



Shepard Exposition Services

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

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

# SHOW INFORMATION

## International Information Sharing Conference

October 31 - November 1, 2017

Washington DC Convention Center

Event Code: M173611117

### 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: Eclipse

### EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Monday, October 30, 2017	12:00 PM - 4:30 PM
Exhibit Hours:	Tuesday, October 31, 2017	9:30 AM - 6:30 PM
	Wednesday, November 1, 2017	9:30 AM - 2:45 PM
Exhibitor Move-out:	Wednesday, November 1, 2017	2:45 PM - 8:00 PM
Freight Re-route Time:	Wednesday, November 1, 2017	8:00 PM

### IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	Tuesday, October 3, 2017	
Discount price deadline for standard Shepard orders:	Tuesday, October 10, 2017	
Discount price deadline for custom Shepard rentals:	Friday, September 29, 2017	
First day for warehouse deliveries without a surcharge:	Tuesday, October 3, 2017	
Last day for warehouse deliveries without a surcharge:	Monday, October 23, 2017	
Last day for warehouse deliveries:	Friday, October 27, 2017	
	<b>Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.</b>	
First day freight can arrive at show facility:	Monday, October 30, 2017	at 8:00 AM

### SHIPPING ADDRESSES

#### Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

International Information Sharing Conference  
 c/o Shepard Exposition Services  
 7079 Oakland Mills Rd  
 Columbia, MD 21046

#### Direct Shipments Address

c/o Shepard Exposition Services

[Exhibiting Co. Name & Booth Number]  
 International Information Sharing Conference  
 Washington DC Convention Center  
 801 Mount Vernon Pl., NW  
 Washington, DC 20001

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



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# ONLINE ORDERING INSTRUCTIONS

International Information Sharing Conference



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Event Code: M173611117

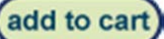
## \*\*\*ATTENTION EXHIBITORS\*\*\*

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


- 1. GO TO:** [www.shepardes.com/intro.asp](http://www.shepardes.com/intro.asp)
- Click on [International Information Sharing Conference](#)
- LOG IN** from the Show Information page.
- ENTER** your email address and password then click 
  - NEW users :** User name = Your Email Address (provided by Show Management)  
Password = IISC17
  - Previous 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, you will be prompted to review your profile information.
  - If your information is correct, click 
  - OR
  - If your information is not correct, please click "here" as indicated on the webpage, update your profile, and submit changes.
- Welcome to Shepard Online Ordering!

Some helpful tips:

Use the  or  buttons to scroll through all your options.

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

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

To **VIEW** your shopping **CART**, click on 

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

**QUESTIONS?** Do not hesitate to contact us for assistance!

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# PAYMENT AUTHORIZATION

## International Information Sharing Conference

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**Discount Deadline: October 10, 2017**

Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. **Credits for services will be issued at show site only.**

### WIRE TRANSFER

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

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

Name of show that you are attending - **International Information Sharing Conference**

Exhibiting company name

Booth number

Account Name: Shepard Exposition Services, Inc. Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA

Routing Number: 041000124 Account Number: 42-6061-9772

SWIFT CODE (US): PNCCUS33 SWIFT CODE (INTL): PNCCUS33

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

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

### EXHIBITING COMPANY INFORMATION

Please fill out the following information:

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

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

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

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

### CREDIT CARD INFORMATION

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

Credit Card #:                      Expiration Date:       
 Month Year

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

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

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

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

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

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

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

Please submit tax exemption certificate to: [baltimore@shepardes.com](mailto:baltimore@shepardes.com)



# SHEPARD TERMS & CONDITIONS

## International Information Sharing Conference

### PAYMENT POLICY

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

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

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

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

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

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

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

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

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

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

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

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

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

### DEFINITIONS AND SHEPARD RESPONSIBILITIES

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

### INDEMNIFICATION

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

### CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when the alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date the loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

### SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

### INBOUND AND OUTBOUND SHIPMENTS

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

### PACKAGING, CRATES, AND EMPTY CONTAINERS

Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."



# THIRD PARTY PAYMENT AUTHORIZATION

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**Discount Deadline: October 10, 2017**

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

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

### SERVICES TO BE COVERED BY THIRD PARTY

All services

Rental Furniture

Exhibit Display Rentals

Overhead Rigging/Labor

Carpet

Cleaning

Installation/Dismantling Labor

Logistics/Transportation

Other (please specify): \_\_\_\_\_

Material Handling \*Please complete the Material Handling Authorization Form

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

### THIRD PARTY INFORMATION

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

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

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

PHONE: \_\_\_\_\_

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

FAX: \_\_\_\_\_

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

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

### EXHIBITING COMPANY INFORMATION

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

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

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

PHONE: \_\_\_\_\_

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

FAX: \_\_\_\_\_

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

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

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

### THIRD PARTY CREDIT CARD INFORMATION

Type of Card:



Credit Card #:

Expiration Date:

Month Year

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

Security Code: \_\_\_\_\_

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

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

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

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

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

Please submit tax exemption certificate to: [baltimore@shepardes.com](mailto:baltimore@shepardes.com)



# EXHIBITOR APPOINTED CONTRACTOR

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Event Code: M173611117

**Deadline Date: October 3, 2017**

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

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

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

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

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

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

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

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

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

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

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

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

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

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

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

Name of Non-Official Contractor: \_\_\_\_\_

Services to be performed: \_\_\_\_\_

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

Email: \_\_\_\_\_

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

Fax: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Exhibitor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Exhibiting Company Name: \_\_\_\_\_

Booth # \_\_\_\_\_



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EVENT CODE  
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DISCOUNT DEADLINE  
September 29, 2017

## Signature Series Furniture



### 6 Foot Fabric Table Cover w/ Table



Available Colors:

### Lighting & Accessories



#### Natural Feel Furniture

Qty.	Item	Discount	Regular	Amount
50704	Natural Feel Business Chair	158.60	206.20	
50705	Natural Feel Business Stool	193.10	251.05	
50706	Natural Feel Business Table 30"	324.10	421.35	
50707	Natural Feel Business Table 40"	337.85	439.20	

#### Natural Feel Accessories

Qty.	Item	Discount	Regular	Amount
50709	Natural Feel Floor Lamp	172.40	224.10	
50710	Natural Feel Table Lamp	124.15	161.40	
50708	Natural Feel Waste Receptacle	75.85	98.60	

#### Fabric Table Covers (50700)

Qty.	Item	Discount	Amount
	White - Fabric Table Cover w/ Table	268.95	
	Red - Fabric Table Cover w/ Table	268.95	
	Blue - Fabric Table Cover w/ Table	268.95	
	Black - Fabric Table Cover w/ Table	268.95	

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

Please complete the following.

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

Total Signature Furnishings:	\$
5.750% Tax*:	\$
Amount Due:	\$

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

Must order by discount deadline to receive discounted pricing. Payment authorization must be completed and returned with order. \*All tax rates are subject to change.



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DISCOUNT DEADLINE  
September 29, 2017

## Signature Series Flooring

Elevated

Premium Plush Carpet  
50 oz.



Light Maple



Rustic Cherry



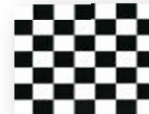
Blackwood



Barnwood



Checkerboard



Snow



### Premium Vinyl Floor Covering

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

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

Premium Plush Carpet (46004)				
Sq. Ft.	Item	Per Sq. Ft.	Amount	
(03)	White	10.45		
(06)	Black	10.45		
(74)	Crimson	10.45		
(35)	Dark Grey	10.45		
(91)	Electric Blue	10.45		
(34)	Silver Dollar	10.45		
(33)	Sand	10.45		
(22)	Navy	10.45		

\*Actual colors may vary\*

Premium Vinyl Floor (46005)				
Sq. Ft.	Item	Per Sq. Ft.	Amount	
(83)	Light Maple	13.50		
(84)	Rustic Cherry	13.50		
(80)	Blackwood	13.50		
(85)	Barnwood	13.50		
(82)	Checkerboard	13.50		
(89)	Snow	13.50		

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

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

All Signature Series Flooring must be ordered 30 days before move-in for availability.  
Minimum 100 square feet is required per flooring order.

Please complete the following.

