ACAM/AAPMD/AAOSH Annual Meeting

Red Rock Resort & Casino, Las Vegas, NV

November 8 - 10, 2018

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 - Black
(2) Side Chairs
(1) Wastebasket

Show drape color(s): Black
Aisle carpet color: Facility is carpeted

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in: Thursday, November 8, 2018 12:00 PM - 4:30 PM

Exhibit Hours:
- Thursday, November 8, 2018 6:00 PM - 8:00 PM
- Friday, November 9, 2018 8:00 AM - 3:30 PM
- Saturday, November 10, 2018 8:00 AM - 3:30 PM

Exhibitor Move-out: Saturday, November 10, 2018 3:30 PM - 6:00 PM

Freight Reroute Begins*: Saturday, November 10, 2018 6:00 PM

All outbound carriers must be checked in by this time

SHIPPING ADDRESSES

Advance Shipments Address
[Exhibiting Co. Name & Booth Number]
ACAM/AAPMD/AAOSH Annual Meeting
c/o Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Direct Shipments Address

Please note that all materials and equipment needed for this event should be shipped to the advanced warehouse.

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline: Thursday, October 11, 2018
Discount price deadline for standard Shepard orders: Thursday, October 18, 2018
Discount price deadline for custom Shepard rentals: Tuesday, October 9, 2018
First day for warehouse deliveries without a surcharge: Thursday, October 11, 2018
Last day for warehouse deliveries without a surcharge: Thursday, November 1, 2018
Last day for warehouse deliveries*: Tuesday, November 6, 2018

Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.
ACAM/AAPMD/AAOSH Exhibit Show Schedule

Thursday, November 8, 2018
6:00 – 8:00 p.m. – Welcome Reception

Friday, November 9, 2018
7:00 – 8:00 a.m. – Breakfast
9:30 – 10:15 a.m. – Networking & Replenishment Break
3:00 – 3:30 p.m. – Networking & Replenishment Break

Saturday, November 10, 2018
7:00 – 8:00 a.m. – Breakfast
9:30 – 10:10 a.m. – Networking & Replenishment Break (AAOSH & AAPMD 9:30 – 10:00 a.m.)
3:00 – 3:30 p.m. – Networking & Replenishment Break

Lunch is on own for all attendees and exhibitors on Friday and Saturday.

Lunch Schedule:
Friday, November 9, 2018
ACAM: 12:15 – 1:15 p.m.
AAOSH: 12:00 – 1:00 p.m.
AAPMD: 12:30 – 1:30 p.m.

Saturday, November 10, 2018
ACAM: 12:10 – 1:30 p.m.
AAOSH: 12:00 – 1:30 p.m.
AAPMD: 12:00 – 1:30 p.m.
Exhibitor Move Out
Saturday, November 10, 2018  3:30 PM - 6:00 PM

Dismantle & Move out Information
Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed from the floor. All exhibitor materials must be removed from the facility by Saturday, November 10, 2018 6:00 PM. Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Saturday, November 10, 2018 6:00 PM.

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

Outbound Shipping
It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event. Our Customer Service Representatives are available pre show, during the show, and during move out to assist you in arranging shipping through our official carrier Shepard Logistics. For peace of mind and easy set up, contact Shepard Logistics before the event for transportation services to and from the event.

Shepard does not provide UPS, FED-EX, or other carrier specific labels. Exhibitors must schedule pick ups directly with all carriers.

Move Out times and procedures may change due to show site and operational conditions. Move out information will be provided on site during the event.
Online Ordering is Easy!

GO TO www.shepardes.com/intro.asp

CLICK ON ACAM/AAPMD/AAOSH Annual Meeting

LOG IN from the Show Information page by clicking at the top right corner of the page.

ENTER your email address and password then click

**NEW users:**
- User name = Your Email Address (provided by Event Management)
- Password = ACAM18

**Prior users:**
- User name = Your Email Address
- Password = Your pre-existing password

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.

Once logged in, please confirm your profile information. If you need to update, please contact us at customerservice@shepardes.com

To order, utilize the grey category dropdown menus above the Welcome message.

After making your selections, click the **Add to Cart** button on the bottom right of the page.

To view your order click the **Shopping Cart** Icon at the top right of the page.

Confirm your order, click **Checkout Booth** and complete the payment process.

* Material Handling estimates will not be charged until freight is received at the warehouse or at show site.
* Labor and Hanging Sign estimates will not be charged until services are rendered at show site.

If you need assistance during your shopping experience, contact us using our **CHAT** feature on the right side of the screen. Representatives are available Monday through Friday 8am - 5pm est.

Need Tips and Tricks for exhibiting? Click the icon on your show page to be directed to our Exhibitor Academy!

QUESTIONS?
We love to help! Contact us!
Shepard Customer Service
(702) 507-5278
lasvegas@shepardes.com
**EXHIBITING COMPANY INFORMATION**

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Booth #</th>
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<table>
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<th>Street Address:</th>
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<th>City, ST, Zip:</th>
<th>Fax:</th>
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<table>
<thead>
<tr>
<th>Contact Name:</th>
<th>Email:</th>
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<tr>
<th>CREDIT CARD INFORMATION</th>
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</table>

Pay by Check [ ] Pay by Wire [ ]

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

<table>
<thead>
<tr>
<th>Credit Card #:</th>
<th>Expiration Date:</th>
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<tbody>
<tr>
<td></td>
<td>Month Year</td>
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<table>
<thead>
<tr>
<th>Billing Address:</th>
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<thead>
<tr>
<th>City, ST, Zip:</th>
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</table>

**CREDIT CARD INFORMATION**

(Required for all forms of payment)

<table>
<thead>
<tr>
<th>Name on Card:</th>
<th>(Print)</th>
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**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:

<table>
<thead>
<tr>
<th>Name of show that you are attending</th>
<th>ACAM/AAPMD/AAOSH Annual Meeting</th>
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<table>
<thead>
<tr>
<th>Exhibiting Company Name</th>
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<table>
<thead>
<tr>
<th>Booth Number</th>
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</table>

<table>
<thead>
<tr>
<th>Account Name:</th>
<th>Shepard Exposition Services, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Name:</td>
<td>PNC Bank N.A., Pittsburgh, PA 15219 USA</td>
</tr>
<tr>
<td>Routing Number:</td>
<td>041000124</td>
</tr>
<tr>
<td>SWIFT CODE (US):</td>
<td>PNCCUS33</td>
</tr>
<tr>
<td>SWIFT CODE (INTL):</td>
<td>PNCCUS33</td>
</tr>
</tbody>
</table>

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

**TAX EXEMPT?** Please submit tax exemption certificate to: lasvegas@shepardes.com

If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.
You are entering a contract which limits your possible recovery in case of loss or damage. The terms and conditions set forth below become a part of the contract between Shepard Exposition Services, and you, the Exhibitor. Shepard is deemed to have accepted these terms and conditions when any of the following conditions are met:

Exhibitor materials are delivered to the Shepard warehouse or to a show or exposition site for which Shepard is the Official Show Contractor, or an order for labor and/or rental equipment is placed by the exhibitor with Shepard.

Definitions and Shepard Responsibilities: The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "EXHIBITOR" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard’s direct supervision and control. Shepard shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard’s reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

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, and/or extraordinary costs or damages, transportation after the show. Shepard loads materials onto the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notated at the point. 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.

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 crates 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.”
**ACAM/AAPMD/AAOSH Annual Meeting**

Red Rock Resort & Casino, Las Vegas, NV  
November 8 - 10, 2018

**Discount Deadline**: Thursday, October 11, 2018

Return this form when a third party (any party other than exhibiting company) should be billed for services.

**Step 1**: Provide the Exhibiting Company Contact Information and Signature

<table>
<thead>
<tr>
<th>Exhibiting Company Name</th>
<th>Booth #</th>
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<table>
<thead>
<tr>
<th>Exhibiting Company Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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<table>
<thead>
<tr>
<th>Phone</th>
<th>Fax</th>
<th>Contact Email Address</th>
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**Exhibiting Company Authorized Signature**

**Exhibiting Company Authorized Name - Please Print**

**Step 2**: Check Services Below to Invoice to the Third Party

- Booth Cleaning
- Material Handling
- Rental Furniture
- Exhibit Display Rentals
- Overhead Rigging/Labor
- Installation/Dismantling Labor
- Logistics/Transportation
- Other (please specify):

**Step 3**: Provide Third Party Contact Information

<table>
<thead>
<tr>
<th>3rd Party Name</th>
<th>3rd Contact Name</th>
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<table>
<thead>
<tr>
<th>3rd Party Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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<table>
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<tr>
<th>Phone</th>
<th>Fax</th>
<th>Contact Email Address</th>
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**Step 4**: Complete Third Party Credit Card Charge Authorization with Signature

**CREDIT CARD INFORMATION** *(Required for all forms of payment)*

- MasterCard
- VISA
- American Express
- Other:

<table>
<thead>
<tr>
<th>Credit Card #:</th>
<th>Expiration Date</th>
<th>Billing Address</th>
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<thead>
<tr>
<th>Month</th>
<th>Year</th>
<th>Security Code</th>
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<table>
<thead>
<tr>
<th>City, ST, Zip:</th>
<th>Name on Card:</th>
<th>(Please Print)</th>
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</table>

**Please Sign**

**Exhibiting Company Authorized Signature**

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.
ACAM/AAPMD/AAOSH Annual Meeting

Red Rock Resort & Casino, Las Vegas, NV

November 8 - 10, 2018

Discount Deadline  Thursday, October 11, 2018

This form is to be completed by the Exhibitor and returned to Shepard by deadline date noted above.

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the event organizer in a contract as an exclusive service for the "general or official" service provider or other third party.

No EAC will be allowed to work in an exhibitor's booth if this EAC form, a valid form of insurance, a third party payment authorization form and an exhibitor payment authorization is not completed by an authorized representative and received by Shepard by the due date indicated above. The Form must be completed for every third party (as well as any other ordering third party ordering or requesting services from Shepard on behalf of exhibitor) at the above event. Multiple booths are not to be listed on one form. If form is not submitted by deadline date, the EAC will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

Exhibiting Company Name

Booth #

Contact Email Address

Exhibitor Appointed Contractor

Contact Name

Street Address

City

Phone #

Description of proposed service for Exhibitor

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

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

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

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

Solicitation of business by EAC is strictly prohibited. EAC companies discovered soliciting will be removed from the show floor and the exhibitor will not be able to use that EAC for the remainder of the event.

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

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

EAC 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.

**EACs agrees to keep all No Freight Aisles clear at all times. If SES is required to rearrange any material situated in a clearly No Freight Aisle, the exhibitor or the EAC depending on billing arrangements will be charged a 1 hour minimum forklift rental and labor.**

Exhibitor Signature
**ACAM/AAPMD/AAOSH Annual Meeting**

Red Rock Resort & Casino, Las Vegas, NV

November 8 - 10, 2018

**Discount Deadline**: Thursday, October 18, 2018

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

---

**Save Time and Money!**

Use this grid when placing Hanging Sign, Electrical, or other Utility Orders. Make as many copies as you need!

- **Company Name:**
- **Booth #**

- **Contact Name**
- **Contact Email Address**

Enter in the booth numbers above, below, and on each side of your booth to ensure proper placement!

If you are using this grid for a hanging sign, include the total height from the floor to the top of the sign.

---

**Above Booth #**

---

**Left Booth #**

---

**Below Booth #**

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**Right Booth #**

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ACAM/AAPMD/AAOSH Annual Meeting
Red Rock Resort & Casino, Las Vegas, NV
November 8 - 10, 2018

Step 1: Complete Exhibiting company information:

<table>
<thead>
<tr>
<th>Exhibiting Company Name</th>
<th>Booth #</th>
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<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Phone #</th>
<th>State</th>
<th>Zip</th>
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Email Address

Step 2: Tell us the Location of items for pick up:

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<tr>
<th>Company</th>
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<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
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- Is there a loading dock?
- Is your building in a residential area?
- Any thing else we should know about your building?

Step 3: Tell us When we are picking it up:

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours of Operation</th>
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Step 4: Tell us Where this is going:

- Advance Warehouse
- Direct to showsite

Thursday, November 8, 2018

Step 5: Tell us What we are shipping:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Crates</th>
<th>Weight</th>
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<table>
<thead>
<tr>
<th>Qty</th>
<th>Cartons (cardboard)</th>
<th>Carpet (color)</th>
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<table>
<thead>
<tr>
<th>Qty</th>
<th>Cases/trunks</th>
<th>Monitors</th>
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<table>
<thead>
<tr>
<th>Qty</th>
<th>Skids/pallets</th>
<th>Other</th>
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<th>Qty</th>
<th>Total</th>
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</table>

Step 6: Tell us what Type of Service do you need (how fast do you need it?)

- Standard Ground
- 2nd day Air
- Next Day Air
- Other (Truckload, Specialized)

Service level may be changed to meet delivery date. Order must be received within 24 hours of requested pick up date.

Step 7: After the event is over, are we going to Ship Back to you?

- YES!
- No, I will arrange another carrier

<table>
<thead>
<tr>
<th>Company</th>
<th>Booth #</th>
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<table>
<thead>
<tr>
<th>Street Address</th>
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</table>

A credit card must be on file to order Shipping Services. Please complete the Payment Authorization form. Shipping services do not include material handling charges at show site. Material handling fees will be charged to the credit card on file.
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
SHIPPING VERSUS MATERIAL HANDLING

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

WHAT IS MATERIAL HANDLING?
Material Handling is the process of receiving your shipment from your carrier and managing it through the event cycle. It is a standard tradeshow process and it is a chargeable fee typically based on the weight of your shipment. Don’t forget to add Material Handling to your budget!

Material Handling Process:
• Unloading the trade show freight from your carrier once it arrives at the receiving dock.
• Transporting your shipment to your booth space.
• Removing empty shipping containers (boxes, crates, and pallets) from your booth.
• Temporarily storing your empty shipping containers during the show.
• Returning empty shipping containers to your booth once the event is over.
• Transferring the freight back to the loading dock.
• Loading the items into your carrier’s delivery vehicle for return shipping.

ONE EASY WAY TO KEEP YOUR CHARGES LOWER?
Consolidate, Consolidate, Consolidate!
Skid items as much as possible so that they are sure to arrive together. Each shipment that arrives at a separate time is assessed the minimum charge. Whether you ship to the advance warehouse or show site it is in your best interest to consolidate as much as possible.
Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

**ADVANCE WAREHOUSE**

TO: ____________________________
(Exhibiting Company Name)
Booth #: _______________________

c/o Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D
Las Vegas, NV 89118

Delivery Hours: M-F, 8-4:30 PM
For: ACAM/AAPMD/AAOSH Annual Meeting

First day freight can arrive w/o a surcharge: October 11, 2018
Last day freight can arrive w/o a surcharge: November 1, 2018

**ADVANCE WAREHOUSE**

TO: ____________________________
(Exhibiting Company Name)
Booth #: _______________________

c/o Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D
Las Vegas, NV 89118

Delivery Hours: M-F, 8-4:30 PM
For: ACAM/AAPMD/AAOSH Annual Meeting

First day freight can arrive w/o a surcharge: October 11, 2018
Last day freight can arrive w/o a surcharge: November 1, 2018
ACAM/AAPMD/AAOSH Annual Meeting

Red Rock Resort & Casino, Las Vegas, NV

November 8 - 10, 2018

All outbound shipments require Shepard Outbound Material Handling Authorization form and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard. Your pre-printed MHA and labels will be delivered to your booth prior to the close of the show. *Note: All third parties must pick up MHA/labels at the Shepard Service Desk.

