Power Plant Conference
The Westin Chattanooga - Chattanooga, Tennessee
January 13 - 15, 2020

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' x 30" Skirted Table - Blue
- (2) Side Chairs
- (1) Wastebasket

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

Exhibit Show Schedule

General Exhibitor Move-in: Sunday, January 12, 2020 12:00 PM to 5:00 PM

Exhibit Hours:
- Monday, January 13, 2020 9:00 AM to 5:00 PM
- Tuesday, January 14, 2020 9:00 AM to 5:00 PM
- Wednesday, January 15, 2020 9:00 AM to 4:00 PM

Exhibitor Move-out: Wednesday, January 15, 2020 4:00 PM to 6:00 PM

Freight Reroute Begins* Wednesday, January 15, 2020 5:00 PM *All outbound carriers must be checked in by this time

Shipping Addresses
[Exhibiting Co. Name & Booth Number]
Power Plant Conference
UPSF - Shepard Exposition Services
333 Gateway Dr
Ringgold, GA 30736

The Westin Chattanooga does not permit shipments to be delivered for exhibits.
All shipments must be delivered to the Advance Warehouse.

Important Deadlines
Discount price deadline for custom Shepard rentals: Friday, December 13, 2019
Exhibitor appointed contractor notification deadline: Friday, December 13, 2019
First day for warehouse deliveries without a surcharge: Friday, December 13, 2019
Discount price deadline for standard Shepard orders: Monday, December 23, 2019
Last day for warehouse deliveries without a surcharge: Friday, January 3, 2020
Last day for warehouse deliveries*: Friday, January 10, 2020

Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.
Service Desk Hours  (subject to change)

Sunday, January 12, 2020  
12:00 PM  to  5:00 PM

Monday, January 13, 2020  
8:00 AM  to  5:00 PM

Tuesday, January 14, 2020  
8:00 AM  to  5:00 PM

Wednesday, January 15, 2020  
9:00 AM  to  4:00 PM

Wednesday, January 15, 2020  
4:00 PM  to  6:00 PM

Exhibitor Move Out

Wednesday, January 15, 2020  
4:00 PM  to  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 Wednesday, January 15, 2020 5:00 PM. Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Wednesday, January 15, 2020 5:00 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 as well as provide carrier specific shipping labels.

Pick Up Address

The Westin Chattanooga
801 Pine Street
Chattanooga, TN 37402

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 Power Plant Conference

Login from the Show Information page by clicking LOGIN at the top right corner of the page.

Enter your email address and password then click Login

NEW users:
User name = Your Email Address (provided by Event Management)
Password = PPC20

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 your information, 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.

QUESTIONS?
We love to help! Contact us!
Shepard Customer Service
(404) 720-8600
atlanta@shepardes.com

Power Plant Conference
The Westin Chattanooga - Chattanooga, Tennessee
January 13 - 15, 2020

Shepard Customer Service
(404) 720-8600
atlanta@shepardes.com
Please complete the information and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer, however, we require your credit card authorization to be on file before we process your order(s) for service. For your convenience, we will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative including material handling and logistics charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. Credits for services will be issued at show site only.

Once a payment is processed by credit card, any changes to the payment method will be charged a fee of 5% of the total invoice, 10010-Change Of Payment Method Transaction Fee

Please complete the following information:

Exhibiting Company Information

Company Name:
Street Address:
City, St, Zip:
Contact Name:
Email:

Credit Card Information (Required for all forms of payment)

Credit Card #:
Expiration Date: Month Year
Billing Address:
City, ST, Zip:
Name on Card: (Please Print)

Signature: By signing the above I acknowledge and understand that ALL services rendered, including Material Handling and Logistics, will be billed to this credit card.

Wire Transfers

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A $50 service charge will be added for processing checks drawn on foreign banks. A $25 service charge will be added for processing U.S. wire transfers. $50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending: Power Plant Conference
Exhibiting Company Name:
Booth Number:
Account Name: Shepard Exposition Services, Inc.
Routing Number: 041000124
SWIFT CODE (US): PNCCUS33

Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA
Account Number: 42-6061-9772
SWIFT CODE (INTLPNCCUS33)

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: atlanta@shepardes.com
If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.
**Packaging, Crates, and Empty Containers:**

**Equipment Audits:**

Definitions and Shepard Responsibilities:

Exchanges and Cancellations:

Payment form must be completed and submitted three weeks prior to show opening.

Floor orders are limited to availability.

mis delivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled “empty.” Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for loss, delay, or damage due to strikes, 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 not unload all vendor materials from the loading docks to the booths. Exhibitors may not utilize powered mechanical equipment.

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

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

**Show Site Orders:**

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

Third Party Orders: If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be submitted three weeks prior to show opening.

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

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

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

**Outbound Services:**

All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

**Rental Responsibility:**

All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer. Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated. If carpeting and carpet colors are not selected, show colors will prevail.

**International Customers:**

International customers must pay for all services in U.S. funds. A $50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

**U.S. Wire Transfers:**

A $25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

**Tax Exempt Status:**

If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

**Tax Rates:**

State tax regulations and tax rates can change after the date of publication. Prevailing state tax rates will supersede any published rate.

**Exhibitor Information:**

Exhibitor permits all contact information provided to Shepard to be used by Shepard and shared with other entities assisting in the production of the event in question. Facsimile and email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing.

Cancellation or Event Postponement: In the event the exposition or event is cancelled or postponed, Shepard reserves the right to charge for services rendered in preparation of the event or exposition as well as non-refundable costs incurred by Shepard.

**Insurance:**

It is understood that Shepard is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. Exhibitor’s materials should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of Exhibitor’s booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against Shepard and their respective directors, officers, employees, and agents.

**Claim(s) for Loss and Payment For Services:**

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when the alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the “conclusion” of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date the loss or damage occurred.

Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

**Limits of Liability:**

If found liable for any loss, Shepard’s sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor’s sole and exclusive remedy is limited to $5,00 USD per pound per article with a maximum liability of $100.00 USD per item, or $1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss or damage to material.

**Inbound and Outbound Shipsments:**

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

**Packaging, Crates, and Empty Containers:**

Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing “Empty” storage labels to containers is the sole responsibility of the exhibitor or their representative. All previous labels should be removed. Shepard assumes no responsibility for removal or mis delivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled “empty.”
Both parties MUST sign this form indicating acceptance; otherwise, request will be denied. When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed. By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges. In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site. The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

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

Exhibiting Company Name: ____________________________ Booth #: __________

Exhibiting Company Address: ____________________________________________

Phone: __________________________

Email Address: __________________________

Exhibiting Company Authorized Name - Please Print: __________________________

Signature from Exhibiting Company: __________________________

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

☐ All Services

☐ Booth Cleaning  ☐ Carpet  ☐ Exhibit Rentals  ☐ Installation/Dismantling Labor  ☐ Logistics/Transportation

☐ Material Handling  ☐ Furniture  ☐ Overhead Rigging/Labor  ☐ Other (please specify): __________________________

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

3rd Party Company Name: __________________________

Contact Name: __________________________

Address: __________________________ Email Address: __________________________

Phone: __________________________

**Step 4:** Complete Third Party Credit Card Charge Authorization with Signature

**Credit Card Information** *(Required for all forms of payment)*

Credit Card #: __________________________

Expiration Date: Month: ______ Year: ______ Security Code: __________________________

Billing Address: __________________________

City, ST, Zip: __________________________

Name on Card: __________________________ (Please Print) __________________________

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

Exhibiting Company Name

Booth #

Email Address:

A 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.

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.

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 a charged a 1 hour minimum forklift rental and labor.

Exhibitor Signature:
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 #

Right Booth #
Relax with our Carefree Logistics!

Shepard Logistics is the official show carrier. Our dedicated team of Logistics Specialists will provide you with personalized and efficient shipping solutions to make sure your freight arrives on time. We make shipping easy and convenient!

Inbound & Outbound Services

- Small Package
- Standard Ground
- Next Day, 2nd Day, and 3rd Day Service levels
- Air Ride
- Flat Bed
- Dedicated Truckload

Shepard Value-Added Services

- Priority empty return for all inbound Shepard Logistics customers
- Transparent quotes with no hidden charges such as reweigh or trade show fees
- Shepard Logistics available 7 days a week
- Late to Warehouse and Late to Show Site Fee waived
- Outbound shrink-wrap at no charge
- Signature Series Material Handling 10% discount to all roundtrip customers

Have a Logistics Question?

Visit Shepard Logistics in your Exhibitor Services Catalog or contact our Logistics team:

1.888.568.8858 | logistics@shepardes.com
Agility Fairs & Events is the preferred International Freight Forwarder and Customs Broker for Shepard Exposition Services events.

Our complete services include:

- Shipment planning—packaging, documentation, scheduling
- Door pick-up at the overseas origin
- International shipping and Customs clearance at US air/port
- Final delivery to the Shepard advance warehouse or show dock
- Pick-up at the show site dock or Shepard warehouse
- Preparation of export documents
- International shipping and Customs clearance overseas
- Final delivery to the overseas return destination

Get a free quote for international shipping at: www.agility.com/en/contact-fairs-events

Single point of contact for international shipping from door to door:

Agility Fairs and Events
1100 Tamiami Trail S.
Suite B
Venice, FL 34285
Tel: 714-617-6675
Contact: Kelly O’Neill-Exley
koneill@agility.com
www.agility.com/fairevents
expousa@agility.com

www.aglfairslogistics.com/usaebrochure/
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.
**Ship Roundtrip with Shepard Logistics and receive a 10% discount on Material Handling**

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

**Step 1: Complete Exhibiting company information:**

<table>
<thead>
<tr>
<th>Exhibiting Company Name</th>
<th>Booth #</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Phone #</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Email Address</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Company</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Is there a loading dock?</th>
<th>Do we need a lift gate on our truck?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is your building in a residential area?</td>
<td>Do we need to go inside your office to pick up your items?</td>
</tr>
<tr>
<td>Any thing else we should know about your building</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours of Operation</th>
</tr>
</thead>
</table>

**Step 4: Tell us Where this is going:**

- Advance Warehouse
- Direct to showsite

**Sunday, January 12, 2020**

**Step 5: Tell us What we are shipping:**

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

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</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.
Outbound Material Handling Authorization and Shipping Labels

**Step 1:** Complete Exhibiting Company Information:

<table>
<thead>
<tr>
<th>Exhibiting Company Name</th>
<th>Booth #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Phone #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Step 2:** Tell us Where your items are going:

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 3** How many Pieces are in your shipment?

<table>
<thead>
<tr>
<th># of Crate</th>
<th># of Skids</th>
<th># of Cases</th>
<th># of Cartons</th>
<th>Approx. Total Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 4:** Tell us What we are shipping:

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

Is there a loading dock? Do we need to go inside your office to pick up or deliver your items? Is there anything else we should know about your building? Do we need a lift gate on our truck?

**Step 5:** How many Labels do you need?

**Step 6:** 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 7:** What type of Service do you need? (how fast does it need to get there?)

<table>
<thead>
<tr>
<th>Ground</th>
<th>2nd Day</th>
<th>Exped. Ground (3-5 days)</th>
<th>Overnight</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Step 8:** If your carrier doesn't show up, what do we do with your items?

<table>
<thead>
<tr>
<th>Reroute via the show carrier (Shepard Logistics)</th>
<th>Return to warehouse ($400.00 minimum charge)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
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.
Material Handling Rates

Power Plant Conference
The Westin Chattanooga - Chattanooga, Tennessee
January 13 - 15, 2020

Ship Roundtrip with Shepard Logistics and receive a 10% discount on Material Handling*
Discount does not apply to shipments considered small package, local deliveries, "Light Weight" shipments, or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for discount.  (35572)

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

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

Standard Material Handling Rates: All rates are per 100 pounds with a 200 pound minimum charge. Certified weight tickets are required on all shipments.