Company Name: \_\_\_\_\_

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

Booth Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Total Signature Flooring:	\$
5.750% Tax*:	\$
Amount Due:	\$

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



## Booth Cleaning

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

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

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

### Booth Vacuuming



Vacuum Once					
Sq Ft	Item	Discount	Regular	Amount	
47050	0-399 sq ft	0.50	0.65		
47051	400-900 sq ft	0.45	0.60		
47052	900+ sq ft	0.40	0.50		

Vacuum Once with One Touch Up					
Sq Ft	Item	Discount	Regular	Amount	
47045	0-399 sq ft	0.60	0.80		
47046	400-900 sq ft	0.55	0.70		
47047	900+ sq ft	0.50	0.65		

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

Daily Vacuum					
Sq Ft	Item	Discount	Regular	Amount	
47055	0-399 sq ft	1.00	1.30		
47056	400-900 sq ft	0.90	1.15		
47057	900+ sq ft	0.80	1.05		

### Porter Service



Booth Porter Services					
Sq Ft	Item	Discount	Regular	Amount	
47030T	Porter Service Once	0.50	0.65		
47031T	Daily Porter Service	1.05	1.35		

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

### Mopping/Shampooing



Mopping					
Sq Ft	Item	Discount	Regular	Amount	
47042	Once Before Initial Opening per sq ft	0.65	0.85		
47022	Daily per sq. ft.	1.15	1.50		

Shampooing					
Sq Ft	Item	Discount	Regular	Amount	
47003	Once Before Initial Opening per sq ft	0.65	0.85		

### Display Wipe Down



Display Wipe Down *2 hr minimum per day					
Hours	Item	ST	OT	Amount	
47043	Once Before Initial Opening	108.50	162.75		
Hrs per day	Item	ST	OT	Amount	
47044	Daily service	108.50	162.75		

Date \_\_\_\_\_ Start Time \_\_\_\_\_  
 Date \_\_\_\_\_ Start Time \_\_\_\_\_  
 Date \_\_\_\_\_ Start Time \_\_\_\_\_  
 Date \_\_\_\_\_ Start Time \_\_\_\_\_

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

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

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

**Please complete the following.**

Company Name: \_\_\_\_\_

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

Booth Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Total Cleaning:	\$	
5.750% Tax*:	\$	
Amount Due:	\$	

**Authorized Signature:**

Payment authorization must be completed and returned with order. No refunds or cancellations once order has been placed.  
 \*All tax rates are subject to change.



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# BOOTH CARPETING

International Information Sharing Conference

October 31 - November 1, 2017

Washington DC Convention Center

Event Code: M173611117

**Discount Deadline: October 10, 2017**

*Carpet lends the booth a warm, inviting atmosphere.  
Select the carpet that will enhance your exhibit and draw customers in. Remember to provide your guests extra comfort with the upgrade of padding.*

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

Choose Color:

Red (01)	Silver Cloud (18)	Deep Navy (22)	Charcoal (17)	Black (06)	Beige (14)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Qty.	Item	Discount	Regular	Amount
46001	Rental/sq ft	7.35	9.55	
46003	Rental 1000+/sq ft	6.35	8.25	
Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.				

**PURCHASED PREMIUM CARPET**

Qty.	Item	Discount	Regular	Amount
46002	Purchase/sq ft	18.00	23.40	
Minimum 100 sq. ft. is required. No refunds on cancellations. Please note - Premium White is available for purchase only.				

**BOOTH DIMENSIONS**

What is your booth size (ft.)?

X  =  sq. ft.

**PADDING & VISQUEEN**

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	1.35	1.75	
50008	1" Padding	2.60	3.40	
50010	Visqueen	0.40	0.50	

**EXPO CARPET - 13 OZ.**

Choose Color:

Red (01)	Blue (05)	Tuxedo (50)	Black (06)	Teal (13)	Burgundy (07)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Qty.	Item	Discount	Regular	Amount
50255	10' x 10'	256.95	334.05	
50256	10' x 20'	479.50	623.35	
50257	10' x 30'	715.20	929.75	
50258	10' x 40'	950.80	1236.05	

**SPECIAL CUT EXPO CARPET**

Qty.	Item	Discount	Regular	Amount
50580	0 - 399 sq ft*	6.10	7.95	
50581	400 - 900 sq ft	5.55	7.20	
50582	900+ sq ft	5.00	6.50	

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

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

\*Minimum 100 square feet

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

Total Carpeting	\$
5.75% Tax*	\$
Amount Due:	\$

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

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

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

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

\* All tax rates are subject to change.



**Shepard Exposition Services**

7079 Oakland Mills Rd. Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

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

# EXPO FURNISHINGS

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## TABLES - ALL DISPLAY TABLES ARE 24" WIDE



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

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

### SKIRTED TABLES

Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	143.25	186.25	
50046			6'L X 30"H	176.10	228.95	
50050			8'L X 30"H	223.20	290.15	
50043			4'L X 42"H	174.15	226.40	
50047			6'L x 42"H	223.00	289.90	
50051			8'L x 42"H	262.30	341.00	
50052			4th Side 30"	87.10	113.25	
50171			4th Side 42"	87.10	113.25	

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

### UNSKIRTED TABLES

Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	102.05	132.65	
50044		6'L X 30"H	121.80	158.35	
50048		8'L X 30"H	143.60	186.70	
50041		4'L X 42"H	115.00	149.50	
50045		6'L x 42"H	143.60	186.70	
50049		8'L x 42"H	160.25	208.35	

## RISERS - WOODEN PLANKING, 8" WIDE

### DRAPED RISERS

Code	Qty.	Color	Size	Discount	Regular	Amount
50082			4'L X 6"H	57.80	75.15	
50084			6'L X 6"H	74.50	96.85	
50086			8'L X 6"H	99.85	129.80	
50083			4'L X 12"H	125.05	162.55	
50085			6'L x 12"H	155.75	202.50	
50087			8'L x 12"H	173.50	225.55	

### UNDRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	29.70	38.60	
50078		6'L X 6"H	41.80	54.35	
50080		8'L X 6"H	54.10	70.35	
50077		4'L X 12"H	57.65	74.95	
50079		6'L x 12"H	82.35	107.05	
50081		8'L x 12"H	100.55	130.70	

Please complete the following:

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

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## STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	93.10	121.05	
50021		Arm Chair	126.90	164.95	
50024		Stool w/back	154.65	201.05	

## STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	25.35	32.95	
50094		Floor Easel	51.50	66.95	
50245		Literature Rack	190.15	247.20	



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	251.80	327.35	
50092		Coat Rack	89.40	116.20	
50093		Garment Rack	251.80	327.35	



Code	Qty.	Item	Discount	Regular	Amount
50427		Sensabarrier Stanchion	106.20	138.05	
50095		Sign Holder, 22x28	117.35	152.55	

## SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	19.70	25.60	
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Please select sateen color from below:

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

Total Expo Furnishings:	\$
5.750% Tax*:	\$
Amount Due:	\$



# SPECIALTY FURNISHINGS & ACCESSORIES

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## SPECIALTY CHAIRS AND TABLES



Qty.	Item	Discount	Regular	Amount
51086	Director's Chair	96.05	124.85	
51090	Director's Stool	171.95	223.55	
51089	Ped. Table, 42"	257.20	334.35	
50032	Ped. Table, 30"	240.50	312.65	
50030	Rnd Side Table	121.05	157.35	
50031	Sq. Side Table	121.05	157.35	

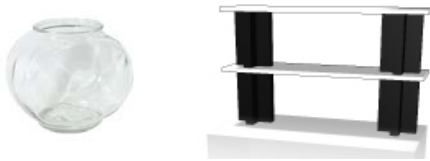
## SHOWCASES



Qty.	Item	Discount	Regular	Amount
50067	Full View 4'	948.85	1233.50	
50068	Full View 6'	1046.55	1360.50	
50069	Quarter View 4'	948.85	1233.50	
50070	Quarter View 6'	1046.55	1360.50	

Standard Showcases are a gray finish.

## MISCELLANEOUS ITEMS



Qty.	Item	Discount	Regular	Amount
50185	Drawing Bowl	47.25	61.45	
50088	8' Upright	33.30	43.30	
50349	6'-10' Crossbar	22.15	28.80	
50348	7'-12' Crossbar	22.15	28.80	
50296	4' x 12" Display Riser *	106.35	138.25	
50297	6' x 12" Display Riser *	132.35	172.05	

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



3' High sidewall drape

8' High backwall drape

## GRID AND GRID ACCESSORIES



Qty.	Size	Discount	Regular	Amount
50236	2'x8' w/legs, each	226.90	294.95	
50237	2'x8' w/o legs, each	170.05	221.05	
50242	7-Ball Waterfall	15.60	20.30	

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

## VELCRO TACK BOARD



Qty.	Item	Discount	Regular	Amount
50060	4' x 8' Horz.	307.25	399.45	
50061	4' x 8' Vert.	307.25	399.45	

## SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

Lin. Ft.	Item	Discount	Regular	Amount
50073	8' High	24.10	31.35	
50074	3' High	17.90	23.25	

Choose Color: Minimum 10 linear feet rental required

- Red (01)   
  Blue (05)   
  Grey (10)  
 White (03)   
  Black (06)   
  Burgundy (07)

Total Specialty Furnishings/Accessories:	\$
5.750% Tax*:	\$
Amount Due:	\$

Please complete the following:

**Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
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# Soft Seating Collections

**HOPI**  
**HOPCH Chair**  
(gray linen)  
21"L 25"D 34"H



**HOPI**  
**HOPLV Loveseat**  
(gray linen)  
48"L 25"D 34"H



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



# Soft Seating Collections



## FAIRFAX

**A) FAIRSW Sofa**  
(white vinyl, brushed metal)  
62"L 27"D 30"H

**B) FAIRCW Chair**  
(white vinyl, brushed metal)  
30"L 27"D 30"H

Available in Power 



## ROMA

**A) CHR003 Chair**  
(white vinyl)  
37"L 31"D 33"H  
**CHRPWR** (Powered)

**B) SFA003 Sofa**  
(white vinyl)  
78"L 31"D 33"H  
**SFAPWR** (Powered)



## NAPLES

**A) NPLCHR Chair**  
(black vinyl)  
36"L 30"D 28"H  
**NPLCHP** (Powered)

**B) NPLLOV Loveseat**  
(black vinyl)  
62"L 30"D 28"H  
**NPLLOP** (Powered)

**C) NPLSOF Sofa**  
(black vinyl)  
87"L 30"D 28"H  
**NPLSOP** (Powered)



C. 

