM
- Freight Re-route Time: Thursday, October 27, 2016, 6:30 PM

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**IMPORTANT DEADLINES**

- Exhibitor appointed contractor notification deadline: Wednesday, September 28, 2016
- Discount price deadline for standard Shepard orders: Wednesday, October 5, 2016
- Discount price deadline for custom Shepard rentals: Monday, September 26, 2016
- First day for warehouse deliveries without a surcharge: Wednesday, September 28, 2016
- Last day for warehouse deliveries without a surcharge: Wednesday, October 19, 2016
- First day freight can arrive at show facility: Wednesday, October 26, 2016, at 8:00 AM

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**SHIPPING ADDRESSES**

**Advance Shipments Address**

[Exhibiting Co. Name & Booth Number]

SSP Technical and Professional Conference
c/o Shepard Exposition Services
1790 Marietta Blvd
Atlanta, GA 30318

**Direct Shipments Address**

c/o Shepard Exposition Services [Exhibiting Co. Name & Booth Number]

SSP Technical and Professional Conference
Sheraton Atlanta Downtown
165 Courtland Street NE
Atlanta, GA 30303

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.
ONLINE ORDERING INSTRUCTIONS

SSP Technical and Professional Conference
October 26 - 27, 2016
Sheraton Atlanta Downtown, Atlanta, GA
Event Code: G158221016

***ATTENTION EXHIBITORS***
ORDER NOW! Follow these simple steps to order Shepard Services Online:

1. GO TO: www.shepardes.com/intro.asp

2. Click on SSP Technical and Professional Conference

3. LOG IN from the Show Information page.

4. ENTER your email address and password then click
   a. NEW users: User name = Your Email Address (provided by Show Management)
      Password = SSP16

   b. Previous users: User name = Your Email Address
      Password = Your pre-existing password

5. Don't remember your password? Click the link "Forgot your password?"
   and follow the prompts to have your password sent to the registered email address.

6. Once logged in, you will be prompted to review your profile information.
   a. If your information is correct, click proceed to ordering
   OR
   b. If your information is not correct, please click "here" as indicated on the webpage, update your
      profile, and submit changes.

7. Welcome to Shepard Online Ordering!

Some helpful tips:
Use the previous or continue buttons to scroll through all your options.

Use the add to cart button to add an item to your cart, BEFORE proceeding to the next screen.

To NAVIGATE to a specific page, use the menu headers at the top of the page.

To VIEW your shopping CART, click

To DELETE an item from your shopping cart, click next to the item you wish to remove.

QUESTIONS? Do not hesitate to contact us for assistance!

Shepard Customer Service
(404) 720-8600
atlanta@shepardes.com
Please complete the information requested below and return this form with your orders. 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. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling 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.

** WIRE TRANSFER **

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number 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 that you are attending - SSP Technical and Professional Conference
- Exhibiting company name
- Booth number
- Account Name: Shepard Exposition Services, Inc.
- Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA
- Routing Number: 041000124
- Account Number: 42-6061-9772
- SWIFT CODE (US): PNCCUS33
- SWIFT CODE (INTL): PNCCUS33

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

** Please be sure to include the show name or show code and your booth # as well as the wire fee if you are sending a wire transfer, ACH payment, or check.

** EXHIBITING COMPANY INFORMATION **

Please fill out the following information:

- COMPANY NAME:  
- COMPANY ADDRESS:  
- PHONE:  
- CITY, ST, ZIP:  
- CONTACT NAME:  
- EMAIL:  
- BOOTH #:  

** CREDIT CARD INFORMATION **

- Type of Card:  
- Credit Card #:  
- Expiration Date:  
- Security Code:  
- Name on Card:  
- Authorized Signature:  

*Please note: You may choose to pay by Check or Wire Transfer, though a credit card is required on file to process all orders.

** Are you tax exempt for the state this event occurs in?  
- Yes  
- No

If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.

Please submit tax exemption certificate to: atlanta@shepardes.com
PAYMENT POLICY

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.

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

Charges: All charges, regardless of amount, must be paid in full by cash, check, or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

Past Due Accounts: The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

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.

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 Payment Authorization 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.

Definitive Colors: If skirting and carpet colors are not selected, Shepard will use the colors as published by the Facility and/or Show Management.

Price Quotes: Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated.

Default Colors: If skirting and carpet colors are not selected, show colors will prevail.

Exchanges and Cancellations: Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

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 personal, parties, or other contacting 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.

DEFINITIONS AND SHEPARD RESPONSIBILITIES

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 negligence 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.

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.

SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed $5,000 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. 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 or damage to material.

INBOUND AND OUTBOUND SHIPPING

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 disappearances 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 his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."
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.

<table>
<thead>
<tr>
<th>SERVICES TO BE COVERED BY THIRD PARTY</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>All services</td>
<td>Rental Furniture</td>
</tr>
<tr>
<td></td>
<td>Carpet</td>
</tr>
<tr>
<td></td>
<td>Logistics/Transportation</td>
</tr>
<tr>
<td></td>
<td>Material Handling</td>
</tr>
</tbody>
</table>

** Are you tax exempt for the state this event occurs in?  
[ ] Yes  [ ] No

If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.

Please submit tax exemption certificate to: atlanta@shepardes.com
Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all standard trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

- EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by deadline date. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

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

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

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

- If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.

- The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.

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

- The non-official contractor may not solicit business on the exhibit floor.

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

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

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

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The following information must be completed and the form returned to Shepard by the deadline date.

Name of Non-Official Contractor: ________________________________

Services to be performed: __________________________________________

Contact Name: ___________________________ Email: ___________________________

Contact Phone: ___________________________ Fax: ___________________________

Contact Address: ____________________________________________

Exhibitor's Signature: ___________________________ Date: ___________________________

Exhibiting Company Name: ___________________________ Booth #: ___________________________

Please read the following information entirely prior to signing form and returning to Shepard.
** FX2 Package: **
- 10’ Wide x 8’ High. Full color fabric back wall with 40” high freestanding counter
- 20’ Wide x 8’ High Full color fabric back wall with 40” high freestanding double counter
*Mounted monitor also available*

** FX3 Package: **
- 10’ Wide x 8’ High Full color fabric back wall with inset and (1) 40” high freestanding counter
- 20’ Wide x 8’ High Full color fabric back wall with (1) 40” high freestanding single counter

*Optional Header can be added to 10’ or 20’ FX2 Packages*

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### Package Options and Pricing

<table>
<thead>
<tr>
<th>QTY</th>
<th>Item Description</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>66534</td>
<td>10’ Backwall Package</td>
<td>2160.00</td>
</tr>
<tr>
<td>66536</td>
<td>20’ Backwall Package</td>
<td>3744.00</td>
</tr>
<tr>
<td>66542</td>
<td>10’ Backwall package with Header</td>
<td>2664.00</td>
</tr>
<tr>
<td>66544</td>
<td>20’ Backwall Package with Header</td>
<td>4176.00</td>
</tr>
</tbody>
</table>

*Add mounted monitor to the back wall (66546) for FX2 & FX3 Options!*

(Please note: Maximum 42” monitor. Standard monitor placement is centered on backwall, please call for details. Client is responsible for ordering electrical services)

Above pricing presumes Shepard installation. If union rules require electrical labor for light installation, additional charges will apply.

All FABEX Signature Packages must be ordered 30 days before move in for confirmed availability.

Approved, print ready graphics MUST be received 30 days from show for availability.

Carpets are not included. To order please refer to Carpet and Cleaning Form.

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Please complete the following.

<table>
<thead>
<tr>
<th>QTY</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>66546</td>
<td>1500.00</td>
</tr>
</tbody>
</table>

** Contact Name: ____________________________ **

** Booth Number: ____________________________ **

** Phone Number: ____________________________ **

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.

* All tax rates are subject to change.

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Authorized Signature: ____________________________
Freestanding 10’ or 20’ Backlit backwall
with full color graphics

FX1 - 10’ Wide x 8’ High Freestanding
Backlit Wall with full color graphics

FX1 also available in:
20’ Wide x 8’ High (66532)
30’ Wide x 8’ High (66547)

FX1L - 10’ Wide x 8’ High Backlit wall with (1) Endcap and full color graphics

FX1.2L - 20’ Wide x 8’ High Backlit wall with (1) Endcap and full color graphics

FX1 - 10’ Wide x 8’ High Freestanding
Backlit Wall with full color graphics

FX1U - 20’ Wide x 8’ High Backlit wall with (2) Endcaps and full color graphics

FX1 also available in:
20’ Wide x 8’ High (66532)
30’ Wide x 8’ High (66547)

FX1F - Backlit Freestanding Panel
Available in Double sided or Single sided

**Endcaps measure 1 Meter Wide x 8’ High
***

Signature Series
FABEX Backlit Booth

Package Options and Pricing

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>FX1-10’ Freestanding Backlit Wall</td>
<td>2178.00</td>
</tr>
<tr>
<td>FX1.2-20’ Freestanding Backlit Wall</td>
<td>3366.00</td>
</tr>
<tr>
<td>FX1.3-30’ Freestanding Backlit Wall</td>
<td>4554.00</td>
</tr>
</tbody>
</table>

Above pricing presumes Shepard installation. If union rules require electrical labor for light installation, additional charges will apply.

All FABEX Signature Packages must be ordered 30 days before move in for confirmed availability.
Approved, print ready graphics MUST be received 30 days from show for availability.

Carpet is not included. To order please refer to Carpet and Cleaning Form.

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.
*All tax rates are subject to change.
Available Colors:  
- White  
- Blue  
- Red  
- Black

**Signature Series Furniture**

- **Natural Feel Business Table 30”**
- **Natural Feel Business Chair**
- **Natural Feel Business Stool**
- **6 Foot Fabric Table Cover w/ Table**
- **Lighting & Accessories**

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**Natural Feel Furniture**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50704</td>
<td>Natural Feel Business Chair</td>
<td>142.15</td>
<td>184.80</td>
<td></td>
</tr>
<tr>
<td>50705</td>
<td>Natural Feel Business Stool</td>
<td>173.05</td>
<td>224.95</td>
<td></td>
</tr>
<tr>
<td>50707</td>
<td>Natural Feel Business Table 30”</td>
<td>290.45</td>
<td>377.60</td>
<td></td>
</tr>
<tr>
<td>50706</td>
<td>Natural Feel Business Table 40”</td>
<td>302.80</td>
<td>393.65</td>
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</tbody>
</table>

**Natural Feel Accessories**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50709</td>
<td>Natural Feel Floor Lamp</td>
<td>154.50</td>
<td>200.85</td>
<td></td>
</tr>
<tr>
<td>50710</td>
<td>Natural Feel Table Lamp</td>
<td>111.25</td>
<td>144.65</td>
<td></td>
</tr>
<tr>
<td>50708</td>
<td>Natural Feel Waste Receptacle</td>
<td>68.00</td>
<td>88.40</td>
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</tr>
</tbody>
</table>

**Fabric Table Covers (50700)**

<table>
<thead>
<tr>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50700</td>
<td>White - Fabric Table Cover w/ Table</td>
<td>241.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Red - Fabric Table Cover w/Table</td>
<td>241.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Blue - Fabric Table Cover w/Table</td>
<td>241.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black - Fabric Table Cover w/Table</td>
<td>241.00</td>
<td></td>
</tr>
</tbody>
</table>

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All Signature Series Furnishings must be ordered 30 days before move-in for availability.