Blended Rates: The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule or if your carrier delivers your freight outside of published hours may result in additional fees. Please see Material Handling page for a complete listing of all possible charges.

Important! All Material Handling fees will be automatically billed to the credit card on file!

Advance Warehouse Shipments
First date freight can arrive  Friday, December 13, 2019
Last date freight can arrive  Friday, January 10, 2020

<table>
<thead>
<tr>
<th>Item</th>
<th>Code</th>
<th>Weight</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated</td>
<td>35010</td>
<td></td>
<td>$143.64</td>
<td></td>
</tr>
<tr>
<td>Special Handling</td>
<td>35036</td>
<td></td>
<td>$186.75</td>
<td></td>
</tr>
</tbody>
</table>

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

Light Weight (Shipments 40 pounds or less)

<table>
<thead>
<tr>
<th>Item</th>
<th>Code</th>
<th>Weight</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light Weight Shipment</td>
<td>35400</td>
<td></td>
<td>$71.75</td>
<td></td>
</tr>
</tbody>
</table>

Other Material Handling Services

<table>
<thead>
<tr>
<th>Item</th>
<th>Code</th>
<th>Qty</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banding Service per 4x4 skid/pallet</td>
<td>35490</td>
<td></td>
<td>$75.00</td>
</tr>
<tr>
<td>Shrink-wrap Service per 4x4 skid/pallet</td>
<td>35491</td>
<td></td>
<td>$75.00</td>
</tr>
</tbody>
</table>

Only Shepard personnel are allowed to operate mechanical equipment.

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

All Material Handling charges are billable and will be charged to the credit card on file.

Contact Name: ____________________________

Email: ____________________________

Signature: ____________________________

atlanta@shepardes.com
(404) 720-8600
(404) 720-8755

The Westin Chattanooga - Chattanooga, Tennessee January 13 - 15, 2020

Friday, December 13, 2019

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

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</tr>
<tr>
<td>Special Handling</td>
<td>35036</td>
<td></td>
<td>$186.75</td>
<td></td>
</tr>
</tbody>
</table>

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

Light Weight (Shipments 40 pounds or less)

<table>
<thead>
<tr>
<th>Item</th>
<th>Code</th>
<th>Weight</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light Weight Shipment</td>
<td>35400</td>
<td></td>
<td>$71.75</td>
<td></td>
</tr>
</tbody>
</table>

Other Material Handling Services

<table>
<thead>
<tr>
<th>Item</th>
<th>Code</th>
<th>Qty</th>
<th>Price</th>
</tr>
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<td>Banding Service per 4x4 skid/pallet</td>
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<td></td>
<td>$75.00</td>
</tr>
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</table>

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

All Material Handling charges are billable and will be charged to the credit card on file.

Contact Name: ____________________________

Email: ____________________________

Signature: ____________________________
## Special Handling Definitions

Shipment handled. Examples of shipments falling into this category would be constricted space unloading, ground unloading, stacked shipments, designated piece unloading, shipment integrity, mixed shipments, no bill of lading or documentation, carpet/pad only shipments.

- **Constricted Space** - Freight packed in trailer to full capacity. Shipments are not easily accessible because trailer is loaded by cubic space, or top to bottom and side to side.
- **Stacked Shipments** - Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.
- **Mixed Shipments** - Shipments are that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal deeming the shipment special handling but not uncrated. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as uncrated.
- **Shipments Integrity** - Shipments loaded on a carrier in a manner requiring separating or sorting to reestablish the integrity of each shipment.
- **Carpet/Pad Only** - Carpet and/or pad only shipments are time and labor intensive, and require additional manpower and tools (e.g. carpet poles, flatbed carts or scooters, dollies).
- **No Documentation** - Shipments received from small package carriers (including, among others, FedEx, UPS, & DHL) that are delivered without documentation or bills of lading that require additional sorting, processing, and tools for delivery.
- **Designated Piece Unloading** - Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.

Authority of Shepard to make a surcharge for the delivery or receiving of shipments that require additional handling/labor is in the interest of Shepard, exhibitors, and show attendees.

## Early/Late Shipments to the Warehouse

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

Overtime/Double-time 

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overtime</td>
<td>30%</td>
</tr>
<tr>
<td>Double Time</td>
<td>50%</td>
</tr>
</tbody>
</table>

## Warehouse Overtime/Double-time

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

Overtime/Double-time 

<table>
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<tr>
<th>Service</th>
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<tbody>
<tr>
<td>Overtime</td>
<td>30%</td>
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<tr>
<td>Double Time</td>
<td>50%</td>
</tr>
</tbody>
</table>

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

Surcharge: Overtime: 30% 

## 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.

- **Marshaling Yard** 
  
  Fee: $30 per Shipment

## Light Weight Shipments

- **Envelope Deliveries** 
  
  Fee: $10.50 per envelope

- **Mobile Spotting** 
  
  Fee: $200.00 per round trip

All vehicles must be escorted in and out of building by Shepard personnel.
Shepard Exposition Services is the sole provider of Material Handling Services. Exhibitors or their hired EAC/Carriers may not deliver freight to exhibit spaces or operate any type of mechanical or powered equipment. Material handling is a billable service.

What is material handling (also referred to as drayage)?

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

What is the definition of "freight"?

Any exhibit materials shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is the difference between material handling and shipping?

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

Do I need to order a forklift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean?

CWT is an acronym for Century Weight.

What determines how much I'm charged?

Charges are based on certified inbound weight ticket included with your shipment as well as the type of service required. Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

How do I calculate material handling charges?

Material handling, whether used completely or in part are offered as a round trip service. When recording weight, round up to the next 100 lbs. EXAMPLE: 285 lbs. = 100 lbs. x $ 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.

How do I calculate my Light Weight shipment?

Charges for Light Weight shipments are total shipment weight, per delivery. Any shipment above 40 lbs. 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 additional handling required.

What are Uncrated materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

What is Special Handling?

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

What are Advance Shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual) Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00 AM - 4:00 PM, 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 (MHA) with all required information, and return to the customer service desk. If you have questions on how to complete your bill of lading (MHA), please ask a Shepard customer service representative located at the customer service desk.

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

Equipment: Exhibitors or their EACs may not utilize or operate any type of material handling mechanical or powered equipment. If you need assistance, please contact us to order labor and equipment.
**Power Plant Conference**  
The Westin Chattanooga - Chattanooga, Tennessee  
January 13 - 15, 2020

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**Cartload Service**

Only Shepard personnel are allowed to operate mechanical equipment.

No refunds or exchanges once service has been rendered.

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

---

<table>
<thead>
<tr>
<th>Item</th>
<th>Code</th>
<th># of Trips</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dock to Booth ST</td>
<td>35151</td>
<td>___</td>
<td>$134.02</td>
<td>___</td>
</tr>
<tr>
<td>Booth to Dock ST</td>
<td>35152</td>
<td>___</td>
<td>$134.02</td>
<td>___</td>
</tr>
<tr>
<td>Dock to Booth OT</td>
<td>35153</td>
<td>___</td>
<td>$181.03</td>
<td>___</td>
</tr>
<tr>
<td>Booth to Dock OT</td>
<td>35154</td>
<td>___</td>
<td>$181.03</td>
<td>___</td>
</tr>
</tbody>
</table>

---

**Only Shepard personnel are allowed to operate mechanical equipment.**

---

Total Estimate: $  
9.250% Tax*: $  
Amount Due: $  

---

Company Name:  
Contact Name:  
Email:  
Signature:  

---

Tax rate subject to change. Tax rate at the time of event will be utilized.
As the General Service Contractor, Shepard has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide this service on the show floor.

**Minimum 100 square foot order for all cleaning services.**

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

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

### Booth Vacuuming

<table>
<thead>
<tr>
<th>Code</th>
<th>Service</th>
<th>Sq Ft</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47050</td>
<td>0-399 sq. ft.</td>
<td></td>
<td>$0.44</td>
<td>$0.55</td>
<td></td>
</tr>
<tr>
<td>47051</td>
<td>400-900 sq. ft.</td>
<td></td>
<td>$0.40</td>
<td>$0.50</td>
<td></td>
</tr>
<tr>
<td>47052</td>
<td>900+ sq. ft.</td>
<td></td>
<td>$0.35</td>
<td>$0.45</td>
<td></td>
</tr>
</tbody>
</table>

### Daily Vacuum

<table>
<thead>
<tr>
<th>Code</th>
<th>Service</th>
<th>Sq Ft</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47055</td>
<td>0-399 sq. ft.</td>
<td></td>
<td>$1.32</td>
<td>$1.70</td>
<td></td>
</tr>
<tr>
<td>47056</td>
<td>400-900 sq. ft.</td>
<td></td>
<td>$1.20</td>
<td>$1.55</td>
<td></td>
</tr>
<tr>
<td>47057</td>
<td>900+ sq. ft.</td>
<td></td>
<td>$1.10</td>
<td>$1.45</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Service</th>
<th>Sq Ft</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47030</td>
<td>One Time Porter</td>
<td></td>
<td>$0.45</td>
<td>$0.60</td>
<td></td>
</tr>
<tr>
<td>47031</td>
<td>Daily Porter</td>
<td></td>
<td>$1.30</td>
<td>$1.70</td>
<td></td>
</tr>
</tbody>
</table>

### Specialty Services

#### Mopping and Carpet Shampooing

<table>
<thead>
<tr>
<th>Code</th>
<th>Service</th>
<th>Sq Ft</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47042</td>
<td>Mop One Time</td>
<td></td>
<td>$0.55</td>
<td>$0.70</td>
<td></td>
</tr>
<tr>
<td>47022</td>
<td>Mop Daily</td>
<td></td>
<td>$1.45</td>
<td>$1.90</td>
<td></td>
</tr>
<tr>
<td>47013</td>
<td>Sham/One Time</td>
<td></td>
<td>$0.60</td>
<td>$0.80</td>
<td></td>
</tr>
</tbody>
</table>

#### Display Wipe Down (charged per hour)

<table>
<thead>
<tr>
<th>Code</th>
<th>Service</th>
<th>Hours</th>
<th>ST</th>
<th>OT</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47043</td>
<td>One Time</td>
<td></td>
<td>$111.15</td>
<td>$166.73</td>
<td></td>
</tr>
<tr>
<td>47044</td>
<td>Daily</td>
<td></td>
<td>$111.15</td>
<td>$166.73</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.

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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

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

Total Cleaning: $

9.250% Tax*: $

**Amount Due:** $

---

Company Name: [______________]

Contact Name: [______________]

Email: [______________]

Signature: [______________]

---

*Tax rate subject to change. Tax rate at the time of event will be utilized.*
Abandoned Carpet / Floor coverings and Display Materials
Exhibitors are required to remove all floor coverings and display materials from their exhibit space prior to leaving the facility during move out. Exhibitors who abandon floor coverings and/or displays, leave large or heavy amounts of trash will be charged labor plus disposal fees for Shepard to remove the materials. The rates for this service are shown below. If you need to dispose of your exhibit, carpet, padding, or other large/heavy materials, please pre-arrange the removal with us!

Labor and Forklifts will be billed per man hour. Dumpster fees will be billed per amount of space used. All related disposal fees will be added to the payment method on file.