# Soft Seating Collections



## HEATHROW

### HS008 Sectional 3pcs

(black vinyl)  
72"L 48"D 28"H



### HCH08 Heathrow Chair

(black vinyl)  
24"L 24"D 28"H



### HC008 Heathrow Corner Chair

(black vinyl)  
24"L 24"D 28"H



### HEA08 Heathrow Sofa

(black vinyl)  
48"L 24"D 28"H

# Soft Seating Collections



A.



B.

## 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



A.



B.

## TANGIERS

- A) TANSOF Sofa**  
(beige textured)  
78"L 37"D 36"H
- B) TANCHR Chair**  
(beige textured)  
34"L 37"D 36"H



A.



B.



C.

## 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



A.

B.

C.

## SOUTH BEACH

- A) SO1 Sofa**  
(platinum suede)  
69"L 29"D 33"H
- B) OTS Ottoman**  
(platinum suede)  
25"L 31"D 18"H
- C) SO2 Sofa Sectional 3pc.**  
(platinum suede)  
152"L 40"D 33"H



# Powered Banquettes.

Denotes Powered Products



## MODULAR SYSTEM

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



**BNQTL7 Center Cone**  
w/Electrical Charging Outlet  
(white vinyl)  
38" RND 51"H



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



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



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



**WHT12 Half Bench Ottoman**  
(white vinyl)  
39"L 22.5"D 18"H



Detail of Electrical  
Charging Outlet

# Accent Chairs



## SWANSON

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

## KEY WEST

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



## MADDEN

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



## Accent Chairs



A.



B.



C.



D.

**A) BCW  
Madrid Chair**  
(white vinyl)  
30"L 30"D 31"H

**B) OCH  
Madrid Chair**  
(black vinyl)  
30"L 30"D 31"H

**C) LABREA  
La Brea Swivel Chair**  
(charcoal gray, fabric)  
35"L 27"D 40"H

**D) CCE  
Ice Chair**  
(transparent, chrome)  
17.25"L 20"D 32"H

## Meeting & Stage Chairs



A.



B.



C.

**Meeting Chair**  
25.5"L 23.5"D 34"H  
**A) OCMESP** (espresso vinyl)  
**B) OCMTAU** (taupe fabric)  
**C) OCMWHT** (white vinyl)



**VIBE CUBE**  
18"L 18"D 18"H

<b>A) VIB09</b> (white vinyl)	<b>F) VIB02</b> (blue vinyl)
<b>B) VIB10</b> (black vinyl)	<b>G) VIB08</b> (orange vinyl)
<b>C) VIB07</b> (beige vinyl)	<b>H) VIB06</b> (gold/bronze vinyl)
<b>D) VIB04</b> (red vinyl)	<b>I) VIB01</b> (green vinyl)
<b>E) VIB05</b> (yellow vinyl)	<b>J) VIB03</b> (pink vinyl)

# Ottomans

# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.

## ENDLESS Square

34"L 34"D 15"H

**A) END02B** (black)

**B) END02W** (white)

## ENDLESS Curved

60.5"L 37.5"D 15"H

**C) END01B** (black)

**D) END01W** (white)

## Bench Ottomans

60"L 20"D 18"H

**E) BNO08** (black vinyl)

**F) BNO75** (white vinyl)

## G) SAL Sally Stool

(white)

12" Round 17"H

## H) CUBL20 Edge

### LED Cube Ottomans

(white plastic)

20"L 20"D 20"H

A/C power only

## I) WHT12 Half Bench

(white vinyl)

39"L 22.5"D 18"H

## J) BNQ7 Quarter Curve

(white vinyl)

53"L 22"D 18"H

## K) BNQR17 Ring

(4 ottoman seats)

(white vinyl)

72"RND 18"H

# Marche Swivel



## 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)

# Accent Tables

## ALONDRA

### Cocktail Table

47"L 24"D 16"H

A) **ALC100** (glass, chrome)

B) **ALC200** (wood, chrome)



B.



C.



D.



## 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)



B.



C.



D.



## GEO

### End Table

26"L 26"D 20"H

C) **E1C** (glass, chrome)

D) **E1FWB** (wood, black)

# Styles & Shapes

Available in Power 



## SYDNEY

(brushed steel)  
**Cocktail Tables**  
 48"L 26"D 18"H  
**A) C1W** (white)  
**C1WP** (Powered)  
**B) C1Y** (black)  
**C1YP** (Powered)

**End Tables**  
 27"L 23"D 22"H  
**C) E1W** (white)  
**D) E1Y** (black)

## REGIS

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

## SILVERADO

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

## OLIVER

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

## RUSTIC

(wood)  
**K) ETBL E-Table**  
 21"L 15.5"D 27.5"H  
**L) TMBTBL Timber Table**  
 16" Round 17"H  
**M) NEMSAC**  
**Mosaic Tables, Set of 3**  
 (wood, metal)  
 12"L 14"D 16"H  
 16.5"L 15"D 18"H  
 20.5"L 16"D 20"H

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

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



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# EXECUTIVE FURNITURE

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## SEATING

Qty.	Item	Discount	Regular	Amount
<b>Sofas &amp; Sectionals</b>				
	SO1-South Beach Sofa, P. Suede	935.40	1216.00	
	HEA08-Heathrow Sofa, Black Vinyl	922.40	1199.10	
	HS008-Heathrow 3 pc. Sectional	2453.90	3190.05	
	SFA002- Allegro Sofa	984.15	1279.40	
	NPLSOF-Naples Sofa, Black Vinyl	1179.10	1532.85	
	NPLSOP-Naples Sofa, powered	1434.10	1864.35	
	SO2-3pc. South Beach, P. Suede	2245.75	2919.50	
	TANSOF-Tangiers Sofa, Beige	935.40	1216.00	
	SFA003-Roma Sofa, White	1122.90	1459.75	
	SFAPWR-Roma Sofa, powered	1434.10	1864.35	
	KEYSOF-Key Largo Sofa	665.45	865.10	
	FAIRSW-Fairfax Sofa	673.00	874.90	
<b>Club Chairs</b>				
	HC008-Heathrow Corner, Black Vinyl	785.45	1021.10	
	HCH08-Heathrow Chair, Black Vinyl	935.40	1216.00	
	NPLCHR-Naples Chair, Black Vinyl	822.95	1069.85	
	NPLCHP-Naples Chair, powered	890.45	1157.60	
	TANCHR-Tangiers Chair, Beige	606.90	788.95	
	CHR002-Allegro Chair	691.75	899.30	
	CHR003-Roma Chair, White	766.75	996.80	
	CHRPWR-Roma Chair, powered	890.45	1157.60	
	KEYCHR-Key Largo Chair	440.50	572.65	
	FAIRCW-Fairfax Chair	485.55	631.20	
<b>Ottomans</b>				
	BNO08-Bench, Black Leather	579.30	753.10	
	BNO75-Bench, White Leather	579.30	753.10	
	END02B-Square, Black Leather	504.25	655.55	
	END02W-Square, White Leather	504.25	655.55	
	END01W-Curved, White Leather	588.65	765.25	
	END01B-Curved, Black Leather	588.65	765.25	
	VIB02-Vibe Cube, Blue	196.80	255.85	
	VIB04-Vibe Cube, Red	196.80	255.85	
	VIB05-Vibe Cube, Yellow	196.80	255.85	
	VIB07-Vibe Cube, Champagne	196.80	255.85	
	VIB03-Vibe Cube, Pink	196.80	255.85	
	VIB06-Vibe Cube, Gold/Bronze	196.80	255.85	
	VIB08-Vibe Cube, Orange	196.80	255.85	
	VIB01-Vibe Cube, Green	196.80	255.85	
	VIB10-Vibe Cube, Black W/trproof	192.40	250.10	
	VIB09-Vibe Cube, White W/trproof	192.40	250.10	
<b>Group &amp; Accent Chairs</b>				
	CCE-ICE, Transparent/Chrome	349.65	454.55	
	OCH-Madrid Black Leather	1052.50	1368.25	
	BCW-Madrid Chair, White	1053.50	1369.55	
	LABREA-La Brea Swivel Chair	579.30	753.10	
	OCB-Key West Tub, Black	560.50	728.65	
	MADGRY-Madden Arm Chair, Grey	598.00	777.40	
	SWAN-Swanson Swivel, White Vinyl	504.25	655.55	
	HOPCH-Hopi Chair, Grey Linen	327.60	425.90	
<b>LoveSeats</b>				
	NPLLOV-Naples, Black Vinyl	990.60	1287.80	
	NPLLOP-Naples Loveseat, powered	1235.40	1606.00	
	KEYLOV-Key Largo Loveseat	515.50	670.15	
	HOPLV-Hopi Loveseat, Grey Linen	509.60	662.50	
<b>Meeting Chairs</b>				
	OCMESP-Meeting Chair, Espresso	391.80	509.35	
	OCMTAU-Meeting Chair, Taupe	384.30	499.60	
	OCMWHT-Meeting Chair, White	354.20	460.45	
<b>Modular System</b>				
	BNQTL7-Center Cone	990.60	1287.80	
	BNQ417-Full Banquette	3138.20	4079.65	
	BNQR17-Ottoman Ring, White Vinyl	2412.80	3136.65	
	BNQ7-Quarter Curve, White Vinyl	673.40	875.40	
	WHT12-Half Bench, White Vinyl	514.80	669.25	
	CUBL20-Edge Lighted Cube	277.40	360.60	
	SAL Sally Stool	130.60	169.80	
	WHT12-Half Bench, White Vinyl	514.80	669.25	
	MAR010-Marche Swivel, Blue	254.80	331.25	
	MAR002-Marche Swivel, Grey	254.80	331.25	
	MAR003-Marche Swivel, Linen	254.80	331.25	
	MAR008-Marche Swivel, Mdw Grn	254.80	331.25	
	MAR009, Marche Swivel, Pear	254.80	331.25	
	MAR007-Marche Swivel, Plum	254.80	331.25	
	MAR004-Marche Swivel, Raspberry	254.80	331.25	
	MAR005-Marche Swivel, Red	254.80	331.25	
	MAR006-Marche Swivel, Rose Qtz	254.80	331.25	
	MAR001-Marche Swivel, White	254.80	331.25	
	BNQR17-Ottoman Ring, White Vinyl	2412.80	3136.65	
	BNQ7-Quarter Curve, White Vinyl	673.40	875.40	
	OTS-South Beach Wedge	448.05	582.45	

