



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](mailto:atlanta@shepardes.com)

# SHOW INFORMATION

## SSP Technical and Professional Conference

October 26 - 27, 2016

Sheraton Atlanta Downtown, Atlanta, GA

Event Code: G158221016

### 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

### 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

### 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

### 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.



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# ONLINE ORDERING INSTRUCTIONS

SSP Technical and Professional Conference



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## \*\*\*ATTENTION EXHIBITORS\*\*\*

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

1. **GO TO:** [www.shepardes.com/intro.asp](http://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 
  - 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  or  buttons to scroll through all your options.

Use the  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 on 

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!

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# PAYMENT AUTHORIZATION

## SSP Technical and Professional Conference

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**Discount Deadline: October 5, 2016**

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

COMPANY ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_ FAX: \_\_\_\_\_

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

### CREDIT CARD INFORMATION

Type of Card:       Pay by Check\*  Pay by Wire\*

Credit Card #:                      Expiration Date:       
 Month Year

Billing Address: \_\_\_\_\_ Security Code:

City, ST, Zip: \_\_\_\_\_

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](mailto:atlanta@shepardes.com)



# SHEPARD TERMS & CONDITIONS

## SSP Technical and Professional Conference

### 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 (1.8% 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.

**Rental Responsibility:** All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

**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 person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

### INDEMNIFICATION

The exhibitor agrees to indemnify, forever hold harmless, and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State, or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

### 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 \$5.00 (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 of or damage to material.

### INBOUND AND OUTBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

### PACKAGING, CRATES, AND EMPTY CONTAINERS

Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or 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."



# THIRD PARTY PAYMENT AUTHORIZATION

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**Discount Deadline: October 5, 2016**

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

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.

### SERVICES TO BE COVERED BY THIRD PARTY

- All services
- Rental Furniture
- Carpet
- Logistics/Transportation
- Material Handling \*Please complete the Material Handling Authorization Form
- Exhibit Display Rentals
- Cleaning
- Other (please specify): \_\_\_\_\_
- Overhead Rigging/Labor
- Installation/Dismantling Labor

Notes: \_\_\_\_\_

### THIRD PARTY INFORMATION

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

COMPANY ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_ FAX: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### EXHIBITING COMPANY INFORMATION

COMPANY NAME: \_\_\_\_\_ BOOTH # \_\_\_\_\_




COMPANY ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY, ST, ZIP: \_\_\_\_\_ FAX: \_\_\_\_\_

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

AUTHORIZED SIGNATURE: \_\_\_\_\_

### THIRD PARTY CREDIT CARD INFORMATION

Type of Card:     

Credit Card #:

Expiration Date:       
 Month Year

Billing Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Security Code:

\*\* 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](mailto:atlanta@shepardes.com)



# EXHIBITOR APPOINTED CONTRACTOR

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## SSP Technical and Professional Conference

October 26 - 27, 2016

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Event Code: G158221016

**Deadline Date: September 28, 2016**

**Please read the following information entirely prior to signing form and returning to Shepard.**

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.

**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 # \_\_\_\_\_

## Signature Series FABEX Booth Rentals

### 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



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

### 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



Please note: Freestanding counter is not fabric but standard 1 meter wide with graphic front.

## Package Options and Pricing

FABEX Signature FX2 Options		
QTY	Item Description	Standard
66534	10' Backwall Package	2160.00
66536	20' Backwall Package	3744.00
66542	10' Backwall package with Header	2664.00
66544	20' Backwall Package with Header	4176.00

FABEX Signature FX3 Options		
QTY	Item Description	Standard
66538	10' Backwall Package	3168.00
66540	20' Backwall Package	4780.80

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

Qty	Price
66546	1500.00

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

**Please complete the following.**

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Booth Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

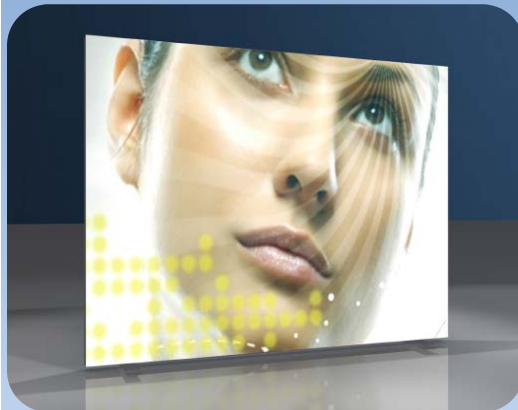
Total FABEX Signature Packages:	\$
8.000% Tax*:	\$
Amount Due:	\$

**Authorized Signature:** \_\_\_\_\_

## Signature Series FABEX Backlit Booth

*Freestanding 10' or 20' Backlit backwall  
with full color graphics*

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



(66530)

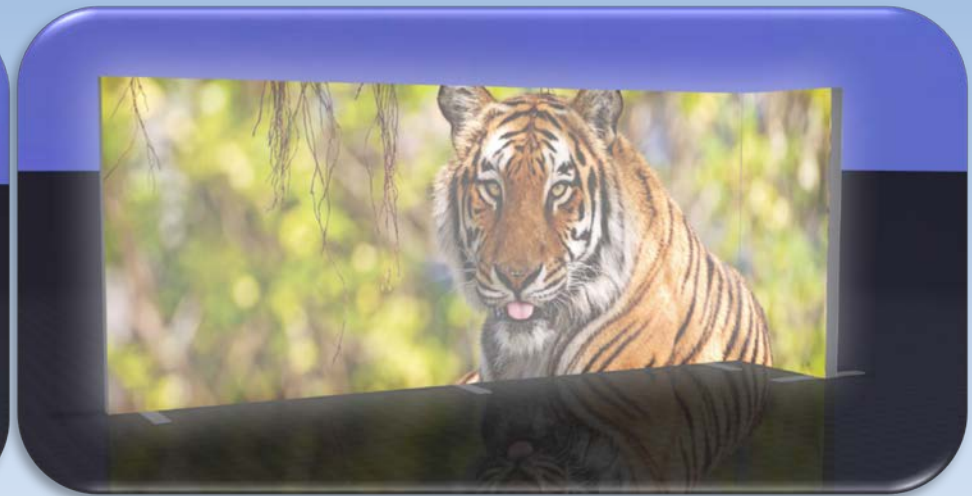
FX1 also available in:  
 20' Wide x 8' High (66532) 30'  
 Wide x 8' High (66547)

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



(66531)

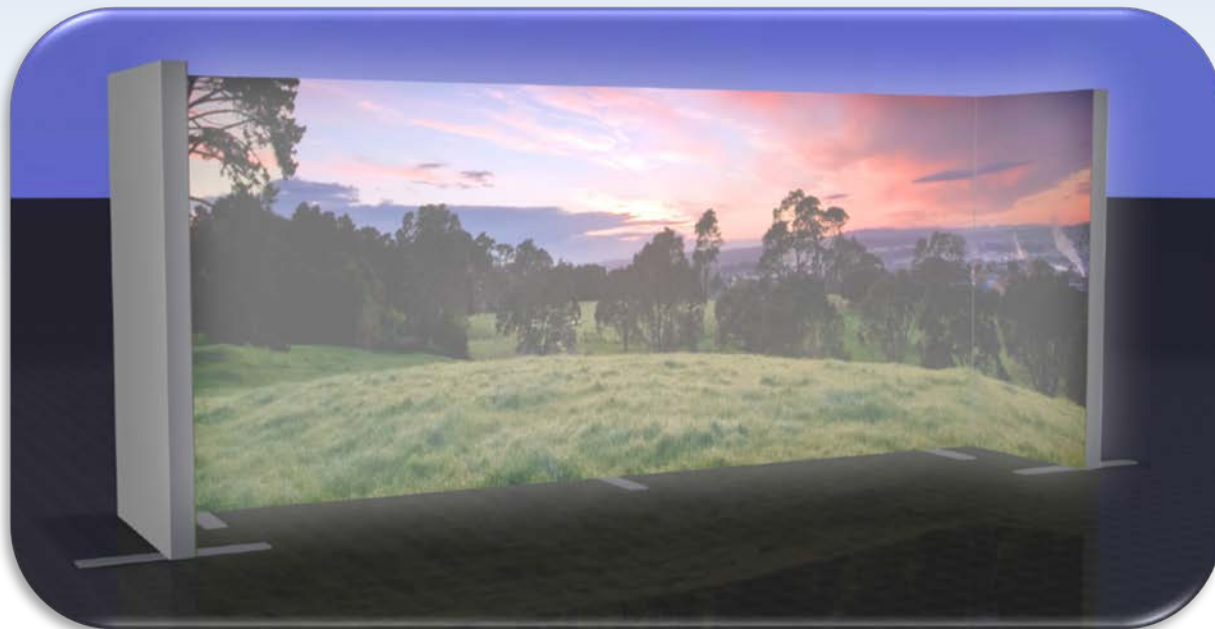
**FX1.2L - 20' Wide x 8' High Backlit wall with (1) Endcap and full color graphics**



(66533)

**\*\*Endcap measures 1 Meter Wide x 8' High  
\*\*\***

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



**\*\*Endcaps measure 1 Meter Wide x 8' High**

(66549)

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



(66548)

### Package Options and Pricing

FABEX Signature FX1 Options		
QTY	Item Description	Standard
66530	FX1-10' Freestanding Backlit Wall	2178.00
66532	FX1.2-20' Freestanding Backlit Wall	3366.00
66547	FX1.3-30' Freestanding Backlit Wall	4554.00

FABEX Signature FX1 Options		
QTY	Item Description	Standard
66531	FX1L-10' Backlit Wall with Endcap	2607.00
66533	FX1.2L-20' backlit Wall with Endcap	3795.00
66549	FXU-20' Backlit Wall with Endcaps	4224.00
66548	FX1F- Freestanding Backlit Panel	858.00

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.*

**Please complete the following.**

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Booth Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Total FABEX Signature Packages:	\$
8.000% Tax*:	\$
Amount Due:	\$

**Authorized Signature:**

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.