Please complete the following.

**Company Name:**  

**Contact Name:**  

**Booth Number:**  

**Phone Number:**

Must order by discount deadline to receive discounted pricing. Payment authorization must be completed and returned with order.

*All tax rates are subject to change.

**Authorized Signature:**

**Total Signature Furnishings:** $  

**Tax:** $  

**Amount Due:** $  

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**EVENT CODE**  
**G1582216**  
**September 26, 2016**
Use the below formula to calculate the square footage (sq. ft.)

\[
\text{length} \times \text{width} = \text{sq. ft.}
\]

### Signature Series Flooring

#### Elevated Hardwood Flooring

- Light Oak - Elevated Hardwood Floor
- Dark Oak - Elevated Hardwood Floor
- Ivory
- Barnwood

#### Premium Plush Carpet 50 oz.

<table>
<thead>
<tr>
<th>Item</th>
<th>Per Sq. Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy</td>
<td>9.35</td>
<td></td>
</tr>
<tr>
<td>Crimson</td>
<td>9.35</td>
<td></td>
</tr>
<tr>
<td>Graphite</td>
<td>9.35</td>
<td></td>
</tr>
<tr>
<td>White</td>
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<td></td>
</tr>
<tr>
<td>Black</td>
<td>9.35</td>
<td></td>
</tr>
<tr>
<td>Hot Pink</td>
<td>9.35</td>
<td></td>
</tr>
<tr>
<td>Electric Blue</td>
<td>9.35</td>
<td></td>
</tr>
<tr>
<td>Ray Blue</td>
<td>9.35</td>
<td></td>
</tr>
<tr>
<td>Hunter</td>
<td>9.35</td>
<td></td>
</tr>
<tr>
<td>Sun Gold</td>
<td>9.35</td>
<td></td>
</tr>
<tr>
<td>Paprika</td>
<td>9.35</td>
<td></td>
</tr>
<tr>
<td>Burgundy</td>
<td>9.35</td>
<td></td>
</tr>
</tbody>
</table>

#### Premium Vinyl Floor Covering

<table>
<thead>
<tr>
<th>Item</th>
<th>Per Sq. Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light Maple</td>
<td>12.10</td>
<td></td>
</tr>
<tr>
<td>Rustic Cherry</td>
<td>12.10</td>
<td></td>
</tr>
<tr>
<td>Blackwood</td>
<td>12.10</td>
<td></td>
</tr>
<tr>
<td>Ivory</td>
<td>12.10</td>
<td></td>
</tr>
<tr>
<td>Barnwood</td>
<td>12.10</td>
<td></td>
</tr>
<tr>
<td>Checkerboard</td>
<td>12.10</td>
<td></td>
</tr>
</tbody>
</table>

#### Elevated Hardwood Floor

<table>
<thead>
<tr>
<th>Item</th>
<th>Per Sq. Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light Oak - Elevated Hardwood Floor</td>
<td>Call for Quote</td>
<td></td>
</tr>
<tr>
<td>Dark Oak - Elevated Hardwood Floor</td>
<td>Call for Quote</td>
<td></td>
</tr>
</tbody>
</table>

* *Please refer to the labor order form to order labor for the installation of your elevated floor*

---

**All Signature Series Flooring must be ordered 30 days before move-in for availability.**

Minimum 100 square feet is required per flooring order.

---

**Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.**

*All tax rates are subject to change.*
Booth Cleaning

Carpet is delivered clean, but may become dirty during setup. Booth cleaning is suggested at least once prior to show opening.

Orders based on 100 Sq Ft Minimum
All cancellations must be received 48 hours prior to show opening

As the General Service Contractor, Shepard has the exclusive cleaning contract for this show and other service contractors will not be permitted to provide this service on the show floor.

Booth Vacuuming

<table>
<thead>
<tr>
<th>Vacuum Once</th>
<th>47045</th>
<th>47046</th>
<th>47047</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sq Ft</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&gt; 399 sq ft</td>
<td>0.40</td>
<td>0.45</td>
<td>0.45</td>
</tr>
<tr>
<td>400-999 sq ft</td>
<td>0.35</td>
<td>0.40</td>
<td>0.40</td>
</tr>
<tr>
<td>1000+ sq ft</td>
<td>0.30</td>
<td>0.40</td>
<td>0.40</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vacuum Once with One Touch Up</th>
<th>47050</th>
<th>47051</th>
<th>47052</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sq Ft</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&gt; 399 sq ft</td>
<td>0.50</td>
<td>0.65</td>
<td>0.65</td>
</tr>
<tr>
<td>400-999 sq ft</td>
<td>0.45</td>
<td>0.60</td>
<td>0.60</td>
</tr>
<tr>
<td>1000+ sq ft</td>
<td>0.40</td>
<td>0.55</td>
<td>0.55</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Daily Vacuum</th>
<th>47053</th>
<th>47054</th>
<th>47055</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sq Ft</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&gt; 399 sq ft</td>
<td>0.80</td>
<td>1.05</td>
<td>1.05</td>
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<tr>
<td>400-999 sq ft</td>
<td>0.75</td>
<td>1.00</td>
<td>1.00</td>
</tr>
<tr>
<td>1000+ sq ft</td>
<td>0.70</td>
<td>0.90</td>
<td>0.90</td>
</tr>
</tbody>
</table>

Mopping/Shampooing

<table>
<thead>
<tr>
<th>Mopping</th>
<th>47048</th>
<th>47049</th>
<th>47050</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once Before Initial Opening</td>
<td>0.55</td>
<td>0.70</td>
<td>0.70</td>
</tr>
<tr>
<td>Daily per sq ft</td>
<td>0.95</td>
<td>1.25</td>
<td>1.25</td>
</tr>
</tbody>
</table>

Shampooing

<table>
<thead>
<tr>
<th>Shampooing</th>
<th>47051</th>
<th>47052</th>
<th>47053</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once Before Initial Opening</td>
<td>0.55</td>
<td>0.70</td>
<td>0.70</td>
</tr>
</tbody>
</table>

Display Wipe Down

<table>
<thead>
<tr>
<th>Display Wipe Down</th>
<th>47054</th>
<th>47055</th>
<th>47056</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 hr minimum per day</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hours per day</th>
<th>47057</th>
<th>47058</th>
<th>47059</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once Before Initial Opening</td>
<td>85.75</td>
<td>111.48</td>
<td>111.48</td>
</tr>
<tr>
<td>Daily service</td>
<td>85.75</td>
<td>111.48</td>
<td>111.48</td>
</tr>
</tbody>
</table>

Porter Service

<table>
<thead>
<tr>
<th>Porter Service</th>
<th>47060</th>
<th>47061</th>
<th>47062</th>
</tr>
</thead>
<tbody>
<tr>
<td>Porter Service Once</td>
<td>0.95</td>
<td>1.25</td>
<td>1.25</td>
</tr>
</tbody>
</table>

Porter Service includes emptying wastebaskets within the booth every two hours during the show.

Please note: booth cleaning and porter service are non-taxable for this show.

---

Yes, I have read and accept the terms and conditions as outlined in the Exhibitor Service Manual.

Yes, I have completed and included the payment Authorization Form.

---

Please complete the following.

Company Name: ________________________________
Contact Name: ________________________________
Booth Number: ________________________________
Phone Number: ________________________________

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.

*All tax rates are subject to change.

---

Authorized Signature: ________________________________

---

Total Cleaning: $______________
N/A Tax*: $______________
Amount Due: $______________
Carpets lends the booth a warm, inviting atmosphere. Select the carpet that will enhance your exhibit and draw customers in. Remember to provide your guests extra comfort with the upgrade of padding.

**PREMIUM CARPET - 28 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING**

Choose Color:

- Red (01)
- Silver Cloud (18)
- Deep Navy (22)
- Charcoal (17)
- Black (06)
- Beige (14)

**Purchased Premium Carpet**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46001</td>
<td>Rental/sq ft</td>
<td>6.60</td>
<td>8.60</td>
<td></td>
</tr>
<tr>
<td>46003</td>
<td>Rental 1000+/sq ft</td>
<td>5.70</td>
<td>7.40</td>
<td></td>
</tr>
</tbody>
</table>

Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.

**Booth Dimensions**

What is your booth size (ft.)? 

- [ ] X [ ] = [ ] sq. ft.

**EXPO CARPET - 13 OZ.**

Choose Color:

- Red (01)
- Blue (05)
- Tuxedo (50)
- Black (06)
- Teal (13)
- Burgundy (07)

**Pading & Visqueen**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50009</td>
<td>1/2&quot; Padding</td>
<td>1.15</td>
<td>1.50</td>
<td></td>
</tr>
<tr>
<td>50008</td>
<td>1&quot; Padding</td>
<td>2.30</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>50010</td>
<td>Visqueen</td>
<td>0.35</td>
<td>0.45</td>
<td></td>
</tr>
</tbody>
</table>

Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut Carpet.

**Special Cut Expo Carpet**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50580</td>
<td>0 - 399 sq ft</td>
<td>5.05</td>
<td>6.55</td>
<td></td>
</tr>
<tr>
<td>50581</td>
<td>400 - 900 sq ft</td>
<td>4.55</td>
<td>5.90</td>
<td></td>
</tr>
<tr>
<td>50582</td>
<td>900+ sq ft</td>
<td>4.15</td>
<td>5.40</td>
<td></td>
</tr>
</tbody>
</table>

Rental includes installation and removal of carpet and visqueen protective covering.

*Minimum 100 square feet

Prices quoted above include installation and taping of front edge only. All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Please order cleaning service at least once before show opening.

Total Carpeting $ 

8.00% Tax: $ 

Amount Due: $ 

Company Name: 

Contact Name: 

Booth #: 

Phone #: 

Authorized Signature: 

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

* All tax rates are subject to change.
TABLES - ALL DISPLAY TABLES ARE 24" WIDE

Choose drape color (place color code next to order):
- Red (01)
- Gold (04)
- Burgundy (07)
- Green (02)
- Blue (05)
- Grey (10)
- White (03)
- Black (06)
- Teal (13)

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Color</th>
<th>Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50042</td>
<td>4'L X 30&quot;H</td>
<td>Red</td>
<td>128.40</td>
<td>101.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50046</td>
<td>6'L X 30&quot;H</td>
<td>Gold</td>
<td>157.80</td>
<td>128.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50050</td>
<td>8'L X 30&quot;H</td>
<td>Burgundy</td>
<td>199.90</td>
<td>157.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50043</td>
<td>4'L X 42&quot;H</td>
<td>Green</td>
<td>156.05</td>
<td>128.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50047</td>
<td>6'L X 42&quot;H</td>
<td>Black</td>
<td>199.85</td>
<td>156.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50051</td>
<td>8'L X 42&quot;H</td>
<td>Grey</td>
<td>235.00</td>
<td>199.85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50052</td>
<td>4th Side 30&quot;</td>
<td>White</td>
<td>78.05</td>
<td>67.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50171</td>
<td>4th Side 42&quot;</td>
<td>Black</td>
<td>78.05</td>
<td>67.35</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4'L X 30"H: 128.40, 101.45
6'L X 30"H: 157.80, 128.40
8'L X 30"H: 199.90, 157.80
4'L X 42"H: 156.05, 128.40
6'L X 42"H: 199.85, 156.05
8'L X 42"H: 235.00, 199.85
4th Side 30": 78.05, 67.35
4th Side 42": 78.05, 67.35

Choose drape color (place color code next to order):

Tables are skirted 3-sided. The 4th side must order for all sides to be draped on 6' and 8' tables.