Step 1: Complete Exhibiting Company Information:

Exhibiting Company Name

Contact Name

Email Address

Step 2: Tell us Where your items are going:

Company

Street Address

City

State

Zip

Step 3 How many Pieces are in your shipment?

______ # of Crate _______ # of Skids _______ # of Cases _______ # of Cartons _______ Approx Total Weight

Step 4: How many Labels do you need? 

__________

Step 5: Who is picking up your shipment?

OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS

If selecting a carrier other than Shepard Logistics, you must schedule the pickup. This includes Fed Ex, UPS, etc. If using FedEx or UPS you must have and apply their shipping labels.

Step 6: What type of Service do you need? (how fast does it need to get there?)

______ Ground _______ 2nd Day _______ Overnight

Step 7: If your carrier doesn't show up, what do we do with your items?

______ Reroute via the show carrier (Shepard Logistics)

______ Return to warehouse ($400.00 minimum charge)

In order to process your order, we require payment on file. Please complete the Payment Authorization Form and return to Shepard Exposition Services. If you have already placed an order with Shepard, we will automatically use the credit card on file for your company.
International Shipping

Agility Fairs & Events is the preferred International Freight Forwarder and Customs Broker for Shepard Exposition Services events.

Agility has a network of offices around the globe providing specialist transportation services for exhibitions and events.

Agility can provide the following services:

- Advance scheduling and shipment planning
- Complete and accurate documentation
- Transportation to the USA by air or sea freight
- US Customs clearance formalities
- Delivery to Shepard advance warehouse or direct to show site
- Collection from the show
- Return freight services

Please click on this link for a free quotation of services:

www.agilitylogistics.com/fairseventsenquiry.

For assistance with your international shipment planning please contact:

Rick Blumberg
International Project Manager
Email: rblumberg@agility.com
Agility – Fairs & Events USA
1100 S. Tamiami Trail, Ste B.
Venice, FL 34285 USA
Tel: 714-617-6675
Fax: 941-484-1017
Advance Warehouse Shipments

<table>
<thead>
<tr>
<th>Weight</th>
<th>Crated</th>
<th>Special Handling</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$163.15</td>
<td>$212.00</td>
<td></td>
</tr>
</tbody>
</table>

Light Weight (Shipments 40 pounds or less)

| Total | $81.50 |

Overtime - 30% for each overtime application based on ST rate

Early/Late Shipments to Warehouse: 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.

Reweigh of Shipments: 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 an understated weight on delivery document.

Disposal Fee: A disposal fee & minimum 1 hour labor will be charged for all booth materials (booth displays, flooring, etc.) left unclaimed after show move-out.

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.

I acknowledge that all Material Handling charges are billable and will be charged to the credit card on file.
What is material handling (also referred to as drayage)?

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

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

What is the difference between material handling and shipping?

Shipping is the process of 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.) These are 2 different items and are billed differently.

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

What does CWT mean? CWT is an acronym for Century Weight. Your crated shipment is billed per 100 lbs.

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

How do I calculate material handling charges?

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

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

What are Light Weight shipments?

All shipments regardless of carrier that weigh 40 pounds or less. Shipments need to have certified weight tickets or other verifiable weight noted upon delivery. Shipments without certified weight tickets may be subject to special handling or reweigh fees. Packages that arrive separately at different times or days will be billed separately.

All shipments, regardless of carrier, weighing 41 lbs and up will be billed using the standard material handling rates listed in the kit and billed at a 200 lb minimum as usual.

How do I calculate my Light Weight shipment? Charges for Light Weight shipments are total shipment weight, per delivery. Any shipment above 40lbs will not qualify for this rate. Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery.

What are Crated materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no 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 are Advance Shipment?

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

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

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

What are Direct Shipments?

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

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

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

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

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

What is and why would I need liability insurance?

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

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

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

Outbound Shipping

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

Upon completion of packing and labeling of your materials, complete the bill of lading 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).
All vehicles must be escorted in and out of building by Shepard personnel.

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

ENVELOPE DELIVERIES
Show rates. All shipments must have certified weight tickets. Shipments without certified weight will be subject to special handling or reweigh fees.

Light Weight Shipments
Shipments weighing 40lbs or less will qualify for the light weight shipment rate. Shipments exceeding 40lbs will be billed standard Material Handling fees at the prevailing material handling charges.

PADDED VAN DELIVERIES
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 show opening. Any shipment arriving to showsite after show open will be charged a surcharge.

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

OFF-TARGET DELIVERIES
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.

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

OFF-TARGET DELIVERIES
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.

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

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

LIGHT WEIGHT SHIPMENTS
Shipments weighing 40lbs or less will qualify for the light weight shipment rate. Shipments exceeding 40lbs will be billed standard Material Handling fees at the prevailing show rates. All shipments must have certified weight tickets. Shipments without certified weight will be subject to special handling or reweigh fees.

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

MOBILE SPOTTING
A charge per round trip shall apply to receiving and delivering envelope packages to your booth.

All vehicles must be escorted in and out of building by Shepard personnel.
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 with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.

No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.

All items must fit on flat bed cart (approximately 3’x4’ in size) and weigh less than 200 pounds. If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.

Your vehicle must unload on the receiving dock of the exhibit hall. Shepard personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.

<table>
<thead>
<tr>
<th>Code</th>
<th># of Trips</th>
<th>Item</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>35151</td>
<td></td>
<td>Dock to Booth ST</td>
<td>149.50</td>
<td></td>
</tr>
<tr>
<td>35152</td>
<td></td>
<td>Booth to Dock ST</td>
<td>149.50</td>
<td></td>
</tr>
<tr>
<td>35153</td>
<td></td>
<td>Dock to Booth OT</td>
<td>182.25</td>
<td></td>
</tr>
<tr>
<td>35154</td>
<td></td>
<td>Booth to Dock OT</td>
<td>182.25</td>
<td></td>
</tr>
</tbody>
</table>

Cartload Service includes one laborer, one cart, one trip per rate listed above.

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

Total Estimate: $  
NA  
Tax*: $  
Amount Due: $  

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

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Rental items found and in use in your booth are subject to “Standard” pricing.

Company Name: 
BOOTH:

Contact Name 
Contact Email Address 

Please Sign 
Card Holder Signature
Onsite Storage is used when you have product you need to replenish during the event, or if you have items you don't want stored with the empty crates. **Do not use this service for "Empty" storage.**

**Step One:** **Tell us who you are:**

**Exhibiting Company Name**

**Onsite Contact**

**Onsite Cell Phone #**

For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.

All packages must be properly packed & labeled. Shepard Exposition Services’ limit of liability will be $5.00 per pound or $500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

**Step Two:** **Choose the Type of storage to fit your needs**

**Accessible Storage** Use this type when you need to pull items out of storage during the show. Materials in Accessible Storage will be accessible during the event, but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus a per hour labor fee each time materials are moved. ($100.00 Minimum)

<table>
<thead>
<tr>
<th>Per Day</th>
<th>35166</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pallets/Skids</td>
<td>$35.00</td>
</tr>
<tr>
<td>1/2 a Trailer</td>
<td>$80.00</td>
</tr>
<tr>
<td>Full Trailer</td>
<td>$120.00</td>
</tr>
<tr>
<td>Labor ST</td>
<td>$109.50</td>
</tr>
<tr>
<td>Labor OT</td>
<td>$142.25</td>
</tr>
<tr>
<td>Labor DT</td>
<td>$164.25</td>
</tr>
</tbody>
</table>

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. ($100.00 Minimum).

<table>
<thead>
<tr>
<th>(35068)</th>
<th></th>
<th>Sq Ft</th>
<th># of Days</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Per Sq Ft</td>
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<td></td>
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<tr>
<td>Labor OT</td>
<td>$142.25</td>
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<tr>
<td>Labor DT</td>
<td>$164.25</td>
<td>35101</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Rental items found and in use in your booth are subject to "Standard" pricing.

**Company Name:**

**Booth #**

Acam/AAPMD/AAOSH Annual Meeting

Red Rock Resort & Casino, Las Vegas, NV

November 8 - 10, 2018

Discount Deadline Thursday, October 18, 2018

Event Code: L133991118

Connect With Us!

email lasvegas@shepardes.com

phone (702) 507-5278

fax (702) 948-0341

mail 5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

On-site Storage

ACAM/AAPMD/AAOSH Annual Meeting

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On-site Storage
ACAM/AAPMD/AAOSH Annual Meeting
Red Rock Resort & Casino, Las Vegas, NV
November 8 - 10, 2018

Discount Deadline Thursday, October 18, 2018
Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

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

Booth Vacuuming

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Service</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47050</td>
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<tr>
<td>47051</td>
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<td>$0.45</td>
<td>$0.60</td>
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<td>47052</td>
<td>900+ sq. ft</td>
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Daily Vacuum

<table>
<thead>
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<th>Code</th>
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<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
<td>47057</td>
<td>900+ sq. ft</td>
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<td></td>
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</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
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<th>Discount</th>
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</tr>
</thead>
<tbody>
<tr>
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<td>Daily Porter</td>
<td>$1.45</td>
<td>$1.90</td>
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</table>

Specialty Services

Mopping and Carpet Shampooing

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
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<th>Discount</th>
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<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$0.80</td>
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<td></td>
</tr>
<tr>
<td>47022</td>
<td>Mop Daily</td>
<td>$1.55</td>
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<tr>
<td>47013</td>
<td>Sham/One Time</td>
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<td>$0.85</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Display Wipe Down ( invoiced by man hours)

<table>
<thead>
<tr>
<th>Code</th>
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<th>Service</th>
<th>ST</th>
<th>OT</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
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<td>One Time</td>
<td>$109.50</td>
<td>$142.25</td>
<td></td>
<td></td>
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<tr>
<td>47044</td>
<td>Daily</td>
<td>$109.50</td>
<td>$142.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Vacuuming, Porter Service, Mopping, and Shampooing are based on total booth sq ft regardless of area being cleaned. Minimum order of 100 sq ft.

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

No refunds once the service has been performed in your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Company Name: ________________________________  Booth # ____________

Contact Name ____________________________  Contact Email Address ____________________________

Card Holder Signature ____________________________

Did you know....

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

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

Step One: Choose the flooring to enhance your design
Step Two: Check the box of your selected color
Step Three: Determine your booth size (length x width = square footage)

Order must be received 30 days in advance of show move in. 100 sq ft minimum

Premium Plush Carpet 50 oz

- White
- Black
- Crimson
- Dark Grey
- Electric Blue
- Silver Dollar
- Sand
- Navy

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Item</th>
<th>Per Sq Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46004</td>
<td>Premium</td>
<td>$9.65</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Premium Vinyl Flooring

- Light Maple
- Vineyard Brown
- Laurel Brown
- Mountain Grey
- Snow
- Checkerboard
- Rosemary Shame

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Item</th>
<th>Per Sq Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46005</td>
<td>Premium Vinyl</td>
<td>$12.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Elevated Hardwood

Stand above the rest with an Elevated Hardwood Floor! Contact an ESS Representative for pricing!

- Light Oak
- Dark Oak

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Item</th>
<th>Per Sq Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50712</td>
<td>Light Oak</td>
<td>Call for Quote!</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50711</td>
<td>Dark Oak</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Labor not included in hardwood flooring. Please order labor for the installation of your elevated floor.

<table>
<thead>
<tr>
<th>Code</th>
<th>Sq Ft</th>
<th>Item</th>
<th>Per Sq Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46007</td>
<td>¼&quot; Padding for Vinyl</td>
<td>$4.55</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Signature Flooring: $

8.250% Tax*: $

Amount Due: $

Signature indicates you read and accept the Payment Policy and Terms & Conditions.
Due to the custom nature of this product, no refunds or exchanges once item has been ordered.

Company Name: ____________________________  Booth #: _____________

Contact Name_____________________________ Contact Email Address ___________________________
Step Two: Check the box of your selected color

Step Three: Determine your booth size (length x width = square footage)

Premium Carpet 28 oz, 100% Ultra cut pile with action back or jute backing

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46001</td>
<td>Rental/sqft</td>
<td>$6.95</td>
<td>$9.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>46003</td>
<td>Rental 1000+ sqft</td>
<td>$6.05</td>
<td>$7.85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>46002</td>
<td>Purchase sqft</td>
<td>$17.10</td>
<td>$22.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Padding & Visqueen Entice attendees to linger in your space with soft, comfortable padding!

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50009</td>
<td>1/2&quot; Padding</td>
<td>$1.25</td>
<td>$1.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50008</td>
<td>1&quot; Padding</td>
<td>$2.45</td>
<td>$3.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50010</td>
<td>Visqueen</td>
<td>$0.35</td>
<td>$0.45</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Minimum 100 sq. ft. is required for purchase carpet. No refunds on cancellations.

Expo Carpet 13 oz. 2 Options: Regular and Special Cut!

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50255</td>
<td>10’ x 10’</td>
<td>$244.30</td>
<td>$317.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50256</td>
<td>10’ x 20’</td>
<td>$455.90</td>
<td>$592.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50257</td>
<td>10’ x 30’</td>
<td>$680.00</td>
<td>$884.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50258</td>
<td>10’ x 40’</td>
<td>$904.00</td>
<td>$1,175.20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Need something extra special? Check out our Signature Flooring Option Page

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. No refunds on "Special Cut" carpet once order is placed.

Rental items found and in use in your booth are subject to "Regular" pricing.

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

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

Discount Deadline Thursday, October 18, 2018
Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

Step One: Choose the carpet to fit your budget
Step Two: Check the box of your selected color
Step Three: Determine your booth size (length x width = square footage)
**Regular Skirted Tables**

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

Skirted tables are skirted on 3 sides, you must order 4th side skirt for all sides to be draped on 6’ and 8’ tables

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Color</th>
<th>Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50042</td>
<td>4</td>
<td>L X 30&quot;H X 24&quot; W</td>
<td>$136.20</td>
<td>$177.05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50046</td>
<td>6</td>
<td>L X 30&quot;H X 24&quot; W</td>
<td>$167.40</td>
<td>$217.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50050</td>
<td>8</td>
<td>L X 30&quot;H X 24&quot; W</td>
<td>$212.20</td>
<td>$275.85</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50043</td>
<td>4</td>
<td>L X 42&quot;H X 24&quot; W</td>
<td>$165.55</td>
<td>$215.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50047</td>
<td>6</td>
<td>L X 42&quot;H X 24&quot; W</td>
<td>$212.05</td>
<td>$275.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50051</td>
<td>8</td>
<td>L X 42&quot;H X 24&quot; W</td>
<td>$249.35</td>
<td>$324.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50052</td>
<td>4</td>
<td>Side 30&quot;</td>
<td>$82.80</td>
<td>$107.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50053</td>
<td>4</td>
<td>Side 42&quot;</td>
<td>$82.80</td>
<td>$107.65</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Unskirted Regular Tables

Table is delivered with plastic sheeting on top

**Stretch Fabric Table Covers**

Stretch Fabric Table Covers must be ordered 30 days in advance

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50700</td>
<td>5</td>
<td>White - Fabric Table Cover w/ Table</td>
<td>$248.30</td>
<td></td>
</tr>
<tr>
<td>50700</td>
<td>5</td>
<td>Red - Fabric Table Cover w/Table</td>
<td>$248.30</td>
<td></td>
</tr>
<tr>
<td>50700</td>
<td>5</td>
<td>Blue - Fabric Table Cover w/Table</td>
<td>$248.30</td>
<td></td>
</tr>
<tr>
<td>50700</td>
<td>5</td>
<td>Black - Fabric Table Cover w/Table</td>
<td>$248.30</td>
<td></td>
</tr>
</tbody>
</table>

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. No refunds or cancellations on Stretch Fabric once order is placed.