(404) 720-8600

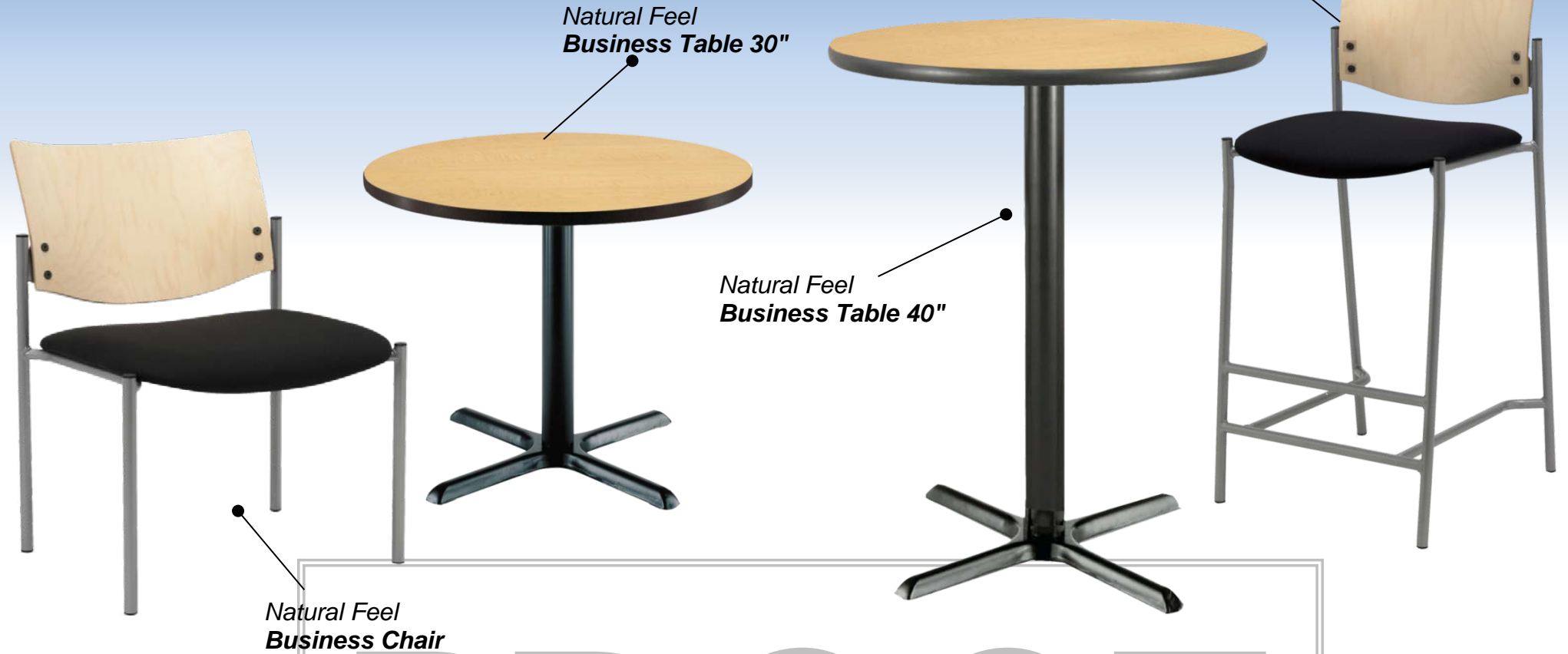
(404) 720-8755

atlanta@shepardes.com

EVENT CODE  
G158221016

DISCOUNT DEADLINE  
September 26, 2016

# Signature Series Furniture



### 6 Foot Fabric Table Cover w/ Table



Available Colors:

### Lighting & Accessories



# PROOF

Natural Feel Furniture					
Qty.	Item	Discount	Regular	Amount	
50704	Natural Feel Business Chair	142.15	184.80		
50705	Natural Feel Business Stool	173.05	224.95		
50706	Natural Feel Business Table 30"	290.45	377.60		
50707	Natural Feel Business Table 40"	302.80	393.65		

Natural Feel Accessories					
Qty.	Item	Discount	Regular	Amount	
50709	Natural Feel Floor Lamp	154.50	200.85		
50710	Natural Feel Table Lamp	111.25	144.65		
50708	Natural Feel Waste Receptacle	68.00	88.40		

Fabric Table Covers (50700)				
Qty.	Item	Discount	Amount	
	White - Fabric Table Cover w/ Table	241.00		
	Red - Fabric Table Cover w/Table	241.00		
	Blue - Fabric Table Cover w/Table	241.00		
	Black - Fabric Table Cover w/Table	241.00		

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: \_\_\_\_\_

Total Signature Furnishings:	\$
8.000% Tax*:	\$
Amount Due:	\$

Authorized Signature: \_\_\_\_\_

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.



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DISCOUNT DEADLINE  
September 26, 2016

## Signature Series Flooring



Use the below formula to calculate the square footage (sq. ft.)

$$\boxed{\text{length}} \times \boxed{\text{width}} = \boxed{\text{sq. ft.}}$$

### Premium Plush Carpet (46004)

Sq. Ft.	Item	Per Sq. Ft.	Amount
(22)	Navy	9.35	
(74)	Crimson	9.35	
(73)	Graphite	9.35	
(03)	White	9.35	
(06)	Black	9.35	
(90)	Hot Pink	9.35	
(91)	Electric Blue	9.35	
(77)	Bay Blue	9.35	
(48)	Hunter	9.35	
(99)	Sun Gold	9.35	
(98)	Paprika	9.35	
(07)	Burgundy	9.35	

### Premium Vinyl Floor (46005)

Sq. Ft.	Item	Per Sq. Ft.	Amount
(83)	Light Maple	12.10	
(84)	Rustic Cherry	12.10	
(80)	Blackwood	12.10	
(31)	Ivory	12.10	
(85)	Barnwood	12.10	
(82)	Checkerboard	12.10	

### Elevated Hardwood Floor

Sq. Ft.	Item	Per Sq. Ft.	Amount
50712	Light Oak - Elevated Hardwood Floor	Call for Quote	
50711	Dark Oak - Elevated Hardwood Floor	Call for Quote	

\* 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.

Total Signature Flooring:	\$
8.000% Tax*:	\$
Amount Due:	\$

Please complete the following.

Company Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Booth Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_



(404) 720-8600

(404) 720-8755

atlanta@shepardes.com

EVENT CODE

G158221016

DISCOUNT DEADLINE

October 5, 2016

# 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 cancelations 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



### Vacuum Once

Sq Ft	Item	Discount	Amount
47050	0-399 sq ft	0.40	0.50
47051	400-900 sq ft	0.35	0.45
47052	900+ sq ft	0.30	0.40

### Vacuum Once with One Touch Up

Sq Ft	Item	Discount	Amount
47045	0-399 sq ft	0.50	0.65
47046	400-900 sq ft	0.45	0.60
47047	900+ sq ft	0.40	0.50

\*Touch Up Service Date: \_\_\_\_\_

### Daily Vacuum

Sq Ft	Item	Discount	Amount
47055	0-399 sq ft	0.80	1.05
47056	400-900 sq ft	0.75	1.00
47057	900+ sq ft	0.70	0.90

## Mopping/Shampooing



### Mopping

Sq Ft	Item	Discount	Amount
47042	Once Before Initial Opening per sq ft	0.55	0.70
47022	Daily per sq. ft.	0.95	1.25

### Shampooing

Sq Ft	Item	Discount	Amount
47003	Once Before Initial Opening per sq ft	0.55	0.70

## Display Wipe Down



### Display Wipe Down \*2 hr minimum per day

Hours	Item	ST	OT
47043	Once Before Initial Opening	85.75	111.48
Hrs per day	Item	ST	OT
47044	Daily service	85.75	111.48

Date _____	Start Time _____
Date _____	Start Time _____
Date _____	Start Time _____
Date _____	Start Time _____

## Porter Service



### Booth Porter Services

Sq Ft	Item	Discount	Amount
47030	Porter Service Once	0.50	0.65
47031	Daily Porter Service	0.95	1.25

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: \_\_\_\_\_

Total Cleaning:	\$
N/A Tax*:	\$
Amount Due:	\$

Authorized Signature: \_\_\_\_\_

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.



**Shepard Exposition Services**

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Customer Service Email: [atlanta@shepardes.com](mailto:atlanta@shepardes.com)

# BOOTH CARPETING

SSP Technical and Professional Conference

October 26 - 27, 2016

Sheraton Atlanta Downtown, Atlanta, GA

Event Code: G158221016

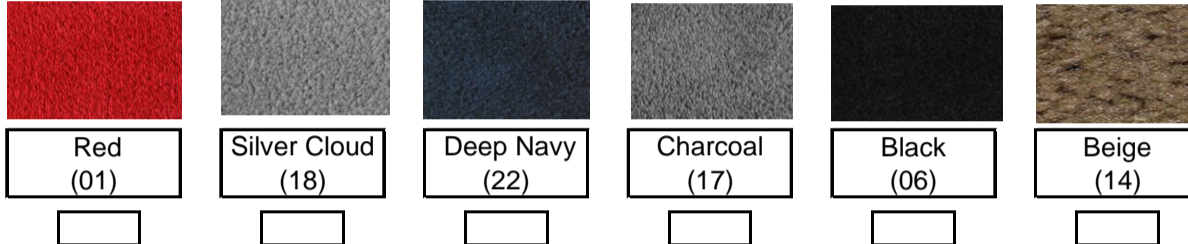
**Discount Deadline: October 5, 2016**

*Carpet 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:



Qty.	Item	Discount	Regular	Amount
46001	Rental/sq ft	6.60	8.60	
46003	Rental 1000+/sq ft	5.70	7.40	
Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.				

PURCHASED PREMIUM CARPET				
Qty.	Item	Discount	Regular	Amount
46002	Purchase/sq ft	15.80	15.80	
Minimum 100 sq. ft. is required. No refunds on cancellations. Please note - Premium White is available for purchase only.				

## BOOTH DIMENSIONS

What is your booth size (ft.)?

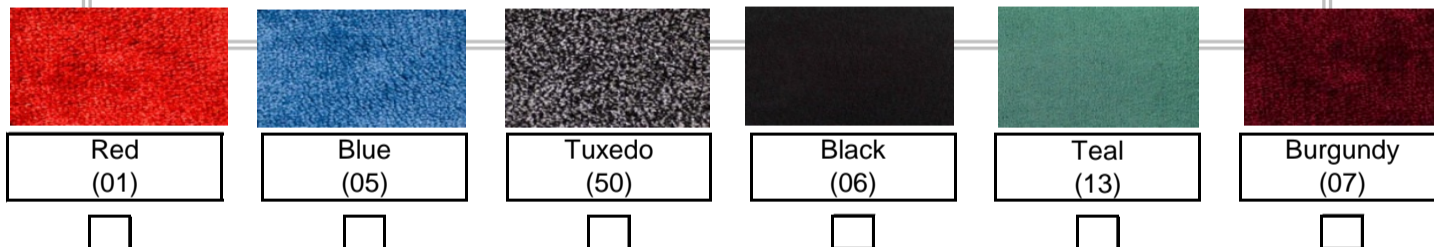
X  =  sq. ft.