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Color</th>
<th>Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50040</td>
<td>4'L X 30&quot;H</td>
<td>Red</td>
<td>91.45</td>
<td>78.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50044</td>
<td>6'L X 30&quot;H</td>
<td>Gold</td>
<td>109.15</td>
<td>91.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50048</td>
<td>8'L X 30&quot;H</td>
<td>Grey</td>
<td>128.70</td>
<td>109.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50041</td>
<td>4'L X 42&quot;H</td>
<td>Green</td>
<td>103.00</td>
<td>86.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50045</td>
<td>6'L X 42&quot;H</td>
<td>Black</td>
<td>128.70</td>
<td>103.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50049</td>
<td>8'L X 42&quot;H</td>
<td>White</td>
<td>143.60</td>
<td>128.70</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4'L X 30"H: 91.45, 78.05
6'L X 30"H: 109.15, 91.45
8'L X 30"H: 128.70, 109.15
4'L X 42"H: 103.00, 86.80
6'L X 42"H: 128.70, 103.00
8'L X 42"H: 143.60, 128.70

RISERS - WOODEN PLANKING, 8" WIDE

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Color</th>
<th>Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50082</td>
<td>4'L X 6&quot;H</td>
<td>Red</td>
<td>51.80</td>
<td>43.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50084</td>
<td>6'L X 6&quot;H</td>
<td>Gold</td>
<td>66.80</td>
<td>51.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50086</td>
<td>8'L X 6&quot;H</td>
<td>Grey</td>
<td>89.45</td>
<td>66.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50083</td>
<td>4'L X 12&quot;H</td>
<td>Green</td>
<td>112.10</td>
<td>89.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50085</td>
<td>6'L X 12&quot;H</td>
<td>Black</td>
<td>139.55</td>
<td>112.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50087</td>
<td>8'L X 12&quot;H</td>
<td>White</td>
<td>155.45</td>
<td>139.55</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4'L X 6"H: 51.80, 43.55
6'L X 6"H: 66.80, 51.80
8'L X 6"H: 89.45, 66.80
4'L X 12"H: 112.10, 89.45
6'L X 12"H: 139.55, 112.10
8'L X 12"H: 155.45, 139.55

Please select sateen color from below:
- Red (01)
- Gold (04)
- Burgundy (07)
- Green (02)
- Blue (05)
- Grey (10)
- White (03)
- Black (06)
- Teal (13)

**Total Expo Furnishings: $**
8.000% **Tax**: $
**Amount Due**: $
Choose Color:

- Minimum 10 linear feet rental required
- Red (01)
- Blue (05)
- Grey (10)
- White (03)
- Black (06)
- Burgundy (07)

Please complete the following:

Company Name:  
Contact Name:  
Booth #:  
Phone #:  
Authorized Signature:  

Signature also indicates you read and accept the Payment Policy and Terms and Conditions. 

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.
SOFAS & SECTIONALS

- FAIRSW | Fairfax Sofa
  White Vinyl, Brushed Metal
  62" L 27" D 30" H

- HEA08 | Heathrow Sofa
  Black Vinyl
  48" L 24" D 28" H

- SFA002 | Allegro Sofa
  Blue Fabric
  73" L 34.5" D 30" H

- HEA08
- FAIRSW
- SFA002
- SO1

SOFAS

- SO1 | South Beach Sofa
  Platinum Suede
  69" L 29" D 33" H

- NPLSOF | Naples Sofa
  Black Vinyl
  87" L 30" D 28" H

- TANSOF | Tangiers Sofa
  Beige Textured
  78" L 37" D 36" H

- KEYSOF | Key Largo Sofa
  Black Fabric
  79" L 35" D 34" H

- SFA003 | Roma Sofa
  White Vinyl
  78" L 31" D 33" H

- HS008 | Heathrow 3 pc. Sectional
  Black Vinyl
  72" L 48" D 28" H

- SO2 | South Beach 3 pc. Sectional
  Platinum Suede
  152" L 40" D 33" H

LOVESEATS

- KEYLOV | Key Largo Loveseat
  Black Fabric
  57" L 35" D 34" H

- NPLLOV | Naples Loveseat
  Black Vinyl
  62" L 30" D 28" H

- SO2
- KEYLOV
- NPLLOV
CLUB CHAIRS

FAIRCW | Fairfax Chair
White Vinyl, Brushed Metal
30"L 27"D 30"H

CHR003 | Roma Chair
White Vinyl
37"L 31"D 33"H

CHR002 | Allegro Chair
Blue Fabric
36"L 34.5"D 30"H

NPLCHR | Naples Chair
Black Vinyl
36"L 30"D 28"H

KEYCHR | Key Largo Chair
Black Fabric
35"L 35"D 34"H

TANCHR | Tangiers Chair
Beige Textured
34"L 37"D 36"H

OCB | Key West Tub Chair
Black
31"L 31"D 31"H

HCH08 | Heathrow Chair
Black Vinyl
24"L 24"D 28"H

HC008 | Heathrow Corner Chair
Black Vinyl
24"L 24"D 28"H

ACCENT CHAIRS

MADGRY | Madden Arm Chair
Light Gray, Vinyl
27"L 32"D 33"H

LABREA | La Brea Swivel Chair
Charcoal Gray, Fabric
35"L 27"D 40"H

CCE | Ice Chair
Transparent, Chrome
17.25"L 20"D 32"H

MEETING CHAIRS

OCMESP | Meeting Chair
Espresso Vinyl
25.5"L 23.5"D 34"H

OCMTAU | Meeting Chair
Taupe Fabric
25.5"L 23.5"D 34"H

OCMWHT | Meeting Chair
White Vinyl
25.5"L 23.5"D 34"H
OTTOMANS

BNO08 | Bench Ottoman
Black Vinyl
60”L 20”D 18”H

BN075 | Bench Ottoman
White Vinyl
60”L 20”D 18”H

OTS | South Beach Wedge Ottoman
Platinum Suede
25”L 31”D 18”H

SAL | Sally Stool
White
12” Round 17”H

END01B | Endless Curved Ottoman
Black
60.5”L 37.5”D 15”H

END01W | Endless Curved Ottoman
White
60.5”L 37.5”D 15”H

END02B | Endless Square Ottoman
Black
34”L 34”D 15”H

END02W | Endless Square Ottoman
White
34”L 34”D 15”H

CUBL20 | Edge LED Cube Ottoman
White Plastic
20”L 20”D 20”H
A/C power only

VIB05 | Vibe Cube Ottoman
Yellow Vinyl
18”L 18”D 18”H

VIB06 | Vibe Cube Ottoman
Gold/Bronze Vinyl
18”L 18”D 18”H

VIB07 | Vibe Cube Ottoman
Beige Vinyl
18”L 18”D 18”H

VIB08 | Vibe Cube Ottoman
Orange Vinyl
18”L 18”D 18”H

VIB09 | Vibe Cube Ottoman
Green Vinyl
18”L 18”D 18”H

VIB10 | Vibe Cube Ottoman
Blue Vinyl
18”L 18”D 18”H

VIB11 | Vibe Cube Ottoman
Pink Vinyl
18”L 18”D 18”H

VIB12 | Vibe Cube Ottoman
Red Vinyl
18”L 18”D 18”H

OSC | Milano Cube
Waterproof
18”L 18”D 18”H

OTH | Milano Cube
Beige Vinyl
17”L 17”D 18”H

VIB05 | Vibe Cube Ottoman
Yellow Vinyl
18”L 18”D 18”H

VIB06 | Vibe Cube Ottoman
Gold/Bronze Vinyl
18”L 18”D 18”H

VIB07 | Vibe Cube Ottoman
Beige Vinyl
18”L 18”D 18”H

VIB08 | Vibe Cube Ottoman
Orange Vinyl
18”L 18”D 18”H

VIB09 | Vibe Cube Ottoman
Green Vinyl
18”L 18”D 18”H

VIB10 | Vibe Cube Ottoman
Blue Vinyl
18”L 18”D 18”H

VIB11 | Vibe Cube Ottoman
Pink Vinyl
18”L 18”D 18”H

VIB12 | Vibe Cube Ottoman
Red Vinyl
18”L 18”D 18”H
### COCKTAIL TABLES

<table>
<thead>
<tr>
<th>Model</th>
<th>Description</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLI</td>
<td>Oliver Cocktail Table</td>
<td>Walnut Finish</td>
</tr>
<tr>
<td>C1E</td>
<td>Silverado Cocktail Table</td>
<td>Glass, Chrome</td>
</tr>
<tr>
<td>REGBEN</td>
<td>Regis Bench/Table</td>
<td>Brushed Metal</td>
</tr>
<tr>
<td>C1K</td>
<td>Inspiration Cocktail Table</td>
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<tr>
<td>C1F</td>
<td>Geo Cocktail Table</td>
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<td>C1C</td>
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<tr>
<td>C1W</td>
<td>Sydney Cocktail Table</td>
<td>White, Brushed Steel</td>
</tr>
<tr>
<td>C1Y</td>
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Also available with powered tops. See page 1 for details.