Rental items found in and used in your booth are subject to “Regular” pricing.
Natural Feel Pedestal
Maple Top

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50707</td>
<td></td>
<td>42&quot;H X 30&quot;R</td>
<td>$311.90</td>
<td>$405.45</td>
<td></td>
</tr>
<tr>
<td>50706</td>
<td></td>
<td>30&quot;H X 30&quot; R</td>
<td>$299.15</td>
<td>$388.90</td>
<td></td>
</tr>
</tbody>
</table>

Natural Feel tables also have matching chairs and accessories to complete your look!

Regular Pedestal
Gray fleck top

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>51089</td>
<td></td>
<td>42&quot;H X 36&quot;R</td>
<td>$244.55</td>
<td>$317.90</td>
<td></td>
</tr>
<tr>
<td>50032</td>
<td></td>
<td>30&quot;H X 36&quot; R</td>
<td>$228.65</td>
<td>$297.25</td>
<td></td>
</tr>
</tbody>
</table>

Side Tables
18" H X 24"W

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50030</td>
<td></td>
<td>Rnd 18&quot;H X 24&quot;R</td>
<td>$115.10</td>
<td>$149.65</td>
<td></td>
</tr>
<tr>
<td>50031</td>
<td></td>
<td>Sq 18&quot;H X 24&quot;W</td>
<td>$115.10</td>
<td>$149.65</td>
<td></td>
</tr>
</tbody>
</table>

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to “Regular” pricing.

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

Please Sign
Brand our table with your custom Graphic! See Graphic and Sign Order for Details!

Contact Name: __________________________  Contact Email Address: __________________________

Card Holder Signature

Event Code: L133991118
Connect With Us!
email  lasvegas@shepardes.com
phone  (702) 507-5278
fax    (702) 948-0341
mail   5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Discount Deadline    Thursday, October 18, 2018
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Total Sp Tables: $
8.250% Tax*: $
Amount Due: $
**ACAM/AAPMD/AAOSH Annual Meeting**

Red Rock Resort & Casino, Las Vegas, NV

November 8 - 10, 2018

**Discount Deadline** Thursday, October 18, 2018

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

Safely First! Chairs and Stools are meant for sitting only. Do not use as a ladder or step stool!

### Natural Feel

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50705</td>
<td></td>
<td>Natural Feel Stool</td>
<td>$178.25</td>
<td>$231.75</td>
<td></td>
</tr>
<tr>
<td>50704</td>
<td></td>
<td>Natural Feel Chair</td>
<td>$146.40</td>
<td>$190.30</td>
<td></td>
</tr>
</tbody>
</table>

**Natural Feel chairs and stools also have matching tables and accessories to complete your look!**

### Regular Seating

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50024</td>
<td></td>
<td>Padded Stool</td>
<td>$147.00</td>
<td>$191.10</td>
<td></td>
</tr>
<tr>
<td>50020</td>
<td></td>
<td>Side Chair</td>
<td>$88.50</td>
<td>$115.05</td>
<td></td>
</tr>
<tr>
<td>50021</td>
<td></td>
<td>Arm Chair</td>
<td>$120.65</td>
<td>$156.85</td>
<td></td>
</tr>
</tbody>
</table>

### Specialty Seating

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>51090</td>
<td></td>
<td>Director Stool</td>
<td>$163.45</td>
<td>$212.50</td>
<td></td>
</tr>
<tr>
<td>51086</td>
<td></td>
<td>Director Chair</td>
<td>$91.30</td>
<td>$118.70</td>
<td></td>
</tr>
</tbody>
</table>

**Total Chairs:**

8.250% **Tax**: $  

Amount Due: $  

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to “Regular” pricing.

**Company Name: ____________________________  Booth #: ___________**

**Contact Name**  
**Contact Email Address**

Please Sign  
Card Holder Signature
**Standard Display Accessories**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50245</td>
<td>50004</td>
<td>Literature Rack</td>
<td>$180.80</td>
<td>$235.05</td>
<td></td>
</tr>
<tr>
<td>50094</td>
<td>50095</td>
<td>Floor Easel</td>
<td>$48.95</td>
<td>$63.65</td>
<td></td>
</tr>
<tr>
<td>50095</td>
<td>50175</td>
<td>22x28 Sign Holder</td>
<td>$111.55</td>
<td>$145.00</td>
<td></td>
</tr>
<tr>
<td>50175</td>
<td>50092</td>
<td>Bag Rack</td>
<td>$239.40</td>
<td>$311.20</td>
<td></td>
</tr>
<tr>
<td>50092</td>
<td>50093</td>
<td>Coat Rack</td>
<td>$84.95</td>
<td>$110.45</td>
<td></td>
</tr>
<tr>
<td>50093</td>
<td>50093</td>
<td>Garment Rack</td>
<td>$239.40</td>
<td>$311.20</td>
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</tr>
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</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50236</td>
<td>50237</td>
<td>2'x8' w/legs, each</td>
<td>$215.75</td>
<td>$280.50</td>
<td></td>
</tr>
<tr>
<td>50237</td>
<td>50242</td>
<td>2'x8' w/o legs, each</td>
<td>$161.65</td>
<td>$210.15</td>
<td></td>
</tr>
<tr>
<td>50242</td>
<td>50104</td>
<td>7-Ball Waterfall</td>
<td>$14.80</td>
<td>$19.25</td>
<td></td>
</tr>
<tr>
<td>50104</td>
<td>50104</td>
<td>6&quot; Hooks (12)</td>
<td>$47.50</td>
<td>$53.05</td>
<td></td>
</tr>
</tbody>
</table>

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

**Tack/Posterboards**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50060</td>
<td>50061</td>
<td>4' x 8' Horz.</td>
<td>$292.15</td>
<td>$379.80</td>
<td></td>
</tr>
<tr>
<td>50061</td>
<td>50061</td>
<td>4' x 8' Vert.</td>
<td>$292.15</td>
<td>$379.80</td>
<td></td>
</tr>
</tbody>
</table>

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Standard" pricing.

---

**Event Code:** L133991118
**Connect With Us!**
- **email:** lasvegas@shepardes.com
- **phone:** (702) 507-5278
- **fax:** (702) 948-0341

Red Rock Resort & Casino, Las Vegas, NV
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November 8 - 10, 2018
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Safety First! Showcases and Risers are meant for display items only. Do not use as ladders or step stools!

**Showcases**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50067</td>
<td>4'</td>
<td>Full View</td>
<td>$902.15</td>
<td>$1,172.80</td>
<td>$1,293.55</td>
</tr>
<tr>
<td>50068</td>
<td>6'</td>
<td>Full View</td>
<td>$995.05</td>
<td>$1,293.55</td>
<td>$1,293.55</td>
</tr>
<tr>
<td>50069</td>
<td>4'</td>
<td>Quarter View</td>
<td>$902.15</td>
<td>$1,172.80</td>
<td>$1,293.55</td>
</tr>
<tr>
<td>50070</td>
<td>6'</td>
<td>Quarter View</td>
<td>$995.05</td>
<td>$1,293.55</td>
<td>$1,293.55</td>
</tr>
</tbody>
</table>

Regular showcase color is white, call to inquire about other colors.

**Stacking Shelves**

Each Shelf comes with (2) black bases. They are stackable up to (4) units high. All stacking shelves will be delivered to your booth, it is up to your creativity how you want to stack them.

**Skirting of Exhibitor Equipment**

<table>
<thead>
<tr>
<th>Code</th>
<th>Ft</th>
<th>Color</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50058</td>
<td></td>
<td>Sateen</td>
<td>Skirting</td>
<td>18.70</td>
<td>24.30</td>
<td></td>
</tr>
</tbody>
</table>

Order per linear foot

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to “Regular” pricing.

**Don’t See what you are looking for?**

See our "Exhibit Counters" page for custom counters and create something just for you!

**Contact an ESS Representative to get started!**

**Safety First!** Showcases and Risers are meant for display items only. Do not use as ladders or step stools!

**Card Holder Signature**

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

**Contact Name** _______________ **Contact Email Address** ___________________________
Drapes and Bars

- 8' High backwall drape
- 3' High sidewall drape

Drape is per linear foot, 10' minimum order.

Skirting of Exhibitor Equipment

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

Accessories

- Natural Feel Flr Lamp
- Natural Feel Tab Lamp
- Natural Feel Recept
- Wastebasket
- Drawing Bowl
- Tensa Stanchion, each

- Natural Feel accessories also have matching chairs and tables to complete your look!

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to “Regular” pricing.

Company Name: ___________________________  Booth#: ___________________________  

Contact Name  Contact Email Address

Card Holder Signature

---

Event Code: L133991118

Discount Deadline: Thursday, October 18, 2018

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

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<thead>
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<td></td>
<td>8’ high drape</td>
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<td>3’ high drape</td>
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<td>$22.10</td>
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<td>50088</td>
<td>NA</td>
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<td>8’ upright with base</td>
<td>$31.60</td>
<td>$41.10</td>
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<td>50349</td>
<td>NA</td>
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<td>6’-10’ cross bar</td>
<td>$21.05</td>
<td>$27.35</td>
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<td>50348</td>
<td>NA</td>
<td></td>
<td>7’-12’ crossbar</td>
<td>$21.05</td>
<td>$27.35</td>
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<table>
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<td>50058</td>
<td></td>
<td></td>
<td>Sateen Skirting</td>
<td>$18.70</td>
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Order per linear foot

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<td>50709</td>
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<td>Natural Feel Fir Lamp</td>
<td>$159.10</td>
<td>$206.85</td>
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<td>50710</td>
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<td>Natural Feel Tab Lamp</td>
<td>$114.60</td>
<td>$149.00</td>
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<tr>
<td>50708</td>
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<td>Natural Feel Recept</td>
<td>$70.00</td>
<td>$91.00</td>
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<tr>
<td>50091</td>
<td></td>
<td>Wastebasket</td>
<td>$24.10</td>
<td>$31.35</td>
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<tr>
<td>50185</td>
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<td>Drawing Bowl</td>
<td>$44.95</td>
<td>$58.45</td>
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<tr>
<td>50427</td>
<td></td>
<td>Tensa Stanchion, each</td>
<td>$101.00</td>
<td>$131.30</td>
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</tr>
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</table>

Total Drape and Accessories: $__________

8.250%  Tax*: $__________

Amount Due: $__________
Power Up In Style.

Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities. Charging adapters are available to rent for all powered products.

ROMA CHRPWR Chair, Powered (white vinyl) 37"L 31"D 33"H

ROMA SFAPWR Sofa, Powered (white vinyl) 78"L 31"D 33"H

Powered Seating

Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities. Charging adapters are available to rent for all powered products.
Powered Seating

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together, 10A max per charging panel.

A) NPLCHP
Naples Chair, Powered
(black vinyl)
36"L 30"D 33.25"H

B) NPLSOP
Naples Sofa, Powered
(black vinyl)
87"L 30"D 33.25"H

C) NPLLOP
Naples Loveseat, Powered
(black vinyl)
62"L 30"D 33.25"H

Charging adapters are available to rent for all powered products.

Powered Tables

Ventura Powered Tables
A) VNTWHT Bar
(white top)
72.25"L 26.25"D 42"H

B) VNTBLK Bar
(black top)
72.25"L 26.25"D 42"H

G30 Powered Tables
C) G30DWP Café
(white top)
72"L 26"D 30"H

Sydney Powered Cocktail Tables
D) C1WP
(white, brushed steel)
48"L 26"D 18"H

E) C1YP
(black, brushed steel)
48"L 26"D 18"H

Charging Adapters
F) ADAPTW (white)
G) ADAPTB (black)
Powered Banquettes.

MODULAR SYSTEM
Create round banquettes or custom serpentine seating. The Power Banquette system has 3 AC and 2 USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.

- **BNQL7 Center Cone**
  - w/Electrical Charging Outlet (white vinyl)
  - 38" RND 51" H

- **BNQ417 Full Banquette**
  - w/Electrical Charging Outlet (white vinyl)
  - 72" RND 51" H

- **BNQR17 Ottoman Ring**
  - (4 ottoman seats) (white vinyl)
  - 72" RND 18" H

- **BNQ7 Quarter Curve Ottoman**
  - (white vinyl)
  - 53" L 22" D 18" H

- **WHT12 Half Bench Ottoman**
  - (white vinyl)
  - 39" L 22" D 18" H
Soft Seating
Create Engaging Booth Environments

**HOPI**
(gray linen)
HOPCH, Chair
21"L 25"D 34"H
HOPLV, Loveseat
48"L 25"D 34"H

**PEDESTAL**
PDL42W
Powered Locking (white)
24"L 24"D 42"H

**CAFÉ TABLE**
30WHHC
Hydraulic Chrome Base
(laminate white top)
30"Round 29"H

**REGIS**
REGOTT End Table
(brushed metal)
16"L 15.5"D 14.5"H

**MARCHE**
MAR010 Swivel Ottoman
(blue fabric)
17"RND 18"H
Soft Seating Collections

BAJA
A) BCHWHT Chair
   (white vinyl)
   36”L 30.5”D 28”H
B) BLVWHT Loveseat
   (white vinyl)
   61”L 30.5”D 28”H

FAIRFAX
A) FAIRSW Sofa
   (white vinyl, brushed metal)
   62”L 26”D 30”H
B) FAIRCW Chair
   (white vinyl, brushed metal)
   27”L 26”D 30”H

NAPLES
A) NPLCHR Chair
   (black vinyl)
   36”L 30”D 33.25”H
   NPLCHP (Powered)
B) NPLSOF Sofa
   (black vinyl)
   87”L 30”D 31.25”H
   NPLSOP (Powered)
C) NPLLOV Loveseat
   (black vinyl)
   62”L 30”D 33.25”H
   NPLLOP (Powered)
Munich Collection
Modular Seating to Design Custom Exhibits

MUNICH
MNCHSC Sectional 3pc.
(gray fabric)
93.5” L 27” D 28.5” H

SILVERADO
C1E Cocktail Table
(glass, chrome)
36” Round 17” H

MNCHCH Munich Armless Chair
(gray fabric)
22.5” L 27” D 28.5” H

MNCHCC Munich Corner Chair
(gray fabric)
26” L 27” D 28.5” H

MNCHLV Munich Armless Loveseat
(gray fabric)
45” L 27” D 28.5” H
Soft Seating Collections

ALLEGRO
A) CHR002 Chair (blue fabric) 36”L 34.5”D 30”H
B) SFA002 Sofa (blue fabric) 73”L 34.5”D 30”H