## COCKTAIL AND END TABLES

Qty.	Item	Discount	Regular	Amount
<b>Occasional Cocktail Tables</b>				
	C1E-Silverado	391.80	509.35	
	ALC100-Alondra, Glass/Chrome	457.60	594.90	
	ALC200-Alondra, Wood/Chrome	457.60	594.90	
	C1FWB-Geo, Wood/Black	400.40	520.50	
	C1C-Geo Rect., Glass/Chrome	354.30	460.60	
	COLI - Oliver Cocktail Table	337.40	438.60	
	C1W-Sydney, White	397.40	516.60	
	C1Y-Sydney, Black	397.40	516.60	
	C1YP-Sydney Black, powered	504.25	655.55	
	C1WP-Sydney White, powered	504.25	655.55	
	G30CMS-Table, Maple	523.00	679.90	
	G30CMW-Table w/ Grmt, Maple	523.00	679.90	
	G30CWS-Table, White	523.00	679.90	
	G30CWW-Table w/ Grmt, White	522.60	679.40	
	REGBEN-Regis Bench Table	403.05	523.95	
<b>Occasional End Tables</b>				
	E1E-Silverado	373.05	484.95	
	ALE100-Alondra, Glass/Chrome	330.20	429.25	
	ALE200-Alondra, Wood/Chrome	330.20	429.25	
	E1FWB-Geo, Wood/Black	348.40	452.90	
	E1C-Geo, Glass/Chrome	346.80	450.85	
	EOLI-Oliver End Table	299.90	389.85	
	E1W-Sydney, White	358.00	465.40	
	E1Y-Sydney, Black	358.00	465.40	
	CUBTBL-Edge LED Cube	279.30	363.10	
	AURA End Table	204.35	265.65	
	ETBL-E Table, Wood	251.25	326.65	
	NEMSAC Mosaic Tables, Set of 3	410.55	533.70	
	TMBTBL Timber Table, Wood	241.80	314.35	
	REGOTT-Regis End Table	298.10	387.55	

Please complete the following:

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

Subtotal \$ \_\_\_\_\_  
 5.750% Tax: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

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

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



# Conference Tables



**PWRUSB**

**Powered Conference Table Module**  
(black) 5"L 2.25"D 2"H

Includes 2 AC and 2 USB outlets. Available for all conference tables except the Geo, Merlin and Work Tables.



**42" Round Conference Table**

42"RND 29"H

**A) CONF42** (white laminate)

**B) CB1** (graphite nebula)

**C) CB8** (Madison/gray acajou)



**MADISON**

(Madison/gray acajou)

**D) MADC05 5' Table**

60"L 48"D 29"H

**E) MADC08 8' Table**

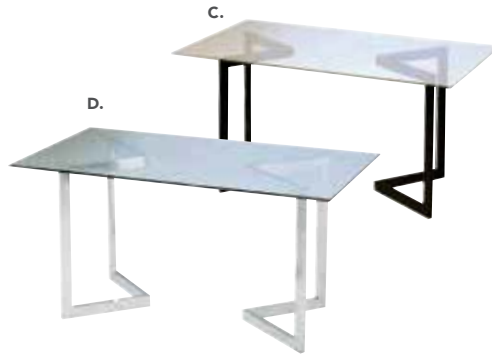
96"L 60"D 29"H

**F) MADC10 10' Table**

120"L 48"D 29"H



# Styles & Shapes



## Geo Rounded Square Tables

42"L 42"D 29"H

A) CE1 (glass, chrome)

B) CF1 (glass, black)

## Geo Rectangular Tables

60"L 36"D 29"H

C) CF2 Geo (glass, black)

D) CE2 Geo (glass, chrome)

## Conference Tables

(graphite nebula)

E) CB3 8'

96"L 48"D 29"H

F) CB2 6'

72"L 42"D 29"H

## Conference Tables

(granite)

G) C508GR 8'

96"L 44"D 29"H

H) CT10GR 10'

120"L 46"D 29"H

I) CT06GR 6'

72"L 36"D 29"H

## J) MERLIN

### Merlin Multi Use Table

(gray laminate, black)

46"L 29"D 30"H

### K) WD3 Work Table

(white laminate, white)

48"L 24"D 30"H

# Mix & Match

**Create the right look.** Choose from a wide selection of Conference Chairs for the perfect style.

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

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



# Executive Seating



A.



B.



C.



D.



E.



F.

## Pro Executive Mid Back Chair

24"L 22"D 40"H Adjustable

A) PROMDB (black vinyl)

B) PROMID (white vinyl)

## C) PROGB Pro Executive Guest Chair

(black vinyl)

24"L 22"D 36"H

## D) XC1 Luxor High Back Executive Chair

(black vinyl)

27"L 28"D 47"H Adjustable

## E) XC2 Luxor Mid Back Executive Chair

(black vinyl)

27"L 28"D 41"H Adjustable

## F) SY1 Altura Steno Chair

(black crepe)

25"L 26"D 21"H

## Style & Comfort

Create the right look. Choose from a wide selection of Executive Seating for the perfect style.

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

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





ZENITH  
ZENCHR Chair  
(white, chrome)  
18.5"L 22"D 32"H



LAGUNA  
LMCHR Chair  
(maple, chrome)  
18"L 19"D 34"H



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



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

# Group Seating

# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.

## Berlin Chair

18"L 22"D 32"H

A) CS8 (black, white)

B) CS9 (red, white)

## C) CS4

Syntax Chair

(black, chrome)

23"L 19"D 31"H

## D) XCHR

Christopher Chair

(white vinyl, chrome)

17"L 19"D 35"H

## E) CH002

Wendy Chair

(clear acrylic)

15"L 20"D 36"H

## F) SC10

Razor Armless Chair

(white)

15.38"L 15.5"D 30.5"H

## G) SC3

Brewer Chair

(onyx, black)

20"L 20"D 32"H

## H) XC3

Luxor Guest Chair

(black vinyl)

27"L 28"D 40"H

## I) XC6

Altura Guest Chair

(black crepe)

25"L 20"D 34"H

# Mix & Match

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

J) RSTDIN Rustique Chair w/arms (gunmetal) 20"L 18"D 31"H

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



J.

K.

# Communal Tables

# G30

Powered Tables



- A) G30BWP G30 Bar Table, Powered (white top) 72"L 26"D 42"H.
- B) G30DWP G30 Café Table, Powered (white top) 72"L 26"D 30"H.
- C) G30CWP G30 Cocktail Table, Powered (white top) 72"L 26"D 18"H.
- D) BSD Oslo Barstool (blue) 17"L 20"D 30"H.

Denotes AC and USB charging outlets

- G30 Communal Tables**  
(maple tops)
- E) Bar Table  
72"L 26"D 42"H
  - G30BMS (solid top)
  - G30BMW (grommet holes)
  - F) Café Table  
72"L 26"D 30"
  - G30DMS (solid top)
  - G30DMW (grommet holes)
  - G) Cocktail Table  
72"L 26"D 18"H
  - G30CMS (solid top)
  - G30CMW (grommet holes)

## TABLE TOP OPTIONS

(G30 Powered Tables only available in white)



MAPLE



WHITE



(ADAPTW)

Charging adapters are available to rent for all G30 Powered Table Products.