### SIDE AND END TABLES

<table>
<thead>
<tr>
<th>Model</th>
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<tr>
<td>TMBTBL</td>
<td>Timber Table</td>
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<tr>
<td>NEMSAC</td>
<td>Mosaic Tables, Set of 3</td>
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<tr>
<td>ETBL</td>
<td>E Table</td>
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<tr>
<td>AURA</td>
<td>Aura Round Table</td>
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<td>EOLI</td>
<td>Oliver End Table</td>
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<tr>
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<td>Silverado End Table</td>
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<tr>
<td>REGOTT</td>
<td>Regis End Table</td>
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<td>CUBTBL</td>
<td>Edge LED Cube Table</td>
<td>Plexi Top, White Plastic</td>
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<tr>
<td>CDYTB</td>
<td>Candy Table</td>
<td>White/Black Top</td>
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</tbody>
</table>
# SHEPARD EXPOSITION SERVICES

**Customer Service Phone:** (404) 720-8600  
**Customer Service Fax:** (404) 720-8755  
**Customer Service Email:** atlanta@shepardes.com

## EXECUTIVE FURNITURE

**SSP Technical and Professional Conference**  
**October 26 - 27, 2016**  
**Sheraton Atlanta Downtown, Atlanta, GA**

**Event Code:** G158221016  
**Discount Deadline:** October 5, 2016

---

### SEATING

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### Sofas & Sectionals
- **SO1-South Beach Sofa, P. Suede** 838.30 1089.80
- **HEA08-Heathrow Sofa, Black Vinyl** 838.30 1089.80
- **H5008-Heathrow 3 pc. Sectional** 2199.10 2858.85
- **SF0202-Allegro Sofa** 882.00 1146.60
- **NFSL01-Naples Sofa, Black Vinyl** 1056.70 1373.70
- **NFSL02-Naples Sofa, powered** 1285.20 1670.75
- **SO3-3pc. South Beach, P. Suede** 2012.65 2616.45
- **TANSOF-Tangiers Sofa, Beige** 838.30 1089.80
- **SF003-Roma Sofa, White** 1006.30 1308.20
- **SFAP0-Roma Sofa, powered** 1285.20 1670.75
- **KEYSF-Key Largo Sofa** 596.40 773.30
- **FAIRSW-Fairfax Sofa** 603.10 794.05

### Group & Accent Chairs
- **COE-ICE, Transparent/Chrome** 334.30 434.60
- **OCH-Madrid Black Leather** 943.20 1226.15
- **BCW-Madrid Chair, White** 944.15 1227.40
- **LABREA-La Brea Swivel Chair** 519.10 674.85
- **ORB-Orb Swivel Tub, Black** 502.30 653.00
- **SFD-Fusion, Green/White** 176.40 229.30
- **SFC-Fusion, Clear/White** 176.40 229.30
- **SRE-Fusion, Red/White** 176.40 229.30
- **SFC-Fusion Chair, Black/White** 176.40 229.30
- **WAD-Fusion Arm Chair, Grey** 535.90 696.65
- **SHAN-Swivel, White Vinyl** 451.90 587.45

### Occasional End Tables
- **CUBL20-Edge Lighted Cube** 248.65 317.40
- **ETBL-E Table, Wood** 225.10 285.85
- **NEMSAC Mosaic Tables, Set of 3** 367.90 478.25
- **TMBTBL Timber Table, Wood** 456.45 587.45

### Occasional Cocktail Tables
- **C15-Silverado** 351.10 456.45
- **ET15-Inspiration** 391.10 506.90
- **ET15-Geo Rect., Glass/Black** 317.50 412.75
- **ET15-Geo Rect., Glass/Chrome** 317.50 412.75
- **G15-Other Cocktail Table** 302.40 393.10
- **C15-Sydney, White** 356.15 463.00
- **C15-Sydney, Black** 356.15 463.00
- **C15Y-Sydney Black, powered** 451.90 587.45
- **C15X-Sydney White, powered** 451.90 587.45
- **C1053-CW-Maple** 468.70 609.30
- **C1053CMW-Table w/ Grmt, Maple** 468.70 609.30
- **C1053CMW-Table, White** 468.70 609.30
- **REG005-Rgis Bench Table** 361.20 469.55

### Ottomans
- **C15-Silverado** 351.10 456.45
- **ET15-Inspiration** 391.10 506.90
- **ET15-Geo Rect., Glass/Black** 317.50 412.75
- **ET15-Geo Rect., Glass/Chrome** 317.50 412.75
- **G15-Other Cocktail Table** 302.40 393.10
- **C15-Sydney, White** 356.15 463.00
- **C15-Sydney, Black** 356.15 463.00
- **C15Y-Sydney Black, powered** 451.90 587.45
- **C15X-Sydney White, powered** 451.90 587.45
- **C1053-CW-Maple** 468.70 609.30
- **C1053CMW-Table w/ Grmt, Maple** 468.70 609.30
- **C1053CMW-Table, White** 468.70 609.30
- **REG005-Rgis Bench Table** 361.20 469.55

### COCKTAIL AND END TABLES

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### Occasional Cocktail Tables
- **C15-Silverado** 351.10 456.45
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- **C1053CMW-Table, White** 468.70 609.30
- **REG005-Rgis Bench Table** 361.20 469.55

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- **ET15-Geo Rect., Glass/Chrome** 317.50 412.75
- **G15-Other Cocktail Table** 302.40 393.10
- **C15-Sydney, White** 356.15 463.00
- **C15-Sydney, Black** 356.15 463.00
- **C15Y-Sydney Black, powered** 451.90 587.45
- **C15X-Sydney White, powered** 451.90 587.45
- **C1053-CW-Maple** 468.70 609.30
- **C1053CMW-Table w/ Grmt, Maple** 468.70 609.30
- **C1053CMW-Table, White** 468.70 609.30
- **REG005-Rgis Bench Table** 361.20 469.55

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Please complete the following:

- **Company Name:**  
- **Booth #:** 8,000%  
- **Phone #:**  
- **Subtotal:**

**Authorized Signature:**

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.
GROUP SEATING

RSTDIN | Rustique Chair with arms
Gunmetal
20"L 18"D 31"H

DUET | Duet Chair
Black, Chrome
21"L 23"D 33"H

CS8 | Berlin Chair
Black, White
18"L 22"D 32"H

CS9 | Berlin Chair
Red, White
18"L 22"D 32"H

XCHR | Christopher Chair
White Vinyl, Chrome
17"L 19"D 35"H

SC1 | New York Chair
Black, Maple
18"L 17"D 34"H

CH002 | Wendy Chair
Clear Acrylic
15"L 20"D 36"H

SC10 | Razor Armless Chair
White
15.38"L 15.5"D 30.5"H

SCF | Fusion Chair
Black, White
19"L 21"D 32"H

SCC | Fusion Chair
Clear, White
19"L 21"D 32"H

SCE | Fusion Chair
Red, White
19"L 21"D 32"H

SCD | Fusion Chair
Green, White
19"L 21"D 32"H

SC4 | Jetson Chair
Black
19"L 21"D 32"H

SC3 | Brewer Chair
Onyx, Black
20"L 20"D 32"H

XC3 | Luxor Guest Chair
Black Vinyl
27"L 28"D 40"H

XC6 | Altura Guest Chair
Black Crepe
25"L 20"D 34"H

CO4 | Iso Mesh Chair
Black
26"L 24"D 38"H
CONFERENCE TABLES

CC5 | 42" Round Table
Mahogany
42" Round 29"H

CONF42 | 42" Round Table
White Laminate
42" Round 29"H

CB1 | 42" Round Table
Graphite Nebula
42" Round 29"H

CE1 | Geo Table, Rounded Square
Glass, Chrome
42"L 42"D 29"H

CF1 | Geo Table, Rounded Square
Glass, Black
42"L 42"D 29"H

CE2 | Geo Table, Rectangular
Glass, Chrome
60"L 36"D 29"H

CF2 | Geo Table, Rectangular
Glass, Black
60"L 36"D 29"H

CG1 | Manhattan Table
Glass, Black
42" Round 29"H

OCT6W | Nova Oval Table
White, Silver Powder Coated Legs
71"L 36"D 29"H

CB2 | 6' Conference Table
Graphite Nebula
72"L 42"D 29"H

CB3 | 8' Conference Table
Graphite Nebula
96"L 48"D 29"H

CC6 | 6’ Table
Mahogany
72"L 36"D 29.5"H

CC7 | 8’ Table
Mahogany
96"L 48"D 29.5"H

CC8 | 10’ Table
Mahogany
120"L 48"D 29.5"H

C508GR | 8’ Table
Granite
96"L 44"D 29"H

CT06GR | 6’ Table
Granite
72"L 36"D 29"H

CT10GR | 10’ Table
Granite
120"L 46"D 29"H

MERLIN | Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 | Work Table
White Laminate, White
48"L 24"D 30"H

PWRUSB
Powered Conference Table Module
(Black) 5"L 2.25"D 2"H
Includes 2 AC and 2 USB outlets. Available for all conference tables except the Manhattan, Geo, Merlin and Work Tables.
EXECUTIVE CHAIRS

PROEXE | Pro Executive High Back Chair
White Classic Vinyl
25"L 24"D 48"H Adjustable

PROEXB | Pro Executive High Back Chair
Black Vinyl
25"L 24"D 48"H Adjustable

PROGB | Pro Executive Guest Chair
Black Vinyl
24"L 22"D 36"H

PROMID | Pro Executive Mid Back Chair
White Classic Vinyl
24"L 22"D 40"H Adjustable

XC2 | Luxor Mid Back Executive Chair
Black Vinyl
27"L 28"D 41"H Adjustable

XC1 | Luxor High Back Executive Chair
Black Vinyl
27"L 28"D 47"H Adjustable

XC5 | Altura Mid Back Executive Chair
Black Crepe
25"L 25"D 37"H Adjustable

XC4 | Altura High Back Executive Chair
Black Crepe
25"L 25"D 43"H Adjustable

G30 POWERED TABLES

G30BWP | Bar Table
G30BM5 | Solid Top
G30BMW | Grommet Holes
Maple Top
72"L 26"D 42"H

G30DWP | Café Table
G30DM5 | Solid Top
G30DMW | Grommet Holes
Maple Top
72"L 26"D 30" H

G30CWP | Cocktail Table
G30CM5 | Solid Top
G30CMW | Grommet Holes
Maple Top
72"L 26"D 18"H

G30 COMMUNAL TABLES

G30BWP | Solid Top Tables or With Grommet Holes
G30BM5 | Solid Top
G30BMW | Grommet Holes
White Top
72"L 26"D 42"H

G30DWP | Solid Top Tables or With Grommet Holes
G30DM5 | Solid Top
G30DMW | Grommet Holes
White Top
72"L 26"D 30" H

G30CWP | Solid Top Tables or With Grommet Holes
G30CM5 | Solid Top
G30CMW | Grommet Holes
White Top
72"L 26"D 18"H

Table Top Options

Maple
White

Denotes AC and USB charging outlets
CAFÉ TABLES

Standard Black Base
30" Round 29"H
ZTJ | Graphite Nebula Top
ZTB | Brushed Red Top
ZTK | Maple Top
30MHSC | Mahogany Top
ZTG | Silver Textured Top
ZTC | Brushed Blue Top

Standard Black Base
36" Round 29"H
ZTN | Graphite Nebula Top
ZTK | Maple Top
30MHHC | Mahogany Top
30STHC | Silver Textured Top
30BRHC | Brushed Red Top
30BBHC | Brushed Blue Top
30ORHC | Orange Top
30SBHC | Liquid Steel Blue Top

Hydraulic Chrome Base
30" Round 29"H
30MTHC | Maple Top
30GRHC | Graphite Nebula Top
30MHHC | Mahogany Top
30STHC | Silver Textured Top
30BRHC | Brushed Red Top
30BBHC | Brushed Blue Top
30ORHC | Orange Top
30SBHC | Liquid Steel Blue Top

Hydraulic Chrome Base
36" Round 29"H
36MTHC | Maple Top
36GRHC | Graphite Nebula Top
36WTHC | White Laminate Top