<table>
<thead>
<tr>
<th>Labor</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Item</td>
<td></td>
<td></td>
</tr>
<tr>
<td>68066</td>
<td>ST Labor</td>
<td>$111.15</td>
<td>$144.50</td>
</tr>
<tr>
<td>68067</td>
<td>OT Labor</td>
<td>$166.73</td>
<td>$216.75</td>
</tr>
<tr>
<td>68068</td>
<td>DT Labor</td>
<td>$222.30</td>
<td>$289.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Forklift</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Item</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35028</td>
<td>ST 5k Forklift</td>
<td>$272.30</td>
<td>$354.00</td>
</tr>
<tr>
<td>35039</td>
<td>OT 5k Forklift</td>
<td>$336.90</td>
<td>$438.00</td>
</tr>
<tr>
<td>35067</td>
<td>DT 5k Forklift</td>
<td>$401.55</td>
<td>$522.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dumpster Fee</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Item</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35330</td>
<td>Per Full Dumpster</td>
<td>$550.00</td>
<td>$715.00</td>
</tr>
</tbody>
</table>

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted 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 and in use in your booth are subject to "Standard" pricing.
FURNISHINGS AND DECOR
Tables

UNSKIRTED

Display Table #50040
4’ x 24” x 30”
Unskirted

Display Table #50041
4’ x 24” x 42”
Unskirted

Display Table #50044
6’ x 24” x 30”
Unskirted

Display Table #50045
6’ x 24” x 42”
Unskirted

Display Table #50046
8’ x 24” x 30”
Unskirted

Display Table #50049
8’ x 24” x 42”
Unskirted

SKIRTED - 6’ & 8’ Long Tables are Skirted on 3 Sides. For Skirting on 4 Sides, Please Order 4th Side Skirt.

Display Table #50042
4’ x 24” x 30”
Skirted

Display Table #50043
4’ x 24” x 42”
Skirted

Display Table #50046
6’ x 24” x 30”
Skirted

Display Table #50047
6’ x 24” x 42”
Skirted

Display Table #50048
8’ x 24” x 30”
Skirted

Display Table #50049
8’ x 24” x 42”
Skirted

PEDESTAL & SIDE

30” Natural Pedestal Table #50706
30” x 36”
Natural Feel Pedestal Table, Maple Top, Black Base

42” Natural Pedestal Table #50707
42” x 36”
Natural Feel Pedestal Table, Maple Top, Black Base

30” Pedestal Table #50032
30” x 36”
Pedestal Table, Grey Fleck Top, Chrome Base

42” Pedestal Table #50189
42” x 36”
Round High Pedestal Table, Grey Fleck Top, Chrome Base

Round Side Table #50030
18” x 24”

Square Side Table #50031
18” x 18” x 24”

*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.
Chairs

STOOLS

Director's Stool
#51090
Black Fabric, Maple Wood

Natural Feel Stool
#50705
Light Maple Back, Black Fabric Seat

Padded Stool
#50024
Padded Stool with Back, Grey Fabric

CHAIRS WITH ARMS

Director's Stool
#51086
Black Fabric, Maple Wood

Upholstered Arm Chair
#50021
Upholstered Arm Chair, Grey Fabric

CHAIRS WITHOUT ARMS

Natural Feel Chair
#50704
Light Maple Back, Black Fabric Seat

Upholstered Side Chair
#50020
Upholstered Side Chair, Grey Fabric

Display

FOR HANGING

Bag Rack
#50175
9” x 12” x 71”
Adjustable Heights

Coat Rack
#50092
2” x 22” x 69”
Silver

Spiral Garment Rack
#50093
30” x 70”
Silver

2’ x 8’ Grid with Legs
#50236
2’ x 8’
Chrome

Also Available Without Legs (#50237)

3.5’ x 8’ Slatwall
#50249
3.5’ x 8’
Grey

4’ x 8’ Peg Board
#50594
4’ x 8’
White

6” Hooks for Peg Board
#50104
Silver

7-Ball Waterfall
Grid Attachment
#50242
Silver
Also Available for Slat Wall #50243

*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.
Display

UPRIGHT, CROSSBAR, & DRAPERY

- 8' High Upright with Base #50068
  - Crossbar rented separately
- 6' - 10' Crossbar #50349
  - 1 1/2" D
- 7' - 12' Crossbar #50348
  - 1 1/2" D
- 3' High Drape #50074
- 8' High Drape #50074

FOR SIGNS & LITERATURE

- Horizontal Tackboard #50060
  - 4' x 8'
  - Black Legs, Grey Fabric
- Vertical Tackboard #50061
  - 6' x 4'
  - Black Legs, Grey Fabric
- Literature Rack #50245
  - 16" x 10" x 59"
- Chrome Sign Holder #50095
  - Holds 22" x 28" Sign
- Floor Easel #50094
  - 31" x 31" x 64"

SHELVING

- 4' x 12" Display Shelf #50296
  - 4' x 12'
  - White Shelf with Black Bases

BARRIER

- 6' x 12" Display Shelf #50297
  - 6' x 12'
  - White Shelf with Black Bases
- Tensa Barrier Stanchion #50427
  - Barrier with Black Belt
  - Barrier 13' x 41'
  - Black Belt 17'
  - Rented individually, not a set

OTHER

- Natural Feel Wastebasket #50708
  - Sisal Wastebasket
- Wastebasket #50091
- Mini Refrigerator #50098
- Drawing Bowl #51085
- Sand Bag #51087

*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.
Showcase

4' Full View Showcase #50067
6' Full View Showcase #50068

4' Quarterview Showcase #50069
6' Quarterview Showcase #50070

Flooring

<table>
<thead>
<tr>
<th>EXPO - 13oz</th>
<th>PREMIUM - 28oz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>Deep Navy</td>
</tr>
<tr>
<td>Tuxedo</td>
<td>Silver Cloud</td>
</tr>
<tr>
<td>Eclipse</td>
<td>Black</td>
</tr>
<tr>
<td>Grey</td>
<td>Charcoal</td>
</tr>
<tr>
<td>Peacock</td>
<td>Beige</td>
</tr>
<tr>
<td>Red</td>
<td>Red</td>
</tr>
<tr>
<td>Red</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PLUSH - 50oz</th>
<th>VINYL - Custom Order Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Silver Dollar</td>
<td>Whitewash</td>
</tr>
<tr>
<td>Dark Grey</td>
<td>Mountain Grey</td>
</tr>
<tr>
<td>Black</td>
<td>Snow</td>
</tr>
<tr>
<td>Navy</td>
<td>Vineyard Brown</td>
</tr>
<tr>
<td>Electric Blue</td>
<td>Blond</td>
</tr>
<tr>
<td>White</td>
<td>Maple</td>
</tr>
<tr>
<td>Sand</td>
<td></td>
</tr>
</tbody>
</table>

*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.*
Skirt Color Options

<table>
<thead>
<tr>
<th>SKIRT</th>
<th>SPANDEX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gold</td>
<td>Blue</td>
</tr>
<tr>
<td>Green</td>
<td>Teal</td>
</tr>
<tr>
<td>Black</td>
<td>Grey</td>
</tr>
</tbody>
</table>

Drape Color Options

<table>
<thead>
<tr>
<th>Gold</th>
<th>Blue</th>
<th>Red</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green</td>
<td>Teal</td>
<td>Burgundy</td>
</tr>
<tr>
<td>Black</td>
<td>Grey</td>
<td>White</td>
</tr>
</tbody>
</table>

*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.*
## Standard Furnishings

### Tables

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Color</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50042</td>
<td>4'L X 30&quot;H X 24&quot;W Skirted Table</td>
<td></td>
<td></td>
<td>$137.35</td>
<td>$178.55</td>
<td></td>
</tr>
<tr>
<td>50046</td>
<td>6'L X 30&quot;H 24&quot;W Skirted Table</td>
<td></td>
<td></td>
<td>$168.80</td>
<td>$219.45</td>
<td></td>
</tr>
<tr>
<td>50050</td>
<td>8'L X 30&quot;H 24&quot;W Skirted Table</td>
<td></td>
<td></td>
<td>$214.00</td>
<td>$278.20</td>
<td></td>
</tr>
<tr>
<td>50043</td>
<td>4'L X 42&quot;H 24&quot;W Skirted Table</td>
<td></td>
<td></td>
<td>$166.95</td>
<td>$217.05</td>
<td></td>
</tr>
<tr>
<td>50047</td>
<td>6'L x 42&quot;H 24&quot;W Skirted Table</td>
<td></td>
<td></td>
<td>$213.80</td>
<td>$277.95</td>
<td></td>
</tr>
<tr>
<td>50051</td>
<td>8'L x 42&quot;H 24&quot;W Skirted Table</td>
<td></td>
<td></td>
<td>$251.45</td>
<td>$326.90</td>
<td></td>
</tr>
<tr>
<td>50052</td>
<td>4th Side Skirt for 30&quot; High Table</td>
<td></td>
<td></td>
<td>$83.50</td>
<td>$108.55</td>
<td></td>
</tr>
<tr>
<td>50171</td>
<td>4th Side 42&quot; Skirt for 42&quot; High Table</td>
<td></td>
<td></td>
<td>$83.50</td>
<td>$108.55</td>
<td></td>
</tr>
<tr>
<td>50700</td>
<td>6'L X 30&quot;H 24&quot;W Spandex Table Cover</td>
<td></td>
<td></td>
<td>$250.35</td>
<td>$325.45</td>
<td></td>
</tr>
<tr>
<td>50040</td>
<td>4'L X 30&quot;H X 24&quot;W UnSkirted Table</td>
<td></td>
<td></td>
<td>$97.85</td>
<td>$127.20</td>
<td></td>
</tr>
<tr>
<td>50044</td>
<td>6'L X 30&quot;H X 24&quot;W UnSkirted Table</td>
<td></td>
<td>na</td>
<td>$116.75</td>
<td>$151.80</td>
<td></td>
</tr>
<tr>
<td>50048</td>
<td>8'L X 30&quot;H X 24&quot;W UnSkirted Table</td>
<td></td>
<td>na</td>
<td>$137.65</td>
<td>$178.95</td>
<td></td>
</tr>
<tr>
<td>50041</td>
<td>4'L X 42&quot;H X 24&quot;W UnSkirted Table</td>
<td></td>
<td>na</td>
<td>$110.20</td>
<td>$143.25</td>
<td></td>
</tr>
<tr>
<td>50045</td>
<td>6'L x 42&quot;H X 24&quot;W UnSkirted Table</td>
<td></td>
<td>na</td>
<td>$137.65</td>
<td>$178.95</td>
<td></td>
</tr>
<tr>
<td>50049</td>
<td>8'L x 42&quot;H X 24&quot;W UnSkirted Table</td>
<td></td>
<td>na</td>
<td>$153.60</td>
<td>$199.70</td>
<td></td>
</tr>
<tr>
<td>51089</td>
<td>Pedestal Table,42&quot;H 36&quot;R Grey Fleck Top</td>
<td></td>
<td>na</td>
<td>$246.60</td>
<td>$320.60</td>
<td></td>
</tr>
<tr>
<td>50032</td>
<td>Pedestal. Table,30&quot;H 36&quot;R Grey Fleck Top</td>
<td></td>
<td>na</td>
<td>$230.55</td>
<td>$299.70</td>
<td></td>
</tr>
<tr>
<td>50030</td>
<td>Round Side Table 24&quot; W X 18&quot; H</td>
<td></td>
<td>na</td>
<td>$116.05</td>
<td>$150.85</td>
<td></td>
</tr>
<tr>
<td>50031</td>
<td>Square Side Table 24&quot; W X 18&quot; H</td>
<td></td>
<td>na</td>
<td>$116.05</td>
<td>$150.85</td>
<td></td>
</tr>
<tr>
<td>50706</td>
<td>Natural Pedestal Table 30&quot;H X 36&quot; R Maple Top</td>
<td></td>
<td>na</td>
<td>$301.70</td>
<td>$392.20</td>
<td></td>
</tr>
<tr>
<td>50707</td>
<td>Natural Pedestal Table 42&quot;H X 36&quot;R Maple Top</td>
<td></td>
<td>na</td>
<td>$314.50</td>
<td>$408.85</td>
<td></td>
</tr>
</tbody>
</table>

### Skirt Colors

- 6' and 8' Skirted Tables have skirts on 3 sides, to have drape on all 4 sides you must order 4th side drape.