(Choose from solid top tables or with grommet holes)



- G30 Communal Tables**  
(white tops)
- 72"L 26"D 42"H
  - H) Bar Table  
G30BWS (solid top)
  - G30BWW (grommets)
  - I) Café Table  
72"L 26"D 30"H
  - G30DWS (solid top)
  - G30DWW (grommets)
  - J) Cocktail Table  
72"L 26"D 18"H
  - G30CWS (solid top)
  - G30CWW (grommets)

- K) MERLIN  
Merlin Multi Use Table  
(gray laminate, black)  
46"L 29"D 30"H
- L) WD3 Work Table  
(white laminate, white)  
48"L 24"D 30"H

# Café Tables



**A) 30SBHC 30" Round Café Table**  
(liquid steel blue top, chrome hydraulic base)  
30" RND 29"H

**B) RSTDIN Rustique Chair w/Arms**  
(gunmetal)  
20"L 18"D 31"H

## 30" Round Café Tables

### Standard Black Base

30" Round 29"H

**A) ZTB** (red top)

**B) ZTH** (liquid steel blue top)

### Hydraulic Chrome Base

30" Round 29"H

**C) LIQ009** (liquid white top)

**D) 30MAHC** (Madison gray acajou top)

## Malba Chair

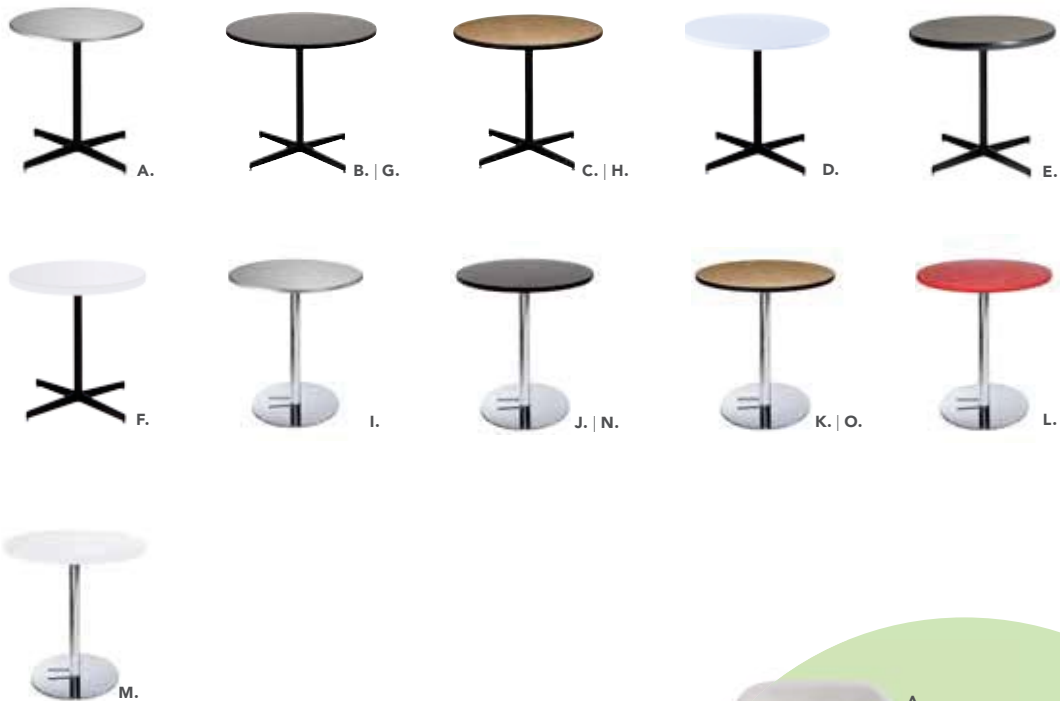
20"L 20"D 32"H

**E) MALGRN** (green)



# Customize And Create

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



## Café Tables

Standard Black Base

30" Round 29"H

- A) ZTG (silver textured)
- B) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) LIQ004 (liquid white)
- E) ZTA (Madison/gray acajou)

36" Round 29"H

- F) ZTO (white laminate)
- G) ZTN (graphite nebula)
- H) ZTP (maple)

## Café Tables

Hydraulic Chrome Base

30" Round 29"H

- I) 30STHC (silver textured)
- J) 30GRHC (graphite nebula)
- K) 30MTHC (maple)
- L) 30BRHC (red)

36" Round 29"H

- M) 36WTHC (white laminate)
- N) 36GRHC (graphite nebula)
- O) 36MTHC (maple)

See additional options on page 21.

# Mix & Match

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

- A) ZENCHR Zenith Chair (white, chrome) 18.5"L 22"D 32"H
- B) DUET Duet Chair (black, chrome) 21"L 23"D 33"H







**Shepard Exposition Services**

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

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

# EXECUTIVE FURNITURE

## International Information Sharing Conference

October 31 - November 1, 2017

Washington DC Convention Center

Event Code: M173611117

**Discount Deadline: October 10, 2017**

### CONFERENCE TABLES & CHAIRS

Qty.	Item	Discount	Regular	Amount
<b>Conference Tables</b>				
	CF2-Geo Table, Black	635.50	826.15	
	CE1-Geo Table, Sq. Chrome	448.05	582.45	
	CF1-Geo Table, Sq. Black	635.50	826.15	
	CE2-Geo Table, Chrome	635.50	826.15	
	CB2-6' Graphite Table	665.45	865.10	
	CB3-8' Graphite Table	785.45	1021.10	
	CB1-42" Round, Graphite Nebula	589.95	766.95	
	C508GR-8', Granite	785.45	1021.10	
	CT10GR-10', Granite	1179.10	1532.85	
	CT06GR-6', Granite	665.45	865.10	
	PWRUSB-Powered Table Module	106.85	138.90	
	CB8-42" Round Madison, Grey	236.60	307.60	
	MADC10-10' Madison, Grey	1313.00	1706.90	
	MADC05-5' Madison, Grey	657.80	855.15	
	MADC08-8' Madison, Grey	1313.00	1706.90	
	CONF42-42" Round, White laminate	541.80	704.35	
<b>Executive Seating</b>				
	PROEXE-Pro Executive Chair	445.25	578.85	
	PROEXB-Executive Chair High Back	445.25	578.85	
	PROGB-Guest Executive Chair	283.65	368.75	

Qty.	Item	Discount	Regular	Amount
<b>Group &amp; Guest Seating</b>				
	Duet-Black, Chrome	91.85	119.40	
	RSTDIN-Rustique w/ arms, Gunmetal	204.35	265.65	
	CS8-Berline Chair, Black	178.10	231.55	
	CS9-Berlin Chair, Red	178.10	231.55	
	XCHR-Christopher Chr, White Vinyl	148.05	192.45	
	CH002-Wendy Chair, Acrylic	166.85	216.90	
	SC10 Razor Chair	110.65	143.85	
	SC3-Brewer Chair, Onyx	245.55	319.20	
	XC3-Luxor Guest Chair	489.25	636.05	
	XC6-Altura Guest Chair	434.90	565.35	
	LMCHR-Laguna Chair, Maple/Chrome	202.80	263.65	
	MALGRY-Malba Chair, Grey	156.00	202.80	
	MALGRN-Malba Chair, Green	156.00	202.80	
	CS4-Syntax Chair, Black/Chrome	283.40	368.40	
	ZENCHR-Zenith Chair-White/Chrome	228.80	297.45	
	SY1-Altura Task Chair	279.30	363.10	
<b>Executive Seating</b>				
	XC1-Luxor Executive, High-back	566.15	736.00	
	XC2-Luxor Executive Chair	532.40	692.10	
	PROMDB-Exec Mid-Back, Black	314.60	409.00	
	PROMID-Executive Chair Mid Back	314.60	409.00	

### CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
<b>Café Tables- Black Base</b>				
	ZTK-30" Maple Top/Black Base	316.80	411.85	
	ZTP-36" Maple Top/Black Base	344.95	448.45	
	ZTJ-30" Graphite Top/Black Base	316.80	411.85	
	ZTN-36" Graphite Top/Black Base	344.95	448.45	
	ZTG-30" Silver Textured Top	316.80	411.85	
	ZTE-36" Brandy Top/Black Base	395.20	513.75	
	ZTQ-36" White Laminate Top	344.95	448.45	
	ZTB-30" Red Top/Black Base	316.80	411.85	
	ZTH-30" Steel Blue Top/Black Base	317.20	412.35	
	LIQ004-30" Lqd White/Black Base	504.40	655.70	
	ZTA-30" Grey Top/Black Base	317.20	412.35	

Qty.	Item	Discount	Regular	Amount
<b>Café Tables - Chrome Base 30", Hydraulic</b>				
	30MTHC-Maple Top, Chrome	421.80	548.35	
	30GRHC-Graphite Nebula, Chrome	421.80	548.35	
	30STHC-Silver Textured, Chrome	421.80	548.35	
	30BRHC-Brushed Red Top, Chrome	421.80	548.35	
	30SBHC-Steel Blue Top, Chrome	421.80	548.35	
	LIQ009-Liquid White Top, Chrome	637.00	828.10	
	30MAHC-Grey Top, Chrome	410.80	534.05	
<b>Café Tables - Chrome Base 36", Hydraulic</b>				
	36MTHC-Maple Top, Chrome	459.30	597.10	
	36GRHC-Graphite Nebula, Chrome	459.30	597.10	
	36WTHC-White Top, Chrome	459.30	597.10	

### COMMUNAL TABLES

<b>Café Tables</b>				
	G30DMS-Café, Maple Top	747.95	972.35	
	G30DMW-Café w/ Grmt, Maple	747.95	972.35	
	G30DWS-Café, White Top	747.95	972.35	
	G30DWW-Café w/ Grmt, White	747.95	972.35	
	G30DWP-Café Table, powered	860.45	1118.60	
<b>Cocktail Tables</b>				
	G30CWP-Cocktail Table, powered	616.70	801.70	

<b>Bar Tables</b>				
	G30BWS-Bar Table, White	935.40	1216.00	
	G30BWW-Bar w/ Grmt, White	935.40	1216.00	
	G30BMS-Bar Table, Maple	935.40	1216.00	
	G30BMW-Bar w/ Grmt, Maple	935.40	1216.00	
	G30BWP-Bar Table, powered	1104.15	1435.40	