TANGIERS
A) TANSOF Sofa (beige textured) 78”L 37”D 36”H
B) TANCHR Chair (beige textured) 34”L 37”D 36”H
C) TANLOV Loveseat (beige textured) 57.5”L 37”D 37”H

KEY LARGO
A) KEYCHR Chair (black fabric) 35”L 35”D 34”H
B) KEYLOV Loveseat (black fabric) 57”L 35”D 34”H
C) KEYSOF Sofa (black fabric) 79”L 35”D 34”H

SOUTH BEACH
A) SO1 Sofa (platinum suede) 69”L 29”D 33”H
B) OTS Ottoman (platinum suede) 25”L 31”D 18”H
C) SO2 Sofa Sectional 3pc. (platinum suede) 152”L 40”D 33”H
Accent Chairs

**KEY WEST**
OCB Chair
(black)
31"L 31"D 31"H

**MADDEN**
MADGRY Arm Chair
(light gray vinyl)
27"L 32"D 33"H

**SWANSON**
SWAN Swivel Chair
(white vinyl)
28"L 25"D 30"H
Accent Chairs

A) BCW Madrid Chair (white vinyl) 30"L 30"D 31"H
B) OCH Madrid Chair (black vinyl) 30"L 30"D 31"H
C) FAIRGW Chair (white vinyl, brushed metal) 27"L 26"D 30"H
D) LABREA La Brea Swivel Chair (charcoal gray, fabric) 35"L 27"D 40"H
E) MNCHCH Munich Armless Chair (gray fabric) 22.5"L 27"D 28.5"H
F) HOPCH, Chair (gray linen) 21"L 25"D 34"H

Meeting & Stage Chairs

Meeting Chair 25.5"L 23.5"D 34"H
A) OCMESP (espresso vinyl)
B) OCMTAU (taupe fabric)
C) OCMWHT (white vinyl)
ZENITH
A) ZENCHR Chair (white, chrome)
18.25"L 22"D 32"H
B) 30MAHC
Madison Hydraulic Café Table
(chrome base, gray acajou top)
30"RND 29"H

LAGUNA
C) LMCHR Chair (maple, chrome)
18"L 19"D 34"H
D) 30WHHC
Round Café Table
(white laminate top, chrome hydraulic base)
30" Round 29"H

MALBA
MALGRY Chair (gray)
20"L 20"D 32"H

MALBA
MALGRN Chair (green)
20"L 20"D 32"H

Group Seating
Styles & Shapes

Berlin Chair
18”L 22”D 32”H
A) CS8 (black, white)
B) CS9 (red, white)
C) CS4
Syntax Chair
23”L 19”D 32.25”H
D) XCHR
Christopher Chair
17”L 19”D 35”H
E) CH002
Wendy Chair
15”L 20”D 36”H
F) SC10
Razor Armless Chair
15.38”L 15.5”D 30.5”H
G) SC3
Brewer Chair
20”L 20”D 32”H
H) XC6
Altura Guest Chair
25”L 20”D 34”H

Mix & Match
Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

I) RSTDIN Rustique Chair w/arms (gunmetal) 20”L 18”D 31”H
J) DUET Duet Chair (black, chrome) 21”L 23”D 33”H
Ottomans

VIBE CUBE
18"L 18"D 18"H
A) VIB09 (white vinyl)
B) VIB10 (black vinyl)
C) VIB11 (steel blue vinyl)
D) VIB13 (purple vinyl)
E) VIB12 (silver vinyl)
F) VIB07 (beige vinyl)
G) VIB04 (red vinyl)
H) VIB06 (gold/bronze vinyl)
I) VIB01 (green vinyl)
J) VIB03 (pink vinyl)
K) VIB05 (yellow vinyl)
L) VIB02 (blue vinyl)
M) VIB08 (orange vinyl)
**Styles & Shapes**

<table>
<thead>
<tr>
<th>Beverly Bench</th>
<th>ENDLESS Square</th>
<th>ENDLESS Curved</th>
<th>Regis Bench</th>
<th>Sally Stool</th>
<th>Edge Cube</th>
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</thead>
<tbody>
<tr>
<td>60&quot;L 20&quot;D 18&quot;H</td>
<td>34&quot;L 34&quot;D 15&quot;H</td>
<td>60.5&quot;L 37.5&quot;D 15&quot;H</td>
<td>(brushed metal)</td>
<td>(white)</td>
<td>(white plastic)</td>
</tr>
<tr>
<td>A) BVLYWH (white vinyl)</td>
<td>I) END02B (black)</td>
<td>K) END01B (black)</td>
<td>M) BNQ7 Quarter Curve (white vinyl)</td>
<td>O) SAL Sally Stool</td>
<td>P) CUBL20 Edge LED Cube (white plastic)</td>
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<tr>
<td>B) BVLYBK (black vinyl)</td>
<td>J) END02W (white)</td>
<td>L) END01W (white)</td>
<td>(white vinyl)</td>
<td>(white)</td>
<td>(white plastic)</td>
</tr>
<tr>
<td>C) BVLYGR (gray fabric)</td>
<td>ENDLESS Curved</td>
<td></td>
<td>(white)</td>
<td>(white)</td>
<td>A/C power only</td>
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<tr>
<td>D) BVLYRD (red fabric)</td>
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<tr>
<td>E) BVLYOB (ocean blue fabric)</td>
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<tr>
<td>F) BVLYLN (linen fabric)</td>
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<td>G) BVLYGR (gray fabric)</td>
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<tr>
<td>H) BVLYLN (linen fabric)</td>
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<td></td>
</tr>
<tr>
<td>I) BVLYOB (ocean blue fabric)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>J) BVLYGR (gray fabric)</td>
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**Marche Swivel Ottomans**

<table>
<thead>
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<th>17&quot;RND 18&quot;H</th>
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<tbody>
<tr>
<td>A) MAR001 (white vinyl)</td>
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<td>B) MAR005 (red fabric)</td>
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<tr>
<td>C) MAR009 (pear yellow fabric)</td>
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<td>D) MAR007 (plum fabric)</td>
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<tr>
<td>E) MAR010 (blue fabric)</td>
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<td>F) MAR002 (gray fabric)</td>
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<td>G) MAR006 (rose quartz fabric)</td>
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<td>H) MAR003 (linen fabric)</td>
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<tr>
<td>I) MAR004 (raspberry fabric)</td>
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<tr>
<td>J) MAR008 (meadow green fabric)</td>
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</tbody>
</table>
Accent Tables

ALONDRA
Cocktail Table
47"L 24"D 16"H
A) ALC100 (glass, chrome)
B) ALC200 (wood, chrome)

ALONDRA
End Table
20"L 20"D 20"H
C) ALE100 (glass, chrome)
D) ALE200 (wood, chrome)

GEO
Cocktail Table
50"L 22"D 16"H
A) C1C (glass, chrome)
B) C1FWB (wood, black)

GEO
End Table
26"L 26"D 20"H
C) E1C (glass, chrome)
D) E1FWB (wood, black)
Styles & Shapes

SYDNEY
(brushed steel)
Cocktail Tables
48"L 26"D 18"H
A) C1W (white)
C1WP (Powered)
B) C1Y (black)
C1YP (Powered)
End Tables
23"L 23"D 22"H
C) E1W (white)
D) E1Y (black)

REGIS
(brushed metal)
E) REGBEN Bench Table
47"L 15.5"D 16"H
F) REGOTT End Table
16"L 15.5"D 16.5"H

SILVERADO
(glass, chrome)
G) E1E End Table
24" Round 22"H
H) C1E Cocktail Table
36" Round 17"H

OLIVER
(walnut finish)
I) EOLI End Table
22" Round 22"H
J) COLI Cocktail Table
47"L 27"D 19"H

RUSTIC
(wood)
K) ETBL E-Table
21"L 15.5"D 27.5"H
L) TMBTBL Timber Table
16" Round 17"H

M) AURA
Aura Round Table
(white metal)
15" Round 22"H
N) CUBTBL Edge LED Cube Table
(plexi top, white plastic)
20"L 20"D 20"H
A/C power only
Conference Tables

42” Round Conference Table
42”RND 29”H
A) CONF42 (white laminate)
B) CB1 (graphite nebula)
C) CB8 (Madison/gray acajou)

MADISON
(Madison/gray acajou)
D) MADC05 5’ Table
60”L 48”D 29”H
E) MADC08 8’ Table
96”L 60”D 29”H
F) MADC10 10’ Table
120”L 48”D 29”H

PWRUSB
Powered Conference Table Module
(black) 5”L 2.25”D 2”H
Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.

D)
MADC05 5’ Table
60”L 48”D 29”H
E) MADC08 8’ Table
96”L 60”D 29”H
F) MADC10 10’ Table
120”L 48”D 29”H
**Styles & Shapes**

**Atomic Round Tables**  
(glass, chrome)  
A) 42ATO 42" RND 30"H  
(not shown)  
36ATO 36" RND 30"H

**Geo Rounded Square Tables**  
42"L 42"D 29"H  
C) CE1 (glass, chrome)  
D) CP1 (glass, black)

**Geo Rectangular Tables**  
60"L 36"D 29"H  
E) CF2 (glass, black)  
D) CE2 (glass, chrome)

**G) MERLIN Merlin Multi Use Table**  
(gray laminate, black)  
46"L 29"D 30"H

**H) WD3 Work Table**  
(white laminate, white)  
48"L 24"D 30"H

**Conference Tables**  
(graphite nebula)  
I) CB3 8'  
96"L 48"D 29"H  
J) CB2 6'  
72"L 42"D 29"H

**Conference Tables**  
(granite)  
K) C508GR 8'  
96"L 44"D 29"H  
L) CT10GR 10'  
120"L 46"D 29"H  
M) CT06GR 6'  
72"L 36"D 29"H

**Mix & Match**

N) PROEXB Pro Executive High Back Chair  (black vinyl)  25"L 24"D 48"H Adjustable.

O) PROMID Pro Executive Mid Back Chair  (white vinyl)  24"L 22"D 40"H Adjustable.
Executive Seating

**A. Pro Executive High Back Chair**
25"L 24"D 48"H Adjustable.
A) PROEXE (white classic vinyl)
B) PROEXB (black vinyl)

**B. SY1 Altura Steno Chair**
25"L 26"D 21"H

**PROMDB Pro Executive Mid Back Chair**
(black vinyl)
24"L 22"D 40"H Adjustable

**PROMID Pro Executive Mid White Chair**
(white vinyl)
24"L 22"D 40"H Adjustable

**PROGB Pro Executive Guest Chair**
(black vinyl)
24"L 22"D 36"H
Café Tables

A) 30MAHC Madison Hydraulic Café Table
   (chrome base, gray acajou top)
   30”RND 29”H

B) MALGRN Malba Chair
   (green)
   20”L 20”D 32”H

30” Round Café Tables
Standard Black Base
30” Round 29”H
A) ZTH (liquid steel blue top)
B) ZTB (red top)

Hydraulic Chrome Base
30” Round 29”H
C) 30WHHC (white laminate top)
D) 30STHC (silver textured)

E) CS4 Syntax Chair
   (black, chrome)
   23”L 19”D 32.25”H
Mix & Match

Create the ultimate look. Choose from a wide variety of colorful Group Seating for the perfect style.

A) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H
B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H
Communal and Powered Tables

Choose from Powered, Solid or Grommet Hole Table Tops.

G30 CAFÉ TABLES

A.

B.

C.

Table Top Options
Colors not available in all table options. Please check options listed to the right.

BLACK WHITE MAPLE

Ventura Powered Bar Tables
(silver frame)
72.25”L 26.25”D 42”H
A) VNTBLK (black top)
B) VNTWHT (white top)

Ventura Communal Bar Tables
(silver frame)
72.25”L 26.25”D 42”H
Maple Top
B) VNTMNP (solid)
White Top
C) VNTBMW (grommets)
D) VNTBNP (solid)

G30 Powered Café Tables
72”L 26”D 30”H
A) G30DWP (silver frame, white top)

G30 Communal Café Tables
(silver frame)
72”L 26”D 30”
Maple Top
B) G30DMS (solid)
White Top
D) G30DWS (solid)
E) G30DWW (grommets)
Bar Tables

A) 30WHHB
30” Round Bar Table
(white laminate top, chrome hydraulic base)
20” RND 45” H

B) APS12
Apex Barstools
(gunmetal)
13”L 21”D 33”H

C) 30SBHB
30” Round Bar Table
(liquid steel blue top, chrome hydraulic base)
30” RND 45” H

D) LMBAR
Laguna Barstool (maple, chrome)
18”L 20”D 47”H

E) RSTSQT
Rustique Square Metal Bar Table
(gunmetal)
23.75”L 23.75”D 41.25”H

F) RSTSTL
Rustique Barstool
(gunmetal)
13”L 13”D 30”H
Choose your base, black or chrome, then pick a color that suits your design.

**Bar Tables**
- **Standard Black Base**
  - 30" Round 42"H
  - A) VTJ (graphite nebula)
  - B) VTK (maple)
  - C) VTG (silver textured)
  - D) VTB (red)
  - E) 30WH42 (white laminate)
  - F) VTH (liquid steel blue)
  - G) VTA (Madison/gray acajou)
  - J) VTP (maple)
  - A) VTJ (graphite nebula)
  - B) VTK (maple)
  - C) VTG (silver textured)
  - D) VTB (red)
  - E) 30WH42 (white laminate)
  - F) VTH (liquid steel blue)
  - G) VTA (Madison/gray acajou)
  - J) VTP (maple)

- 36" Round 42"H
  - H) VTW (white laminate)
  - I) VTN (graphite nebula)
  - J) VTP (maple)

**Hydraulic Chrome Base**
- 30" Round 45"H
  - K) 30GRHB (graphite nebula)
  - L) 30MTHB (maple)
  - M) 30STHB (silver textured)
  - N) 30BRHB (red)

- 36" Round 45"H
  - O) 36WTHB (white laminate)
  - P) 36GRHB (graphite nebula)
  - Q) 36MTHB (maple)

---

**Create the right look.** Choose from a wide variety of Bar Table heights and colors for the perfect look.

- **R) 30MAHB 30" Round Bar Table w/Hydraulic Chrome Base**
  (Madison/gray acajou) 30" RND 45"H
- **S) ZENBAR Zenith Barstool** (white, chrome) 19"L 20"D 44"H
Barstools

LIFT BARSTOOLS
15” Round 23-33.5”H
A) ROLLWH (white vinyl)
B) ROLLRD (red vinyl)
C) ROLLBL (black vinyl)
D) ROLLGY (gray vinyl)
Styles & Shapes

Apex Barstools
21"L 21"D 33"H
A) APS08 (black vinyl)
B) APS59 (red vinyl)
C) APS75 (white vinyl)
D) APS12 (blue ultra suede)

Zoey Barstools
15"L 16"D 30-34.75"H
E) BS002 (white, chrome)
F) BS003 (black, chrome)

Banana Barstools
21"L 22"D 41.75
G) BSS (black, chrome)
H) BST (white, chrome)

Oslo Barstools
17"L 20"D 45"H
I) BSD (blue)
J) BSC (white)

K) XBAR Christopher Barstool
(white vinyl, chrome)
19"L 15"D 41"H

L) BS001 Shark Barstool
(white, chrome)
22"L 19"D 34-44"H

M) BSR Syntax Barstool
(black, chrome)
23"L 19"D 43.25"H

N) RSTSTL Rustique Barstool
(gunmetal)
13"L 13"D 30"H

O) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H
P) LMBAR Laguna Barstool (maple, chrome) 18"L 20"D 47"H

Mix & Match

Create the ultimate look. Choose from a wide variety of select Bar Seating for the perfect style.
Office Essentials

MADISON
A) JD8 Madison Executive Desk
   (gray acajou) 60" L 30" D 29" H
B) CR8 Madison Credenza
   (gray acajou) 60" L 20" D 29" H
C) PROMDB Pro Executive Mid Back Chair
   (black vinyl) 24" L 22" D 40" H Adjustable
D) PROEXE Pro Executive High Back Chair
   (white classic vinyl) 25" L 24" D 48" H Adjustable
TECH COLLECTION

A) TECH3B Tech Desk, Powered, w/3 Drawer File Cabinet (black metal, laminate) 60”L 30”D 30”H
B) TECH Tech Desk, Powered (black metal, laminate) 60”L 30”D 30”H
C) TECH3 3 Drawer File Cabinet on Castors (black metal, laminate) 16”L 20”D 28”H

Charging Adapters
D) ADAPTB (black)

Charging adapters are available to rent for all powered products.