<table>
<thead>
<tr>
<th>Color</th>
<th>Item</th>
<th>Qty</th>
<th>Color</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td>Side Chair Grey Fabric</td>
<td>na</td>
<td></td>
<td>$89.25</td>
<td>$116.05</td>
</tr>
<tr>
<td>Grey</td>
<td>Arm Chair Grey Fabric</td>
<td>na</td>
<td></td>
<td>$121.65</td>
<td>$158.15</td>
</tr>
<tr>
<td>Teal</td>
<td>Stool w/back Grey Fabric</td>
<td>na</td>
<td></td>
<td>$148.25</td>
<td>$192.75</td>
</tr>
<tr>
<td>Blue</td>
<td>Director's Chair Black Fabric</td>
<td>na</td>
<td></td>
<td>$92.05</td>
<td>$119.65</td>
</tr>
<tr>
<td>Black</td>
<td>Director's Stool Black Fabric</td>
<td>na</td>
<td></td>
<td>$164.80</td>
<td>$214.25</td>
</tr>
<tr>
<td>White</td>
<td>Natural Feel Stool Maple Back, Black Fabric Seat</td>
<td>na</td>
<td></td>
<td>$164.80</td>
<td>$233.70</td>
</tr>
<tr>
<td>Blue</td>
<td>Natural Feel Chair, Maple Back, Black Fabric Seat</td>
<td>na</td>
<td></td>
<td>$147.60</td>
<td>$191.90</td>
</tr>
</tbody>
</table>

**Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.**

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

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:** ___________________________

**Email:** ___________________________

**Signature:** ___________________________

**Event Code:** G132630120  
**Email:** atlanta@shepardes.com  
**Phone:** (404) 720-8600  
**Fax:** (404) 720-8755  

**Total Furnishings:** $__________  
**Tax:** ____________  
**Amount Due:** $__________  

*Tax rate subject to change. Tax rate at the time of event will be utilized.*
**Specialty & Display**

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Color</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50091</td>
<td>Wastebasket</td>
<td>na</td>
<td></td>
<td>$19.00</td>
<td>$19.00</td>
<td></td>
</tr>
<tr>
<td>50094</td>
<td>Floor Easel, Chrome</td>
<td>na</td>
<td></td>
<td>$49.40</td>
<td>$64.20</td>
<td></td>
</tr>
<tr>
<td>50245</td>
<td>Literature Rack Silver, Glass</td>
<td>na</td>
<td></td>
<td>$182.25</td>
<td>$236.95</td>
<td></td>
</tr>
<tr>
<td>50175</td>
<td>Bag Rack, Chrome</td>
<td>na</td>
<td></td>
<td>$241.40</td>
<td>$313.80</td>
<td></td>
</tr>
<tr>
<td>50092</td>
<td>Coat Rack, Chrome</td>
<td>na</td>
<td></td>
<td>$85.70</td>
<td>$111.40</td>
<td></td>
</tr>
<tr>
<td>50093</td>
<td>Garment Rack, Chrome</td>
<td>na</td>
<td></td>
<td>$241.40</td>
<td>$313.80</td>
<td></td>
</tr>
<tr>
<td>50427</td>
<td>TensabARRIER, Per Stem, Black</td>
<td>na</td>
<td></td>
<td>$101.80</td>
<td>$132.35</td>
<td></td>
</tr>
<tr>
<td>50095</td>
<td>Sign Holder, 22x28 Chrome</td>
<td>na</td>
<td></td>
<td>$112.50</td>
<td>$146.25</td>
<td></td>
</tr>
<tr>
<td>50185</td>
<td>Drawing Bowl, Clear</td>
<td>na</td>
<td></td>
<td>$45.30</td>
<td>$58.90</td>
<td></td>
</tr>
<tr>
<td>50296</td>
<td>4' x 12&quot; Display Riser White and Black</td>
<td>na</td>
<td></td>
<td>$101.95</td>
<td>$132.55</td>
<td></td>
</tr>
<tr>
<td>50297</td>
<td>6&quot; x 12&quot; Display Riser White and Black</td>
<td>na</td>
<td></td>
<td>$126.90</td>
<td>$164.95</td>
<td></td>
</tr>
<tr>
<td>50098</td>
<td>Mini Refrigerator, Approx 3 cubic feet</td>
<td>na</td>
<td></td>
<td>$385.00</td>
<td>$500.50</td>
<td></td>
</tr>
<tr>
<td>50067</td>
<td>4' Full View Showcase, White</td>
<td>na</td>
<td></td>
<td>$909.70</td>
<td>$1,182.60</td>
<td></td>
</tr>
<tr>
<td>50068</td>
<td>6' Full View Showcase, White</td>
<td>na</td>
<td></td>
<td>$1,003.30</td>
<td>$1,304.30</td>
<td></td>
</tr>
<tr>
<td>50069</td>
<td>4' Quarter View Showcase, White</td>
<td>na</td>
<td></td>
<td>$909.70</td>
<td>$1,182.60</td>
<td></td>
</tr>
<tr>
<td>50070</td>
<td>6' Quarter View Showcase, White</td>
<td>na</td>
<td></td>
<td>$1,003.30</td>
<td>$1,304.30</td>
<td></td>
</tr>
<tr>
<td>50060</td>
<td>4' x 8' Horz. Posterboard Grey Fabric</td>
<td>na</td>
<td></td>
<td>$294.60</td>
<td>$383.00</td>
<td></td>
</tr>
<tr>
<td>50061</td>
<td>4' x 8' Vert. Posterboard Grey Fabric</td>
<td>na</td>
<td></td>
<td>$294.60</td>
<td>$383.00</td>
<td></td>
</tr>
<tr>
<td>50236</td>
<td>Grids 2'x8' w/legs, each</td>
<td>na</td>
<td></td>
<td>$217.60</td>
<td>$282.90</td>
<td></td>
</tr>
<tr>
<td>50237</td>
<td>Grid 2'x8' w/o legs, each</td>
<td>na</td>
<td></td>
<td>$162.95</td>
<td>$211.85</td>
<td></td>
</tr>
<tr>
<td>50242</td>
<td>7-Ball Waterfall for Grids</td>
<td>na</td>
<td></td>
<td>$14.95</td>
<td>$19.45</td>
<td></td>
</tr>
<tr>
<td>50104</td>
<td>6&quot; Hooks (12) for Peg Boards</td>
<td>na</td>
<td></td>
<td>$47.90</td>
<td>$62.25</td>
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</tr>
</tbody>
</table>

**Draperies** per linear foot, min 5’ linear feet rental

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Color</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50073</td>
<td>8' High drape on a cross bar, per linear foot</td>
<td></td>
<td></td>
<td>$23.10</td>
<td>$30.05</td>
<td></td>
</tr>
<tr>
<td>50074</td>
<td>3' High on a cross bar, per linear foot</td>
<td></td>
<td></td>
<td>$17.10</td>
<td>$22.25</td>
<td></td>
</tr>
<tr>
<td>50088</td>
<td>8&quot; Upright w/base</td>
<td>na</td>
<td></td>
<td>$31.90</td>
<td>$41.45</td>
<td></td>
</tr>
<tr>
<td>52065</td>
<td>3' Upright w/base</td>
<td>na</td>
<td></td>
<td>$31.90</td>
<td>$41.45</td>
<td></td>
</tr>
<tr>
<td>50349</td>
<td>6'-10' Crossbar</td>
<td>na</td>
<td></td>
<td>$21.25</td>
<td>$27.65</td>
<td></td>
</tr>
<tr>
<td>50348</td>
<td>7'-12' Crossbar</td>
<td>na</td>
<td></td>
<td>$21.25</td>
<td>$27.65</td>
<td></td>
</tr>
<tr>
<td>50058</td>
<td>Sateen, per linear foot</td>
<td></td>
<td></td>
<td>$18.85</td>
<td>$24.50</td>
<td></td>
</tr>
</tbody>
</table>

Drape and Sateen Colors: Red (01) White (03) (04) Blue (05) Black (06) Burgundy (07) Grey (10)

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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

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

---

**Power Plant Conference**

The Westin Chattanooga - Chattanooga, Tennessee

January 13 - 15, 2020

**Discount Deadline** Monday, December 23, 2019

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

---

**Specialty, Display, Drapes**

Event Code: G132630120

e-mail atlanta@shepardes.com

phone (404) 720-8600

tax (404) 720-8755

---

Tax rate subject to change. Tax rate at the time of event will be utilized.
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)

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></td>
<td>Rental/sqft</td>
<td>$7.05</td>
<td>$9.15</td>
<td></td>
</tr>
<tr>
<td>46003</td>
<td></td>
<td>Rental 1000+ sqft</td>
<td>$6.10</td>
<td>$7.95</td>
<td></td>
</tr>
<tr>
<td>46002</td>
<td></td>
<td>Purchase sqft</td>
<td>$17.25</td>
<td>$22.45</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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></td>
<td>1/2” Padding</td>
<td>$1.25</td>
<td>$1.65</td>
<td></td>
</tr>
<tr>
<td>50008</td>
<td></td>
<td>1” Padding</td>
<td>$2.50</td>
<td>$3.25</td>
<td></td>
</tr>
<tr>
<td>50010</td>
<td></td>
<td>Visqueen</td>
<td>$0.40</td>
<td>$0.50</td>
<td></td>
</tr>
</tbody>
</table>

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

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

Standard Booth Sizes, Great for inline booths!

<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></td>
<td>10’ x 10’</td>
<td>$246.35</td>
<td>$320.25</td>
<td></td>
</tr>
<tr>
<td>50256</td>
<td></td>
<td>10’ x 20’</td>
<td>$459.70</td>
<td>$597.60</td>
<td></td>
</tr>
<tr>
<td>50257</td>
<td></td>
<td>10’ x 30’</td>
<td>$685.65</td>
<td>$891.35</td>
<td></td>
</tr>
<tr>
<td>50258</td>
<td></td>
<td>10’ x 40’</td>
<td>$911.55</td>
<td>$1,185.00</td>
<td></td>
</tr>
</tbody>
</table>

Special Cut, Recommended for Island and large area exhibits!

<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>50580</td>
<td></td>
<td>0 - 399 sq ft*</td>
<td></td>
<td>$4.90</td>
<td>$6.35</td>
</tr>
<tr>
<td>50581</td>
<td></td>
<td>400 - 900 sq ft</td>
<td>$4.45</td>
<td>$5.80</td>
<td></td>
</tr>
<tr>
<td>50582</td>
<td></td>
<td>900+ sq ft</td>
<td>$4.05</td>
<td>$5.25</td>
<td></td>
</tr>
</tbody>
</table>

Order Special Cut when it is important that dye lots match. Rental includes installation and removal of carpet and visqueen protective covering. 100 sq ft minimum order.