Please complete the following:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal	\$
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	5.750% Tax:	\$
<b>Authorized Signature:</b> _____		Amount Due:	\$

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

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

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

# Bar Tables



**A) LIQ010**  
**30" Round Bar Table**  
(liquid white, chrome  
hydraulic base)  
30"RND 45"H

**B) APS12**  
**Apex Barstools**  
(blue ultra suede)  
21"L 21"D 33"H

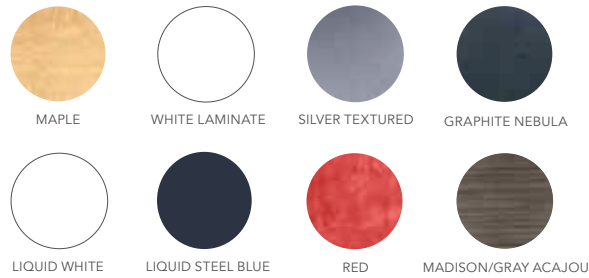
**C) 30SBHB**  
**30" Round Bar Table**  
(liquid steel blue top,  
chrome hydraulic base)  
30"RND 45"H

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



# Customize And Create

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



## Bar Tables

Standard Black Base  
30" Round 42"H

- A) VTJ (graphite nebula)
- B) VTK (maple)
- C) VTG (silver textured)
- D) VTB (red)
- E) LIQ003 (liquid white)
- F) VTH (liquid steel blue)

36" Round 42"H

- G) VTW (white laminate)
- H) VTN (graphite nebula)
- I) VTP (maple)

## Bar Tables

Hydraulic Chrome Base  
30" Round 45"H

- J) 30GRHB (graphite nebula)
- K) 30MTHB (maple)
- L) 30STHB (silver textured)
- M) 30BRHB (red)

36" Round 45"H

- N) 36WTHB (white laminate)
- O) 36GRHB (graphite nebula)
- P) 36MTHB (maple)

See additional options on page 23.



A. | H.



B. | I.



C.



D.



E.



F.



G.



J. | O.



K. | P.



L.



M.



N.



Q) 30MAHB 30" Round Bar Table w/Hydraulic Chrome Base (Madison/gray acajou) 30" RND 45"H

R) VTA 30" Round Bar Table w/ Standard Black Base (Madison/gray acajou) 30" RND 42"H

# Barstools



A.

C.

B.

D.

## LIFT BARSTOOLS

15" Round 23–33.5"H

**A) ROLLWH** (white vinyl)

**B) ROLLRD** (red vinyl)

**C) ROLLBL** (black vinyl)

**D) ROLLGY** (gray vinyl)

# Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.



O.

## Apex Barstools

21"L 21"D 33"H

A) APS08 (black vinyl)

B) APS59 (red vinyl)

C) APS75 (white vinyl)

D) APS12 (blue ultra suede)

## Zoey Barstools

15"L 16"D 26-30.5"H

E) BS002 (white, chrome)

F) BS003 (black, chrome)

## Banana Barstools

21"L 22"D 30"H

G) BSS (black, chrome)

H) BST (white, chrome)

## Oslo Barstools

17"L 20"D 30"H

I) BSD (blue)

J) BSC (white)

## K) BSL Gin Barstool

(maple, chrome)

16"L 16"D 29"H

## L) BCE Ice Barstool

(transparent, chrome)

16"L 14"D 33"H

## M) XBAR Christopher Barstool

(white vinyl, chrome)

19"L 15"D 41"H

## N) BS001 Shark Barstool

(white, chrome)

22"L 19"D 34-44"H

## O) BSR Syntax Barstool

(black, chrome)

23"L 19"D 32"H

# Mix & Match

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

P) ZENBAR Zenith Barstool (white, chrome) 19"L 20"D 44"H

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

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



# Office Essentials

A.



D.

## 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) BC8 Madison Bookcase**

(gray acajou) 36"L 12"D 72"H

**D) SWAN Swanson Swivel Chair**

(white vinyl) 28"L 25"D 30"H

C.



B.




DESK BACK



CREDENZA BACK

## POWERED PEDESTALS

 Denotes AC and USB charging outlets

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



A. 



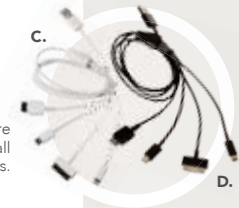
B. 

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

**A) Powered Locking Pedestal**  
(white)  
PDL36W 24"L 24"D 36"H  
PDL42W 24"L 24"D 42"H

**B) Powered Locking Pedestal**  
(black)  
PDL36B 24"L 24"D 36"H  
PDL42B 24"L 24"D 42"H

**Charging Adapters**  
C) ADAPTW (white)  
D) ADAPT B (black)



Charging adapters are available to rent for all powered products.

## ACCENT LAMPS



A.




B.

**A) LA15 Mason Floor Lamp**  
(brushed silver)  
18" Round 55"H

**B) LA14 Mason Table Lamp**  
(brushed silver)  
16" Round 26"H

## TECH COLLECTION

 Denotes AC and USB charging outlets



A. 



B. 



C.

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

**Charging Adapters**  
D) ADAPT B (black)



Charging adapters are available to rent for all powered products.

# Show Essentials

A.



## MARTINI BAR

### A) BRC Martini Bar Circle

Comprised of three BR1 Martini Bars  
100"L 100"D 45"H

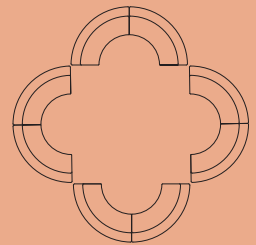
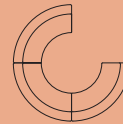
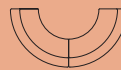
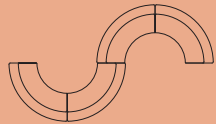
### B) BR1 Martini Bar

(gray metal, frosted glass top)  
67"L 22"D 45"H

B.



### Suggested Uses of Martini Bar





## LIGHTED PRODUCTS

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



A.



B.


### A) CUBL20 Edge LED Cube Ottoman

(white plastic)  
20"L 20"D 20"H  
A/C power only

### B) CUBTBL Edge LED Cube Table

(plexi top, white plastic)  
20"L 20"D 20"H  
A/C power only

## MOBILE TABLET STANDS & ACCESSORIES

 Denotes AC and USB charging outlets



Mobile Tablet Stands  
Include 3 AC and 2 USB  
Charging Outlets



### TABLET STANDS

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

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

### ACCESSORIES

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

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

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

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



**Shepard Exposition Services**

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

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

# EXECUTIVE FURNITURE

## International Information Sharing Conference

October 31 - November 1, 2017

Washington DC Convention Center

Event Code: M173611117

**Discount Deadline: October 10, 2017**

### BAR TABLES, BARS, & BAR STOOLS

Qty.	Item	Discount	Regular	Amount
<b>Bar Tables - All Black Base</b>				
	VTK-30" Maple Top/Black Base	346.80	450.85	
	VTP-36" Maple Top/Black Base	342.80	445.65	
	VTJ-30" Graphite Top/Black Base	346.80	450.85	
	VTN-36" Graphite Top/Black Base	373.05	484.95	
	VTG-30" Silver Textured Top	346.80	450.85	
	VTE-36" Brandy Top/Black Base	359.90	467.85	
	VTW-36" White Laminate Top	373.05	484.95	
	VTB-30" Red Top/Black Base	346.80	450.85	
	VTH-30" Steel Blue/Black Base	348.40	452.90	
	LIQ003-30" Lqd White/Black Base	473.20	615.15	
	VTA-30" Grey Top/Black Base	338.00	439.40	
<b>Barstools</b>				
	BST-Banana, White/Chrome	350.55	455.70	
	BSS-Banana, Black/Chrome	350.55	455.70	
	BS001-Shark, Swivel White	447.65	581.95	
	BS002-Zoey, Swivel White	410.55	533.70	
	BS003-Zoey, Swivel Black	424.15	551.40	
	RSTSTL-Rustique Barstool, Gunmetal	185.60	241.30	
	APS08-Apex Black Vinyl	314.95	409.45	
	APS59-Apex Red Vinyl	314.95	409.45	
	APS75-Apex White Vinyl	314.95	409.45	
	APS12-Apex Blue Ultra Suede	314.95	409.45	
	XBAR-Christopher White Vinyl	253.05	328.95	
	LMBAR-Laguna, Maple/Chrome	254.80	331.25	
	BSR-Syntax, Black/Chrome	309.40	402.20	
	ZENBAR-Zenith, White/Chrome	228.80	297.45	