LIGHTING & PRODUCT DISPLAY

A) LA15 Floor Lamp 18” Round 55”H
B) LA14 Table Lamp 16” Round 26”H

ACCENT LAMPS

MASON LAMPS (brushed silver)
A) LA15 Floor Lamp 18” Round 55”H
B) LA14 Table Lamp 16” Round 26”H

SHELVING

C) PSHCCS Posh Shelving (Chrome, Acrylic) 36”L 18”D 72”H
D) BC8 Madison Bookcase (gray acajou) 36”L 12”D 72”H
Powered Pedestals

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Charging Adapters

E) ADAPTW (white)  
F) ADAPTB (black)  
Charging adapters are available to rent for all powered products.

Powered Locking Pedestal

A) PDL36W (white)  
24’L 24’D 36’H  
B) PDL42W (white)  
24’L 24’D 42’H  
C) PDL36B (black)  
24’L 24’D 36’H  
D) PDL42B (black)  
24’L 24’D 42’H  

(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)

Powered Tech Desk

A) TECH3B Tech Desk, Powered w/3 Drawer File Cabinet  
(black metal, laminate)  
60’L 30’D 30’H  
B) TECH Tech Desk, Powered  
(black metal, laminate)  
60’L 30’D 30’H  
C) TECH3 3 Drawer File Cabinet on Castors  
(black metal, laminate)  
16’L 20’D 28’H  

Charging Adapter

D) ADAPTB (black)  
Charging adapters are available to rent for all powered products.
Show Essentials

A. BRC Martini Bar Circle
Comprised of three BR1 Martini Bars
100”L 100”D 45”H

B) BR1 Martini Bar
(gray metal, frosted glass top)
67”L 22”D 45”H

C) R1R Large
(White, 14.0 cubic feet)
28”L 28”D 64”H

D) R1Q Small
(White, 4.0 cubic feet)
20”L 22”D 33”H

Suggested Uses of Martini Bar
LIGHTED PRODUCTS

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

A) CUBL20 Edge LED Cube Ottoman
(white plastic)
20"L 20"D 20"H
A/C power only

B) CUBTBL Edge LED Cube Table
(plexi top, white plastic)
20"L 20"D 20"H
A/C power only

TABLET STANDS

A) TBSTND (black)
14"L 13"D 44.5"H

B) TBSTDW (white)
14"L 13"D 44.5"H

ACCESSORIES

C) TBBCHR Brochure Holder
(black)
8.625"L 1.1"D 11.325"H

D) TBSHLF Charging Shelf
(black)
14.85"L 7.17"D 1"H

E) TBNTR Wireless Printer Holder
(black)
3.3"L 1.9"D 5.28"H

Denotes AC and USB charging outlets
### Cocktail Tables

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### Occasional End Tables

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Don't forget device adapters/chargers for your powered devices.
**ACAM/AAPMD/AAOSH Annual Meeting**

Red Rock Resort & Casino, Las Vegas, NV

November 8 - 10, 2018

Discount Deadline Thursday, October 18, 2018

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

---

### Styles and Shapes

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### Beverly Bench

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<td>BVLYBN Bev Bench Brown Fabric</td>
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<td>BVLYGR Bev Bench Grey Fabric</td>
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<td>BVLYLN Bev Bench Linen Fabric</td>
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<td>BVLYRD Bev Bench Red Fabric</td>
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<td>BVLYWH Bev Bench White Vinyl</td>
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### Vibes

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<td>VIB03-Vibe Cube, Pink</td>
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<td>VIB04-Vibe Cube, Red</td>
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### Marche Swivel

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Regular" pricing.

---

Company Name: ___________________________  Booth# ___________________________

Contact Name: ___________________________  Contact Email Address: ___________________________

---

Please Sign

Card Holder Signature

---

Event Code: L133991118

Connect With Us!

email: lasvegas@shepardes.com

phone: (702) 507-5278

fax: (702) 948-0341

mail: 5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

---

Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Total Ottomans: $____________  8.250%  Tax: $____________

Amount Due: $__________  Please Sign
## Sofas and Sectionals

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## Lovesets

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## Club Chairs

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<td>NPLCHR-Naples Chair, Black Vinyl</td>
<td>$736.80</td>
<td>$957.85</td>
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<td></td>
<td>TANCHR-Tangiers Chair, Beige</td>
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<td></td>
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<td>KEYCHR-Key Largo Chair</td>
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<td>FAIRCW-Fairfax Chair</td>
<td>$434.40</td>
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## Accent Chairs

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<tbody>
<tr>
<td></td>
<td>SWAN-Swanson Swivel, White Vinyl</td>
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<tr>
<td></td>
<td>OCB-Key West Tub, Black</td>
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<tr>
<td></td>
<td>MADGRY-Madden Arm Chair, Grey</td>
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<tr>
<td></td>
<td>BCW-Madrid Chair, White</td>
<td></td>
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<tr>
<td></td>
<td>LABREA-La Brea Swivel Chair</td>
<td></td>
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<tr>
<td></td>
<td>HOPCH-Hop Chair, Grey Linen</td>
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<tr>
<td></td>
<td>MNCHCC Munich Corner Chair</td>
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<td></td>
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<tr>
<td></td>
<td>MNCHCH Munich Armless Chair</td>
<td></td>
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<tr>
<td></td>
<td>OCH Madrid Chair, Black</td>
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## Meeting Chairs

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<tr>
<td></td>
<td>OCMTAU-Meeting Chair, Taupe</td>
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<tr>
<td></td>
<td>OCMWHT-Meeting Chair, White</td>
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<td></td>
<td>OCMESP-Meeting Chair, Expresso</td>
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## Modular System

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<tr>
<td></td>
<td>BNQ417-Full Banquette-Powered!</td>
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<tr>
<td></td>
<td>BNQR17-Ottoman Ring, White Vinyl</td>
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<td>BNQ7-Quarter Curve, White Vinyl</td>
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<td></td>
<td>BQNL7- Center Cone, White Vinyl</td>
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<td></td>
<td>WHT12-Half Bench, White Vinyl</td>
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<tr>
<td></td>
<td>OTS-South Beach Wedge</td>
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## Powered Seating

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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CHRPWR- Roma Chair, powered</td>
<td>$799.20</td>
<td>$1,038.95</td>
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<tr>
<td></td>
<td>SFAPWR-Roma Sofa, powered</td>
<td>$1,286.40</td>
<td>$1,672.30</td>
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<tr>
<td></td>
<td>NPLCHP-Naples Chair, powered</td>
<td>$799.20</td>
<td>$1,038.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NPLSOP-Naples Sofa, powered</td>
<td>$1,286.40</td>
<td>$1,672.30</td>
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<tr>
<td></td>
<td>NPLLNP-Naples Loveseat, powered</td>
<td>$1,106.40</td>
<td>$1,438.30</td>
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</table>

**Total Soft Seating:** ____________

**8.250% Tax:** ____________

**Amount Due:** ____________

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Regular" pricing.

---

**Get some extra time with your customers as they sit, relax, and charge their mobile devices in your booth!**

---

**Company Name:** ____________________________

**Booth#** ____________________________

---

**Contact Name** ____________________________

**Contact Email Address** ____________________________

---

**Card Holder Signature** ____________________________
ACAM/AAPMD/AAOSH Annual Meeting

Red Rock Resort & Casino, Las Vegas, NV

November 8 - 10, 2018

Discount Deadline Thursday, October 18, 2018

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

Conference Tables

<table>
<thead>
<tr>
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<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>CF2-Geo Table, Black</td>
<td>$568.80</td>
<td>$739.45</td>
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</tr>
<tr>
<td></td>
<td>CE1-Geo Table, Sq. Chrome</td>
<td>$400.80</td>
<td>$521.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CF1-Geo Table, Sq. Black</td>
<td>$400.80</td>
<td>$521.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CE2-Geo Table, Chrome</td>
<td>$568.80</td>
<td>$739.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CB2-6' Graphite Table</td>
<td>$597.60</td>
<td>$776.90</td>
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</tr>
<tr>
<td></td>
<td>CB3-8' Graphite Table</td>
<td>$703.20</td>
<td>$914.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CB1-42' Round, Graphite Nebula</td>
<td>$484.80</td>
<td>$630.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C508GR-8', Granite</td>
<td>$703.20</td>
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<td></td>
<td>CT10GR-10', Granite</td>
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<td>CT06GR-6', Granite</td>
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<td>$776.90</td>
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<tr>
<td></td>
<td>PWRUSB-Powered Table Module</td>
<td>$96.00</td>
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<td>CB8-42' Round Madison, Grey</td>
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<td>MADC05-5' Madison, Grey</td>
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<td>$789.35</td>
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<td></td>
<td>MADC08-8' Madison, Grey</td>
<td>$1,212.00</td>
<td>$1,575.60</td>
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<td></td>
<td>CONF42-42' Round, White lam</td>
<td>$484.80</td>
<td>$630.25</td>
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<td></td>
<td>36ATO Atomic 36' Round, Glass</td>
<td>$400.80</td>
<td>$521.05</td>
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<td>42ATO Atomic 42' Round, Glass</td>
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Group & Guest Seating

<table>
<thead>
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<tr>
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<td>Duet-Black, Chrome</td>
<td>$81.60</td>
<td>$106.10</td>
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<td>RSTDIN-Rustique w/ arms, Gunmetal</td>
<td>$165.60</td>
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<td></td>
<td>CS8-Berlin Chair, Black</td>
<td>$160.80</td>
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<td></td>
<td>CS9-Berlin Chair, Red</td>
<td>$160.80</td>
<td>$209.05</td>
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<tr>
<td></td>
<td>XCHR-Christopher Chr, White Vinyl</td>
<td>$132.00</td>
<td>$171.60</td>
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<tr>
<td></td>
<td>CH002-Wendy Chair, Acrylic</td>
<td>$148.80</td>
<td>$193.45</td>
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<tr>
<td></td>
<td>SC10 Razor Chair</td>
<td>$98.40</td>
<td>$127.90</td>
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<td></td>
<td>SC3-Brewer Chair, Onyx</td>
<td>$220.80</td>
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<td></td>
<td>XC6-Altura Guest Chair</td>
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<td></td>
<td>LMCHR-Laguna Chair, Maple/Chrome</td>
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<td></td>
<td>MALGRY-Malba Chair, Grey</td>
<td>$144.00</td>
<td>$187.20</td>
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<tr>
<td></td>
<td>MALGRN-Malba Chair, Green</td>
<td>$144.00</td>
<td>$187.20</td>
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<tr>
<td></td>
<td>CS4-Syntax Chair, Black/Chrome</td>
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<td>$340.10</td>
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<td></td>
<td>ZENCHR-Zenith Chair-White/Chrome</td>
<td>$211.20</td>
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<td></td>
<td>SY1-Altura Task Chair</td>
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Executive Seating

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<tbody>
<tr>
<td></td>
<td>PROEXE-Pro Executive Chair</td>
<td>468.00</td>
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<tr>
<td></td>
<td>PROEXB-Executive Chair High Back</td>
<td>468.00</td>
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<td></td>
<td>PROGB-Guest Executive Chair</td>
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<td></td>
<td>PROMDB-Exec Mid-Back, Black</td>
<td>297.60</td>
<td>386.90</td>
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<td></td>
<td>PROMID-Executive Chair Mid Back</td>
<td>307.20</td>
<td>399.35</td>
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Signature indicates you read and accept the Payment Policy and Terms & Conditions.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to “Regular” pricing.

Company Name: ____________________________  Booth#: ____________________________

Contact Name: ____________________________  Contact Email Address: ____________________________

Total Conference: $__________________________  8.250% Tax: $__________________________  Amount Due: $__________________________
Café Tables

### Café Tables - Chrome Base 30”, Hydraulic

<table>
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<th>Amount</th>
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<tbody>
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<td></td>
<td>ZTK-30&quot; Maple Top/Black Base</td>
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<td>$368.15</td>
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<tr>
<td></td>
<td>ZTP-36&quot; Maple Top/Black Base</td>
<td>$309.60</td>
<td>$402.50</td>
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<tr>
<td></td>
<td>ZJ-30&quot; Graphite Top/Black Base</td>
<td>$283.20</td>
<td>$368.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTN-36&quot; Graphite Top/Black Base</td>
<td>$309.60</td>
<td>$402.50</td>
<td></td>
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<tr>
<td></td>
<td>ZTG-30&quot; Silver Textured Top</td>
<td>$283.20</td>
<td>$368.15</td>
<td></td>
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<tr>
<td></td>
<td>ZTQ-36&quot; White Laminate Top</td>
<td>$309.60</td>
<td>$402.50</td>
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<tr>
<td></td>
<td>ZTB-30&quot; Red Top/Black Base</td>
<td>$283.20</td>
<td>$368.15</td>
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<tr>
<td></td>
<td>ZTH-30&quot; Steel Blue Top/Black Base</td>
<td>$292.80</td>
<td>$380.65</td>
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<tr>
<td></td>
<td>ZTA-30&quot; Grey Top/Black Base</td>
<td>$292.80</td>
<td>$380.65</td>
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<tr>
<td></td>
<td>30WH29 -30&quot; White Laminate</td>
<td>$300.00</td>
<td>$390.00</td>
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### Café Tables - Chrome Base 36”, Hydraulic

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<tr>
<td></td>
<td>ZTH-30&quot; Steel Blue Top/Black Base</td>
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<td>$380.65</td>
<td></td>
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<tr>
<td></td>
<td>ZTA-30&quot; Grey Top/Black Base</td>
<td>$292.80</td>
<td>$380.65</td>
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<tr>
<td></td>
<td>30WH29 -30&quot; White Laminate</td>
<td>$300.00</td>
<td>$390.00</td>
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### G30 and Ventura Communal Tables

#### 30" High Tables

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<th>Amount</th>
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<tbody>
<tr>
<td></td>
<td>G30DMS-Café, Maple Top</td>
<td>$669.60</td>
<td>$870.50</td>
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<td></td>
<td>G30DMW-Café w/ Grmt, Maple</td>
<td>$669.60</td>
<td>$870.50</td>
<td></td>
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<tr>
<td></td>
<td>G30DWS-Café, White Top</td>
<td>$669.60</td>
<td>$870.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>G30DWW-Café w/ Grmt, White</td>
<td>$669.60</td>
<td>$870.50</td>
<td></td>
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<tr>
<td></td>
<td>G30DWP-Café Table-Powered!</td>
<td>$770.40</td>
<td>$1,001.50</td>
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</table>

#### 42" High Tables

<table>
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<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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<tbody>
<tr>
<td></td>
<td>VNTBNP Communal Table Black Top</td>
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<td>$1,088.90</td>
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<tr>
<td></td>
<td>VNTMNP Communal Table Maple Top</td>
<td>$837.60</td>
<td>$1,088.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTWNP Communal Table White Top</td>
<td>$837.60</td>
<td>$1,088.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTBMW Comm Table Maple Top w/ Grom</td>
<td>$837.60</td>
<td>$1,088.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTBWW Comm Table White w/ Grom</td>
<td>$837.60</td>
<td>$1,088.90</td>
<td></td>
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</tbody>
</table>

### Adapters/Chargers

<table>
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<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ADAPTB-Charging Adapter, black</td>
<td>$31.20</td>
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<tr>
<td></td>
<td>ADAPTW-Charging Adapter, white</td>
<td>$31.20</td>
<td>$40.55</td>
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</tbody>
</table>

**Powered! 42” High Tables**

<table>
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<tr>
<th>Qty</th>
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<th>Regular</th>
<th>Amount</th>
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<tbody>
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<td>VNTWHT Communal Table White Top</td>
<td>$988.80</td>
<td>$1,285.45</td>
<td></td>
</tr>
</tbody>
</table>

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to “Regular” pricing.