## PADDING & VISQUEEN

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	1.15	1.50	
50008	1" Padding	2.30	3.00	
50010	Visqueen	0.35	0.45	

## EXPO CARPET - 13 OZ.

Choose Color:



Qty.	Item	Discount	Regular	Amount
50401	8' x 10'	225.70	293.40	
50402	8' x 20'	429.70	558.60	
50403	8' x 30'	641.00	833.30	
50404	8' x 40'	852.10	1107.75	

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

Qty.	Item	Discount	Regular	Amount
50580	0 - 399 sq ft*	5.05	6.55	
50581	400 - 900 sq ft	4.55	5.90	
50582	900+ sq ft	4.15	5.40	

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: \_\_\_\_\_ 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.



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# EXPO FURNISHINGS

## SSP Technical and Professional Conference

October 26 - 27, 2016

Sheraton Atlanta Downtown, Atlanta, GA

Event Code: G158221016

**Discount Deadline: October 5, 2016**

### 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)

SKIRTED TABLES						
Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	128.40	166.90	
50046			6'L X 30"H	157.80	205.15	
50050			8'L X 30"H	199.90	259.85	
50043			4'L X 42"H	156.05	202.85	
50047			6'L x 42"H	199.85	259.80	
50051			8'L x 42"H	235.00	305.50	
50052			4th Side 30"	78.05	101.45	
50171			4th Side 42"	78.05	101.45	

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

UNSKIRTED TABLES					
Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	91.45	118.90	
50044		6'L X 30"H	109.15	141.90	
50048		8'L X 30"H	128.70	167.30	
50041		4'L X 42"H	103.00	133.90	
50045		6'L x 42"H	128.70	167.30	
50049		8'L x 42"H	143.60	186.70	

### RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS						
Code	Qty.	Color	Size	Discount	Regular	Amount
50082			4'L X 6"H	51.80	67.35	
50084			6'L X 6"H	66.80	86.85	
50086			8'L X 6"H	89.45	116.30	
50083			4'L X 12"H	112.10	145.75	
50085			6'L x 12"H	139.55	181.40	
50087			8'L x 12"H	155.45	202.10	

UNDRAPED RISERS					
Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	26.65	34.65	
50078		6'L X 6"H	37.45	48.70	
50080		8'L X 6"H	48.50	63.05	
50077		4'L X 12"H	51.65	67.15	
50079		6'L x 12"H	73.80	95.95	
50081		8'L x 12"H	90.10	117.15	

### STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	81.80	106.35	
50021		Arm Chair	113.70	147.80	
50024		Stool w/back	135.85	176.60	

### STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	22.75	29.60	
50094		Floor Easel	46.15	60.00	
50245		Literature Rack	170.40	221.50	



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	225.65	293.35	
50092		Coat Rack	80.10	104.15	
50093		Garment Rack	225.65	293.35	



Code	Qty.	Item	Discount	Regular	Amount
50427		Tensabarrier Stanchion	95.15	123.70	
50095		Sign Holder, 22x28	105.10	136.65	

### SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	17.65	22.95	
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Please select sateen color from below:

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

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Total Expo Furnishings:	\$
8.000% Tax*:	\$
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.



# SPECIALTY FURNISHINGS & ACCESSORIES

Shepard Exposition Services

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SSP Technical and Professional Conference

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Event Code: G158221016

**Discount Deadline: October 5, 2016**

## SPECIALTY CHAIRS AND TABLES



Qty.	Item	Discount	Regular	Amount
51086	Director's Chair	86.10	111.95	
51090	Director's Stool	154.10	200.35	
51089	Ped. Table, 42"	225.95	293.75	
50032	Ped. Table, 30"	215.50	280.15	
50030	Rnd Side Table	108.50	141.05	
50031	Sq. Side Table	108.50	141.05	

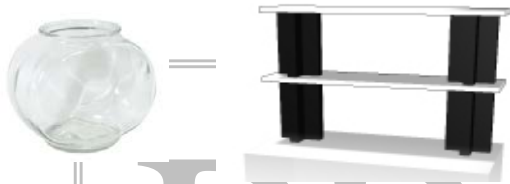
## SHOWCASES



Qty.	Item	Discount	Regular	Amount
50067	Full View 4'	850.40	1105.50	
50068	Full View 6'	937.90	1219.25	
50069	Quarter View 4'	850.40	1105.50	
50070	Quarter View 6'	937.90	1219.25	

Standard Showcases are a gray finish.

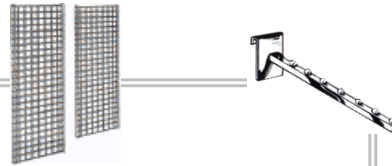
## MISCELLANEOUS ITEMS



Qty.	Item	Discount	Regular	Amount
50185	Drawing Bowl	42.35	55.05	
50088	8' Upright	29.80	38.75	
50349	6'-10' Crossbar	19.85	25.80	
50348	7'-12' Crossbar	19.85	25.80	
50296	4' x 12" Display Riser *	95.30	123.90	
50297	6' x 12" Display Riser *	118.60	154.20	

\* These display risers are stackable up to four (4) shelving units. It is also important to note that all risers will be delivered to your booth, but it is your responsibility to install them.

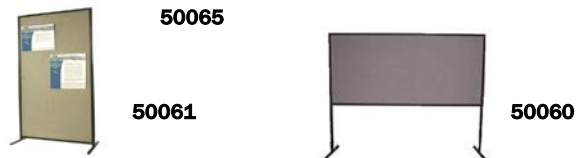
## GRID AND GRID ACCESSORIES



Qty.	Size	Discount	Regular	Amount
50236	2'x8' w/legs, each	203.35	264.35	
50237	2'x8' w/o legs, each	152.40	198.10	
50242	7-Ball Waterfall	14.00	18.20	

Other accessories available, please call customer service for more information.

## VELCRO TACK BOARD



Qty.	Item	Discount	Regular	Amount
50060	4' x 8' Horz.	275.35	357.95	
50061	4' x 8' Vert.	275.35	357.95	

## SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

Lin. Ft.	Item	Discount	Regular	Amount
50073	8' High	21.60	28.10	
50074	3' High	16.00	20.80	

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:** \_\_\_\_\_ **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.

Total Specialty Furnishings/Accessories:	\$
8.000% Tax*:	\$
Amount Due:	\$

# SOFAS & SECTIONALS



FAIRSW



HEA08



SFA002



SO1



NPLSOF  
NPLSOP



TANSOF



KEYSOF



SFA003  
SFAPWR



HS008



SO2

# LOVESEATS



KEYLOV



NPLLOV  
NPLLOP

## 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

**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



## CLUB CHAIRS



FAIRCW



CHR003  
CHRPWR



CHR002



NPLCHR  
NPLCHP



KEYCHR



TANCHR



OCB



HCH08



HC008

## ACCENT CHAIRS



MADGRY



SWAN



OCH



BCW



LABREA



CCE

## MEETING CHAIRS



OCMESP



OCMTAU



OCMWHY

### 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

**SWAN** | Swanson Swivel Chair  
White Vinyl  
28"L 25"D 18"H

**OCH** | Madrid Chair  
Black Vinyl  
30"L 30"D 31"H

**BCW** | Madrid Chair  
White Vinyl  
30"L 30"D 31"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

**OCMWHY** | Meeting Chair  
White Vinyl  
25.5"L 23.5"D 34"H





# OTTOMANS



## 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


**OSC | Milano Cube**  
White Vinyl  
17"L 17"D 18"H

**OTH | Milano Cube**  
Black Vinyl  
17"L 17"D 18"H

**Vibe Cube Ottomans Waterproof**  
18"L 18"D 18"H  
**VIB05 | Yellow Vinyl**  
**VIB06 | Gold/Bronze Vinyl**  
**VIB07 | Beige Vinyl**  
**VIB08 | Orange Vinyl**  
**VIB01 | Green Vinyl**  
**VIB02 | Blue Vinyl**  
**VIB03 | Pink Vinyl**  
**VIB04 | Red Vinyl**



## COCKTAIL TABLES

 Also available with powered tops. See page 1 for details.



COLI



C1E



REGBEN



C1K



C1F



C1C



 C1W  
C1WP



 C1Y  
C1YP

## SIDE AND END TABLES



TMBTBL



NEMSAC



ETBL



AURA



EOLI



E1E



REGOTT



E1K



CUBTBL



E1F



E1C



E1W



E1Y



CDYTB

### COCKTAIL TABLES

**COLI | Oliver Cocktail Table**  
Walnut Finish  
47"L 27"D 19"H

**C1E | Silverado Cocktail Table**  
Glass, Chrome  
36" Round 17"H

**REGBEN | Regis Bench/ Table**  
Brushed Metal  
47"L 15.5"D 16"H

**C1K | Inspiration Cocktail Table**  
Glass, Brushed Steel  
48"L 28"D 18"H

**C1F | Geo Cocktail Table**  
Glass, Black  
50"L 22"D 16"H

**C1C | Geo Cocktail Table**  
Glass, Chrome  
50"L 22"D 16"H

**C1W | Sydney Cocktail Table**  
White, Brushed Steel  
48"L 26"D 18"H

**C1Y | Sydney Cocktail Table**  
Black, Brushed Steel  
48"L 26"D 18"H

### SIDE & END TABLES

**TMBTBL | Timber Table**  
Wood  
16" Round 17"H

**NEMSAC | Mosaic Tables, Set of 3**  
12"L 14"D 16"H  
16.5"L 15"D 18"H  
20.5"L 16"D 20"H

**ETBL | E Table**  
Wood  
21"L 15.5"D 27.5"H

**AURA | Aura Round Table**  
White Metal  
15" Round 22"H

**EOLI | Oliver End Table**  
Walnut Finish  
22" Round 22"H

**E1E | Silverado End Table**  
Glass, Chrome  
24" Round 22"H

**REGOTT | Regis End Table**  
Brushed Metal  
16"L 15.5"D 16.5"H

**E1K | Inspiration End Table**  
Glass, Brushed Steel  
24"L 28"D 22"H

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

**E1F | Geo End Table**  
Glass, Black  
26"L 26"D 20"H

**E1C | Geo End Table**  
Glass, Chrome  
26"L 26"D 20"H

**E1W | Sydney End Table**  
White, Brushed Steel  
27"L 23"D 22"H

**E1Y | Sydney End Table**  
Black, Brushed Steel  
27"L 23"D 22"H

**CDYTB | Candy Table**  
White/Black Top  
18"L 18"D 18"H





**Shepard Exposition Services**  
 1531 Carroll Drive, NW Atlanta, GA 30318  
 Customer Service Phone: (404) 720-8600  
 Customer Service Fax: (404) 720-8755  
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# 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