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

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

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

Total Carpet and Padding: $9.250% Tax*: $Amount Due: $

Company Name: ____________________________ Booth #: ____________________________

Contact Name: ____________________________

Email: ____________________________________

Signature: ________________________________
TRADE SHOW FURNISHINGS 2019

Product Guide

FEATURING:
• POWERED Collections
• Modular Seating
• Executive Seating
• Communal Tables
• Barstools
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.
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.

**Powered Seating**

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

**Powered Tables**

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

Sydney Powered Cocktail Tables  
48"L 26"D 18"H  
(brushed steel)  
E) C1WP (white)  
F) C1YP (black)

Ventura Powered Café Tables  
72.25"L 26.25"D 30"H  
(silver frame)  
C) VNTCBK (black top)  
D) VNTCWH (white top)
Powered Banquettes.

MODULAR SYSTEM
Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two 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.

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

- **BNQL7 Center Cone**
  - w/ Electrical Charging Outlet (white vinyl)
  - 38"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
Powered Pedestals

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)

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

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.

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

(Mobile devices must be compatible with Qi wireless charging pad.)

Denotes AC and USB charging outlets

Wireless Charging Table, Powered
E) CUBPOW (white, AC plug-In) 20"L 20"D 18"H

Denotes AC and USB charging outlets
Soft Seating

Create Engaging Booth Environments

HEDGE
HDG7FT
Boxwood Hedge, 7'
36.5"L/12"D/84"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
(Bushed metal)
16"L/15.5"D/16.5"H

MARCHÉ
MAR010 Swivel Ottoman
(Blue fabric)
17"RND/18"H

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

REGIS
REGOTT End Table
(Bushed metal)
16"L/15.5"D/16.5"H

MARCHÉ
MAR010 Swivel Ottoman
(Blue fabric)
17"RND/18"H

HEDGE
HDG7FT
Boxwood Hedge, 7'
36.5"L/12"D/84"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
(Bushed metal)
16"L/15.5"D/16.5"H

MARCHÉ
MAR010 Swivel Ottoman
(Blue fabric)
17"RND/18"H

10'x20' Hopi Lounge & Zenith Café Booth
Soft Seating Collections

**NAPLES**

A) NPLCHR Chair
   (black vinyl)
   36”L 30.5”D 33.25”H
   NPLCHP (Powered)

B) NPLSOF Sofa
   (black vinyl)
   86”L 28”D 30”H
   NPLSOP (Powered)

C) NPLLOV Loveseat
   (black vinyl)
   62”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

**BAJA**

A) BCHWHT Chair
   (white vinyl)
   36”L 30.5”D 28”H

B) BSFWHWT Sofa
   (white vinyl)
   86”L 28”D 30”H

C) BLVWHT Loveseat
   (white vinyl)
   61”L 30.5”D 28”H

Available in Power
Munich Collection
Modular Seating to Design Custom Exhibits

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

MNCHLV Munich Armless Loveseat
(gray fabric)
45"L 27"D 28.5"H

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

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

HDG4FT Boxwood Hedge, 4'
46"L 9"D 47"H
**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**

(platinum suede)

A) **SO1 Sofa**
   - 69"L 29"D 33"H

B) **OTS Ottoman**
   - 25"L 31"D 18"H

C) **SO2 Sofa**
   - Sectional 3pc.
   - 152"L 40"D 33"H
Accent Chairs

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

**LA BREA**
- **LABREA Chair**
  - (charcoal gray, fabric)
  - 35”L 27”D 40”H

**SWANSON**
- **SWAN Swivel Chair**
  - (white vinyl)
  - 28”L 25”D 30”H

**WENTWORTH**
- **WENCHA Chair**
  - (brown vinyl)
  - 32.1”L 26”D 31.5”H

**AURA**
- **AURA Round Table**
  - (white metal)
  - 15” Round 22”H
Accent Chairs

Madrid Chair
A) BCW (white vinyl)
30"L 30"D 31"H
B) OCH (black vinyl)
30"L 30"D 31"H
C) FAIRCW
Fairfax Chair
(white vinyl, brushed metal)
27"L 26"D 30"H
D) MNCHCH
Munich Armless Chair
(gray fabric)
22.5"L 27"D 28.5"H
E) HOPCH
Hopi Chair
(gray linen)
21"L 25"D 34"H
F) PROGB
Pro Executive Guest Chair
(black vinyl)
24"L 22"D 36"H

Meeting & Stage Chairs

Marina Chair
17.5"L 19.5"D 35"H
A) MARCBK (black vinyl)
B) MARCBR (brown fabric)
C) MARCWH (white vinyl)

Meeting Chair
25.5"L 23.5"D 34"H
D) OCMESP (espresso vinyl)
E) OCMTAU (taupe fabric)
F) OCMWHT (white vinyl)
Group Seating

**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

**MARINA**
- 17.5”L 19.5”D 35”H
- A) MARCWH (white vinyl)
- B) MARGBK (black vinyl)
- C) MARCBR (brown fabric)
- D) MARCBE (ocean blue fabric)
- E) MARCRD (red fabric)

**MALBA**
- 20”L 20”D 32”H
- A) MALGRY Chair (gray)
- B) MALGRN Chair (green)
A) CS8
Berlin Chair
(black, white)
18”L 22”D 32”H

B) CS4
Syntax Chair
(black, chrome)
23”L 19”D 32.25”H

C) XCHR
Christopher Chair
(white vinyl, chrome)
17”L 19”D 32”H

D) SC3
Brewer Chair
(onyx, black)
20”L 20”D 32”H

E) XC6
Altura Guest Chair
(black crepe)
25”L 20”D 34”H

F) RSTDIN
Rustique Chair w/arms
(gunmetal)
20”L 18”D 31”H

G) SC10
Razor Armless Chair
(white)
15.38”L 15.5”D 30.5”H

H) BLDCSB
Blade Chair
(sky blue)
20.5”L 19”D 30.5”H

I) BLDCRD
Blade Chair
(red)
20.5”L 19”D 30.5”H

J) LUCHCL Lucent Chair
(frosted, acrylic)
19.5”L 19.75”D 32.5”H

K) DUET Duet Chair
(black, chrome)
21”L 23”D 33”H

Mix & Match
Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.
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/brown vinyl)
I) VIB01 (green vinyl)
J) VIB03 (pink vinyl)
K) VIB05 (yellow vinyl)
L) VIB02 (blue vinyl)
M) VIB08 (orange vinyl)
**Styles & Shapes**

**Marche Swivel**

17” RND 18” H

A) MAR001 (white vinyl)
B) MAR005 (red fabric)
C) MAR009 (pear yellow fabric)
D) MAR007 (plum fabric)
E) MAR010 (blue fabric)
F) MAR002 (gray fabric)
G) MAR006 (rose quartz fabric)
H) MAR003 (linen fabric)
I) MAR004 (raspberry fabric)
J) MAR008 (meadow green fabric)
K) MAR011 (orange fabric)

**Marche Swivel Ottomans**

17” RND 18” H

A) MAR001 (white vinyl)
B) MAR005 (red fabric)
C) MAR009 (pear yellow fabric)
D) MAR007 (plum fabric)
E) MAR010 (blue fabric)
F) MAR002 (gray fabric)
G) MAR006 (rose quartz fabric)
H) MAR003 (linen fabric)
I) MAR004 (raspberry fabric)
J) MAR008 (meadow green fabric)
K) MAR011 (orange fabric)

**Beverly Bench**

60”L 20”D 18”H

A) BVLYWH (white vinyl)
B) BVLYBK (black vinyl)
C) BVLYGR (gray fabric)
D) BVLYRD (red fabric)
E) BVLYOB (ocean blue fabric)
F) BVLYLN (linen fabric)
G) BVLYBN (brown fabric)
H) WHT12 Half Bench (white vinyl)
39”L 22”D 18”H

**ENDLESS Square**

34”L 34”D 15”H

I) END02B (black)
J) END02W (white)

**ENDLESS Curved**

60.5”L 37.5”D 15”H

K) END01B (black)
L) END01W (white)

**Regis Bench**

(brushed metal)
47”L 15.5”D 16”H

**Q) REGBEN**

Half Bench (white vinyl)
53”L 22”D 18”H

**BNQR17 Ring**

(4 ottoman seats) (white vinyl)
72”RND 18”H

**SAL Sally Stool**

(white)
12” Round 17”H

**CUBL20 Edge**

(white plastic)
19”L 19”D 19”H

A/C power only

**Trade Show Furnishings | 17**
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
20"L 20"D 20"H
C) E1C (glass, chrome)
D) E1FWB (wood, black)
Sydney Cocktail Tables
(brushed steel)
48"L 26"D 18"H
A) C1W (white)
C1WP (Powered)
B) C1Y (black)
C1YP (Powered)
C) SYDBEC (blue)
D) SYDWDC (wood)

Sydney End Tables
27"L 23"D 22"H
E) E1W (white)
F) E1Y (black)
G) SYDBEE (blue)
H) SYDWDE (wood)

Regis Tables
(brushed metal)
I) REGBEN Bench Table
47"L 15.5"D 16"H
J) REGOTT End Table
16"L 15.5"D 16.5"H

Silverado Tables
(glass, chrome)
K) E1E End Table
24" Round 22"H
L) C1E Cocktail Table
36" Round 17"H

Oliver Tables
(walnut finish)
M) EOLI End Table
22" Round 22"H
N) COLI Cocktail Table
47"L 27"D 19"H

Rustic Tables
(wood)
O) ETBL E-Table
21"L 15.5"D 27.5"H
P) TMBTBL Timber Table
16" Round 17"H

Aura Round Table
Q) AURA
(white metal)
15" Round 22"H

Edge LED Cube Table
R) CUBTBL
(plexi top, white plastic)
19"L 19"D 19"H
A/C power only

Wireless Charging Table, Powered
S) CUBPOW
:white, AC plug-in)
20"L 20"D 18.5"H
Café Tables

A) 30BEHC Blue Hydraulic Café Table
   (chrome base, blue top)
   30” RND 29”H

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

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

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

30” Round Café Tables
Standard Black Base
30” RND 29”H

A) 30WDBC (wood top)
B) ZTB (red top)

Hydraulic Chrome Base
30” RND 29”H

C) 30WHHC (white top)
D) 30STHC (silver textured)

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

LUCHCL Lucent Chair
(frosted, acrylic)
19.5”L 19.75”D 32.5”H

HDG7FT Boxwood Hedge, 7’
36.5”L 12”D 84”H
Customize and Create

Choose your base, black or chrome, then pick a color that suits your design.

Choose from a wide variety of colorful group seating options for the perfect style.

Mix & Match

Create the ultimate look. Choose from a wide variety of colorful group seating options for the perfect style.

S) ZENCHR Zenith Chair (white, chrome) 18.25”L 22”D 32”H
T) BLDCRD Blade Chair (red) 20.5”L 19”D 30.5”H

Café Tables
- Standard Black Base
  - 30” RND 29”H
    - A) ZTG (silver textured)
    - B) ZTJ (graphite nebula)
    - C) ZTK (maple)
    - D) 30WH29 (white)
    - E) ZTA (Madison/gray acajou)
    - F) 30BEBC (blue)
    - G) 30WDBC (wood)
  - 36” RND 29”H
    - H) ZTQ (white)
    - I) ZTN (graphite nebula)
    - J) ZTP (maple)

Hydraulic Chrome Base
- 30” RND 29”H
  - K) 30GRHC (graphite nebula)
  - L) 30MTHC (maple)
  - M) 30BRHC (red)
  - N) 30BEHC (blue)
  - O) 30WDBC (wood)
- 36” RND 29”H
  - P) 36WTHC (white)
  - Q) 36GRHC (graphite nebula)
  - R) 36MTHC (maple)
Bar Tables

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

B) APS12
Apex Barstool
(blue ultra suede)
21”L 21”D 33”H

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

D) RSTSTL
Rustique Barstool
(gunmetal)
13”L 13”D 30”H

E) 30BEHB
30” Round Bar Table
(blue top, chrome hydraulic base)
30”RND 45”H

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

HDG4FT
Boxwood Hedge, 4’
46”L 9”D 47”H
Customize and Create

Choose your base, black or chrome, then pick a color that suits your design.