Company Name: ______________________________________  Booth# ______________________

Discount Deadline Thursday, October 18, 2018
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Don’t forget device adapters/chargers for your powered tables!
# Bar Tables, Barstools & Bars

**Event Code:** L133991118

**Connect With Us!**
- **email:** lasvegas@sheparden.com
- **phone:** (702) 507-5278
- **fax:** (702) 948-0341
- **mail:** 5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

**Bar Tables - All Black Base**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
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<td>VTK-30&quot; Maple Top/Black Base</td>
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<td>$405.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTP-36&quot; Maple Top/Black Base</td>
<td>$333.60</td>
<td>$433.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTI-30&quot; Graphite Top/Black Base</td>
<td>$312.00</td>
<td>$405.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTN-36&quot; Graphite Top/Black Base</td>
<td>$333.60</td>
<td>$433.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VGG-30&quot; Silver Textured Top</td>
<td>$312.00</td>
<td>$405.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTV-36&quot; White Laminate Top</td>
<td>$333.60</td>
<td>$433.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VBB-30&quot; Red Top/Black Base</td>
<td>$312.00</td>
<td>$405.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTH-30&quot; Steel Blue/Black Base</td>
<td>$321.60</td>
<td>$418.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WH42 30&quot; White Laminate,</td>
<td>$328.80</td>
<td>$427.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VTA-30&quot; Grey Top/Black Base</td>
<td>$312.00</td>
<td>$405.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RSTSQT Rustique Square Metal Bar</td>
<td>$345.60</td>
<td>$449.30</td>
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</table>

**Bar Tables - Chrome Base 30", Hydraulic**

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>30GRHB-Graphite Nebula, Chrome</td>
<td>$379.20</td>
<td>$492.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30MTHB-Maple Top, Chrome</td>
<td>$379.20</td>
<td>$492.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30STHB-Silver Texture, Chrome</td>
<td>$379.20</td>
<td>$492.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BRHB-Brushed Red, Chrome</td>
<td>$379.20</td>
<td>$492.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30SBHB-Steel Blue Top, Chrome</td>
<td>$379.20</td>
<td>$492.95</td>
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<tr>
<td></td>
<td>30WHHB White Laminate, Chrome</td>
<td>$410.40</td>
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<tr>
<td></td>
<td>30MAHB-Grey Top, Chrome</td>
<td>$379.20</td>
<td>$492.95</td>
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**Bar Tables - Chrome Base 36", Hydraulic**

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<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>36GRHB-Graphite Nebula, Chrome</td>
<td>$412.80</td>
<td>$536.65</td>
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</tr>
<tr>
<td></td>
<td>36MTHB, Maple Top, Chrome</td>
<td>$412.80</td>
<td>$536.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>36WTHB-White Top, Chrome</td>
<td>$412.80</td>
<td>$536.65</td>
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**Barstools**

<table>
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<th>Item</th>
<th>Discount</th>
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<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BST-Banana, White/Chrome</td>
<td>$314.40</td>
<td>$408.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BSS-Banana, Black/Chrome</td>
<td>$314.40</td>
<td>$408.70</td>
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<tr>
<td></td>
<td>BS001-Shark, Swivel White</td>
<td>$400.80</td>
<td>$521.05</td>
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</tr>
<tr>
<td></td>
<td>BS002-Zoey, Swivel White</td>
<td>$367.20</td>
<td>$477.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BS003-Zoey, Swivel Black</td>
<td>$367.20</td>
<td>$477.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RSTSTL-Rustique Barstool, Gunmetal</td>
<td>$182.40</td>
<td>$237.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>APS08-Apex Black Vinyl</td>
<td>$283.20</td>
<td>$368.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>APS59-Apex Red Vinyl</td>
<td>$283.20</td>
<td>$368.15</td>
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<td></td>
<td>APS75-Apex White Vinyl</td>
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<td>$368.15</td>
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<tr>
<td></td>
<td>APS12-Apex Blue Ultra Suede</td>
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<tr>
<td></td>
<td>XBAR-Christopher White Vinyl</td>
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<td></td>
<td>LMBAR-Laguna, Maple/Chrome</td>
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<tr>
<td></td>
<td>BSR-Syntax, Black/Chrome</td>
<td>$285.60</td>
<td>$371.30</td>
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<tr>
<td></td>
<td>ZENBAR-Zenith, White/Chrome</td>
<td>$211.20</td>
<td>$274.55</td>
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</tbody>
</table>

**Bars**

<table>
<thead>
<tr>
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<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BRC-Circle Martini Bar</td>
<td>$4,891.20</td>
<td>$6,358.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BR1-Martini Bar</td>
<td>$1,699.20</td>
<td>$2,208.95</td>
<td></td>
</tr>
</tbody>
</table>

**Rental Items:**
- Items found and in use in your booth are subject to "Regular" pricing.
- There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.
- Rental items found in use in your booth are subject to "Regular" pricing.

**Order Information:**
- **Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.**

**Payment Information:**
- **Event Code:** L133991118
- **Discount Deadline:** Thursday, October 18, 2018
- **Total Bar:** $
- **8.25% Tax:** $
- **Amount Due:** $

**Company Name:**

**Contact Name:**

**Contact Email Address:**

---

**Bar Tables, Barstools & Bars**

---

**Red Rock Resort & Casino, Las Vegas, NV**

**November 8 - 10, 2018**

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

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

---

**Bar Tables, Barstools & Bars**

---

**Red Rock Resort & Casino, Las Vegas, NV**

**November 8 - 10, 2018**

**Discount Deadline Thursday, October 18, 2018**

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Regular" pricing.

---

**Company Name:**

**Contact Name:**

**Contact Email Address:**

---

**Card Holder Signature**
Desks, Credenzas, Files, Bookcases

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CR8-Madison Credenza, Grey</td>
<td>$648.00</td>
<td>$842.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>JD8-Madison Executive Desk, Grey</td>
<td>$765.60</td>
<td>$995.30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BC8-Madison Bookcase, Grey</td>
<td>$554.40</td>
<td>$720.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECH3B-Tech Desk w/drawers-Powered!</td>
<td>$703.20</td>
<td>$914.15</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECH-Tech Desk-Powered</td>
<td>$568.80</td>
<td>$739.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECH3-3-drawer File Cbnt w/Casto</td>
<td>$187.20</td>
<td>$243.35</td>
<td></td>
</tr>
</tbody>
</table>

Product Display-Pedestals

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PDL36B-Ped, Locking-Powered!</td>
<td>$636.00</td>
<td>$826.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL42B-Ped, Locking-Powered!</td>
<td>$753.60</td>
<td>$979.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL36W-Ped, Locking-Powered!</td>
<td>$636.00</td>
<td>$826.80</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL42W-Ped, Locking-Powered!</td>
<td>$753.60</td>
<td>$979.70</td>
<td></td>
</tr>
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</table>

Product Display-Shelving

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PSHCCS-Posh Shelving</td>
<td>$650.40</td>
<td>$845.50</td>
<td></td>
</tr>
</tbody>
</table>

Refrigerators

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>R1R-White 14 Cubic Feet</td>
<td>$1,094.40</td>
<td>$1,422.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>R1Q-White 4 Cubic Feet</td>
<td>$384.00</td>
<td>$499.20</td>
<td></td>
</tr>
</tbody>
</table>

Lamps

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LA15-Mason Silver Floor Lamp</td>
<td>$278.40</td>
<td>$361.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LA14-Mason Silver Table Lamp</td>
<td>$182.40</td>
<td>$237.10</td>
<td></td>
</tr>
</tbody>
</table>

Mobile Tablet Stands

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TBSTDW-Mobile Tablet Stand, Black</td>
<td>$177.60</td>
<td>$230.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TBSTND-Mobile Tablet Stand, White</td>
<td>$177.60</td>
<td>$230.90</td>
<td></td>
</tr>
</tbody>
</table>

Mobile Tablet Accessories*

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TBBCHR-Tablet, brochure holder</td>
<td>$81.60</td>
<td>$106.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TBSHLF-Tablet, charging shelf</td>
<td>$81.60</td>
<td>$106.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TBPNTR-Tablet, print stand</td>
<td>$81.60</td>
<td>$106.10</td>
<td></td>
</tr>
</tbody>
</table>

Chargers and Adapters

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ADAPTB-Charging Adapter, black</td>
<td>$31.20</td>
<td>$40.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ADAPTW-Charging Adapter, white</td>
<td>$31.20</td>
<td>$40.55</td>
<td></td>
</tr>
</tbody>
</table>

Work & Multi-Use Tables

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MERLIN-Multi Use Table</td>
<td>$434.40</td>
<td>$564.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WD3-Work Table</td>
<td>$417.60</td>
<td>$542.90</td>
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Table of Discounts

<table>
<thead>
<tr>
<th>Item</th>
<th>Regular Amount</th>
<th>Discount Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR8-Madison Credenza, Grey</td>
<td>$842.40</td>
<td>$648.00</td>
</tr>
<tr>
<td>JD8-Madison Executive Desk, Grey</td>
<td>$995.30</td>
<td>$765.60</td>
</tr>
<tr>
<td>BC8-Madison Bookcase, Grey</td>
<td>$720.70</td>
<td>$554.40</td>
</tr>
<tr>
<td>TECH3B-Tech Desk w/drawers-Powered!</td>
<td>$914.15</td>
<td>$703.20</td>
</tr>
<tr>
<td>TECH-Tech Desk-Powered</td>
<td>$739.45</td>
<td>$568.80</td>
</tr>
<tr>
<td>TECH3-3-drawer File Cbnt w/Casto</td>
<td>$243.35</td>
<td>$187.20</td>
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<tr>
<td>PDL36B-Ped, Locking-Powered!</td>
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<td>$636.00</td>
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<td>$650.40</td>
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<td>$1,094.40</td>
</tr>
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<td>$384.00</td>
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<td>$278.40</td>
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<tr>
<td>LA14-Mason Silver Table Lamp</td>
<td>$237.10</td>
<td>$182.40</td>
</tr>
<tr>
<td>TBSTDW-Mobile Tablet Stand, Black</td>
<td>$230.90</td>
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</tr>
<tr>
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</tr>
<tr>
<td>TBSHLF-Tablet, charging shelf</td>
<td>$106.10</td>
<td>$81.60</td>
</tr>
<tr>
<td>TBPNTR-Tablet, print stand</td>
<td>$106.10</td>
<td>$81.60</td>
</tr>
</tbody>
</table>

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

There are no exchanges or refunds once an item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to “Regular” pricing.

Event Code: L133991118

Discount Deadline: Thursday, October 18, 2018

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

Company Name: ___________________________  Booth#: ___________________________

Card Holder Signature

Please Sign

ACAM/AAPMD/AAOSH Annual Meeting
Red Rock Resort & Casino, Las Vegas, NV
November 8 - 10, 2018

Contact Name: ___________________________  Contact Email Address: ___________________________

Total Exec Accessories: $

8.250% Tax*: $

Amount Due: $

Page dimensions: 612.0x792.0

Have a Powered product? Order the Adapter to make charging easy!

Ordering Tablet Accessories? Don’t forget to also order the Tablet Stand!
ACAM/AAPMD/AAOSH Annual Meeting
Red Rock Resort & Casino, Las Vegas, NV
November 8 - 10, 2018

Discount Deadline: Tuesday, October 9, 2018
Order with complete Payment Authorization must be received before Discount Deadline to receive discounted pricing.

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

### Foam Core Signs, Single sided

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>70009</td>
<td>Vertical, 22&quot; x 28&quot;</td>
<td>$182.70</td>
<td>$237.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70010</td>
<td>Horz., 22&quot; x 28&quot;</td>
<td>$182.70</td>
<td>$237.50</td>
<td></td>
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<tr>
<td></td>
<td>70011</td>
<td>Vertical, 28&quot; x 44&quot;</td>
<td>$278.35</td>
<td>$361.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70012</td>
<td>Horz., 28&quot; x 44&quot;</td>
<td>$278.35</td>
<td>$361.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70025</td>
<td>Meterboard, 39&quot; x 90.75&quot;</td>
<td>$563.35</td>
<td>$732.35</td>
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</table>

### Vinyl Banners with Digital Printing

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>70065</td>
<td>Grommets, per sq. ft. - Vertical</td>
<td>$23.15</td>
<td>$30.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70071</td>
<td>Grommets, per sq. ft. - Horizontal</td>
<td>$23.15</td>
<td>$30.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70066</td>
<td>Pockets, per sq. ft. - Vertical</td>
<td>$24.90</td>
<td>$32.35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70072</td>
<td>Pockets, per sq. ft. - Horizontal</td>
<td>$24.90</td>
<td>$32.35</td>
<td></td>
</tr>
</tbody>
</table>

### Accessories

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>70017</td>
<td>Blank Foamcore, 4' x 8'</td>
<td>$49.60</td>
<td>$64.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70021</td>
<td>Velcro, per ft. min. 5 ft.</td>
<td>$3.25</td>
<td>$4.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70004</td>
<td>7&quot; x 44&quot; ID Sign</td>
<td>$54.65</td>
<td>$71.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50094</td>
<td>Floor Easel</td>
<td>$48.95</td>
<td>$64.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50095</td>
<td>22x28 Sign Holder</td>
<td>$111.55</td>
<td>$145.00</td>
<td></td>
</tr>
</tbody>
</table>

### Table Clings

Table clings are made to fit our Pedestal table tops!

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>70034</td>
<td>36&quot;x36&quot; Rnd Table Cling</td>
<td>$194.40</td>
<td>$252.70</td>
<td></td>
</tr>
</tbody>
</table>

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

Please see our **Graphic Guidelines** page for specific file and artwork information.