ZTJ ZTK ZTP ZTB ZTC ZTG 30MHSC 30MHHC 30STHC 30BRHC 30BBHC 30ORHC 30SBHC
Please complete the following:

**Company Name:**

**Contact Name:**

** Booth #:**

**Phone #:**

**Authorized Signature:**

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

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### CONFERENCE TABLES & CHAIRS

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<td>PROEXB-Executive Chair High Back</td>
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### CAFÉ TABLES

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### BAR TABLES

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<td>G3OBBW-Bar w/ Grmt, White</td>
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### COCKTAIL TABLES

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
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<th>Amount</th>
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<tbody>
<tr>
<td>G30CW-Cocktail Table, powered</td>
<td>552.70</td>
<td>718.50</td>
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</tr>
</tbody>
</table>
BAR TABLES

TABLE TOP OPTIONS

- MAPLE
- GRAPHTHE NEBULA
- BRUSHED RED
- LIQUID STEEL BLUE
- WHITE LAMINATE
- MAHOGANY
- ORANGE
- SILVER TEXTURED
- BRUSHED BLUE

BAR TABLES

Standard Black Base
30" Round 42"H
VTJ | Graphite Nebula Top
VTK | Maple Top
30MHSB | Mahogany Top
VTG | Silver Textured Top
VTB | Brushed Red Top
VTC | Brushed Blue Top

Standard Black Base
36" Round 42"H
VTW | White Laminate Top
VTN | Graphite Nebula Top
VTP | Maple Top

Hydraulic Chrome Base

30" Round 45"H
30GRHB | Graphite Nebula Top
30MTHB | Maple Top
30MHHB | Mahogany Top
30STHB | Silver Textured Top
30BRHB | Brushed Red Top
30BBHB | Brushed Blue Top
30ORHB | Orange Top
30SBHB | Liquid Steel Blue Top

Hydraulic Chrome Base

36" Round 45"H
36GRHB | Graphite Nebula Top
36MTHB | Maple Top
36WTHB | White Laminate Top
BARSTOOLS

Apex Barstools
21”L 21”D 33”H
APS08 | Black Vinyl
APS59 | Red Vinyl
APS75 | White Vinyl
APS12 | Blue Ultra Suede

Barstools
21”L 21”D 33”H
APS08 | Black Vinyl
APS59 | Red Vinyl
APS75 | White Vinyl
APS12 | Blue Ultra Suede

XBAR | Christopher Barstool
White Vinyl, Chrome
19”L 15”D 41”H

ROLLGY | Lift Barstool
Gray Vinyl
15” Round 23–33.5”H

ROLLRD | Lift Barstool
Red Vinyl
15” Round 23–33.5”H

ROLLWH | Lift Barstool
White Vinyl
15” Round 23–33.5”H

RSTSTL | Rustique Barstool
Gunmetal
13”L 13”D 30”H

BSL | Gin Barstool
Maple, Chrome
16”L 16”D 29”H

BSC | Oslo Barstool
White
17”L 20”D 30”H

BSD | Oslo Barstool
Blue
17”L 20”D 30”H

BCE | Ice Barstool
Transparent, Chrome
16”L 14”D 33”H

BS001 | Shark Barstool
White, Chrome
22”L 19”D 34–44”H

BS002 | Zoey Barstool
White, Chrome
15”L 16”D 26–30.5”H

BS003 | Zoey Barstool
Black, Chrome
15”L 16”D 26–30.5”H

BS001 | Shark Barstool
White, Chrome
22”L 19”D 34–44”H

BS002 | Zoey Barstool
White, Chrome
15”L 16”D 26–30.5”H

BS003 | Zoey Barstool
Black, Chrome
15”L 16”D 26–30.5”H

BCE | Ice Barstool
Transparent, Chrome
16”L 14”D 33”H

BS | Banana Barstool
Black, Chrome
21”L 22”D 30”H

BSC | Oslo Barstool
White
17”L 20”D 30”H

BSD | Oslo Barstool
Blue
17”L 20”D 30”H

BSL | Gin Barstool
Maple, Chrome
16”L 16”D 29”H

BS001 | Shark Barstool
White, Chrome
22”L 19”D 34–44”H

BS002 | Zoey Barstool
White, Chrome
15”L 16”D 26–30.5”H

BS003 | Zoey Barstool
Black, Chrome
15”L 16”D 26–30.5”H

BCE | Ice Barstool
Transparent, Chrome
16”L 14”D 33”H

BS | Banana Barstool
Black, Chrome
21”L 22”D 30”H

BSC | Oslo Barstool
White
17”L 20”D 30”H

BSD | Oslo Barstool
Blue
17”L 20”D 30”H

BSL | Gin Barstool
Maple, Chrome
16”L 16”D 29”H

BARSTOOLS

RSTSTL | Rustique Barstool
Gunmetal
13”L 13”D 30”H

XBAR | Christopher Barstool
White Vinyl, Chrome
19”L 15”D 41”H

ROLLGY | Lift Barstool
Gray Vinyl
15” Round 23–33.5”H

ROLLRD | Lift Barstool
Red Vinyl
15” Round 23–33.5”H

ROLLWH | Lift Barstool
White Vinyl
15” Round 23–33.5”H

RSTSTL | Rustique Barstool
Gunmetal
13”L 13”D 30”H

XBAR | Christopher Barstool
White Vinyl, Chrome
19”L 15”D 41”H

ROLLGY | Lift Barstool
Gray Vinyl
15” Round 23–33.5”H

ROLLRD | Lift Barstool
Red Vinyl
15” Round 23–33.5”H

ROLLWH | Lift Barstool
White Vinyl
15” Round 23–33.5”H

BCE | Ice Barstool
Transparent, Chrome
16”L 14”D 33”H

BS | Banana Barstool
Black, Chrome
21”L 22”D 30”H

BSC | Oslo Barstool
White
17”L 20”D 30”H

BSL | Gin Barstool
Maple, Chrome
16”L 16”D 29”H

BS001 | Shark Barstool
White, Chrome
22”L 19”D 34–44”H

BS002 | Zoey Barstool
White, Chrome
15”L 16”D 26–30.5”H

BS003 | Zoey Barstool
Black, Chrome
15”L 16”D 26–30.5”H

BSN | Jetson Barstool
Black
18”L 19”D 29”H

BS | Banana Barstool
Black, Chrome
21”L 22”D 30”H

BSC | Oslo Barstool
White
17”L 20”D 30”H

BSL | Gin Barstool
Maple, Chrome
16”L 16”D 29”H
WORK/MULTI USE TABLES

MERLIN | Merlin Multi Use Table
Gray Laminate, Black 46"L 29"D 30"H

WD3 | Work Table
White Laminate, White 48"L 24"D 30"H

PEDESTALS & PRODUCT DISPLAYS

Powered Locking Pedestal
Black
PDL36B | 24"L 24"D 36"H
PDL42B | 24"L 24"D 42"H

Powered Locking Pedestal
White
PDL36W | 24"L 24"D 36"H
PDL42W | 24"L 24"D 42"H

PDL | Locking Pedestal
Black
24"L 24"D 42"H

ET1 | Etagere
Pewter, Metal Glass
30"L 16"D 70"H

ET2 | Etagere
Black, Metal Glass
30"L 16"D 70"H

BC6 | Bookcase
Mahogany
36"L 13"D 71"H

SY1 | Altura Steno Chair
Black Crepe
25"L 26"D 21"H

DF1 | Altura Drafting Stool
Black Crepe
25"L 26"D 34"H

UTILITY CHAIRS
PROOF

DESKS & CREDENZAS

JD6 | Executive Desk
Mahogany
60”L 30”D 29”H

CR6 | Credenza
Mahogany
72”L 24”D 29”

TECH3 | 3 Drawer File Cabinet on Castors
Black Metal, Laminate
16”L 20”D 28”H

POWER DETAIL

Denotes AC and USB charging outlets

ADAPTB

Powered Tech Desk includes one black charging adapter

FILES & FRIDGES

VF4 | Vertical File, 4 Drawer
Light Gray
27”L 19”D 52”H

VF2 | Vertical File, 2 Drawer
Light Gray
27”L 19”D 28”H

L26 | Lateral File
Mahogany
36”L 20”D 29”H

R1R | Refrigerator, Large
White
14.0 cubic feet
28”L 28”D 64”H

R1Q | Refrigerator, Small
White
4.0 cubic feet
20”L 22”D 33”H

R1R R1Q VF2 VF4

JD6 TECH3 CR6
BARS

BRC | Martini Bar Circle
Comprised of three
BR1 Martini Bars
100"L 100"D 45"H

BR1 | Martini Bar
Gray Metal, Frosted Glass
Top
67"L 22"D 45"H

Suggested Uses of Martini Bar
MOBILE TABLET STANDS

TBCHR | Brochure Holder
- Black
- 8.625”L 1.1”D 11.325”H

TBSHLF | Charging Shelf
- Black
- 14.85”L 7.17”D 1”H

TBNTR | Wireless Printer Holder
- Black
- 3.3”L 1.9”D 5.28”H

*Please note that all tablet stands must be ordered separately

MOBILE TABLET STANDS

TBSTND | Mobile Tablet Stand
- Black
- 14”L 13”D 44.5”H

TBSTNDW | Mobile Tablet Stand
- White
- 14”L 13”D 44.5”H

LAMPS

LA15 | Mason Floor Lamp
- Brushed Silver
- 18” Round 55”H

LA14 | Mason Table Lamp
- Brushed Silver
- 16” Round 26”H

LAMPS

LAMPS

LIGHTED PRODUCTS

CUBL20 | Edge LED Cube Ottoman
- White Plastic
- 20”L 20”D 20”H
- A/C power only

CUBL20

LIGHTED PRODUCTS

CUBL20 | Edge LED Cube Ottoman
- White Plastic
- 20”L 20”D 20”H
- A/C power only

CUBTBL | Edge LED Cube Table
- Plexi Top, White Plastic
- 20”L 20”D 20”H
- A/C power only

LED light available in white, red, green, blue and rolling color

*Please note that all tablet stands must be ordered separately
Please complete the following:

### Subtotal
- **Company Name:**
- **Contact Name:**
- **Phone #:**
- **Booth #:**
- **Amount Due:**

**Authorized Signature:**
Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

### Terms and Conditions
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

### Conference Tables & Chairs

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<td>PROUSB-Guest Executive Chair</td>
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### Café Tables

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<td>37&quot;-30&quot; Graphite Top</td>
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<td>37&quot;-30&quot; Blue Top/Black Base</td>
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### Communal Tables

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<td>G330MS-Café, Maple Top</td>
<td>670.30</td>
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<td>G330MW-Café w/ Grmt, Maple</td>
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<td>G330WS-Café, White Top</td>
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### Bar Tables

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### Cocktail Tables

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<td>552.70</td>
<td>718.50</td>
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</tbody>
</table>
### Inline Booth Rentals

---

**Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!**

*Custom Design for Rentals*

*Onsite Logistics Management*

*Graphic Development/Printing*

*Installation/Dismantle*

*Freight Management*

*Custom Furniture Rental*

---

Please visit us online for additional options and information: [http://www.shepardes.com/shep-gallery.html](http://www.shepardes.com/shep-gallery.html)

---

#### The Eddie

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Discount</th>
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<tbody>
<tr>
<td>10' x 10'</td>
<td>3275.65</td>
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<tr>
<td>10' x 20'</td>
<td>5334.26</td>
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Subtotal: $6537.25

#### The Jonathon

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<th>Qty.</th>
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<td>10' x 10'</td>
<td>2285.15</td>
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<td>10' x 20'</td>
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Subtotal: $8200.15

#### The Pierce

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<td>10' x 10'</td>
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<td>10' x 20'</td>
<td>5382.00</td>
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Subtotal: $9846.50

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#### The Madison

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<td>10' x 20'</td>
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Subtotal: $7771.25

#### The Grant

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Subtotal: $9565.90

#### The Harrison

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<td>10' x 20'</td>
<td>4901.35</td>
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Subtotal: $11276.45

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All exhibit booth rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Above pricing presumes Shepard installation. If union rules require electrical labor for light installation, additional charges will apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652.