Qty.	Item	Discount	Regular	Amount
<b>Sofas &amp; Sectionals</b>				
	SO1-South Beach Sofa, P. Suede	838.30	1089.80	
	HEA08-Heathrow Sofa, Black Vinyl	838.30	1089.80	
	HS008-Heathrow 3 pc. Sectional	2199.10	2858.85	
	SFA002- Allegro Sofa	882.00	1146.60	
	NPLSOF-Naples Sofa, Black Vinyl	1056.70	1373.70	
	NPLSOP-Naples Sofa, powered	1285.20	1670.75	
	SO2-3pc. South Beach, P. Suede	2012.65	2616.45	
	TANSOF-Tangiers Sofa, Beige	838.30	1089.80	
	SFA003-Roma Sofa, White	1006.30	1308.20	
	SFAPWR-Roma Sofa, powered	1285.20	1670.75	
	KEYSOF-Key Largo Sofa	596.40	775.30	
	FAIRSW-Fairfax Sofa	603.10	784.05	
<b>Club Chairs</b>				
	HC008-Heathrow Corner, Black Vinyl	703.90	915.05	
	HCH08-Heathrow Chair, Black Vinyl	838.30	1089.80	
	NPLCHR-Naples Chair, Black Vinyl	737.50	958.75	
	NPLCHP-Naples Chair, powered	798.00	1037.40	
	TANCHR-Tangiers Chair, Beige	543.90	707.05	
	CHR002-Allegro Chair	619.90	805.85	
	CHR003-Roma Chair, White	687.10	893.25	
	CHRPWR-Roma Chair, powered	798.00	1037.40	
	KEYCHR-Key Largo Chair	394.80	513.25	
	FAIRGW-Fairfax Chair	435.10	565.65	
<b>Ottomans</b>				
	OTS-South Beach Wedge	401.50	521.95	
	BNO08-Bench, Black Leather	519.10	674.85	
	BN075-Bench, White Leather	519.10	674.85	
	END02B-Square, Black Leather	451.90	587.45	
	END02W-Square, White Leather	451.90	587.45	
	VIB02-Vibe Cube, Blue	176.40	229.30	
	VIB04-Vibe Cube, Red	176.40	229.30	
	VIB05-Vibe Cube, Yellow	176.40	229.30	
	VIB07-Vibe Cube, Champagne	176.40	229.30	
<b>Group &amp; Accent Chairs</b>				
	CCE-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	
	OCB-Key West Tub, Black	502.30	653.00	
	SCD-Fusion, Green/White	176.40	229.30	
	SCC-Fusion, Clear/White	176.40	229.30	
	SCE-Fusion, Red/White	176.40	229.30	
	SCF-Fusion Chair, Black/White	176.40	229.30	
	MADGRY-Madden Arm Chair, Grey	535.90	696.65	
	SWAN-Swanson Swivel, White Vinyl	451.90	587.45	
<b>Loveseats</b>				
	NPLLOV-Naples, Black Vinyl	888.70	1155.30	
	NPLLOP-Naples Loveseat, powered	1107.10	1439.25	
	KEYLOV-Key Largo Loveseat	462.00	600.60	
<b>Meeting Chairs</b>				
	OCMESP-Meeting Chair, Espresso	351.10	456.45	
	OCMTAU-Meeting Chair, Taupe	344.40	447.70	
	OCMWHM-Meeting Chair, White	317.40	412.60	

### COCKTAIL AND END TABLES

Qty.	Item	Discount	Regular	Amount
<b>Occasional Cocktail Tables</b>				
	C1E-Silverado	351.10	456.45	
	C1K-Inspiration	391.45	508.90	
	C1F-Geo Rect., Glass/Black	317.50	412.75	
	C1C-Geo Rect., Glass/Chrome	317.50	412.75	
	COLI - Oliver Cocktail Table	302.40	393.10	
	C1W-Sydney, White	356.15	463.00	
	C1Y-Sydney, Black	356.15	463.00	
	C1YP-Sydney Black, powered	451.90	587.45	
	C1WP-Sydney White, powered	451.90	587.45	
	G30CMS-Table, Maple	468.70	609.30	
	G30CMW-Table w/ Grmt, Maple	468.70	609.30	
	G30CWS-Table, White	468.70	609.30	
	G30CWW-Table w/ Grmt, White	468.70	609.30	
	REGBEN-Regis Bench Table	361.20	469.55	
<b>Occasional End Tables</b>				
	E1E-Silverado	334.30	434.60	
	E1K-Inspiration	367.90	478.25	
	E1F-Geo, Glass/Black	310.80	404.05	
	E1C-Geo, Glass/Chrome	310.80	404.05	
	EOLI-Oliver End Table	268.80	349.45	
	E1W-Sydney, White	320.90	417.15	
	E1Y-Sydney, Black	320.90	417.15	
	CUBTBL-Edge LED Cube	250.30	325.40	
	CDYTB-Candy Table	267.10	347.25	
	AURA End Table	183.10	238.05	
	ETBL-E Table, Wood	225.10	292.65	
	NEMSAC Mosaic Tables, Set of 3	367.90	478.25	
	TMBTBL Timber Table, Wood	216.70	281.70	
	REGOTT-Regis End Table	267.10	347.25	

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Subtotal \$ \_\_\_\_\_  
 8.000% Tax: \$ \_\_\_\_\_  
 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 24 hours prior to first exhibitor move-in day.

# GROUP SEATING



RSTNDIN

DUET



CS8



CS9



XCHR



SC1



CH002



SC10



SCF



SCC



SCE



SCD



SC4



SC3



XC3



XC6



CO4

## GROUP SEATING

**RSTNDIN | 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, White  
19"L 18"D 31"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



**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.



## 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
- CT06GR | 6' Table**  
Granite  
72"L 36"D 29"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
- 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



# EXECUTIVE CHAIRS



PROEXE

PROEXB

PROGB

PROMID

XC2

XC5

XC1

XC4

# G30 COMMUNAL TABLES

(G30 Powered Tables)

(Solid Top Tables Or With Grommet Holes)



(ADAPTW)

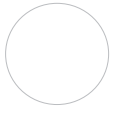
G30 Powered Tables come with 2 white Charging Adapters

## TABLE TOP OPTIONS

(G30 Powered Tables only available in white)



MAPLE



WHITE



POWER DETAIL



G30BWP



G30DWP



G30CWP

G30BMS  
G30BMW

G30BWS  
G30BWW

G30DMS  
G30DMW

G30DWS  
G30DWW

G30CMS  
G30CMW

G30CWS  
G30CWW

## 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 COMMUNAL TABLES

**G30 POWERED TABLES**  
White Top  
**G30BWP | Bar Table**  
72"L 26"D 42"H  
**G30DWP | Café Table**  
72"L 26"D 30"H  
**G30CWP | Cocktail Table**  
72"L 26"D 18"H

**Bar Table**  
**G30BMS | Solid Top**  
**G30BMW | Grommet Holes**  
Maple Top  
72"L 26"D 42"H

**Café Table**  
**G30DMS | Solid Top**  
**G30DMW | Grommet Holes**  
Maple Top  
72"L 26"D 30"

**Cocktail Table**  
**G30CMS | Solid Top**  
**G30CMW | Grommet Holes**  
Maple Top  
72"L 26"D 18"H

**Bar Table**  
**G30BWS | Solid Top**  
**G30BWW | Grommet Holes**  
White Top  
72"L 26"D 42"H

**Café Table**  
**G30DWS | Solid Top**  
**G30DWW | Grommet Holes**  
White Top  
72"L 26"D 30"H

**Cocktail Table**  
**G30CWS | Solid Top**  
**G30CWW | Grommet Holes**  
White Top  
72"L 26"D 18"H



Denotes AC and USB charging outlets



# CAFÉ TABLES



## 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
- ZTQ | White Laminated Top
- ZTP | Maple 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 Laminated Top





**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](mailto: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**

### CONFERENCE TABLES & CHAIRS

Qty.	Item	Discount	Regular	Amount
<b>Conference Tables</b>				
	CF2-Geo Table, Black	569.50	740.35	
	CE1-Geo Table, Sq. Chrome	401.50	521.95	
	CF1-Geo Table, Sq. Black	569.50	740.35	
	CG1-Manhattan Table, Black	418.30	543.80	
	CE2-Geo Table, Chrome	569.50	740.35	
	CB2-6' Graphite Table	596.40	775.30	
	CB3-8' Graphite Table	703.90	915.05	
	CD2-6' Grey Nebula Table	552.95	718.85	
	CD3-8' Grey Nebula Table	670.30	871.40	
	CC6-6' Mahogany Table	596.40	775.30	
	CC7-8' Mahogany Table	703.90	915.05	
	CC8-10' Mahogany Table	1056.00	1372.80	
	CB1-42" Round, Graphite Nebula	528.70	687.30	
	CC5-42" Round, Mahogany Table	485.50	631.15	
	OCT6W-Nova, Oval White	670.30	871.40	
	CT06GR Conference Table 6' Granite	280.55	364.70	
	C508GR Conference Table 8' Granite	341.15	443.50	
	CT10GR Conference Table 10' Granite	511.75	665.30	
	PWRUSB-Powered Table Module	95.75	124.50	
<b>Executive Seating</b>				
	PROEXE-Pro Executive Chair	468.70	609.30	
	PROEXB-Executive Chair High Back	468.70	609.30	
	PROGB-Guest Executive Chair	327.60	425.90	
	PROMID-Executive Chair Mid Back	297.35	386.55	
	XC1-Luxor Executive, High-back	507.35	659.55	