See our **Graphic Upload** page for a step by step guide on uploading your artwork.

Please see our **Graphic Guidelines** page for specific file and artwork information.

Please see our **Graphic Upload** page for a step by step guide on uploading your artwork.

Total Graphics: $
8.250% Tax*: $
Amount Due: $

Company Name: 

Contact Name: ____________________________

Contact Email Address: ____________________________

Please Sign 
Card: Holder Signature
All graphic files for ordered products should be uploaded to our FTP site.


Username:  sesftp

Password:  ftftp

1. Name your files in this format: Company Name_Booth#_Panel Letter  example:  Shepard_1905_A
2. When you are in your show folder, you can either drop and drop your files into the folder to initiate upload or
   You may click the Upload Files button and select the files you need to upload.
3. When upload is complete, email the name of your files to:  lasvegas@shepardes.com
   As the subject line use:  “Show Name” FTP Upload

Failure to follow these steps could result in delayed graphics.

Please see Graphic Guidelines page for file specifications.
ACCEPTABLE FILE FORMATS
Shepard uses the most current version of Adobe Creative Cloud. If providing native files from another version, please provide an .idml file.

<table>
<thead>
<tr>
<th>Program</th>
<th>File Extension</th>
<th>Special Considerations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobe Acrobat</td>
<td>.pdf</td>
<td>Create using a high-quality output.*</td>
</tr>
<tr>
<td>Adobe Illustrator</td>
<td>.ai, .eps</td>
<td>Vector artwork. Images embedded and fonts changed to outlines** or a packaged file.</td>
</tr>
<tr>
<td>Adobe InDesign</td>
<td>.indd, .idml</td>
<td>Fonts changed to outlines** or a packaged file.</td>
</tr>
<tr>
<td>Adobe Photoshop</td>
<td>.tiff, .psd, .eps</td>
<td>Raster artwork. File should be in CMYK color space.</td>
</tr>
</tbody>
</table>

WE DO NOT ACCEPT: Microsoft® Word®, Excel®, or PowerPoint® files for artwork/graphics.

FONTS
If creating artwork in Adobe® InDesign® or Illustrator® there are two options when supplying fonts. Supply us with PC format TTF fonts. Change fonts to outlines. This prevents font substitution through layout and production. REMEMBER: if creating outlines, text is no longer editable.

Package the fonts from InDesign or Illustrator (File → Package → Check “Copy Fonts”) and submit with your artwork.

ARTWORK GUIDELINES
Document Size & Specs
All artwork should be created at 100% size at 150 dpi or in a proportionally scaled down format (ex. 50% at 300 dpi or 25% at 600dpi). NOTE: Mark artwork to the dimensions it is sized to if not 100%. All content should be kept within the live area, leave approximately 2" all the way around artwork to ensure sign holder or structure metal does not cut off content.

COLOR
All artwork should be created/supplied in the CMYK color space. Please provide Pantone® colors/HEX code if we need to match a specific color during the printing process. All PMS colors should be converted to CMYK Process Color in the artwork. NOTE: Converting color from RGB to CMYK will change the vibrancy and the look of some effects, DO NOT design artwork in RGB. Colors may vary due to output devices.

ARTWORK FILE TYPES & RESOLUTION
Artwork can be created in several ways. Here are some things to consider.

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

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

Resolution
Artwork should be 150dpi at 100% scale or 300dpi at half size. This will ensure the artwork remains high resolution when printed at full size. See samples below.
LABOR
The installation and dismantling of prefabricated displays comes under the jurisdiction of the Teamster union. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION
Teamster union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, exhibitors may set up their own exhibit display if they are a full time employee of the exhibiting company with proof of employment and proper identification. The Union’s jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc) on booths of any size, unless they are full time employees of the exhibiting company with proof of employment and proper identification.

When union labor is required, you may provide your company personnel to work along with a union installer on a one to one basis. All company working personnel must have proof of employment with the said exhibiting company. If the exhibiting company chooses to hire an EAC for install or dismantle they are required to use local union members.

MATERIAL/FREIGHT HANDLING JURISDICTION
The Teamsters have jurisdiction over all unloading and reloading of materials. The union also has jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

An exhibitor may “hand carry” material provided they do not use any material handling equipment to assist them. When exhibitors choose to hand carry material, they may not be permitted access to the loading dock/freight door areas. Items must be carried by hand, by one person.

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

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

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

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

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>+30%</th>
</tr>
</thead>
<tbody>
<tr>
<td>68066</td>
<td>ST - Straight time:</td>
<td>$109.50</td>
<td>$142.35</td>
<td>30%</td>
</tr>
<tr>
<td>68067</td>
<td>OT - Overtime:</td>
<td>$142.25</td>
<td>$184.95</td>
<td>30%</td>
</tr>
<tr>
<td>68068</td>
<td>DT - Double-time:</td>
<td>$164.25</td>
<td>$213.55</td>
<td>30%</td>
</tr>
</tbody>
</table>

**Step One:** Choose Your Service

- Installation
- Dismantling
- Both

**Step Two:** How Many People?

**Step Three:** How Many Hours?

**Step Four:** When Should the Build be Complete?

- Date:
- Time:

**Step Five:** Tell Us About Your Exhibit!

(this portion must be completed before Shepard can begin any work on your exhibit)

**Inbound Freight**

- Carrier Name
- Tracking or Pro #
- Estimated Weight

**Set Up Information:**

- Company Contact Name:
- Email
- Cell Phone #
- Contact Arrival Date
- Time Build Should be Complete

- Booth Size: X
- Carpet: Ordered from Shepard
- Exhibitor Owned Carpet
- Carpet Padding

- Drawings/Photos/Instructions:
  - Attached
  - Emailed to Shepard
  - With the Exhibit
  - In crate #

- Electrical Placement
  - (exhibitor is responsible to order)
  - Emailed to Shepard
  - Drawing Attached
  - Drawing with Exhibit
  - Does Electrical go UNDER carpet?
  - Yes
  - No

- Graphics:
  - With Exhibit
  - Shipped Separately

- Other Services Ordered:
  - Overhead Rigging
  - Cleaning
  - AV

- Outbound Shipping:
  - # of Crates
  - # of Cartons
  - # of Fiber Cases
  - # of Pallets
  - Phone #
  - Must Arrive at Destination By:

- Method:
  - Common
  - Air
  - Van
  - Other

- If Your Carrier doesn’t show?
  - Reroute with SLS
  - Send to warehouse for pick up ($400 minimum charge)

- Estimated SES Blue Labor: $NA
- Tax*: $0
- Amount Due: $0

- Event Code: L133991118
- Connect With Us!
  - email lasvegas@shepardes.com
  - phone (702) 507-5278
  - fax (702) 948-0341
  - mail 5645 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

- Choose Shepard Blue for your labor needs and leave your worries behind!

**Spend a Little, Save a Lot**

Shepard will supervise* the labor, set up your exhibit according to your instructions, dismantle it, pack it, and ship it out per your information!

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

**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

**Hours are based on estimates, you will be invoiced for actual time incurred. Minimum one hour per person ordered. Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.**

**Company Name:**

**Booth #:**
Exhibitor Supervised Labor

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

Exhibitor Supervised Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>Discount</th>
<th>Regular</th>
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<tr>
<td>68061</td>
<td>$142.25</td>
<td>$184.95</td>
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</tr>
<tr>
<td>68062</td>
<td>$164.25</td>
<td>$213.55</td>
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</tr>
</tbody>
</table>

Step One: Choose your service

- Installation
- Dismantling
- Both

Step Two: How many people?

- #

Step Three: How many hours?

- #

Step Four: Any other details?

- Details:

Step Five: Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Installation Request</th>
<th>Dismantle Request</th>
</tr>
</thead>
</table>

Step Six: Onsite Contact Info

<table>
<thead>
<tr>
<th>Name</th>
<th>Cell</th>
<th>Email</th>
</tr>
</thead>
</table>

Requested times are not guaranteed and are based on availability.

Helpful Hints!

Send your booth to the Advance Warehouse so it will be onsite when you arrive.
Send a detailed drawing and instructions to us prior to the event.
When ordering dismantle labor, factor in the time it takes to remove aisle carpet and return empty containers.

Exhibitor Owned Carpet Installation/Removal

Use if you are shipping carpet to the event and require Shepard to install it for you.

To determine square footage amount, multiply the width of your booth space by the length of your booth space.

Carpet and flooring must be shipped to the advance warehouse.

<table>
<thead>
<tr>
<th>Code</th>
<th>SQ FT</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>68080</td>
<td></td>
<td>Flooring Only</td>
<td>1.00</td>
<td>1.30</td>
<td></td>
</tr>
<tr>
<td>68083</td>
<td></td>
<td>Padding + Flooring</td>
<td>1.50</td>
<td>1.95</td>
<td></td>
</tr>
<tr>
<td>68079</td>
<td>MINIMUM</td>
<td>MINIMUM</td>
<td>219.00</td>
<td>284.70</td>
<td></td>
</tr>
</tbody>
</table>

Flooring Type:

- Carpet Rolls
- Padding
- Carpet Squares
- Other

Is electrical to be installed under your carpet? [ ] Yes [ ] No

(Please forward Shepard a diagram of your electrical layout.)

In a Hurry or Have a Plane to Catch?

Choose Shepard Blue for your labor needs and leave the work to us!

See the Shepard Blue Labor Order forms for details!

Hours are based on estimates, you will be invoiced for actual time incurred. Minimum one hour per person ordered.
Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

<table>
<thead>
<tr>
<th>Labor Estimate</th>
<th>NA</th>
<th>Tax*:</th>
<th>Amount Due:</th>
</tr>
</thead>
</table>

Company Name: 

Booth #

Please Sign
Register at www.insurance4exhibitors.com! It's easy and you get an immediate certificate!

General Liability Insurance for $1,000,000 per Occurrence / $2,000,000 Aggregate

GENERAL LIABILITY INSURANCE PREMIUM RATES / EVENT INFORMATION

<table>
<thead>
<tr>
<th>Event Type</th>
<th>1 Event Day</th>
<th>2-3 Event Days</th>
<th>4-10 Event Days</th>
<th>11-30 Event Days</th>
<th>Annual Policy</th>
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</thead>
<tbody>
<tr>
<td>Premium</td>
<td>$89.00</td>
<td>$109.00</td>
<td>$119.00</td>
<td>$199.00</td>
<td>$475.00</td>
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<tr>
<td>6 Month Policy</td>
<td>$475.00</td>
<td></td>
<td></td>
<td></td>
<td>$650.00</td>
</tr>
</tbody>
</table>

NAME OF EVENT: ________________________________

EVENT START DATE: ____________ End Date: ____________

EVENT WEBSITE: ________________________________ PHONE #: __________________

VENUE ADDRESS with City, State & Zip: ____________________________________________

EXHIBITOR INFORMATION – REGISTER AT www.insurance4exhibitors.com

Exhibiting Company/Insured: ________________________________ Contact Name: ________________________________

Address: ________________________________ City: ________________________________ State: ________________________________ Zip code: ________________________________

Email: ___________________________________ Telephone: ________________________________

Description of Business/Exhibit: __________________________________________________________

Does your exhibit or business involve any of the excluded activities below? ______YES ______NO

- Alcohol Serving
- Amusement Devices
- Animals
- Athletic Participation
- Disc-Jockeys
- Bands
- Entertainment & Film Industry
- Mazes
- Fireworks, Firearms, Weapons
- Health Supplements
- Hot Wax Impressions
- Inflatables
- Installation/Service/Repair
- Massage
- Mechanical/Amusement Devices
- Water Activities
- Medical Testing
- Motor Sport Activities
- Oxygen / Aromatherapy
- Storefront Operations
- Tattooing or Piercing
- Vehicles in Motion
- Weight-Loss Products
- Watercraft Exhibits on Water
- Mechanical/Electric Devices
- Vehicles in Motion
- Tobacco
- Entertainment & Film Industry
- Storefront Operations
- Tattooing or Piercing
- Vehicles in Motion
- Tobacco

If yes, describe (we can still get you insurance)

Additional Insured: Most event planners or venues require you to name them as an additional insured. We need the name and address for each Additional Insured to issue a certificate. Don’t list your employees. Just leave blank if you do not know.

Additional Insured #1: ________________________________ Additional Insured #2: ________________________________

Address, City, ST, Zip: ________________________________ Address, City, ST, Zip: ________________________________

Any special wording or coverage needed: ____________________________________________________________

Any Additional Information or notes: ________________________________________________________________

METHOD OF PAYMENT - BY SIGNING BELOW YOU AUTHORIZE US TO CHARGE YOUR CREDIT CARD

Payment Form: ___ American Express ___ MasterCard ___ Visa ___ Discover ___ Check (Payable to “Insurance for Exhibitors”)

Cardholder Name: ________________________________ Expiration Date: ____________ Security Code: ____________

Cardholder Name: ________________________________ Cardholder Address: ________________________________

Has any prior coverage been cancelled or non-renewed? ______ Yes ______ No

TERMS and CONDITIONS

Coverage is only provided for law suits brought in the U.S. and events held in the United States. I understand that the insurance company, in determining whether to provide insurance coverage, will rely on the information contained in this form and all other information being submitted. I hereby warrant, represent, and confirm that to the best of my knowledge all information provided is complete, true and correct. Signing this application does not bind the Applicant or the Company to complete the insurance, but it is understood and agreed that the information contained herein shall be the basis of the contract should a policy be issued. If any of the above questions have been answered fraudulently or in such a way as to conceal or misrepresent any material fact or circumstance concerning this insurance or the subject thereof, the entire policy shall be void. I understand that this policy includes an Agency fee which is not charge by the insurance company. The exact amount of the fee has been disclosed. I also understand all agency fees are not refundable once they are incurred. I also understand that this general liability policy does not provide any property coverage. By typing my name below, I am signing and agreeing.

I accept and understand the terms and conditions, Cardholder Name (Print) ________________________________

I understand that no property is covered on this policy: ______ I want a quote for property coverage: ________

Insurance for Exhibitors
30285 Bruce Industrial Parkway, Suite B
Solon, OH 44139

Online: http://www.insurance4exhibitors.com
Email: info@insurance4exhibitors.com
Phone: 440-349-6650 Fax: 440-815-2154
Shepard Glossary

**Advanced Freight** – Refers to freight that has been sent to Shepard’s warehouse prior to the Event move in.

**Advance Order** – An order for services sent to service contractor prior to installation date.

**Aisle Carpet** – The carpet that is placed on the Event floor in the aisles to separate the booths.

**Back Wall** – Refers to the drape used at the rear of a standard booth.

**Bill of Lading** – A legal document that establishes the terms between the shipper (exhibitor) and transportation company (carrier) for the transport of goods between specified points for a specified charge. A bill of lading is required to be filled out and turned in at the Shepard Service Desk at the close of the show, after the exhibitor is all packed up, in order to Shepard to release the freight to the transportation company (carrier).

**Booth Package** – This term describes the equipment supplied to exhibitors from show management.

**Certified Weight Ticket** – Certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a Shepard marshaling yard are required to present a certified weight ticket at check in.