Qty.	Item	Discount	Regular	Amount
<b>Bar Tables - Chrome Base 30", Hydraulic</b>				
	30GRHB-Graphite Nebula, Chrome	421.80	548.35	
	30MTHB-Maple Top, Chrome	421.80	548.35	
	30STHB-Silver Texture, Chrome	421.80	548.35	
	30BRHB-Brushed Red, Chrome	421.80	548.35	
	30SBHB-Steel Blue Top, Chrome	421.80	548.35	
	LIQ010-Liquid White Top, Chrome	637.00	828.10	
	30MAHB-Grey Top, Chrome	410.80	534.05	
<b>Bars</b>				
	BRC-Circle Martini Bar	5453.05	7088.95	
	BR1-Martini Bar	1895.20	2463.75	
<b>Bar Tables - Chrome Base 36", Hydraulic</b>				
	36GRHB-Graphite Nebula, Chrome	459.30	597.10	
	36MTHB, Maple Top, Chrome	459.30	597.10	
	36WTHB-White Top, Chrome	459.30	597.10	
<b>Barstools</b>				
	BSD-Oslo, Blue	369.25	480.05	
	BSC-Oslo, White	369.25	480.05	
	BSL-Gin, Maple	279.30	363.10	
	BCE-Ice, Transparent /Chrome	349.65	454.55	
	ROLLBL-Lift Barstool, Black Vinyl	298.10	387.55	
	ROLLGY-Lift Barstool, Grey Vinyl	298.10	387.55	
	ROLLRD-Lift Barstool, Red Vinyl	298.10	387.55	
	ROLLWH-Lift Barstool, White Vinyl	298.10	387.55	

### MISCELLANEOUS ITEMS

Qty.	Item	Discount	Regular	Amount
<b>Desks, Credenzas, Files, Bookcases</b>				
	CR8-Madison Credenza, Grey	702.00	912.60	
	JD8-Madison Executive Desk, Grey	829.40	1078.20	
	BC8-Madison Bookcase, Grey	600.60	780.80	
	TECH3B-Tech Desk w/drawers, Pwr	785.45	1021.10	
	TECH-Tech Desk, Powered	635.50	826.15	
	TECH3-3-drawer File Cbnt w/Castors	209.95	272.95	
<b>Product Display- Pedestals</b>				
	PDL36B-Ped, Locking, Powered	750.60	975.80	
	PDL42B-Ped, Locking, Powered	841.70	1094.20	
	PDL36W-Ped, Locking, Powered	710.45	923.60	
	PDL42W-Ped, Locking, Powered	841.70	1094.20	
<b>Charging Items</b>				
	ADAPTB-Charging Adapter, black	33.75	43.90	
	ADAPTW-Charging Adapter, white	33.75	43.90	
<b>Lighted Products</b>				
	CUBL20-Edge Lighted Cube	277.40	421.80	
	CUBTBL-Edge LED Cube	279.30	421.80	

Qty.	Item	Discount	Regular	Amount
<b>Lamps</b>				
	LA15-Mason Silver Floor Lamp	309.35	402.15	
	LA14-Mason Silver Table Lamp	202.50	263.25	
<b>Refrigerators</b>				
	R1R-White 14 Cubic Feet	1175.45	1528.10	
	R1Q-White 4 Cubic Feet	429.25	558.05	
<b>Work &amp; Multi-Use Tables</b>				
	MERLIN-Multi Use Table	485.55	631.20	
	WD3-Work Table	466.75	606.80	
<b>Mobile Tablet Stands</b>				
	TBSTDW-Mobile Tablet Stand, White	196.80	255.85	
	TBSTND-Mobile Tablet Stand, Black	196.80	255.85	
<b>Mobile Tablet Accessories*</b>				
	TBCHR-Tablet, brochure holder	91.85	119.40	
	TBSHLF-Tablet, charging shelf	91.85	119.40	
	TBPNT-Tablet, print stand	91.85	119.40	

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

Please complete the following:

Company Name: \_\_\_\_\_

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

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

Booth #: \_\_\_\_\_

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

Subtotal \$ \_\_\_\_\_

5.750% Tax: \$ \_\_\_\_\_

Amount Due: \$ \_\_\_\_\_

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

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

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



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

# FABEX BOOTH RENTALS

International Information Sharing Conference

October 31 - November 1, 2017

Washington DC Convention Center

Event Code: M173611117

**Discount Deadline: September 29, 2017**

## 10' x 10' FABRIC BOOTH RENTALS



Code	Qty.	Description	Discount	Regular
66557		FX21 10' x 10'	2410.20	3615.30
66558		FX2M1 10' w/Monitor	4360.20	6540.30

Carpet not included

Side panel colors are either white or black  
 Backwall graphic size 3042mm x 2432mm  
 Counter graphic size 1070mm x 1020mm

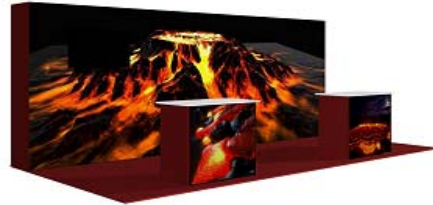


Code	Qty.	Description	Discount	Regular
66561		FX2H1 10' x 10'	2949.20	4423.80
66562		FX2M1H 10' w/Monitor	4899.20	7348.80

Carpet not included

Side panel colors are either white or black  
 Backwall graphic size 3042mm x 2432mm  
 Counter graphic size 1070mm x 1020mm  
 Header graphic size 2440mm x 380mm

## 10' x 20' Fabric Booth RENTALS



Side panel colors are white or black  
 Backwall graphic size 6012mm x 2432mm  
 Counter graphic size 1070mm x 1020mm  
 Header graphic size 2440mm x 380mm

Code	Qty.	Description	Discount	Regular
66559		FX22 10' x 20'	4177.70	6266.55
66560		FX2M2 10' x 20' w/Monitor	6127.70	9191.55
66567		FX2H2 20' x 20'	4659.70	6989.55
66563		FX2M2H 20' w/Monitor	6609.70	9914.55

Carpet not included.

**All FABEX exhibits must be ordered 30 days before move in for confirmed availability.**

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

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

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

Please complete the following:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal \$	_____
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	5.750% Tax*:	\$ _____
<b>Authorized Signature:</b> _____		Amount Due:	\$ _____

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

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



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# FABEX BACKLIT BOOTHS

International Information Sharing Conference

October 31 - November 1, 2017

Washington DC Convention Center

Event Code: M173611117

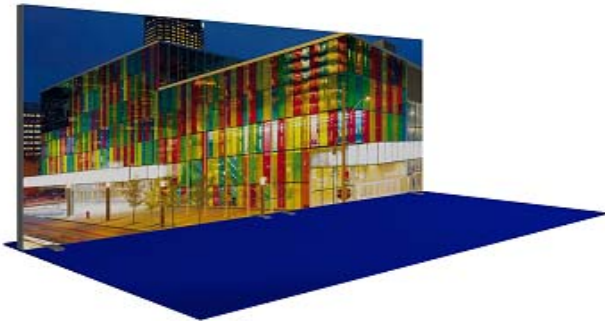
**Discount Deadline: September 29, 2017**

## FABEX Fabric Backlit Booth RENTALS



Code	Qty.	Description	Discount	Regular
66564		FX11 10' x 10' Backlit	2430.30	3645.45

Freestanding 8'h x 10' Backlit Backwall with full color graphics  
 Carpet not included  
 Graphic Size: 3042mm x 2436mm  
 Electricity not included



Code	Qty.	Description	Discount	Regular
66565		FX12 10' x 20' Backlit	3755.90	5633.85

Freestanding 8'h x 20' Backlit Backwall with full color graphics  
 Carpet not included  
 Graphic Size: 6088mm x 2436mm  
 Electricity not included



Code	Qty.	Description	Discount	Regular
66566		FX13 10' x 30' Backlit	5081.50	7622.25

Freestanding 8' h x 30' Backlit Backwall with full color graphics  
 Carpet not included  
 Graphic Size: 8992mm x 2436mm  
 Electricity not included

**All FABEX exhibits must be ordered 30 days before move in for confirmed availability.**

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

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

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

Please complete the following:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal	\$	_____
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	5.750% Tax*	\$	_____
<b>Authorized Signature:</b> _____		Amount Due:	\$	_____

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

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# INLINE BOOTH RENTALS

International Information Sharing Conference

October 31 - November 1, 2017

Washington DC Convention Center

Event Code: M173611117

**Discount Deadline: September 29, 2017**

## EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

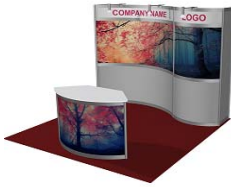
**Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!**

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

**10' x 20' Options are available for each 10' x 10' pictured below**

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

**The Eddie**



**The Jonathon**



**The Pierce**



**The Madison**



Code	Qty.	Description	Discount	Regular
66470		The Eddie- 10' x 10'	3655.10	4751.65
66471		The Eddie- 10' x 20'	5952.05	7737.65
66474		The Jonathon - 10' x 10'	2549.90	3314.85
66475		The Jonathon - 10' x 20'	4463.35	5802.35
66477		The Pierce - 10' x 10'	3162.85	4111.70
66478		The Pierce - 10' x 20'	6005.40	7807.00
66484		The Madison - 10' x 10'	3835.50	4986.15
66485		The Madison - 10' x 20'	4545.80	5909.55

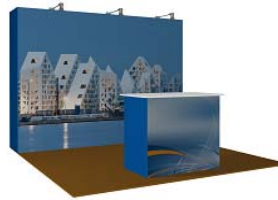
**The Grant**



**The Harrison**



**The Hamilton**



**The Lucy**



Code	Qty.	Description	Discount	Regular
66486		The Grant- 10' x 10'	4048.55	5263.10
66487		The Grant- 10' x 20'	5611.15	7294.50
66492		The Harrison - 10' x 10'	3721.85	4838.40
66493		The Harrison - 10' x 20'	5469.10	7109.85
66467		The Hamilton- 10' x 10'	2593.50	3371.55
66468		The Hamilton- 10' x 20'	4543.50	5906.55
66473		The Lucy - 10' x 10'	2343.90	3047.05

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

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

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

Please complete the following:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal	\$
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	5.750% Tax*	\$
<b>Authorized Signature:</b> _____		Amount Due:	\$

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

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

There are no exchanges or refunds once item has been delivered to your booth. \* All tax rates are subject to change.