Qty.	Item	Discount	Regular	Amount
<b>Group &amp; Guest Seating</b>				
	Duet-Black, Chrome	82.30	107.00	
	RSTDIN-Rustique w/ arms, Gunmetal	183.10	238.05	
	CS8-Berline Chair, Black	159.60	207.50	
	CS9-Berlin Chair, Red	159.60	207.50	
	XCHR-Christopher Chr, White Vinyl	132.70	172.50	
	SC1-New York Chair	244.25	317.55	
	CH002-Whendy Chair, Acrylic	149.50	194.35	
	SC10 Razor Chair	99.10	128.85	
	SCF Fusion Chair, Black White	176.40	229.30	
	SCC Fusion Chair, Clear White	176.40	229.30	
	SCE Fusion Chair, Red White	176.40	229.30	
	SCD Fusion Chair, Green White	176.40	229.30	
	SC4-Jetson Chair	244.25	317.55	
	SC3-Brewer Chair, Onyx	220.10	286.15	
	XC3-Luxor Guest Chair	438.50	570.05	
	XC6-Altura Guest Chair	389.75	506.70	
	CO4-Iso Mesh Chair	371.30	482.70	
<b>Utility Chairs</b>				
	SY1-Altura Task Chair	250.30	325.40	
	DF1-Altura Drafting Stool	384.70	500.10	
<b>Executive Seating</b>				
	XC2-Luxor Executive Chair	477.10	620.25	
	XC4-Altura Executive, High-back	512.00	665.60	
	XC5-Altura Executive Chair	428.40	556.90	

### CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
<b>Café Tables- Black Base</b>				
	ZTK-30" Maple Top/Black Base	283.90	369.05	
	ZTP-36" Maple Top/Black Base	309.10	401.85	
	ZTJ-30" Graphite Top/Black Base	283.90	369.05	
	ZTN-36" Graphite Top/Black Base	309.10	401.85	
	ZTG-30" Silver Textured Top	283.90	369.05	
	ZTE-36" Brandy Top/Black Base	354.20	460.45	
	ZTQ-36" White Laminate Top	309.10	401.85	
	ZTB-30" Red Top/Black Base	283.90	369.05	
	ZTC-30" Blue Top/Black Base	283.90	369.05	

Qty.	Item	Discount	Regular	Amount
<b>Café Tables - Chrome Base 30", Hydraulic</b>				
	30MTHC-Maple Top, Chrome	378.00	491.40	
	30GRHC-Graphite Nebula, Chrome	378.00	491.40	
	30MHHC-Mahogany Top, Chrome	378.00	491.40	
	30STHC-Silver Textured, Chrome	378.00	491.40	
	30BRHC-Brushed Red Top, Chrome	378.00	491.40	
	30BBHC-Brushed Blue Top, Chrome	378.00	491.40	
	30ORHC-Orange Top, Chrome	378.00	491.40	
	30SBHC-Steel Blue Top, Chrome	378.00	491.40	
<b>Café Tables - Chrome Base 36", Hydraulic</b>				
	36MTHC-Maple Top, Chrome	411.60	535.10	
	36GRHC-Graphite Nebula, Chrome	411.60	535.10	
	36WTHC-White Top, Chrome	411.60	535.10	

### COMMUNAL TABLES

<b>Café Tables</b>				
	G30DMS-Café, Maple Top	670.30	871.40	
	G30DMW-Café w/ Grmt, Maple	670.30	871.40	
	G30DWS-Café, White Top	670.30	871.40	
	G30DWW-Café w/ Grmt, White	670.30	871.40	
	G30DWP-Café Table, powered	771.10	1002.45	
<b>Cocktail Tables</b>				
	G30CWP-Cocktail Table, powered	552.70	718.50	

<b>Bar Tables</b>				
	G30BWS-Bar Table, White	838.30	1089.80	
	G30BWW-Bar w/ Grmt, White	838.30	1089.80	
	G30BMS-Bar Table, Maple	838.30	1089.80	
	G30BMW-Bar w/ Grmt, Maple	838.30	1089.80	
	G30BWP-Bar Table, powered	989.50	1286.35	

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Subtotal	\$
8.000% Tax:	\$
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 24 hours prior to first exhibitor move-in day.



# BAR TABLES



## TABLE TOP OPTIONS



### 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

Top

#### Hydraulic Chrome Base

36" Round 45"H

36GRHB | Graphite Nebula Top

36MTHB | Maple Top

36WTHB | White Laminate Top

Top



# BARSTOOLS



AP508



AP559



AP575



AP512



RSTSTL



XBAR



ROLLGY



ROLLRD



ROLLWH



ROLLBL



BS001



BS002



BS003



BSN



BCE



BSS



BST



BSD



BSC



BSL



## BARSTOOLS

**Apex Barstools**  
21"L 21"D 33"H  
AP508 | Black Vinyl  
AP559 | Red Vinyl  
AP575 | White Vinyl  
AP512 | Blue Ultra Suede

**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

**ROLLBL | Lift Barstool**  
Black Vinyl  
15" Round 23-33.5"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

**BSN | Jetson Barstool**  
Black  
18"L 19"D 29"H

**BCE | Ice Barstool**  
Black, Chrome  
16"L 14"D 33"H

**BSS | Banana Barstool**  
Black, Chrome  
21"L 22"D 30"H

**BST | Banana Barstool**  
White, Chrome  
21"L 22"D 30"H

**BSD | Oslo Barstool**  
Blue  
17"L 20"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



WD3

## PEDESTALS & PRODUCT DISPLAY

Denotes AC and USB charging outlets

Powered Locking Pedestals come with one black or white charging adapter

ADAPTB

ADAPTW



36" - PDL36B  
42" - PDL42B



36" - PDL36W  
42" - PDL42W



PDL

(Power outlets rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)



ET1



ET2



BC6

## UTILITY CHAIRS



SY1



DF1

### 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


### UTILITY CHAIRS

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

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



# DESKS & CREDENZAS

 Denotes AC and USB charging outlets



Powered Tech Desk includes one black charging adapter



 **TECH3B**



 **TECH**



**TECH3**



**JD6**



**CR6**

# PROOF

## FILES & FRIDGES



**VF4**



**VF2**



**L26**



**R1R**



**R1Q**

### DESKS & CREDENZAS

**TECH3B | Tech Desk, Powered w/3 Drawer File Cabinet**  
Black Metal, Laminate  
60"L 30"D 30"H

**TECH | Tech Desk, Powered**  
Black Metal, Laminate  
60"L 30"D 30"H

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

**JD6 | Executive Desk**  
Mahogany  
60"L 30"D 29"H

**CR6 | Credenza**  
Mahogany  
72"L 24"D 29"

### 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

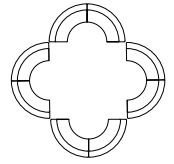
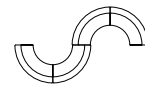
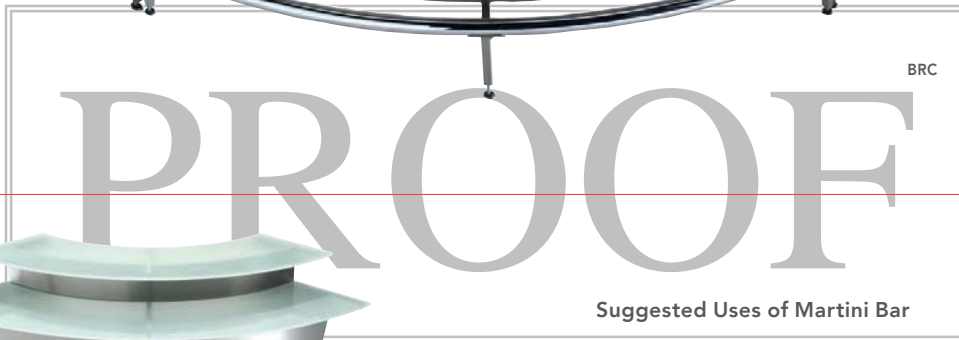
**L26 | Lateral File**  
Mahogany  
36"L 20"D 29"H

**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



# BARS



## 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



# MOBILE TABLET STANDS



TBBCHR



TBSHLF



TBPNTR



**POWERED** TBSTND

(BACK VIEW)



Mobile Table Stands  
Includes 3 AC and 2 USB  
Charging Outlets



**POWERED** TBSTDW

\*Please note that all tablet stands must be ordered separately

# LAMPS



LA15



LA14

# LIGHTED PRODUCTS

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



CUBL20



CUBTBL

## MOBILE TABLET STAND ACCESSORIES

**TBBCHR | Brochure Holder**  
Black  
8.625"L 1.1"D 11.325"H

**TBSHLF | Charging Shelf**  
Black  
14.85"L 7.17"D 1"H

**TBPNTR | Wireless Printer Holder**  
Black  
3.3"L 1.9"D 5.28"H

## MOBILE TABLET STANDS

**TBSTND | Mobile Tablet Stand**  
Black  
14"L 13"D 44.5"H

**TBSTDW | 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

## 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





**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](mailto: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**

### CONFERENCE TABLES & CHAIRS

Qty.	Item	Discount	Regular	Amount
<b>Conference Tables</b>				
	CF2-Geo Table, Black	569.50	740.35	
	CE1-Geo Table, Sq. Chrome	401.50	521.95	
	CF1-Geo Table, Sq. Black	569.50	740.35	
	CG1-Manhattan Table, Black	418.30	543.80	
	CE2-Geo Table, Chrome	569.50	740.35	
	CB2-6' Graphite Table	596.40	775.30	
	CB3-8' Graphite Table	703.90	915.05	
	CD2-6' Grey Nebula Table	552.95	718.85	
	CD3-8' Grey Nebula Table	670.30	871.40	
	CC6-6' Mahogany Table	596.40	775.30	
	CC7-8' Mahogany Table	703.90	915.05	
	CC8-10' Mahogany Table	1056.00	1372.80	
	CB1-42" Round, Graphite Nebula	528.70	687.30	
	CC5-42" Round, Mahogany Table	485.50	631.15	
	OCT6W-Nova, Oval White	670.30	871.40	
	CT06GR Conference Table 6' Granite	280.55	364.70	
	C508GR Conference Table 8' Granite	341.15	443.50	
	CT10GR Conference Table 10' Granite	511.75	665.30	
	PWRUSB-Powered Table Module	95.75	124.50	
<b>Executive Seating</b>				
	PROEXE-Pro Executive Chair	468.70	609.30	
	PROEXB-Executive Chair High Back	468.70	609.30	
	PROGB-Guest Executive Chair	327.60	425.90	
	PROMID-Executive Chair Mid Back	297.35	386.55	
	XC1-Luxor Executive, High-back	507.35	659.55	