**Common Carrier** – A transportation company moving exhibitor freight, which usually only accepts crated materials that it can consolidate with the properties of other customers into one shipment bound for the same destination. Only Shepard can accept freight from a common carrier.

**Corner Booth** – An exhibit space with exposure on at least two aisles, usually found at the end of a row of inline booths.

**CWT** – “Century Weight” or “hundredweight”. The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt

**Drayage** – The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area.

**DT Labor** – Double-time labor, or work performed on double time and charged at twice the published rate.

**Empty Sticker** – A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.

**Exclusive Contractor** – One who holds an exclusive contract with a facility or event manager to provide specific services to that facility or Event.

**Exhibitor-Approved Contractor (EAC)** – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.

**Exhibitor Kit** – Also known as a Service Manual, this is package of information that contains all rules, regulations and ordering forms relating to an exhibition, provided to exhibitors by Event management.

**Facility Carpeted** – Indicates the exhibit hall and/or ballroom in which the Event is taking place is already carpeted.

**Floor Order** – An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.

**Floor Port** – A utility box recessed in the floor containing electrical, telephone or plumbing connections.

**Freight** – Exhibit properties and other materials shipped for an exhibit.

**Freight Desk** – The area where inbound and outbound exhibit materials are handled at a trade event.

**Forklift / Ground Rigging** – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibit material, machinery and equipment.

**Hard Wall** – A type of exhibit construction in which walls are made of a solid material, rather than fabric.

**I&D** – Installation and dismantling of an exhibit by a labor source. Exhibitors may order this service from the general contractor.

**ID Signs** – Typically a 7” x 44” cardstock sign that contains exhibitor name and booth number.

**In-line** – An exhibit that is constructed in a continuous line with other exhibits.

**Island Exhibit** – An exhibit with aisles on four sides. There is no pipe and drape construction provided to Island booths.

**Labor** – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred. Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.

**Logistics** – Point to point transportation services for freight by an appointed carrier.

**Marshaling Yard** – A lot where trucks gather for orderly dispatch to Event site. When Shepard provides a marshaling yard, all carriers must check in, present a weight ticket, and will be guided to the docks to unload when a space is available. The same is true for the out of the show. Applicable fee applies.

**Move In** – Refers to the date and time that exhibitors gain access to a facility and are able to begin the construction and/or set up of their booth.

**Mobile Spotting Fee** – The charge for Shepard personnel to safely guide vehicles operated by exhibitors on the exhibit hall floor when approved by show management and if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. All local fire marshal rules and regulations apply. Please call customer service for details.

**Move-out** – The date/time specified by Event management for dismantling exhibits and clearing the exhibition floor. Also referred to as Tear Down.

**Padded Van Shipment** – Uncrated goods covered with blankets or other protective padding and shipped via van line.

**Perimeter Booth** – A booth space on an outside wall.

**Pipe and Drape** – Tubing covered with draped fabric to make up rails and back wall of a trade show.

**Porter Service** – A service that includes the emptying of wastebaskets within the booth at specific intervals during the show.

**Quad Box** – Four electrical outlets in one box provided by the electrical contractor.

**Registration** – This refers to an area that Event management uses to register and check in Event exhibitors, buyers and attendees. This is the place in which show badges can be obtained.

**Rigger** – A skilled worker responsible for handling and assembly of machinery.

**Right-to-Work state** – A state where no person can be denied the right to work because of membership or non-membership in a labor union. See the Union Rules and Regulations within your manual for specific guidelines.

**Service Desk** – The location at which exhibitors order services.

**Side Rails** – The wall between two booths used to divide exhibits, typically 3’ high.

**Skirting** – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirting is ordered.

**Special Handling** – An additional charge that applies to exhibits shipments requiring extra labor, equipment, or time for delivery to exhibit space.

**ST Labor** – Straight time labor, or work performed during normal hours at the standard rate.

**Targets** – Exhibitor move in date/time prior to general move-in available by appointment only.

**Visqueen** – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.
### Exhibitor Order Form

**Show Name:**

**Computing**

- **Desktop Computer with Monitor (3.2 GHz or faster)**
  - QTY.
  - Pre-show rate
  - Onsite rate*
  - Quoted rate
  - Total
- **Laptop Computer - Windows 7 (USB/DVD)**
  - QTY.
  - Pre-show rate
  - Onsite rate*
  - Quoted rate
  - Total
- **Apple 15” MacBook Pro (Typically - 2.3 GHz Quad Core with Thunderbolt)**
  - QTY.
  - Pre-show rate
  - Onsite rate*
  - Quoted rate
  - Total

**Additional Audio Visual Equipment**

- **Blu-Ray Player**
  - QTY.
  - Pre-show rate
  - Onsite rate*
  - Quoted rate
  - Total
- **Small High Performance sound package with Wireless Microphone**
  - QTY.
  - Pre-show rate
  - Onsite rate*
  - Quoted rate
  - Total
- **Direct Box (Add for laptop sound)**
  - QTY.
  - Pre-show rate
  - Onsite rate*
  - Quoted rate
  - Total

**Accessories**

- **Wireless Presentation Mouse - (Slide Advancer)**
  - QTY.
  - Pre-show rate
  - Onsite rate*
  - Quoted rate
  - Total

**Other Quoted Equipment**

**Encore Contact Information**

- **Equipment Sub-Total**
- **22% Service Fee on equipment**
- **Minimum labor $89.00 - Additional $89.00/hr***
- **Nevada Sales Tax - (8.25%)**

**TOTAL CHARGES:**

- **Don't see what you are looking for?**
  - Please call to discuss Meeting Room AV
- **Ph: 702.797.7192**
- **Fx: 702.797.7191**
- **11011 West Charleston Blvd.**
  - Las Vegas, NV 89135
- **redrocksales@encore-us.com**
- **www.encore-us.com**

**Please Fill in All Information Below Before Submitting Your Order**

**Contact Information**

- **Your Name:**
- **Exhibiting Company Name:**
- **Company Address:**
- **City / State:**
- **Zip Code:**
- **Phone:**
- **Fax:**
- **Email:**
- **Third Party (If Applicable):**
- **Signature:**

---

For Rigging go to--> [http://rigging.encore-us.com](http://rigging.encore-us.com)
### Delivery Information

<table>
<thead>
<tr>
<th>On-Site Contact Person:</th>
<th>Cell Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Delivery Date:          |            |
|                        |            |

<table>
<thead>
<tr>
<th>Cabling Needed:</th>
<th>HDMI</th>
<th>VGA</th>
<th>DVI</th>
</tr>
</thead>
</table>

### Payment Information

- **Credit Card** *In an effort to maximize the security of customer payments, only include the last four digits of your card, and please call us with the remainder.* -- Last Four________ Exp. ______

- **For your convenience, Encore will use your authorization to charge your credit card account for advanced and on site orders placed by your company representative.**

- **All payments must be made in advance in US funds.**

- **Full payment, including any applicable tax, is due at the time the order is placed.**

### Cancellation Policy

Any cancellation must be received within 48 hours of show open to avoid being charged one day's rental rate. Cancellations after delivery will result in a day's charge and labor incurred.

### TERMS & CONDITIONS

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Freeman and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met: THE METHOD OF PAYMENT FORM IS SIGNED; OR, AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR OR WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

**DEFINITIONS**

For purposes of this Contract, “Freeman” means Freeman Decorating Services, Inc. (“FDS”), Freeman Decorating Ltd. Freeman Audio Visual Solutions, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term “Exhibitor” means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors (“EAC”).

**PAYMENT TERMS**

Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Freeman except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Freeman’s property. Exhibitor will notify Freeman immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor, a one-hour “per person, per hour” charge will be applied for all labor and equipment orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits, Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman’s control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor’s invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show, terms will be net, due and payable in Dallas, Texas upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payor. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged or damage. Freeman reserves the right to charge Exhibitor for the difference between the Exhibitor’s estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor’s credit card company for any reason, Freeman hereby provides notice that it reserves the right, and Exhibitor authorizes Freeman, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor’s account. Exhibitor hereby grants a lien on its property in Freeman’s possession to the extent of any outstanding obligations owed to Freeman by Exhibitor.

**LABOR UNDER SUPERVISION OF EXHIBITOR:** Exhibitor shall be responsible for the performance of labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman’s Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. **INDEMNIFICATION:** Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys’ fees and investigation costs) arising out of work performed by labor provided by Freeman but supervised by Exhibitor. Further, the Exhibitor’s indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, “Show Regulations and/or Rules” as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.
Internet Services

Internet Services are provided by Red Rock Resort and Casino’s preferred partner, COX Advanced Convention Services. Exhibitors needing internet services should contact Jennifer Rueb to review ordering and billing information.

Jennifer Rueb, CMP | Catering & Conference Services Manager

Red Rock Casino ● Resort ● Spa
11011 West Charleston Boulevard | Las Vegas, Nevada 89135
Direct 702.797.7557 | Fax 702.797.7551

Email: Jennifer.Rueb@Stationcasinos.com
## ELECTRICAL SERVICES FORM

Encore Event Technologies, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector/under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

Please call for additional services that are not listed on this order form, or for custom quotes for large orders. Dedicated & 24 hour power will be at 2x the listed price. Please indicate these requirements below if needed. Installation cannot begin until order is finalized and payment method has been received.

### ELECTRICAL SERVICES

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Advanced Order Rate</th>
<th>Standard Order Rate</th>
<th>Quantity</th>
<th>Quantity of 24 Hour Power</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 VOLTS - 500 WATTS OR 5 AMPS</td>
<td>$86.00</td>
<td>$130.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>120 VOLTS - 1000 WATTS OR 10 AMPS</td>
<td>$150.00</td>
<td>$230.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>120 VOLTS - 2000 WATTS OR 20 AMPS</td>
<td>$200.00</td>
<td>$300.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>208 VOLTS SINGLE PHASE - 2000 WATTS OR 20 AMPS</td>
<td>$310.00</td>
<td>$465.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ELECTRICAL MATERIALS

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Advanced Order Rate</th>
<th>Standard Order Rate</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6' OUTLET PLUG STRIP</td>
<td>$25.00</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>25' EXTENSION CORD</td>
<td>$25.00</td>
<td>$30.00</td>
<td></td>
</tr>
</tbody>
</table>

### ADDITIONAL ELECTRICAL SERVICES

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Advanced Order Rate</th>
<th>Standard Order Rate</th>
<th>Quantity</th>
<th>Quantity of 24 Hour Power</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>208 VOLTS SINGLE PHASE 30 AMPS</td>
<td>$395.00</td>
<td>$590.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>208 VOLTS SINGLE PHASE 60 AMPS</td>
<td>$640.00</td>
<td>$960.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>208 VOLTS SINGLE PHASE 100 AMPS</td>
<td>$980.00</td>
<td>$1,475.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PLEASE SUBMIT A FLOOR PLAN FOR ALL ISLAND BOOTHS AND UNDER CARPET ELECTRICAL RUNS**

**PRICING IS BASED ON A 3 DAY SHOW, ADDITIONAL DAYS WILL REQUIRE A 25% PER DAY CHARGE**

**ALL ELECTRICAL MATERIALS & SERVICES WILL REQUIRE A 10% SERVICE FEE**

**ALL ISLAND BOOTHS AND ADDITIONAL SERVICES REQUIRE ELECTRICAL LABOR**

<table>
<thead>
<tr>
<th>Description</th>
<th>Labor Rates</th>
<th>Material and Services Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>LABOR</td>
<td>STRAIGHT TIME - $100.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OVERTIME - $200.00</td>
<td></td>
</tr>
<tr>
<td>MINIMUM 1 HOUR LABOR INSTALL AND MINIMUM 1/2 HOUR LABOR DISMANTLE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LABOR TOTAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MINIMUM 1 HOUR LABOR DISMANTLE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Setup/Disconnect Labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.**

**ELECTRICAL IS AN EXCLUSIVE SERVICE OF THE RED ROCK CASINO**

Prices Subject to change without Notice

**REV 3/1/15**
Terms and Conditions:

1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.

2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot ever lose power and/or other equipment that must remain on throughout the show during overnight hours.

3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.

4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.

5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.

6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/room designated by the client.

7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.

8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.

9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.

10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.

11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.

12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, cables, knobs, switches and cases are included in equipment responsibility.

13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.

14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.

15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.

16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

AUTHORIZED SIGNATURE:

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.
Encore Event Technologies, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

Please call for additional services that are not listed on this order form, or for custom quotes for large orders. Installation cannot begin until order is finalized and payment method has been received.

**Lighting Package Description**

<table>
<thead>
<tr>
<th>Lighting Package Description</th>
<th>Advanced Pricing</th>
<th>Standard Pricing</th>
<th>Quantity</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth Lighting Package #2</td>
<td>$180.00</td>
<td>$270.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4' Track with two fixtures</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booth Lighting Package #3</td>
<td>$225.00</td>
<td>$340.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4' Track with three fixtures</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Booth Lighting Package #4</td>
<td>$265.00</td>
<td>$400.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4' Track with four fixtures</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional MR16 Lights</td>
<td>$55.00</td>
<td>$85.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>75 Watt Flood Light on Stanchion Pole</td>
<td>$100.00</td>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Double Flood Light on Stanchion Pole</td>
<td>$180.00</td>
<td>$270.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ALL LIGHTING PACKAGES INCLUDE POWER FOR THE LIGHTS

Pricing is based on a 3 day show, additional days will require a 25% per day charge.

ALL ELECTRICAL MATERIALS & OUTLETS WILL REQUIRE A 10% SERVICE FEE

ALL LIGHTING ORDERS & ISLAND BOOTHS REQUIRE ELECTRICAL LABOR

<table>
<thead>
<tr>
<th>Material and Services Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Rates: Straight Time - $100.00 Overtime - $200.00</td>
</tr>
<tr>
<td>Minimum 1/2 Hour Total Labor Charge for Install and Dismantle</td>
</tr>
<tr>
<td>Grand Total</td>
</tr>
</tbody>
</table>

Labor: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum labor charge per booth on 1/2 hour for installation and dismantle will apply to all booths ordering lighting. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

Setup/Disconnect Labor dates/times are based on the load-in schedule and availability for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/Disconnect is during straight time or overtime hours.
Terms and Conditions:

1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.

2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot be powered down overnight and/or other equipment that must remain on throughout the show.

3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.

4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.

5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.

6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/room designated by the client.

7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.

8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.

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13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.

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AUTHORIZED SIGNATURE:
**BOOTH LAYOUT FORM**

Instructions: 1.) Use BOLD lines to indicate the outline of your booth. 2.) Mark different services with separate symbols. 3.) Indicate the scale of the grid, (i.e., 1 square = 1 foot) or indicate the dimensions of your booth. 4.) Mark the adjacent booth numbers or aisle number for reference. 5.) Indicate if your booth will be carpeted and if the cables need to be installed under the carpeting. **NOTE:** Labor is required for all electrical runs under booth carpet.

<table>
<thead>
<tr>
<th>Booth Carpeting?:</th>
<th>Cables to be Run Under Carpeting?:</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______</td>
<td>_______</td>
</tr>
</tbody>
</table>

**Back of Booth/Aisle Number:** (indicate adjacent Booth) _______

---

**Front of Booth/Aisle Number:** (indicate adjacent Booth) _______

---

**Adjacent Booth #**

---

**Adjacent Booth #**

---