Bar Tables
Standard Black Base
30" RND 42"H
A) VTJ (graphite nebula)
B) VTK (maple)
C) VTG (silver textured)
D) VTB (red)
E) 30WH42 (white)
F) VTA (Madison/gray acajou)
G) 30BE8BB (blue)
H) 30WDBBB (wood)

36" RND 42"H
I) VTW (white)
J) VTN (graphite nebula)
K) VTP (maple)

Bar Tables
Hydraulic Chrome Base
30" RND 45"H
L) 30GRHB (graphite nebula)
M) 30MTHB (maple)
N) 30STHB (silver textured)
O) 30BRHB (red)
P) 30BEHB (blue)
Q) 30WDHB (wood)

36" RND 45"H
R) 36WTDB (white)
S) 36GRHB (graphite nebula)
T) 36MTHB (maple)

Style & Design
Choose from a wide variety of table tops and colors for the perfect look.

U) 30MAHB 30” Round Bar Table with Hydraulic Chrome Base
(Madison/gray acajou) 30” RND 45”H
V) 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) ROLLLGY (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)

Zoe 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”H
G) BSS (white, chrome)
H) BST (white, chrome)

I) BSC Oslo Barstool
(white)
17”L 20”D 45”H
J) XBAR Christopher
Barstool
(white vinyl, chrome)
19”L 15”D 43”H
K) BS001 Shark Barstool
(white, chrome)
22”L 19”D 34-44”H
L) BSR Syntax Barstool
(black vinyl, chrome)
23”L 19”D 43.25”H
M) ZENBAR Zenith
Barstool
(black vinyl, chrome)
22”L 22.5”D 45.5”H
N) RSTSTL Rustique
Barstool
(gunmetal)
13”L 13”D 30”H

O) LUBSCL Lucent Barstool
(frosted, acrylic) 22”L 22.5”D 45.5”H
P) LMBAR Laguna Barstool
(maple, chrome) 18”L 20”D 47”H
Q) BLDGDBR Blade Barstool
(red) 20.5”L 20.125”D 40.5”H
R) BLDGDBS Blade Barstool
(sky blue) 20.5”L 20.125”D 40.5”H
Conference Tables

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

PWRUSB
Powered Conference Table Module
(b) 5”L 2.25”D 2.2”H
Includes two AC and two USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.

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

E.
D.
F.
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

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

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

Pro Executive Mid Back Chair
24"L 22"D 40"H
A) PROMID (white vinyl)
B) PROMDB (black vinyl)
Adjustable height

Task Stool
TASKST (black fabric)
27.5"L 27.5"D 32.75"-40.25"H
Adjustable height
Communal and Powered Tables

Choose from Powered, Solid or Grommet Hole Table Tops.

**Ventura Bar Tables**

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>LMBAR Laguna Barstool</td>
<td>18”L 20”D 47”H</td>
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**Ventura Communal Bar Tables**

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
<th>Dimensions</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>72.25”L 26.25”D 42”H</td>
<td>A) VNTBLK (black top) VNTWHT (white top)</td>
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<tr>
<td>B</td>
<td>72.25”L 26.25”D 42”H</td>
<td>B) VNTMNP (solid) VNTBMW (grommets)</td>
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<tr>
<td>C</td>
<td>72.25”L 26.25”D 42”H</td>
<td>C) VNTBWW (grommets) VNTWNP (solid)</td>
</tr>
<tr>
<td>D</td>
<td>72.25”L 26.25”D 42”H</td>
<td>D) VNTBNP (solid)</td>
</tr>
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</table>

**Ventura Power Bar Tables**

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
<th>Dimensions</th>
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<tbody>
<tr>
<td>A</td>
<td>72.25”L 26.25”D 42”H</td>
<td>Maples Top A) VNTBW</td>
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<tr>
<td>B</td>
<td>72.25”L 26.25”D 42”H</td>
<td>Maple Top A) VNTBW</td>
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<tr>
<td>C</td>
<td>72.25”L 26.25”D 42”H</td>
<td>Maple Top A) VNTBW</td>
</tr>
<tr>
<td>D</td>
<td>72.25”L 26.25”D 42”H</td>
<td>Maple Top A) VNTBW</td>
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**Ventura Power Café Tables**

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<th>Option</th>
<th>Description</th>
<th>Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>72.25”L 26.25”D 30”H</td>
<td>A) VNTCBK (black top) VNTCWH (white top)</td>
</tr>
<tr>
<td>B</td>
<td>72.25”L 26.25”D 30”H</td>
<td>B) VNTCMN (solid) VNTCMW (grommets)</td>
</tr>
<tr>
<td>C</td>
<td>72.25”L 26.25”D 30”H</td>
<td>C) VNTCMN (solid) VNTCMW (grommets)</td>
</tr>
<tr>
<td>D</td>
<td>72.25”L 26.25”D 30”H</td>
<td>D) VNTCWW (grommets) VNTCWN (solid)</td>
</tr>
<tr>
<td>E</td>
<td>72.25”L 26.25”D 30”H</td>
<td>E) VNTCBN (solid)</td>
</tr>
</tbody>
</table>

**Table Top Options**

Colors not available in all table options. Please check options listed to the right.
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) TASKST Task Stool
(black fabric) 27.5"L 27.5"D 32.75"-40.25"H Adjustable
D) PROEXE Pro Executive
High Back Chair
(white classic vinyl) 25"L 24"D 48"H Adjustable

30 | Trade Show Furnishings
TECH POWERED 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

SHELVING

A) LA15 Floor Lamp
   18" RND 55"H
B) LA14 Table Lamp
   16" RND 26"H
C) PSHCCS Posh Shelving
   (chrome, acrylic)
   36"L 18"D 72"H
D) BC8 Madison Bookcase
   (gray acajou)
   36"L 12"D 72"H
Show Essentials

Midtown Powered Counter
Metallic pewter gray curved counter with taupe-colored glass top features two AC & three USB charging outlets, locking storage cabinet and two shelves.

Midtown Powered Counter
60" L 18" D 42" H
(pewter/glass)
MTCPUL (unlighted)
MTCLPI (lighted with plug-in)

HDG7FT
Boxwood Hedge, 7'
36.5" L 12" D 84" H

LMBAR
Laguna Barstool
(maple, chrome)
18" L 20" D 47" H
Midtown Bar

Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.

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

LIGHTED & GREENERY PRODUCTS

A) CUBL20 Edge LED Cube Ottoman
   (white plastic)
   19"L 19"D 19"H
   A/C power only

B) CUBTBL Edge LED Cube Table
   (plexi top, white plastic)
   19"L 19"D 19"H
   A/C power only

C) APS12 Apex Barstool
   (blue ultra suede)
   21"L 21"D 33"H

D) HDG7FT Boxwood Hedge, 7'
   36.5"L 12"D 84"H

E) HDG4FT Boxwood Hedge, 4'
   46"L 9"D 47"H
Cocktail and Occasional Tables

**Cocktail 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>C1E-Silverado</td>
<td>$363.95</td>
<td>$473.15</td>
<td></td>
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<tr>
<td></td>
<td>ALC100-Alondra, Glass/Chrome</td>
<td>$438.70</td>
<td>$570.30</td>
<td></td>
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<tr>
<td></td>
<td>ALC200-Alondra, Wood/Chrome</td>
<td>$438.70</td>
<td>$570.30</td>
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<tr>
<td></td>
<td>C1FWB-Geo, Wood/Black</td>
<td>$383.85</td>
<td>$499.00</td>
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<td></td>
<td>C1C-Geo Rect., Glass/Chrome</td>
<td>$329.00</td>
<td>$427.70</td>
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<tr>
<td></td>
<td>MESCTB-Mesa Cocktail Table Black top</td>
<td>$254.10</td>
<td>$330.35</td>
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<tr>
<td></td>
<td>MESCTG-Mesa Cocktail Table Glass top</td>
<td>$254.10</td>
<td>$330.35</td>
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<tr>
<td></td>
<td>MESCTW-Mesa Cocktail Table Wood top</td>
<td>$254.10</td>
<td>$330.35</td>
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<tr>
<td></td>
<td>C1W-Sydney, White</td>
<td>$368.90</td>
<td>$479.55</td>
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<td></td>
<td>C1WP-Sydney White, Powered!</td>
<td>$468.60</td>
<td>$609.20</td>
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<td>C1Y-Sydney, Black</td>
<td>$368.90</td>
<td>$479.55</td>
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<td></td>
<td>C1YP-Sydney Black, Powered!</td>
<td>$468.60</td>
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<td></td>
<td>REGBEN-Regis Bench Table</td>
<td>$376.35</td>
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<td></td>
<td>SYDBEC-Sydney Cocktail Table</td>
<td>$373.90</td>
<td>$486.05</td>
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<td>SYDWDC-Sydney Cocktail Table</td>
<td>$339.90</td>
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**Occasional End Tables**

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<td>E1E-Silverado</td>
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<td>ALE100-Alondra, Glass/Chrome</td>
<td>$316.60</td>
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<td></td>
<td>ALE200-Alondra, Wood/Chrome</td>
<td>$316.60</td>
<td>$411.60</td>
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<tr>
<td></td>
<td>E1FWB-Geo, Wood/Black</td>
<td>$334.00</td>
<td>$434.20</td>
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<td></td>
<td>E1C-Geo, Glass/Chrome</td>
<td>$324.05</td>
<td>$421.25</td>
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<td></td>
<td>MESETB-Mesa End Table, Black top</td>
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<tr>
<td></td>
<td>MESETG-Mesa End Table, Glass top</td>
<td>$167.85</td>
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<td></td>
<td>MESETW-Mesa End Table, Wood top</td>
<td>$167.85</td>
<td>$218.20</td>
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<tr>
<td></td>
<td>E1W-Sydney, White</td>
<td>$334.00</td>
<td>$434.20</td>
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<td></td>
<td>E1Y-Sydney, Black</td>
<td>$334.00</td>
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<td>CUBTBL-Edge LED Cube</td>
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<td>AURA End Table</td>
<td>$189.40</td>
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<td>ETBL-E Table, Wood</td>
<td>$234.30</td>
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<td>TMBTBL Timber Table, Wood</td>
<td>$224.35</td>
<td>$291.65</td>
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<td>REGOTT-Regis End Table</td>
<td>$276.70</td>
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<td>CUBPOW-Wireless Chrg Tbl, Powered!</td>
<td>$564.25</td>
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<td></td>
<td>SYDBEE - Sydney End Table</td>
<td>$328.55</td>
<td>$427.10</td>
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<tr>
<td></td>
<td>SYDWDE-Sydney End Table</td>
<td>$328.55</td>
<td>$427.10</td>
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</tr>
</tbody>
</table>