Qty.	Item	Discount	Regular	Amount
<b>Group &amp; Guest Seating</b>				
	Duet-Black, Chrome	82.30	107.00	
	RSTDIN-Rustique w/ arms, Gunmetal	183.10	238.05	
	CS8-Berline Chair, Black	159.60	207.50	
	CS9-Berlin Chair, Red	159.60	207.50	
	XCHR-Christopher Chr, White Vinyl	132.70	172.50	
	SC1-New York Chair	244.25	317.55	
	CH002-Whendy Chair, Acrylic	149.50	194.35	
	SC10 Razor Chair	99.10	128.85	
	SCF Fusion Chair, Black White	176.40	229.30	
	SCC Fusion Chair, Clear White	176.40	229.30	
	SCE Fusion Chair, Red White	176.40	229.30	
	SCD Fusion Chair, Green White	176.40	229.30	
	SC4-Jetson Chair	244.25	317.55	
	SC3-Brewer Chair, Onyx	220.10	286.15	
	XC3-Luxor Guest Chair	438.50	570.05	
	XC6-Altura Guest Chair	389.75	506.70	
	CO4-Iso Mesh Chair	371.30	482.70	
<b>Utility Chairs</b>				
	SY1-Altura Task Chair	250.30	325.40	
	DF1-Altura Drafting Stool	384.70	500.10	
<b>Executive Seating</b>				
	XC2-Luxor Executive Chair	477.10	620.25	
	XC4-Altura Executive, High-back	512.00	665.60	
	XC5-Altura Executive Chair	428.40	556.90	

### CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
<b>Café Tables- Black Base</b>				
	ZTK-30" Maple Top/Black Base	283.90	369.05	
	ZTP-36" Maple Top/Black Base	309.10	401.85	
	ZTJ-30" Graphite Top/Black Base	283.90	369.05	
	ZTN-36" Graphite Top/Black Base	309.10	401.85	
	ZTG-30" Silver Textured Top	283.90	369.05	
	ZTE-36" Brandy Top/Black Base	354.20	460.45	
	ZTQ-36" White Laminate Top	309.10	401.85	
	ZTB-30" Red Top/Black Base	283.90	369.05	
	ZTC-30" Blue Top/Black Base	283.90	369.05	

Qty.	Item	Discount	Regular	Amount
<b>Café Tables - Chrome Base 30", Hydraulic</b>				
	30MTHC-Maple Top, Chrome	378.00	491.40	
	30GRHC-Graphite Nebula, Chrome	378.00	491.40	
	30MHHC-Mahogany Top, Chrome	378.00	491.40	
	30STHC-Silver Textured, Chrome	378.00	491.40	
	30BRHC-Brushed Red Top, Chrome	378.00	491.40	
	30BBHC-Brushed Blue Top, Chrome	378.00	491.40	
	30ORHC-Orange Top, Chrome	378.00	491.40	
	30SBHC-Steel Blue Top, Chrome	378.00	491.40	
<b>Café Tables - Chrome Base 36", Hydraulic</b>				
	36MTHC-Maple Top, Chrome	411.60	535.10	
	36GRHC-Graphite Nebula, Chrome	411.60	535.10	
	36WTHC-White Top, Chrome	411.60	535.10	

### COMMUNAL TABLES

<b>Café Tables</b>				
	G30DMS-Café, Maple Top	670.30	871.40	
	G30DMW-Café w/ Grmt, Maple	670.30	871.40	
	G30DWS-Café, White Top	670.30	871.40	
	G30DWW-Café w/ Grmt, White	670.30	871.40	
	G30DWP-Café Table, powered	771.10	1002.45	
<b>Cocktail Tables</b>				
	G30CWP-Cocktail Table, powered	552.70	718.50	

<b>Bar Tables</b>				
	G30BWS-Bar Table, White	838.30	1089.80	
	G30BWW-Bar w/ Grmt, White	838.30	1089.80	
	G30BMS-Bar Table, Maple	838.30	1089.80	
	G30BMW-Bar w/ Grmt, Maple	838.30	1089.80	
	G30BWP-Bar Table, powered	989.50	1286.35	

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Subtotal	\$
8.000% Tax	\$
Amount Due:	\$

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# INLINE BOOTH RENTALS

SSP Technical and Professional Conference

October 26 - 27, 2016

Sheraton Atlanta Downtown, Atlanta, GA

Event Code: G158221016

**Discount Deadline: September 26, 2016**

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)

## EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

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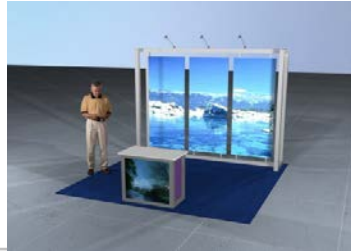
### The Eddie



Qty.	Description	Discount	Regular
	10' x 10'	3275.65	4258.35
	10' x 20'	5334.20	6934.45
<b>Subtotal</b>			

(66470, 66471)

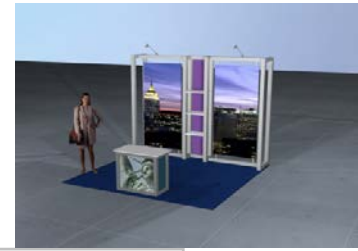
### The Jonathon



Qty.	Description	Discount	Regular
	10' x 10'	2285.15	2970.70
	10' x 20'	4000.00	5200.00
<b>Subtotal</b>			

(66474, 66475)

### The Pierce



Qty.	Description	Discount	Regular
	10' x 10'	2834.50	3684.85
	10' x 20'	5382.00	6996.60
<b>Subtotal</b>			

(66477, 66478)

### The Madison



Qty.	Description	Discount	Regular
	10' x 10'	3437.35	4468.55
	10' x 20'	4073.90	5296.05
<b>Subtotal</b>			

(66484, 66485)

### The Grant



Qty.	Description	Discount	Regular
	10' x 10'	3628.25	4716.75
	10' x 20'	5028.65	6537.25
<b>Subtotal</b>			

(66486, 66487)

### The Harrison



Qty.	Description	Discount	Regular
	10' x 10'	3335.45	4336.10
	10' x 20'	4901.35	6371.75
<b>Subtotal</b>			

(66492, 66493)

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**\*\*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:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal \$	
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	8.000% Tax*: \$	
<b>Authorized Signature:</b> _____		Amount Due: \$	

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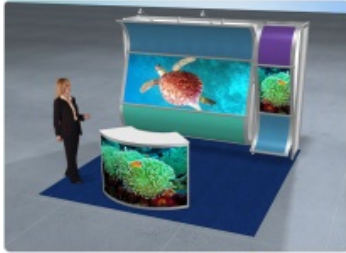
## EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

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- \*Custom Design for Rentals
- \*Onsite Logistics Management
- \*Freight Management
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- \*Installation/Dismantle
- \*Custom Furniture Rental

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

### The Jackson



Qty.	Description	Discount	Regular
	10' x 10'	3558.25	4625.75
	10' x 20'	5378.75	6992.40
<b>Subtotal</b>			

(66490, 66491)

### The Lincoln



Qty.	Description	Discount	Regular
	10' x 10'	3373.70	4385.80
	10' x 20'	4646.75	6040.80
<b>Subtotal</b>			

(66482, 66483)

### The Roosevelt



Qty.	Description	Discount	Regular
	10' x 10'	3532.80	4592.65
	10' x 20'	5601.55	7282.00
<b>Subtotal</b>			

(66488, 66489)

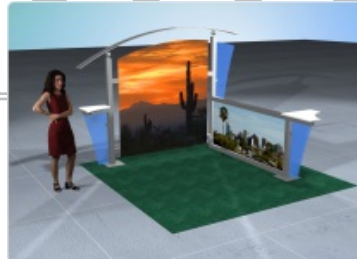
### The Lucy



Qty.	Description	Discount	Regular
	10' x 10'	2100.60	2730.80
<b>Subtotal</b>			

(66473)

### The Dale



Qty.	Description	Discount	Regular
	10' x 10'	3666.50	4766.45
<b>Subtotal</b>			

(66481)

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<b>Contact Name:</b> _____	<b>Phone #:</b> _____		8.000% Tax*:	\$
<b>Authorized Signature:</b> _____			Amount Due:	\$

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# ISLAND BOOTH RENTALS

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)

SSP Technical and Professional Conference

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Discount Deadline: **September 26, 2016**

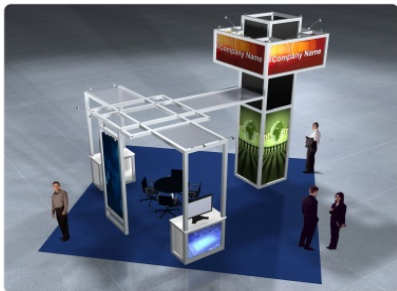
## EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

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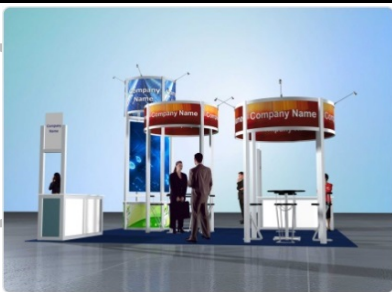
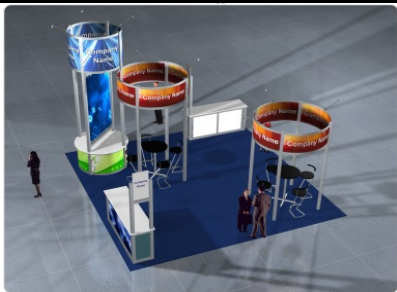
### The Monroe



Qty.	Description	Discount	Regular
	20' x 20'	8338.70	10840.30
<b>Subtotal</b>			

(66494)

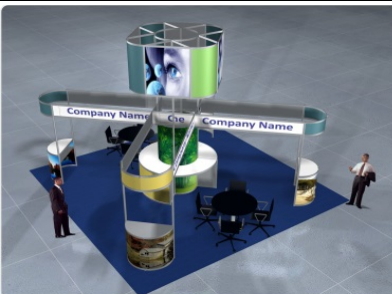
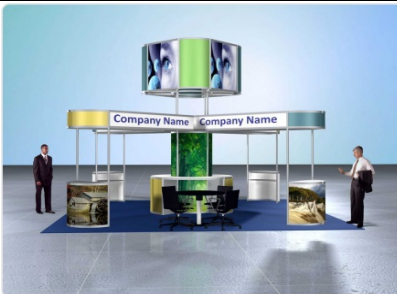
### The Jefferson