**Please note**: Carpet is not included. To order please refer to the Carpet & Cleaning form.

---

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

---

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

---

**Please complete the following:**

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Booth #:</th>
<th>Subtotal: $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name:</td>
<td>Phone #:</td>
<td>8.000% Tax*: $</td>
</tr>
</tbody>
</table>

Authorized Signature: [Signature]

Amount Due: $ **Signature also indicates you read and accept the Payment Policy and Terms and Conditions.**

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.
### EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

**Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!**

- *Custom Design for Rentals*
- *Graphic Development/Printing*
- *Onsite Logistics Management*
- *Installation/Dismantle*
- *Freight Management*
- *Custom Furniture Rental*

**Please visit us online for additional options and information:** [http://www.shepardes.com/shep-gallery.html](http://www.shepardes.com/shep-gallery.html)

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty.</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Jackson</td>
<td>10' x 10'</td>
<td>3558.25</td>
<td>4625.75</td>
</tr>
<tr>
<td>The Lincoln</td>
<td>10' x 10'</td>
<td>5378.75</td>
<td>6992.40</td>
</tr>
<tr>
<td>The Roosevelt</td>
<td>10' x 20'</td>
<td>4646.75</td>
<td>6040.80</td>
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</tbody>
</table>

**Please complete the following:**

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Booth #:</th>
<th>Subtotal $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name:</td>
<td>Phone #:</td>
<td>8.000% Tax: $</td>
</tr>
<tr>
<td>Authorized Signature:</td>
<td></td>
<td>Amount Due: $</td>
</tr>
</tbody>
</table>

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to *Regular* rate billing.

* All tax rates are subject to change.
Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

*Custom Design for Rentals
*Graphic Development/Printing
*Onsite Logistics Management
*Installation/Dismantle
*Freight Management
*Custom Furniture Rental

Please visit us online for additional options and information:  http://www.shepardes.com/shep-gallery.html

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. Above pricing presumes Shepard installation. If union rules require electrical labor for light installation, additional charges will apply. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

**Please Note** Carpet is not included, to order please refer to the Carpet & Cleaning form.

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: ___________________________  Booth #: ___________  Subtotal: ___________

Contact Name: ___________________________  Phone #: ___________  8.000% Tax: ___________

Authorized Signature: ___________________________  Amount Due: ___________

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.
**EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS**

*Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!*

- Custom Design for Rentals
- Onsite Logistics Management
- Freight Management
- Graphic Development/Printing
- Installation/Dismantle
- Custom Furniture Rental

*Please visit us online for additional options and information: [http://www.shepardes.com/shep-gallery.html](http://www.shepardes.com/shep-gallery.html)*

---

### The Adams

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20' x 20'</td>
<td>12094.25</td>
<td>15722.55</td>
</tr>
<tr>
<td></td>
<td>Subtotal</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(66497)

### The Tyler

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
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<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20' x 20'</td>
<td>8906.20</td>
<td>11576.75</td>
</tr>
<tr>
<td></td>
<td>Subtotal</td>
<td></td>
<td></td>
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</tbody>
</table>

(66465)

### The Garfield

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20' x 20'</td>
<td>8720.80</td>
<td>11336.80</td>
</tr>
<tr>
<td></td>
<td>Subtotal</td>
<td></td>
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(66496)

### The Cleveland

<table>
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<th>Description</th>
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<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20' x 20'</td>
<td>12985.45</td>
<td>16881.10</td>
</tr>
<tr>
<td></td>
<td>Subtotal</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(66499)

---

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. Above pricing presumes Shepard installation. If union rules require electrical labor for light installation, additional charges will apply. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

"Please Note" Carpet is not included, to order please refer to the Carpet & Cleaning form.

---

Please complete the following:

- **Company Name:**
- **Booth #:**
- **Subtotal:** $___
- **Contact Name:**
- **Phone #:**
- **8.000% Tax:** $___
- **Authorized Signature:**
- **Amount Due:** $___

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.
## SHOWCASES AND LOCKING CABINETS

### Showcases

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>66270</td>
<td></td>
<td>Quarterview</td>
<td>1086.55</td>
<td>1412.50</td>
<td></td>
</tr>
<tr>
<td>66272</td>
<td></td>
<td>Square</td>
<td>1172.70</td>
<td>1524.50</td>
<td></td>
</tr>
</tbody>
</table>

Please choose metal color: □ Black (06) □ White (03) □ Silver (15)

### Locking Cabinets

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Description</th>
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<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>66282</td>
<td></td>
<td>LC1</td>
<td>505.30</td>
<td>1048.60</td>
<td></td>
</tr>
<tr>
<td>66283</td>
<td></td>
<td>LC2</td>
<td>977.30</td>
<td>1270.50</td>
<td></td>
</tr>
<tr>
<td>66284</td>
<td></td>
<td>LC3</td>
<td>594.05</td>
<td>772.25</td>
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</tr>
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</table>

Please choose metal color: □ Black (06) □ White (03) □ Silver (15)

### Reception Counters and Computer Stands

#### Reception Counters and Computer Stands

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Description</th>
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<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>66274</td>
<td></td>
<td>RC1</td>
<td>2241.05</td>
<td>2913.35</td>
<td></td>
</tr>
<tr>
<td>66275</td>
<td></td>
<td>RC2</td>
<td>828.20</td>
<td>1076.65</td>
<td></td>
</tr>
</tbody>
</table>

Please choose metal color: □ Chrome (CH) □ Wood (W)

### Product Display and Traffic Builders

#### Product Display

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>66277</td>
<td></td>
<td>GL1</td>
<td>557.90</td>
<td>725.25</td>
<td></td>
</tr>
<tr>
<td>66278</td>
<td></td>
<td>GL2</td>
<td>961.60</td>
<td>1250.10</td>
<td></td>
</tr>
</tbody>
</table>

Please choose metal color: □ Black (06) □ White (03) □ Silver (15)

#### Phone Charging Station

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>66430</td>
<td></td>
<td>Phone Station*</td>
<td>1845.95</td>
<td>2399.75</td>
<td></td>
</tr>
</tbody>
</table>

*Item includes graphics. A Shepard Representative will contact you with art requirements.

Please fax completed form to the Exhibit Solutions Department at 404-720-8757.

Please complete the following:

- **Company Name:**
- **Booth #:**
- **Subtotal:**
- **Contact Name:**
- **Phone #:**
- **8.000% Tax:**
- **Authorized Signature:**
- **Amount Due:**

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

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* All tax rates are subject to change.
SIGN ORDER FORM

SSP Technical and Professional Conference
October 26 - 27, 2016
Sheraton Atlanta Downtown, Atlanta, GA

Event Code: G158221016
Discount Deadline: October 5, 2016

Shepard Exposition Services
1531 Carroll Drive, NW Atlanta, GA 30318
Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com

Please complete the following:

Company Name: __________________________
Booth #: __________________________
Contact Name: __________________________
Phone #: __________________________

Amount Due: __________________________

Authorized Signature: __________________________
Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Graphic files/requests must be received by discount deadline date to qualify for discounted prices.

There are no exchanges or refunds once sign has been ordered and processed.

* All tax rates are subject to change.

SIGN SUBMISSION INFORMATION

Please follow these requests, so Shepard can provide the highest of quality signs for your show.

File Submission Media

~ CD-ROM
~ Email attachment (4 mgs or smaller only)
~ FTP (.zip compression), call for FTP information
When sending disks, please label them with the following:
Exhibitor Co. Name, Booth #, Show Name, Show Date

Artwork Dimensions & Color Specifications

~ All artwork submitted should be created at 100% actual size
or in 10% reduction increments (please indicate scale used)
~ Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices

Acceptable Software & Formats

~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat
~ Files should be formatted in high-resolution quality, 100-300 dpi
~ Vector-based artwork preferred with fonts converted to outline

Other Graphic Services Available

~ Artwork/graphic design services (70067)
~ Logo reproduction (70052)
~ Special artwork mounting (70069)

Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.

---

SIGN, BANNERS AND ACCESSORIES

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70009</td>
<td></td>
<td>Vertical, 22” x 28”</td>
<td>172.20</td>
<td>223.85</td>
<td></td>
</tr>
<tr>
<td>70010</td>
<td></td>
<td>Horz., 22” x 28”</td>
<td>172.20</td>
<td>223.85</td>
<td></td>
</tr>
<tr>
<td>70011</td>
<td></td>
<td>Vertical, 28” x 44”</td>
<td>262.40</td>
<td>341.10</td>
<td></td>
</tr>
<tr>
<td>70012</td>
<td></td>
<td>Horz., 28” x 44”</td>
<td>262.40</td>
<td>341.10</td>
<td></td>
</tr>
<tr>
<td>70025</td>
<td></td>
<td>Meterboard, 39” x 99.75”</td>
<td>531.00</td>
<td>690.30</td>
<td></td>
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<table>
<thead>
<tr>
<th>Code</th>
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<th>Amount</th>
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<tbody>
<tr>
<td>70056</td>
<td></td>
<td>grommets, per sq. ft. - Vertical</td>
<td>21.85</td>
<td>28.40</td>
<td></td>
</tr>
<tr>
<td>70071</td>
<td></td>
<td>grommets, per sq. ft. - Horizontal</td>
<td>21.85</td>
<td>28.40</td>
<td></td>
</tr>
<tr>
<td>70066</td>
<td></td>
<td>Pockets, per sq. ft. - Vertical</td>
<td>23.45</td>
<td>30.50</td>
<td></td>
</tr>
<tr>
<td>70072</td>
<td></td>
<td>Pockets, per sq. ft. - Horizontal</td>
<td>23.45</td>
<td>30.50</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
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<th>Description</th>
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</thead>
<tbody>
<tr>
<td>70017</td>
<td></td>
<td>Blank Foamcore, 4’ x 8’</td>
<td>46.80</td>
<td>60.85</td>
<td></td>
</tr>
<tr>
<td>70021</td>
<td></td>
<td>Velcro, per ft, min. 5 ft.</td>
<td>3.00</td>
<td>3.90</td>
<td></td>
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<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Description</th>
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<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>70004</td>
<td></td>
<td>7” x 44” Horz.</td>
<td>51.50</td>
<td>66.95</td>
<td></td>
</tr>
</tbody>
</table>

Vinyl Banners with Digital Printing

Standard Foamcore Signs, Single-sided

Replacement ID Sign - Cardstock

Accessory

Accessories

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

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

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

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

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

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

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

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

SAFETY
Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.
**Supervisory fee is 30% of total cost or $60, whichever is greater.**

- Hours are based on estimates, you will be invoiced for actual time incurred.
- Subtotal
- 1.95
- 144.90
- 111.50
- 68067
- OT
- 85.75
- 111.50
- 30% **
- 68066
- ST
- 85.75
- 111.50
- 30% **
- 85.75
- 111.50
- 30% **
- 68068
- DT
- 128.63
- 167.20
- 30% **
- 128.63
- 167.20

**Please note:**
- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Additional time will be billed in half-hour increments.
- 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.