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

**Power Plant Conference**
The Westin Chattanooga - Chattanooga, Tennessee
January 13 - 15, 2020

**Discount Deadline**  Monday, December 23, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

**Cocktail Tables**

- C1E-Silverado: $363.95 / $473.15
- ALC100-Alondra, Glass/Chrome: $438.70 / $570.30
- ALC200-Alondra, Wood/Chrome: $438.70 / $570.30
- C1FWB-Geo, Wood/Black: $383.85 / $499.00
- C1C-Geo Rect., Glass/Chrome: $329.00 / $427.70
- MESCTB-Mesa Cocktail Table Black top: $254.10 / $330.35
- MESCTG-Mesa Cocktail Table Glass top: $254.10 / $330.35
- MESCTW-Mesa Cocktail Table Wood top: $254.10 / $330.35
- C1W-Sydney, White: $368.90 / $479.55
- C1WP-Sydney White, Powered!: $468.60 / $609.20
- C1Y-Sydney, Black: $368.90 / $479.55
- C1YP-Sydney Black, Powered!: $468.60 / $609.20
- REGBEN-Regis Bench Table: $376.35 / $489.25
- SYDBEC-Sydney Cocktail Table: $373.90 / $486.05
- SYDWDC-Sydney Cocktail Table: $339.90 / $441.85

**Occasional End Tables**

- E1E-Silverado: $346.45 / $450.40
- ALE100-Alondra, Glass/Chrome: $316.60 / $411.60
- ALE200-Alondra, Wood/Chrome: $316.60 / $411.60
- E1FWB-Geo, Wood/Black: $334.00 / $434.20
- E1C-Geo, Glass/Chrome: $324.05 / $421.25
- MESETB-Mesa End Table, Black top: $167.85 / $218.20
- MESETG-Mesa End Table, Glass top: $167.85 / $218.20
- MESETW-Mesa End Table, Wood top: $167.85 / $218.20
- E1W-Sydney, White: $334.00 / $434.20
- E1Y-Sydney, Black: $334.00 / $434.20
- CUBTBL-Edge LED Cube: $259.20 / $336.95
- AURA End Table: $189.40 / $246.20
- ETBL-E Table, Wood: $234.30 / $304.60
- TMBTBL Timber Table, Wood: $224.35 / $291.65
- REGOTT-Regis End Table: $276.70 / $359.70
- CUBPOW-Wireless Chrg Tbl, Powered!: $564.25 / $733.55
- SYDBEE - Sydney End Table: $328.55 / $427.10
- SYDWDE-Sydney End Table: $328.55 / $427.10

Total Exec Tables Furnishings: $9.250%
Amount Due: $
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Total Ottomans: $ 
9.250% Tax*: $ 
Amount Due: $ 

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions. There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing 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: 
Email: 
Signature: 

Discount Deadline Monday, December 23, 2019
## Soft Seating

### Sofas and Sectionals

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<td>LABREA-La Brea Swivel Chair</td>
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**Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.**

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

---

**Company Name:**

**Contact Name**

**Email:**

**Signature:**

---

**Event Code:** G132630120  
Email: atlanta@shepardes.com  
Phone: (404) 720-8600  
Fax: (404) 720-8755

---

9.250% Tax*  
Amount Due: $
## Conference Tables

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<td>$541.15</td>
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<tr>
<td></td>
<td>42ATO Atomic 42&quot; Round, Glass</td>
<td>$416.25</td>
<td>$541.15</td>
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</table>

## Group & Guest Seating

<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>
<td></td>
<td>Duet-Black, Chrome</td>
<td>$84.75</td>
<td>$110.20</td>
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<tr>
<td></td>
<td>RSTDIN-Rustique w/ arms, Gunmetal</td>
<td>$172.00</td>
<td>$223.60</td>
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<td></td>
<td>CS8-Berlin Chair, Black</td>
<td>$167.00</td>
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<tr>
<td></td>
<td>XCHR-Christopher Chr, White Vinyl</td>
<td>$137.10</td>
<td>$178.25</td>
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<tr>
<td></td>
<td>SC10 Razor Chair</td>
<td>$102.20</td>
<td>$132.85</td>
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<tr>
<td></td>
<td>SC3-Brewer Chair, Onyx</td>
<td>$229.30</td>
<td>$298.10</td>
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<tr>
<td></td>
<td>LMCHR-Laguna Chair, Maple/Chrome</td>
<td>$194.45</td>
<td>$252.80</td>
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<tr>
<td></td>
<td>MALGRY-Malba Chair, Grey</td>
<td>$149.55</td>
<td>$194.40</td>
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<tr>
<td></td>
<td>MALGRN-Malba Chair, Green</td>
<td>$149.55</td>
<td>$194.40</td>
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<tr>
<td></td>
<td>CS4-Syntax Chair, Black/Chrome</td>
<td>$271.70</td>
<td>$353.20</td>
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<td></td>
<td>ZENCHR-Zenith Chair-White/Chrome</td>
<td>$219.35</td>
<td>$285.15</td>
<td></td>
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<tr>
<td></td>
<td>BLDCRD-Blade Chair</td>
<td>$88.40</td>
<td>$114.90</td>
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</tr>
<tr>
<td></td>
<td>BLDCSB-Blade Chair</td>
<td>$88.40</td>
<td>$114.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MARCBE-Marina Chair, Ocn Blue</td>
<td>$192.60</td>
<td>$250.40</td>
<td></td>
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<tr>
<td></td>
<td>MARCBK-Marina Chair, Black Vynl</td>
<td>$192.60</td>
<td>$250.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MARCWH-Marina Chair, White Vynl</td>
<td>$192.60</td>
<td>$250.40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LUCHCL-Lucent Chair</td>
<td>$237.95</td>
<td>$309.35</td>
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</tr>
</tbody>
</table>

## Executive Seating

<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>PROEXE-Pro Executive Chair</td>
<td>$486.05</td>
<td>$631.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PROEXB-Executive Chair High Back</td>
<td>$486.05</td>
<td>$631.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PROGB-Guest Executive Chair</td>
<td>$341.50</td>
<td>$443.95</td>
<td></td>
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<td></td>
<td>PROMDB-Exec Mid-Back, Black</td>
<td>$319.05</td>
<td>$416.25</td>
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</tr>
<tr>
<td></td>
<td>PROMID-Executive Chair Mid Back</td>
<td>$309.10</td>
<td>$401.85</td>
<td></td>
</tr>
</tbody>
</table>

Submission of this form indicates you read and accept the Payment Policy and Terms & Conditions.

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

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

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

<table>
<thead>
<tr>
<th>Total Conference: $</th>
<th>9.250% Tax*: $</th>
<th>Amount Due: $</th>
</tr>
</thead>
</table>

Contact Name: ___________________________ Booth #: ___________________________

Email: ___________________________

Signature: ___________________________
## Cafe and Communal Tables

### Cafe Tables

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZTK-30&quot; Maple Top/Black Base</td>
<td>$294.15</td>
<td>$382.40</td>
<td></td>
</tr>
<tr>
<td>ZTP-36&quot; Maple Top/Black Base</td>
<td>$321.55</td>
<td>$418.00</td>
<td></td>
</tr>
<tr>
<td>ZTJ-30&quot; Graphite Top/Black Base</td>
<td>$294.15</td>
<td>$382.40</td>
<td></td>
</tr>
<tr>
<td>ZTN-36&quot; Graphite Top/Black Base</td>
<td>$321.55</td>
<td>$418.00</td>
<td></td>
</tr>
<tr>
<td>ZTQ-36&quot; White Laminate Top</td>
<td>$321.55</td>
<td>$418.00</td>
<td></td>
</tr>
<tr>
<td>ZTB-30&quot; Red Top/Black Base</td>
<td>$294.15</td>
<td>$382.40</td>
<td></td>
</tr>
<tr>
<td>ZTA-30&quot; Grey Top/Black Base</td>
<td>$304.10</td>
<td>$395.35</td>
<td></td>
</tr>
<tr>
<td>30WH29-30&quot; White Laminate</td>
<td>$311.60</td>
<td>$405.10</td>
<td></td>
</tr>
<tr>
<td>30BEBC-30&quot; Blue Top/Black Base</td>
<td>$294.60</td>
<td>$383.00</td>
<td></td>
</tr>
<tr>
<td>30WDBC-30&quot; Wood Top/Black Base</td>
<td>$294.60</td>
<td>$383.00</td>
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</tbody>
</table>

### Cafe Tables - Chrome Base 30", Hydraulic

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>30MTHC-Maple Top, Chrome</td>
<td>$393.85</td>
<td>$512.00</td>
<td></td>
</tr>
<tr>
<td>30GRHC-Graphite Nebula, Chrome</td>
<td>$393.85</td>
<td>$512.00</td>
<td></td>
</tr>
<tr>
<td>30BRHC-Brushed Red Top, Chrome</td>
<td>$393.85</td>
<td>$512.00</td>
<td></td>
</tr>
<tr>
<td>30MAHC-Grey Top, Chrome</td>
<td>$393.85</td>
<td>$512.00</td>
<td></td>
</tr>
<tr>
<td>30WHHC-White Laminate</td>
<td>$426.25</td>
<td>$554.15</td>
<td></td>
</tr>
<tr>
<td>30BEHC-Blue Top, Chrome</td>
<td>$396.55</td>
<td>$515.50</td>
<td></td>
</tr>
<tr>
<td>30WDHC-Wood Top, Chrome</td>
<td>$396.55</td>
<td>$515.50</td>
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</tr>
</tbody>
</table>

### G30 and Ventura Communal Tables

### 30" High Tables

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>VNTCBN-Black Top, Silver Frame</td>
<td>$686.45</td>
<td>$869.00</td>
<td></td>
</tr>
<tr>
<td>VNTCMN-Maple Top, Silver Frame</td>
<td>$686.45</td>
<td>$869.00</td>
<td></td>
</tr>
<tr>
<td>VNTCWN-White Top, Silver Frame</td>
<td>$686.45</td>
<td>$869.00</td>
<td></td>
</tr>
<tr>
<td>VNTCMW-Maple, w/ Grmt</td>
<td>$686.45</td>
<td>$869.00</td>
<td></td>
</tr>
<tr>
<td>VNTCWW-White, w/ Grmt</td>
<td>$686.45</td>
<td>$869.00</td>
<td></td>
</tr>
<tr>
<td>VNTCBK-Black Top-Powered!</td>
<td>$759.10</td>
<td>$986.85</td>
<td></td>
</tr>
<tr>
<td>VNTCWH-White Top-Powered!</td>
<td>$759.10</td>
<td>$986.85</td>
<td></td>
</tr>
</tbody>
</table>

### 42" High Tables

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>VNTBNP Communal Table Black Top</td>
<td>$869.95</td>
<td>$1,130.95</td>
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</tr>
<tr>
<td>VNTMNP Communal Table Maple Top</td>
<td>$869.95</td>
<td>$1,130.95</td>
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</tr>
<tr>
<td>VNTWNP Communal Table White Top</td>
<td>$869.95</td>
<td>$1,130.95</td>
<td></td>
</tr>
<tr>
<td>VNTBMW Comm Table Maple Top w/ Grom</td>
<td>$869.95</td>
<td>$1,130.95</td>
<td></td>
</tr>
<tr>
<td>VNTBWW Comm Table White w/ Grom</td>
<td>$869.95</td>
<td>$1,130.95</td>
<td></td>
</tr>
</tbody>
</table>

### Powered! 42" High Tables

<table>
<thead>
<tr>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>VNTBLK Communal Table Black Top</td>
<td>$1,026.95</td>
<td>$1,335.05</td>
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<tr>
<td>VNTWHT Communal Table White Top</td>
<td>$1,026.95</td>
<td>$1,335.05</td>
<td></td>
</tr>
</tbody>
</table>