Qty.	Description	Discount	Regular
	20' x 20'	12412.55	16136.30
<b>Subtotal</b>			

(66498)

### The Washington



Qty.	Description	Discount	Regular
	20' x 20'	11966.95	15557.05
<b>Subtotal</b>			

(66368)

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<b>Contact Name:</b> _____	<b>Phone #:</b> _____	8.000% Tax*: \$	
<b>Authorized Signature:</b> _____		Amount Due: \$	

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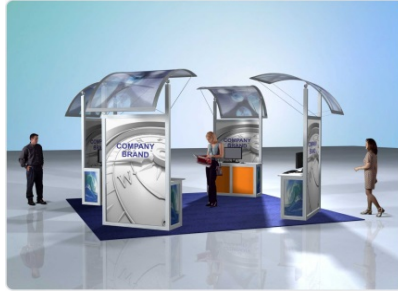
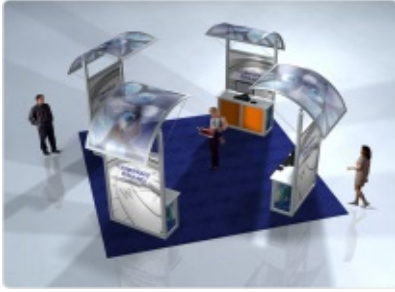
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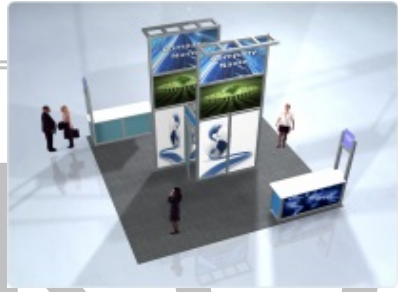
### The Adams



Qty.	Description	Discount	Regular
	20' x 20'	12094.25	15722.55
<b>Subtotal</b>			

(66497)

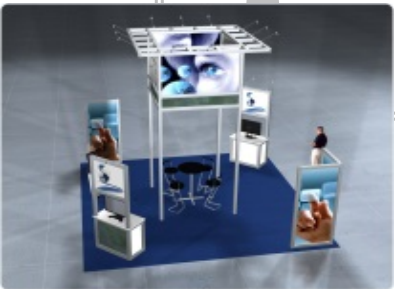
### The Tyler



Qty.	Description	Discount	Regular
	20' x 20'	8905.20	11576.75
<b>Subtotal</b>			

(66495)

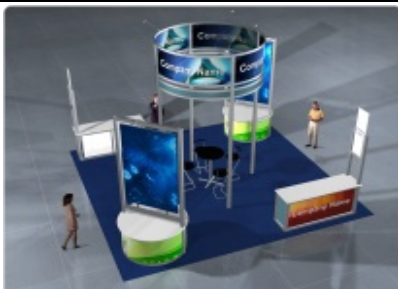
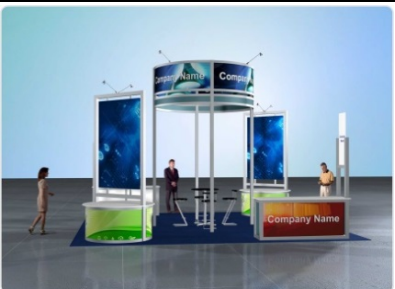
### The Garfield



Qty.	Description	Discount	Regular
	20' x 20'	8720.60	11336.80
<b>Subtotal</b>			

(66496)

### The Cleveland



Qty.	Description	Discount	Regular
	20' x 20'	12985.45	16881.10
<b>Subtotal</b>			

(66499)

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**Shepard Exposition Services**  
 1531 Carroll Drive, NW Atlanta, GA 30318  
 Exhibit Solutions Sales Phone: 404-720-8652  
 Exhibit Solutions Sales Fax: 404-720-8757  
 Exhibit Solutions Email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)

Event Code: G158221016

**Discount Deadline: September 26, 2016**

## SHOWCASES AND LOCKING CABINETS



**Quarterview Showcase**  
4' 6" W X 1' 9" D x 3' 3" H

**Square Showcase**  
1' 9" W x 1' 9" D x 7' H

**LC3**  
3' 9" W x 2' 3" D x 3' 6" H

Showcases					
Code	Qty.	Description	Discount	Regular	Amount
66270		Quarterview	1086.55	1412.50	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66272		Square	1172.70	1524.50	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					



**LC1 - 1 meter wide**  
3' 6" W x 1' 9" D x 3' 6" H

Locking Cabinets					
Code	Qty.	Description	Discount	Regular	Amount
66282		LC1	805.30	1046.90	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66283		LC2	977.30	1270.50	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66284		LC3	594.05	772.25	
Please choose panel color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					



**LC2 - 1.5 meters wide**  
5' W x 1' 9" D x 3' 6" H

## RECEPTION COUNTERS AND COMPUTER STANDS



**RC1**  
7' 9" W x 3' 5" D x 3' 9" H

**RC2**  
4' 9" W x 2' 3" D x 3' 3" H

**RC3\***  
5' 3" W x 3' 3" D x 3' 6" H

**CS1\***      **CS2\***  
**CS1 - 3' W x 1' 9" D x 6' 3" H**  
**CS2 - 2' 3" W x 1' 6" D x 6' 3" H**

Reception Counters and Computer Stands					
Code	Qty	Description	Discount	Regular	Amount
66274		RC1	2241.05	2913.35	
Please choose metal color: <input type="checkbox"/> Chrome (CH) <input type="checkbox"/> Wood (W)					
66275		RC2	828.20	1076.65	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66276		RC3*	1796.50	2335.45	
66285		CS1*	1044.80	1358.25	
66286		CS2*	608.95	791.65	

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

## PRODUCT DISPLAY AND TRAFFIC BUILDERS

Product Display					
Code	Qty	Description	Discount	Regular	Amount
66277		Gondola	564.30	733.60	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66278		GL1*	557.90	725.25	
66279		GL2*	961.60	1250.10	

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

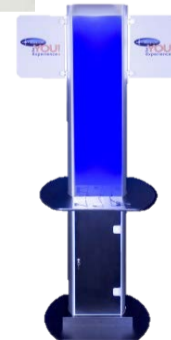
Phone Charging Station					
Code	Qty	Description	Discount	Regular	Amount
66430		Phone Station*	1845.95	2399.75	



**Gondola**  
3' 6" W x 1' 9" D x 5' H



**GL1\***      **GL2\***  
**GL1 - 5' 4" W x 1' 3" D x 8' H**  
**GL2 - 4' 3" W x 1' 3" D x 7' H**



Please note that electrical services must be ordered separately. You may find the forms in the Utilities section of the service manual.

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

Please complete the following:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal	\$
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	8.000% Tax*	\$
<b>Authorized Signature:</b> _____		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.



**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](mailto:atlanta@shepardes.com)

# 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**

### SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
<b>Standard Foamcore Signs, Single-sided</b>					
70009		Vertical, 22" x 28"	172.20	223.85	
70010		Horz., 22" x 28"	172.20	223.85	
70011		Vertical, 28" x 44"	262.40	341.10	
70012		Horz., 28" x 44"	262.40	341.10	
70025		Meterboard, 39" x 90.75"	531.00	690.30	
<b>Accessories</b>					
70017		Blank Foamcore, 4' x 8'	46.80	60.85	
70021		Velcro, per ft, min. 5 ft.	3.00	3.90	

Code	Qty.	Description	Discount	Regular	Amount
<b>Vinyl Banners with Digital Printing</b>					
70065		grommets, per sq. ft.-Vertical	21.85	28.40	
70071		grommets, per sq. ft. - Horizontal	21.85	28.40	
70066		Pockets, per sq. ft. - Vertical	23.45	30.50	
70072		Pockets, per sq. ft. - Horizontal	23.45	30.50	

<b>Replacement ID Sign - Cardstock</b>					
70004		7" x 44" Horz.	51.50	66.95	

Sign prices are based on customer supplying print-ready graphics in the requested format (see below).

PROOF

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.

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

#### 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

#### 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)

#### 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.**



### **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.



# LABOR ORDER FORM

## SSP Technical and Professional Conference

October 26 - 27, 2016

Sheraton Atlanta Downtown, Atlanta, GA

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](mailto:atlanta@shepardes.com)

Event Code: G158221016

Discount Deadline: **October 5, 2016**

### INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

**Please complete the following:**

How many laborers will you require? \_\_\_\_\_ Installation \_\_\_\_\_ Dismantling  
Date of installation: \_\_\_\_\_ Requested start time: \_\_\_\_\_ Est. Hours \_\_\_\_\_  
Date of dismantling: \_\_\_\_\_ Requested start time: \_\_\_\_\_ Est. Hours \_\_\_\_\_

I will need Shepard Supervised Labor for (please check one):

Installation  Dismantling  Both Install/Dismantle

I will need Exhibitor Supervised Labor for (please check one):

Installation  Dismantling  Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
<b>Shepard Supervised Labor (Exhibitor not present)</b>						
68066		ST	85.75	111.50	30% **	
68067		OT	111.48	144.90	30% **	
68068		DT	128.63	167.20	30% **	

Dismantle: 68070/68071/68072 Sup install: 68069 Sup dismantle: 68073

Code	Qty.	Item	Discount	Regular	Amount
<b>Exhibitor Supervised Labor</b>					
68060		ST	85.75	111.50	
68061		OT	111.48	144.90	
68062		DT	128.63	167.20	

Dismantle: 68063/68064/68065

**\*\*Supervisory fee is 30% of total cost or \$60, whichever is greater.**

**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.
- Minimum one hour will be charged. Additional time will be billed in 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.**

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

### Labor Hours

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

If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:

<b>Exhibitor-Owned Carpet Installation/Dismantling</b>					
Code	SQ FT	Description	Discount	Regular	Amount
68080		Flooring Only	1.00	1.30	
68083		Padding + Flooring	1.50	1.95	
68079		MINIMUM	171.50	222.95	

What is your booth size (ft.)?