### Labor Hours

<table>
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<tr>
<th>Code</th>
<th>Description</th>
<th>SQ FT</th>
<th>Discount</th>
<th>Regular</th>
<th>Sup. Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>68080</td>
<td>Flooring Only</td>
<td>1.00</td>
<td>1.30</td>
<td></td>
<td></td>
<td>Subtotal</td>
</tr>
<tr>
<td>68083</td>
<td>PADDING + Flooring</td>
<td>1.50</td>
<td>1.85</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>68079</td>
<td>MINIMUM</td>
<td>171.50</td>
<td>222.95</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Requested install date/time:**
- Carpet
- PADDING
- Other

### SHEPARD SUPERVISION INFORMATION

**Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.**

#### Inbound Freight Information
- Carrier Company Name:
- # of pieces:
- Weight of Shipment:
- Is shipment? □ Crated □ Uncrated
- Tracking/Pro #: 
- Estimated arrival date:
- Shipment to arrive at: □ Warehouse □ Show site

#### Set-up Information for Installation
- Please check all that apply and provide information where requested.
- Booth Size: 
- Forklift required? □ Yes □ No
- Carpet? □ owned □ rented from Shepard
- Carpet padding? □ Yes □ No
- Drawings are? □ Faxed to Shepard □ Shipped w/exhibit crates

#### On-site Exhibitor Contact Information
- Name:
- Phone #:
- Hotel:
- Arrival date/time: 
- Departure date/time: 

**Signature also indicates you read and accept the Payment Policy and Terms and Conditions. All tax rates are subject to change. Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.**
# Ground Rigging/Forklift Rental

**SSP Technical and Professional Conference**  
October 26 - 27, 2016  
Sheraton Atlanta Downtown, Atlanta, GA

**Discount Deadline:** October 5, 2016

---

## Ground Rigging/Forklift Rental

Please complete the following:

- Number of pieces to be spotted: ___________
- Heaviest piece to be spotted: ___________  

Install Date/Time: ___________

Dismantle Date/Time: ___________

Description of work to be performed: ___________

---

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35028</td>
<td></td>
<td>Straight-time Hourly Rental</td>
<td>284.65</td>
<td>370.00</td>
<td></td>
</tr>
<tr>
<td>35039</td>
<td></td>
<td>Overtime Hourly Rental</td>
<td>323.20</td>
<td>420.25</td>
<td></td>
</tr>
<tr>
<td>35067</td>
<td></td>
<td>Double-time Hourly Rental</td>
<td>348.95</td>
<td>453.75</td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item Description</th>
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<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35029</td>
<td></td>
<td>Straight-time Hourly Rental</td>
<td>569.25</td>
<td>740.00</td>
<td></td>
</tr>
<tr>
<td>35049</td>
<td></td>
<td>Overtime Hourly Rental</td>
<td>646.45</td>
<td>840.50</td>
<td></td>
</tr>
<tr>
<td>35069</td>
<td></td>
<td>Double-time Hourly Rental</td>
<td>697.90</td>
<td>907.25</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35035</td>
<td></td>
<td>Straight-time Hourly Rental</td>
<td>853.90</td>
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</tr>
<tr>
<td>35066</td>
<td></td>
<td>Overtime Hourly Rental</td>
<td>969.65</td>
<td>1260.50</td>
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</tr>
<tr>
<td>35070</td>
<td></td>
<td>Double-time Hourly Rental</td>
<td>1046.85</td>
<td>1361.00</td>
<td></td>
</tr>
</tbody>
</table>

---

## Crane Rental Available Upon Request

ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm  
OT - Overtime: Monday - Friday: 4:30 pm - Midnight; Saturday/Sunday: 8:00 am - 5:00 pm  
DT - Double time: All other hours and holidays

---

## Rigging Labor Rates

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
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<th>Discount</th>
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<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>35085</td>
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<td>Straight-time Hourly Rate</td>
<td>107.19</td>
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<tr>
<td>35086</td>
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<td>Overtime Hourly Rate</td>
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<td>181.15</td>
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<tr>
<td>35089</td>
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<td>Double-time Hourly Rate</td>
<td>160.79</td>
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<table>
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<th>Amount</th>
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<td>35087</td>
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<td>Straight-time Hourly Rate</td>
<td>85.75</td>
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<tr>
<td>35100</td>
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<td>Overtime Hourly Rate</td>
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<td>144.90</td>
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<td>35101</td>
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<td>Double-time Hourly Rate</td>
<td>128.63</td>
<td>167.20</td>
<td></td>
</tr>
</tbody>
</table>

---

Please complete the following:

- Company Name: ___________
- Booth #: ___________
- Contact Name: ___________
- Phone #: ___________
- Authorized Signature: ___________

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

* All tax rates are subject to change.
<table>
<thead>
<tr>
<th>INBOUND PICK UP LOCATION INFORMATION</th>
<th>SHIPPING INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requested Pick Up Date:</strong></td>
<td>Items to be shipped</td>
</tr>
<tr>
<td><strong>Hours of Operation:</strong></td>
<td>Number of Pieces</td>
</tr>
<tr>
<td><strong>Company</strong></td>
<td>Est. Dims</td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td>Est. Weight</td>
</tr>
<tr>
<td>(City) (State) (Zip)</td>
<td></td>
</tr>
<tr>
<td><strong>Loading Dock □ Yes □ No Lift Gate □</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Residential Inside Pick up □ Inside Delivery □</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Special Instructions:</strong></td>
<td></td>
</tr>
</tbody>
</table>

**SHIP TO**

- **I will be shipping to the WAREHOUSE**
  - (Company Name, Booth #)
  - SSP Technical and Professional Conference
  - c/o Shepard Exposition Services
    - 1790 Marietta Blvd
    - Atlanta, GA 30318
  - Warehouse Deadline: October 19, 2016

- **I will be shipping to the SHOW SITE**
  - c/o Shepard Exposition Services
    - (Company Name, Booth #)
    - SSP Technical and Professional Conference
    - Sheraton Atlanta Downtown
    - 165 Courtland Street NE
    - Atlanta, GA 30303
  - Delivery date: October 26, 2016

**TYPE OF SERVICE - Choose One**

- Next Day Air
- 2nd Day Air

**TRANSPORTATION CHARGES**

Charges for transportation and material handling services provided by Shepard shall be billed to the Credit Card on file.

- **Type Card**
  - [ ] MasterCard
  - [ ] Visa
  - [ ] American Express

- **Logistics/Material Handling ONLY**
  - [ ] Authorize ALL charges

- **Credit Card #:**
- **Expiration Date:**
- **Security Code:**
- **Billing Address:**
- **City, ST, Zip:**
- **Name on Card:**
- **Authorized Signature:**

**OUTBOUND SHIPPING INFORMATION**

- **I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.**

**SHIP TO**

- **Contact Name:**
- **Phone:**
- **Deliver By Date:**
- **Number of labels:**
- **Special Instructions:**

**AUTHORIZED SIGNATURE**

Signature indicates you have read and accept the Payment Policy and Terms and Conditions.

**Orders must be received within 24 hours of requested pickup date. Service level may be changed in order to meet delivery date.**
Advantages of Shepard Logistics

- 10% material handling discount for round trip SLS customer shipments
- Volume discounting for larger shipments
- Guaranteed price quotes online with online booking and scheduled pick-up
- Preferred and confirmed target times inbound
- Pre-printed bills and shipping labels correctly formatted inbound or outbound
- Free 30-day pre-event storage charges
- Ship direct to show site and avoid warehouse charges when facility permits
- Automated tracking and delivery status reports via email
- No driver waiting time charges inbound or outbound
- No additional trade show fees
- Priority Empty Return Labels to all inbound Logistics Customers
- Guaranteed pick-up outbound from show, with immediate loading following empty return
- Guaranteed on-time delivery to destination city, facility, or warehouse or it is free

Benefits of Shepard Logistics

- Security; immediate outbound loading reduces risk of pilferage or misloading
- Convenience; less paperwork and less tracking
- Efficiency; scheduling travel, labor reliably, and possibly avoiding weekend overtime charges inbound
- Cost Saving; discounting of material handling charge

To take full advantage of the Shepard Advantage, contact
888.568.8858
logistics@shepardes.com
**ADVANCE SHIPPING ADDRESS LABELS**

**ADVANCE WAREHOUSE**

**TO:**

(EXHIBITING CO. NAME)

Booth #: 

c/o Shepard Exposition Services

1790 Marietta Blvd

Atlanta, GA 30318

**Delivery Hours:**

M-F, 8-4:30 PM

For:

SSP Technical and Professional Conference

First day freight can arrive w/o a surcharge:

September 28, 2016

Last day freight can arrive w/o a surcharge:

October 19, 2016

**DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS**

**DIRECT TO SHOW**

**TO:**

(EXHIBITING CO. NAME)

Booth #: 

C/O:

SHEPARD EXPOSITION SERVICES

Sheraton Atlanta Downtown

165 Courtland Street NE

Atlanta, GA 30303

**For:**

SSP Technical and Professional Conference

**MUST NOT BE DELIVERED PRIOR TO:**

October 26, 2016 8:00 AM

**Last day freight can arrive w/o a surcharge:**

October 26, 2016

**First day freight can arrive w/o a surcharge:**

September 28, 2016

**Delivery Hours:**

M-F, 8-4:30 PM

**MUST NOT BE DELIVERED PRIOR TO:**

October 26, 2016 8:00 AM
Please complete the following information:

We plan to ship to: □ Advance Warehouse  □ Direct to Show Site

We plan to ship on (date): ________________________________

Our materials should arrive on (date): ________________________________

Carrier Name: ___________________________  Pro #: ___________________________

Origin of Shipment (city, state): ________________________________

Total Weight

Name: ___________________________  Phone: ___________________________

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH **Signature Series Shipping.**

To set up your **Signature Series Shipping**, please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. **Signature Series Shipping** does not apply to shipments considered small package, local or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for **Signature Series Shipping**. (35572)

COMPUTATION OF MATERIAL HANDLING SERVICES

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Shipments to Showsite</td>
<td>$125.00</td>
<td>$187.50</td>
</tr>
<tr>
<td>Crated</td>
<td>$122.25</td>
<td>$183.25</td>
</tr>
<tr>
<td>Pieces</td>
<td>$61.00</td>
<td>$83.25</td>
</tr>
<tr>
<td>Each carton</td>
<td>$94.00</td>
<td>$122.25</td>
</tr>
<tr>
<td>Overhead</td>
<td>$94.00</td>
<td>$122.25</td>
</tr>
</tbody>
</table>

RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM

<table>
<thead>
<tr>
<th>Weight</th>
<th>Description</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Shipments to Showsite</td>
<td>$125.00</td>
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</tr>
<tr>
<td>Each carton</td>
<td>$94.00</td>
<td>$122.25</td>
<td></td>
</tr>
</tbody>
</table>

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

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.

Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

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.

Please complete the following:

**Company Name:** ___________________________  **Booth #:** ___________________________

**Contact Name:** ___________________________  **Phone #:** ___________________________

**Authorized Signature:** ___________________________

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

* All tax rates are subject to change.
Please fill out the information below:

Company Name: ____________________________ Booth #: ____________________________

Contact Name: ____________________________ Phone #: ____________________________

- For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.
- All packages must be properly packed & labeled. Shepard Exposition Services’ limit of liability will be $5.00 per pound or $500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

**SHOWSITE STORAGE**

- **Secured Storage:** Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show. **Secured storage rates are eighty (80) cents per square foot per day ($100.00 Minimum).**

- **Accessible Storage:** Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus labor each time materials are moved. There will be a $35.00 per day charge for pallet/skid, $80.00 per day for 1/2 trailer usage and $120.00 per day for full trailer usage. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. This fee is in addition to the labor charge each time stored items are accessed. **($100.00 Minimum).** There will be no charge to return material to the booth at the close of the show during the standard empty return process. Accessible storage is not considered secure and is stored at the sole risk of the Exhibitor.

**POST SHOW TRANSPORTATION AND HANDLING**

Shepard Exposition Services will store your shipments in our warehouse both before and after your event. Please take note of the important information below.

All shipments selected to be returned to warehouse are subject to applicable transportation and handling fees. Please note that Onsite Material Handling Fees do not include transportation or handling to and from the warehouse.

- **Return to Warehouse Service Fee:** At the customer’s request, each shipment returned to the Shepard warehouse will incur the following charge: **$20.00 per cwt. ($400.00 min.)**

- **Storage per Month Service Fee:** Monthly storage is **$10.00 per cwt per month ($100.00 min).** Storage fee will automatically be charged for shipments that are returned to Warehouse and stored in excess of three (3) business days. **(Monthly storage is charged the current year.)**

Special instructions or remarks:

Where will your shipments be going AFTER they have been stored?

- Shipped to another destination as arranged via Shepard Logistics Services
- Transport to another SES show: ____________________________ Delivery Date: ____________________________
- Pick-up arranged with another carrier

Please complete the following:

Company Name: ____________________________ Booth #: ____________________________

Contact Name: ____________________________ Phone #: ____________________________

Authorized Signature: ____________________________

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to “Regular” rate billing.

* All tax rates are subject to change.
SPECIAL HANDLING Rate as shown on Material Handling Authorization Form
A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, rigging pieces for loading or unloading on a truck or from the ground, loading or unloading materials in a freight elevator, carpet and/or pad only shipments, or other circumstances requiring the rehandling of materials including but not limited to freight on the truck needing to be unloaded in a specific order/orientation or requires freight on the truck to be moved to unload actual delivery. Shipments that arrive bulk via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service and Airborne Express may be charged a special handling rate due to their delivery procedures.

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

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

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

EARLY/LATE SHIPMENTS TO WAREHOUSE Surcharge: 25% Minimum: $50.00 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 showsite after show open will be charged a surcharge.

UNCRATED SHIPMENTS Rate as shown on Material Handling Authorization 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.

MIXED SHIPMENTS Rate as shown on Material Handling Authorization Form
Mixed shipments that are uncrated by 50% or more are considered special handling and additional rates will apply.

OFF-TARGET DELIVERIES Surcharge: 15% Minimum: $50.00 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.

MARTSHALING YARD Surcharge: $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 Surcharge: $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 Surcharge: $25.00 per piece, Minimum $50.00 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.

SMALL PACKAGE CONSOLIDATION Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate. Packages exceeding 30lbs will be billed standard Material Handling fees at the prevailing show rates.

ENVELOPE DELIVERIES Surcharge: $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.

If you have any questions about material handling, please contact Shepard Customer Service department.
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 that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is a "certified weight ticket"?
A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

What are advance 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, 8:00am - 4:00pm, excluding holidays.

Shipment must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crate, carton, skid, fiber case, and carpet 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.

Charges will be billed to your show invoice-one less invoice/bill to keep track of.

What determines how much I’m charged?
Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?
Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs.

EXAMPLE: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

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

What are small package carrier shipments?
Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a certified weight ticket included with shipment.

This applies to packages weighing under 30 lbs.

How do I calculate my small package carrier shipment?
Charges for small package carrier shipments are based on per carton, per delivery. Example: I’m shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = $ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive at its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

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

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

What is SPECIAL HANDLING?
Shipments delivered that require extra labor for stacking or unstacking containers on a truck, tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials. Cannot be completed solely with one forklift and operator.

What is the difference between material handling and shipping?
Shipping is the process of carrying your shipment from your location, pick-up area to it's destination and also the process of returning your shipment back to your location after the close of the show. Material handling begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

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

What does CWT mean?
CWT is an acronym for Century Weight, therefore it means per 100 lbs.

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.

Crate, carton, skid, fiber case, and carpet 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 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.

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

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

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

How can I make shipping my show materials easier?
Signature Series Shipping will make it easier with the following benefits:

~ Receive a 10% discount off of material handling rates (restrictions apply).
~ Worry-free shipping to and from your show.
~ Priority Empty Service - priority of empty return at the close of show.
~ Charges will be billed to your show invoice-one less invoice/bill to keep track of.
~ No driver wait fees.

OUTBOUND SHIPMENTS

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

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

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

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LIABILITY INSURANCE

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SPECIAL MACHINERY MATERIAL HANDLING

SSP Technical and Professional Conference
October 26 - 27, 2016
Sheraton Atlanta Downtown, Atlanta, GA

Event Code: G158221016

SPECIAL MACHINERY MATERIAL HANDLING AUTHORIZATION

THIS FORM IS FOR MACHINERY SHIPMENTS ONLY

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item Description</th>
<th>Standard</th>
<th>Special Handling**</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35992</td>
<td>2,501 - 5,000 LBS</td>
<td>40.80</td>
<td>53.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35993</td>
<td>5,001 - 10,000 LBS</td>
<td>37.10</td>
<td>48.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35994</td>
<td>10,001 - 20,000 LBS</td>
<td>35.20</td>
<td>45.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35995</td>
<td>20,001 - 30,000 LBS</td>
<td>33.35</td>
<td>43.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35996</td>
<td>30,001 + LBS</td>
<td>32.15</td>
<td>41.80</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

**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.

SPECIAL MACHINERY IMPORTANT INFORMATION

All shipments must have proper inbound Bill of Lading or carrier bill with breakdowns. Certified weight tickets are required for all shipments. When shipping a mixed load, separate weight tickets are required to distinguish between machinery and exhibit materials. 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.

Uncrated machinery will not be accepted at the warehouse. All uncrated machinery should be delivered directly to the facility during move-in or on your designated target day and time. Shepard will receive shipments consigned directly to the facility on installation days. Shepard will deliver to booths, remove, store, and return empty containers.

Use the machinery rates for your machinery shipments only. All other freight must use the standard Material Handling rates. Machinery rates apply to machines that are skidded or unskidded but can be picked up and lifted by a Shepard forklift with no rigging equipment. Machinery rates are discounted and no other discounts apply. All rates apply per shipment.

Please complete the following:

Company Name: ___________________________ Booth #: ________________
Contact Name: ____________________________ Phone #: ________________
Authorized Signature: ____________________

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

* All tax rates are subject to change.
CARTLOAD MATERIAL HANDLING SERVICE
SSP Technical and Professional Conference
October 26 - 27, 2016
Sheraton Atlanta Downtown, Atlanta, GA
Event Code: G158221016

CARTLOAD SERVICE
Cartload service includes one laborer, one cart, one trip per rate listed below.

<table>
<thead>
<tr>
<th>Code</th>
<th># of trips</th>
<th>Item Description</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35152</td>
<td></td>
<td>Booth to Dock - ST</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>35151</td>
<td></td>
<td>Dock to Booth - ST</td>
<td>100.00</td>
<td></td>
</tr>
</tbody>
</table>

Overtime: Booth to dock, 35154; Dock to booth, 35153

Subtotal $ N/A
Tax: $ Amount Due: $

ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm
OT - Overtime: Monday - Friday: 4:30 pm - Midnight; Saturday/Sunday: 8:00 am - 5:00 pm
DT - Doubletime: All other hours and holidays

CARTLOAD SERVICE RESTRICTIONS
Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the deck/booth location.

If you arrive in a truck (such as a U-Haul, Penske, etc.) you will not qualify for this service.

All items must fit on flat bed cart (approximately 3’x4’ in size). If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.

Please complete the following:

Company Name: ___________________________ Booth #: __________
Contact Name: ___________________________ Phone #: __________
Authorized Signature: _____________________

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.
OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

SSP Technical and Professional Conference
October 26 - 27, 2016
Sheraton Atlanta Downtown, Atlanta, GA

All outbound shipments require a Bill of Lading 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.

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

SHIP TO ADDRESS:

COMPANY NAME

DELIVERY ADDRESS

CITY STATE ZIP

CONTACT NAME BOOTH

Number of Pieces: Number of Labels Requested:

☐Crate ☐Skid ☐Cases ☐Carton ☐Total Weight

CARRIER SELECTION

☐OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS ☐OTHER:

*If selecting a carrier other than Shepard Logistics, you must schedule the pickup.

**If using FedEx or UPS you must have and apply their shipping labels

Type of Service: In the event your designated carrier fails to pickup:

☐Ground ☐Overnight ☐2nd Day ☐Reroute via show carrier

☐Return to Warehouse

Shipping Options:

Inside Delivery ☐ Residential ☐ Lift Gate ☐ No Loading Docks ☐

OUTBOUND SHIPMENT REQUIREMENTS:

1. Shepard will print and deliver your BOL with Shipping Labels to your booth prior to the close of the show.

2. Exhibitors must properly package and label all materials.

3. Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.

4. Please see the SES service desk if you do not receive a BOL

**Please note: If utilizing FedEx/UPS as your carrier you must supply your own outbound labels

TRANSPORTATION CHARGES BILLING ADDRESS:

☐SAME AS SHIP TO ADDRESS

Company Name

Address

City State Zip

Please complete the following:

Company Name: _______________ Booth #: _______________

Contact Name: _______________ Phone #: _______________

Authorized Signature: ________________________________

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.