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Company Name: 
Contact Name: 
Email: 
Signature: 

Total Cafe: 
9.250% Tax*: 
Amount Due: 

*Tax rate subject to change. Tax rate at the time of event will be utilized.
### Bar Tables - All Black Base

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>VTK-30&quot; Maple Top/Black Base</td>
<td>$324.05</td>
<td>$421.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VTP-36&quot; Maple Top/Black Base</td>
<td>$346.45</td>
<td>$450.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VTP-36&quot; Graphite Top/Black Base</td>
<td>$324.05</td>
<td>$421.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VTN-36&quot; Graphite Top/Black Base</td>
<td>$346.45</td>
<td>$450.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VTW-36&quot; White Laminate Top</td>
<td>$346.45</td>
<td>$450.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VTB-30&quot; Red Top/Black Base</td>
<td>$324.05</td>
<td>$421.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30WH42 30&quot; White Laminate</td>
<td>$341.50</td>
<td>$443.95</td>
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</tr>
<tr>
<td>VTA-30&quot; Grey Top/Black Base</td>
<td>$324.05</td>
<td>$421.25</td>
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<tr>
<td>RSTSQ Rustique Square Metal Bar Table</td>
<td>$358.95</td>
<td>$466.65</td>
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<tr>
<td>30BEHB-Blue Top/Black Base</td>
<td>$328.55</td>
<td>$427.10</td>
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<tr>
<td>30WDBB-Wood Top/Black Base</td>
<td>$328.55</td>
<td>$427.10</td>
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### Bar Tables - Chrome Base 30", Hydraulic

<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>
<td>30GRHB-Graphite Nebula, Chrome</td>
<td>$393.85</td>
<td>$512.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30MTHB-Maple Top, Chrome</td>
<td>$393.85</td>
<td>$512.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30BRHB-Brushed Red, Chrome</td>
<td>$393.85</td>
<td>$512.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30WHHB White Laminate, Chrome</td>
<td>$426.25</td>
<td>$554.15</td>
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<tr>
<td>30MAHB-Grey Top, Chrome</td>
<td>$393.85</td>
<td>$512.00</td>
<td></td>
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</tr>
<tr>
<td>30BEHB-Blue Top, Chrome</td>
<td>$396.55</td>
<td>$515.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30WDBB-Wood Top, Chrome</td>
<td>$396.55</td>
<td>$515.50</td>
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</table>

### Bar Tables - Chrome Base 36", Hydraulic

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>36GRHB-Graphite Nebula, Chrome</td>
<td>$428.75</td>
<td>$557.40</td>
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<tr>
<td>36MTHB, Maple Top, Chrome</td>
<td>$428.75</td>
<td>$557.40</td>
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</tr>
<tr>
<td>36WTHB-White Top, Chrome</td>
<td>$428.75</td>
<td>$557.40</td>
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### Barstools

<table>
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<tr>
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<th>Item</th>
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<th>Regular</th>
<th>Amount</th>
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<tbody>
<tr>
<td>BST-Banana, White/Chrome</td>
<td>$326.55</td>
<td>$424.50</td>
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</tr>
<tr>
<td>BSS-Banana, Black/Chrome</td>
<td>$326.55</td>
<td>$424.50</td>
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<tr>
<td>BS001-Shark, Swivel White</td>
<td>$416.25</td>
<td>$541.15</td>
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<tr>
<td>BS002-Zoey, Swivel White</td>
<td>$381.35</td>
<td>$495.75</td>
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<tr>
<td>BS003-Zoey, Swivel Black</td>
<td>$381.35</td>
<td>$495.75</td>
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<tr>
<td>RSTSTL-Rustique Barstool, Gunmetal</td>
<td>$189.40</td>
<td>$246.20</td>
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<tr>
<td>APS08-Apex Black Vinyl</td>
<td>$294.15</td>
<td>$382.40</td>
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<tr>
<td>APS59-Apex Red Vinyl</td>
<td>$294.15</td>
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<tr>
<td>APS75-Apex White Vinyl</td>
<td>$294.15</td>
<td>$382.40</td>
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<tr>
<td>APS12-Apex Blue Ultra Suede</td>
<td>$294.15</td>
<td>$382.40</td>
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<tr>
<td>XBAR-Christopher White Vinyl</td>
<td>$236.80</td>
<td>$307.85</td>
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</tr>
<tr>
<td>LMBAR-Laguna, Maple/Chrome</td>
<td>$244.25</td>
<td>$317.55</td>
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<td></td>
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<tr>
<td>BSR-Syntax, Black/Chrome</td>
<td>$296.60</td>
<td>$385.60</td>
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<td></td>
</tr>
<tr>
<td>ZENBAR-Zenith, White/Chrome</td>
<td>$219.35</td>
<td>$285.15</td>
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<td></td>
</tr>
</tbody>
</table>

### Bars and Counters

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTBLPI-Midtown Bar, Lighted</td>
<td>$1,937.45</td>
<td>$2,518.70</td>
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<td></td>
</tr>
<tr>
<td>MTBUUL-Midtown Bar, unlighted</td>
<td>$1,812.80</td>
<td>$2,356.65</td>
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<td></td>
</tr>
<tr>
<td>MTC06-Midtown Counter, Lighted</td>
<td>$1,821.05</td>
<td>$2,371.40</td>
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<td></td>
</tr>
<tr>
<td>MTPUL- Midtown Counter, Unlighted</td>
<td>$1,824.15</td>
<td>$2,371.40</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Company Name: ___________________________  Booth #: ______
Contact Name ___________________________
Email: ___________________________
Signature: ___________________________

Event Code: G132630120  
email atlanta@shepardes.com  
phone (404) 720-8600  
fax (404) 720-8755

**Discount Deadline**  Monday, December 23, 2019  
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

**Bar Tables, Barstools, Bars**

Power Plant Conference  
The Westin Chattanooga - Chattanooga, Tennessee  
January 13 - 15, 2020

**Discount Deadline**  Monday, December 23, 2019  
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.
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Company Name: ____________________________  Booth # __________________
Contact Name: ____________________________
Email: ____________________________
Signature: ____________________________
LABOR
Tennessee is a “right-to-work” state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

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

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

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

Exhibitors may deliver their own materials into the exhibit facilities; however, the use or rental of dollies, flat trucks, pallet jacks, and other mechanical equipment is not permitted. Shepard Exposition Services will control access to the loading docks in order to provide a safe and orderly move in/move out.

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

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

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

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

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

Supervised Labor

---

**Event Code:** G132630120

**email** atlanta@shepardes.com

**phone** (404) 720-8600

**fax** (404) 720-8755

---

**Power Plant Conference**

The Westin Chattanooga - Chattanooga, Tennessee

January 13 - 15, 2020

**Discount Deadline** Monday, December 23, 2019

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

---

**Labor Hours**

ST - Straight time: Monday - Friday 8AM - 5PM.

OT - Overtime: Monday - Friday 6AM - 8AM and 5PM - Midnight. All hours Saturday and Sunday.

DT - Double-time: Holidays.

---

**Shepard Blue** Supervised Install Labor

<table>
<thead>
<tr>
<th>Code</th>
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<th>OT</th>
<th>DT</th>
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**Shepard Blue** Supervised Dismantle Labor

<table>
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<th>DT</th>
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<td>$216.75</td>
<td>$289.00</td>
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</table>

**Booth Size:** __________ X __________

---

**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: __________

- Date: __________
- Time: __________

- 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**

- Advance Warehouse
- Direct to Show site

**Carrier Name**

**Estimated Arrival Date**

**Tracking or Pro #**

**# of Pieces**

**Estimated Weight**

---

**Set Up Information:**

**Company Contact Name:**

**Email:**

**Cell Phone #**

---

**Drawings/Photos/Instructions:**

- Attached
- Emailed to Shepard
- With the Exhibit
- In crate #

**Graphics:**

- With Exhibit
- Shipped Separately

**Electrical Placement** (exhibitor is responsible to order)

- Emailed to Shepard
- Drawing Attached
- Drawing with Exhibit
- Run under carpet

**Other Services**

- Overhead Rigging
- Cleaning
- AV
- Carpet Padding

**Carpet:**

- Ordered from Shepard
- Exhibitor Owned Carpet
- Carpet Padding

---

**Outbound Shipping:**

- Method:
  - Ground
  - 2-Day Air
  - Next Day Air
  - Other

**# of Crates**

**# of Cartons**

**# of Fiber Cases**

**# of Pallets**

**Phone #**

**Date Must Arrive at Destination By:**

**Name of Carrier**

**Date Carrier is Scheduled to Pick Up Freight**

*Allow time for empty return when scheduling your pick up

If Your Carrier doesn't show?

- Reroute with SLS
- Send to advance warehouse for pick up ($400 minimum charge)

---

**Estimated SES Blue Labor:** $________

**9.250% Tax:** $________

**Amount Due:** $________

---

**Company Name:**

**Contact Name**

**Email:**

**Signature:**

---

Tax rate subject to change. Tax rate at the time of event will be utilized.
Exhibitor Supervised Labor

Power Plant Conference
The Westin Chattanooga - Chattanooga, Tennessee
January 13 - 15, 2020

Discount Deadline  Monday, December 23, 2019
Order with complete Payment Authorization must be received before Discount Deadline to receive discounted pricing.

Labor Hours
ST - Straight time:  Monday - Friday 8AM - 5PM.
OT - Overtime:  Monday - Friday 6AM - 8AM and 5PM - Midnight.  All hours Saturday and Sunday.
DT - Double-time:  Holidays.

Exhibitors may not operate any type of mechanical or powered equipment.

Exhibitor Supervised Install Labor

<table>
<thead>
<tr>
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<th>Estimate</th>
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<tr>
<td>68062</td>
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</tbody>
</table>

Exhibitor Supervised Dismantle Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>Discount</th>
<th>Regular</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>68063</td>
<td>ST $85.50</td>
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<tr>
<td>68065</td>
<td>DT $171.00</td>
<td>$222.30</td>
<td></td>
</tr>
</tbody>
</table>

Step One:
Choose your service
- Installation
- Dismantling
- Both

Step Two:
How many people?

Step Three:
How many hours?

Step Four:
Carpet:
- Ordered from Shepard
- Exhibitor Owned Carpet
- Carpet Padding

Step Five:
Any other details?
Any special tools needed? Ladders? Lifts?
- Ladders
- Lifts
- Special Tools:

Details:

Step Six: Schedule

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

Requested times are not guaranteed and are based on availability.

Step Seven: Onsite Contact Info

Name:

Cell:

Email:

Company Name: Booth #

Contact Name:

Email:

Signature:

Labor Estimate $ 9.250% Tax: $ Amount Due: $
The Westin Chattanooga
Audio–Visual Services

- 32” monitor – $125
- 36” monitor – $230
- 40” monitor – $250
- 42” monitor – $245
- 46” monitor – $320
- 50” monitor – $335
- 55” monitor – $445
- 60” monitor – $535
- 70” monitor – $550
- Sign Easel – $15 each
- Power – $15
- Uplighting – $15 each

If a monitor is ordered, then the $15 power fee is waived. Monitors include power, HDMI, VGA & Safe lock stand for laptop. Monitors come with either a duel post stand or table stand.

Conference Name & Dates:
Address:
Contact Name:
Booth Name or Number:
Phone:
Email:

Please email all orders to:
Director, Event Technology & Sales
Delano Halfacre
dhalfacre@psav.com / 423.356.6724