X  =  SQ FT

Requested install date/time: \_\_\_\_\_

Flooring type(s):

Carpet  Padding  Other \_\_\_\_\_

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

### 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

#### Outbound Freight Information

Carrier Company Name: \_\_\_\_\_  
Deliver Shipment To: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, ST, Zip: \_\_\_\_\_  
Type of Service (air, van line, ground, etc.): \_\_\_\_\_  
*If for any reason your shipment is not picked up by your carrier, please choose one of the following options:*  
Force freight through preferred carrier:   
Send shipment back to Shepard warehouse:  (\$400 min. fee)

#### Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size:  x   
Forklift required?  Yes  No  
Carpet is?  owned  rented from Shepard  
Carpet padding?  Yes  No  
Drawings are?  Faxed to Shepard  Shipped w/exhibit crates

#### Services You Have Ordered

(please check all that apply)

- Electrical  Furniture  A/V Equipment
  - Booth Cleaning  Telephone/Internet
- Electrical Information:**
- Electrical should go under the carpet (diagram is attached)
  - Electrical drawings are attached
  - Electrical drawings are with exhibit in crate number
  - Electrical drawings were sent to the official contractor

#### On-site Exhibitor Contact Information

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Hotel: \_\_\_\_\_  
Arrival date/time: \_\_\_\_\_ Departure date/time: \_\_\_\_\_

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. 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

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](mailto:atlanta@shepardes.com)

Event Code: G158221016

**Discount Deadline: October 5, 2016**

## GROUND RIGGING FORKLIFT RENTAL

**DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.**

Please complete the following: # of pieces to be spotted \_\_\_\_\_ Heaviest piece to be spotted \_\_\_\_\_

Install Date/Time: \_\_\_\_\_ Dismantle Date/Time: \_\_\_\_\_ (times are not guaranteed)

Description of work to be performed: \_\_\_\_\_

Code	Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY</b>					
35028		Straight-time Hourly Rental	284.65	370.00	
35039		Overtime Hourly Rental	323.20	420.25	
35067		Double-time Hourly Rental	348.95	453.75	

Code	Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY</b>					
35029		Straight-time Hourly Rental	569.25	740.00	
35049		Overtime Hourly Rental	646.45	840.50	
35069		Double-time Hourly Rental	697.90	907.25	

Code	Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY</b>					
35035		Straight-time Hourly Rental	853.90	1110.00	
35066		Overtime Hourly Rental	969.65	1260.50	
35070		Double-time Hourly Rental	1046.85	1361.00	

### 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

Code	Qty.	Item Description	Discount	Regular	Amount
<b>RIGGING FOREMAN LABOR PER MAN HOUR</b>					
35085		Straight-time Hourly Rate	107.19	139.35	
35086		Overtime Hourly Rate	139.35	181.15	
35099		Double-time Hourly Rate	160.79	209.00	

Code	Qty.	Item Description	Discount	Regular	Amount
<b>RIGGERS AND MATERIAL HANDLERS PER MAN HOUR</b>					
35087		Straight-time Hourly Rate	85.75	111.50	
35100		Overtime Hourly Rate	111.48	144.90	
35101		Double-time Hourly Rate	128.63	167.20	

### PLEASE NOTE:

Rate structure includes forklift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction.

Additional labor and groundmen will be billed at the hourly rate.

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

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

### 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.

Orders cancelled without 24-hour written notice will be charged a one (1) hour cancellation fee.

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

Subtotal	\$
N/A Tax*	\$
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.

\* All tax rates are subject to change.





# SHEPARD LOGISTICS SERVICES

## SSP Technical and Professional Conference

October 26 - 27, 2016

Sheraton Atlanta Downtown, Atlanta, GA

### Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858

Shepard Logistics Fax: 404-596-5620

Shepard Logistics Email: [logistics@shepardes.com](mailto:logistics@shepardes.com)

Event Code: G158221016

**FAX OR EMAIL THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES**

### INBOUND PICK UP LOCATION INFORMATION

• Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.

Requested Pick Up Date: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip)

### SHIPPING INFORMATION

#### Items to be shipped

Number of Pieces	Est. Dims	Est. Weight
Crates		
Cartons (cardboard)		
Cases/Trunks (fiber) (color)		
Skids/Pallets		
Carpet (color)		
TV/Monitor		
Other		
Total Pieces	Total Dims.	Total Wt.

Size of largest piece: L \_\_\_\_\_ W \_\_\_\_\_ H \_\_\_\_\_

Loading Dock  Yes  No Lift Gate \_\_\_\_\_

Residential \_\_\_\_\_ Inside Pick up \_\_\_\_\_ Inside Delivery \_\_\_\_\_

Special Instructions: \_\_\_\_\_

### SHIP TO

I will be shipping to **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  
Date

I will be shipping to **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

• Please note: All Shepard Logistics quotes include transportation cost only. Additional material handling fees may apply on show site

### 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 Address:

\_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Deliver By Date: \_\_\_\_\_

Number of labels: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

### TYPE OF SERVICE - Choose One

Next Day Air  2nd Day Air

Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.

Standard Ground  Other (Truck Load, Specialized)

### TRANSPORTATION CHARGES

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

Type Card

Logistics/Material Handling ONLY  Authorize ALL charges

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

Exhibiting Co. Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

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.*



# Shepard Logistics

Complete Transportation Services

## 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](mailto:logistics@shepardes.com)**



# SHIPPING LABELS

## SSP Technical and Professional Conference

### ADVANCE SHIPPING ADDRESS LABELS

R U S H	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>c/o Shepard Exposition Services</b>
	<b>1790 Marietta Blvd Atlanta, GA 30318</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
For: <b>SSP Technical and Professional Conference</b>	
	First day freight can arrive w/o a surcharge: September 28, 2016
	Last day freight can arrive w/o a surcharge: October 19, 2016

R U S H	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>c/o Shepard Exposition Services</b>
	<b>1790 Marietta Blvd Atlanta, GA 30318</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
For: <b>SSP Technical and Professional Conference</b>	
	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

R U S H	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: <b>SHEPARD EXPOSITION SERVICES</b>
	<b>Sheraton Atlanta Downtown 165 Courtland Street NE Atlanta, GA 30303</b>
For: <b>SSP Technical and Professional Conference</b>	
	<b>MUST NOT BE DELIVERED PRIOR TO:</b>
	<b>October 26, 2016 @ 8:00 AM</b>

R U S H	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: <b>SHEPARD EXPOSITION SERVICES</b>
	<b>Sheraton Atlanta Downtown 165 Courtland Street NE Atlanta, GA 30303</b>
For: <b>SSP Technical and Professional Conference</b>	
	<b>MUST NOT BE DELIVERED PRIOR TO:</b>
	<b>October 26, 2016 @ 8:00 AM</b>



# MATERIAL HANDLING AUTHORIZATION

SSP Technical and Professional Conference

October 26 - 27, 2016

Sheraton Atlanta Downtown, Atlanta, GA

Event Code: G158221016

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](mailto:atlanta@shepardes.com)

## SHIPMENT INFORMATION

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): \_\_\_\_\_

Please provide a contact name and number for any questions Shepard may have in regards to this shipment:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Please indicate number of pieces and the estimated weight:

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
Total Weight		

## 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.

Standard Material Handling											
Weight	Description			Price	Total	Weight	Description			Price	Total
<b>Direct Shipments to Showsite</b>						<b>Advance Shipments to Warehouse</b>					
	\$83.25	\$125.00	\$108.25				\$94.00	\$122.25			
	Crated	Uncrated	Special Handling				Crated	Special Handling			
	35030	35043	35038				35010	35036			
<b>Pieces Small Packages (FedEx/UPS/DHL under 30 lbs.)</b>						<b>Overtime</b>					
	\$47.00	\$61.00	\$94.00			Overtime: 30% fee for each overtime application based on ST rate					
	Each carton	Special handling	Min. per shipment			<b>Double Time</b>					
	35048	35268	35045			Double Time: 50% fee for each double time application based on ST rate					

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

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.

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

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.



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# STORAGE AUTHORIZATION FORM

SSP Technical and Professional Conference

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**Please Note: This form is for Accessible/Secured Storage only.**

## STORAGE AUTHORIZATION

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).**

(35400)

**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.

(35166)

## 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.)** (35005)

**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.)* (35006)

**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.



# MATERIAL HANDLING INFORMATION

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## SSP Technical and Professional Conference

### MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

#### 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.

#### MARSHALING 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.



# MATERIAL HANDLING 101

SSP Technical and Professional Conference

## MATERIAL HANDLING Q&A

### 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.

## IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

### 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.

Shipments 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.)

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

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

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

## MATERIAL HANDLING CHARGES

### 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.

## SMALL PACKAGES

### 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 to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

## CRATED~UNCRATED~SPECIAL HANDLING

### 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 hooks.

### 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 its 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.

## IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

### What are direct shipments?

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

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

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

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

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

## LIABILITY INSURANCE

### What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

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

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

## OUTBOUND 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).

## SIGNATURE SERIES SHIPPING

### 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
- ~ volume discounted shipping rates
- ~ Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- ~ No driver wait fees.



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# SPECIAL MACHINERY MATERIAL HANDLING

## SSP Technical and Professional Conference

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### SPECIAL MACHINERY MATERIAL HANDLING AUTHORIZATION

**THIS FORM IS FOR MACHINERY SHIPMENTS ONLY**

Code	Qty.	Item Description	Standard	Special Handling**	Amount
<b>STRAIGHT TIME MACHINERY RATES</b>					
35992		2,501 - 5,000 LBS	40.80	53.05	
35993		5,001 - 10,000 LBS	37.10	48.25	
35994		10,001 - 20,000 LBS	35.20	45.75	
35995		20,001 - 30,000 LBS	33.35	43.35	
35996		30,001 + LBS	32.15	41.80	

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

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

Subtotal: \$

N/A Tax\*: \$

Amount Due: \$

\*\*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.





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# CARTLOAD MATERIAL HANDLING SERVICE

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### CARTLOAD SERVICE

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



Code	# of trips	Item Description	Rate	Amount
<b>ONE-WAY STRAIGHT TIME RATES</b>				
35152		Booth to Dock - ST	100.00	
35151		Dock to Booth - ST	100.00	

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 dock/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.



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# OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

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### PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS

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.

Your pre-printed BOL and labels will be delivered to your booth prior to the close of the show.

*\*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:

Ground     Overnight     2nd Day

#### In the event your designated carrier fails to pickup:

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.