**Shepard Exposition Services**

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# ISLAND BOOTH RENTALS

**International Information Sharing Conference**

**October 31 - November 1, 2017**

**Washington DC Convention Center**

Event Code: M173611117

**Discount Deadline: September 29, 2017**

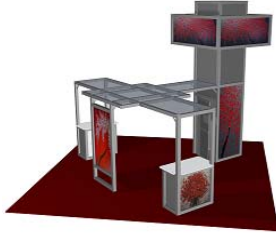
## EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

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

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

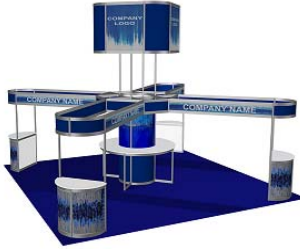
**Please visit us online for additional options and information: <http://www.shepardes.com/shep-gallery.html>**

### The Monroe



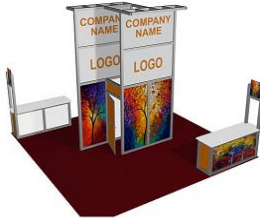
Code	Qty.	Description	Discount	Regular
66494		20' x 20'	9304.55	12095.90

### The Washington



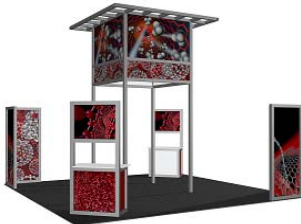
Code	Qty.	Description	Discount	Regular
66368		20' x 20'	13353.10	17359.05

### The Tyler



Code	Qty.	Description	Discount	Regular
66495		20' x 20'	9936.75	12917.80

### The Garfield



Code	Qty.	Description	Discount	Regular
66496		20' x 20'	9730.70	12649.90

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

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

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

Please complete the following:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal	\$
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	5.750% Tax*:	\$
<b>Authorized Signature:</b> _____		Amount Due:	\$

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

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

There are no exchanges or refunds once item has been delivered to your booth. \* All tax rates are subject to change.



# EXHIBIT RENTAL ACCESSORIES

International Information Sharing Conference

October 31 - November 1, 2017

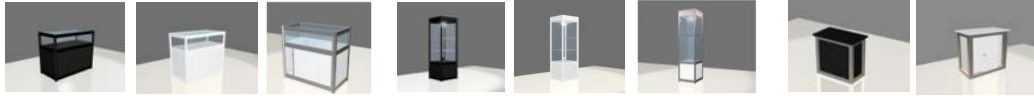
Washington DC Convention Center

Event Code: M173611117

Discount Deadline: **September 29, 2017**

**Shepard Exposition Services**  
 1531 Carroll Drive, NW Atlanta, GA 30318  
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 Exhibit Solutions Email: [ESSRentals@shepardes.com](mailto:ESSRentals@shepardes.com)

## SHOWCASES AND LOCKING CABINETS



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

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

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

Showcases					
Code	Qty.	Description	Discount	Regular	Amount
66270		Quarterview	1212.40	1576.10	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66272		Square	1308.50	1701.05	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					



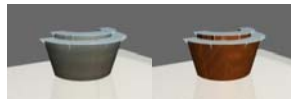
**LC1 - 1 meter wide**  
 3' 6" W x 1' 9" D x 3' 6" H



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

Locking Cabinets					
Code	Qty.	Description	Discount	Regular	Amount
66282		LC1	898.65	1168.25	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66283		LC2	1090.50	1417.65	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66284		LC3	662.85	861.70	
Please choose panel color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03)					

## RECEPTION COUNTERS AND COMPUTER STANDS



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



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



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



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

Reception Counters and Computer Stands					
Code	Qty	Description	Discount	Regular	Amount
66274		RC1	2500.70	3250.90	
Please choose metal color: <input type="checkbox"/> Chrome (CH) <input type="checkbox"/> Wood (W)					
66275		RC2	924.10	1201.35	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66276		RC3*	2004.60	2606.00	
66285		CS1*	1165.80	1515.55	
66286		CS2*	679.45	883.30	

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

## PRODUCT DISPLAY AND TRAFFIC BUILDERS

Product Display					
Code	Qty	Description	Discount	Regular	Amount
66277		Gondola	629.65	818.55	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66278		GL1*	622.50	809.25	
66279		GL2*	1073.00	1394.90	

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

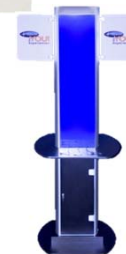
Phone Charging Station					
Code	Qty	Description	Discount	Regular	Amount
66430		Phone Station*	2059.80	2677.75	



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



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



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

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

Please complete the following:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal \$ _____
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	5.750% Tax*: \$ _____
<b>Authorized Signature:</b> _____		Amount Due: \$ _____

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

\* All tax rates are subject to change.



## UNION JURISDICTIONS MARYLAND/DC AREA

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### **UNION LABOR**

Maryland is NOT a "right-to-work" state. The installation and dismantling of prefabricated displays comes under the jurisdiction of the Carpenters union. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

### **EXHIBIT LABOR JURISDICTION**

Carpenter union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, two (2) full-time exhibiting company employees may work without Carpenter Labor for one (1) hour on the installation (move in) and (1) one hour on the dismantle (move out), without union labor on booths that are larger than 10x10. Exhibitors may work in booths 10x10 or smaller without the use of union labor. Exhibitors are not permitted to use Power Tools (electric drills, power saws, etc) on booths of any size. Manual tools such as hammers, screwdrivers, ratchets, pry bars, etc are allowable for exhibitor use within the size and time frame limitation. Exhibitors may not borrow tools, ladders or other equipment from the exhibit facility or from Shepard Exposition Services.

### **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. Unloading or reloading of any freight into the exhibit hall by any and all private vehicles and contracted carriers will be handled by Shepard Exposition Services. Rates for material handling services are enclosed in this exhibitor service manual.

One individual from each exhibiting company is permitted one trip to hand carry items into exhibit facility. The use of dollies, hotel baggage carts, flat trucks, and other mechanical equipment is not permitted.

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

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

### **GRATUITIES /BREAKS**

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

### **IN GENERAL**

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

### **SAFETY**

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





# LABOR ORDER FORM

## International Information Sharing Conference

October 31 - November 1, 2017

Washington DC Convention Center

Event Code: M173611117

Discount Deadline: **October 10, 2017**

**Shepard Exposition Services**  
 7079 Oakland Mills Rd, Columbia, MD 21046  
 Customer Service Phone: (410) 737-9270  
 Customer Service Fax: (410) 737-9274  
 Customer Service Email: [baltimore@shepardes.com](mailto:baltimore@shepardes.com)

### INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

Please complete the following:

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

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

Installation  Dismantling  Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
<b>Shepard Supervised Labor (Exhibitor not present)</b>						
68066		ST	108.50	141.05	30% **	
68067		OT	162.75	211.60	30% **	
68068		DT	217.00	282.10	30% **	

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

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

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

Installation  Dismantling  Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Amount
<b>Exhibitor Supervised Labor</b>					
68060		ST	108.50	141.05	
68061		OT	162.75	211.60	
68062		DT	217.00	282.10	

Dismantle: 68063/68064/68065

- Please note:**
- Hours are based on estimates, you will be invoiced for actual time incurred.
  - Requested times are not guaranteed and are based on availability.
  - Minimum one hour will be charged. Additional time will be billed in in half-hour increments.
  - **When ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.**

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

#### Labor Hours

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

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

Code	SQ FT	Description	Discount	Regular	Amount
<b>Exhibitor-Owned Carpet Installation/Dismantling</b>					
68080		Flooring Only	1.00	1.30	
68083		Padding + Flooring	1.50	1.95	
68079		MINIMUM	217.00	282.10	

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

Flooring type(s):

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

What is your booth size (ft.)?

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ SQ FT

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

### SHEPARD SUPERVISION INFORMATION

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

#### Inbound Freight Information

Carrier Company Name: \_\_\_\_\_  
 # of pieces: \_\_\_\_\_ Weight of Shipment: \_\_\_\_\_  
 Is shipment?  Crated  Uncrated  
 Tracking/Pro #: \_\_\_\_\_  
 Estimated arrival date: \_\_\_\_\_  
 Shipment to arrive at:  Warehouse  Show site

#### Outbound Freight Information

Carrier Company Name: \_\_\_\_\_  
 Deliver Shipment To: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, ST, Zip: \_\_\_\_\_  
 Type of Service (air, van line, ground, etc.): \_\_\_\_\_

If for any reason your shipment is not picked up by your carrier, please choose one of the following options:

Force freight through preferred carrier:   
 Send shipment back to Shepard warehouse:  (\$400 min. fee)

#### Set-up Information for Installation

Please check all that apply and provide information where requested.

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

#### Services You Have Ordered

(please check all that apply)

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

#### On-site Exhibitor Contact Information

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

Please complete the following: **Company Name:** \_\_\_\_\_ **Booth #:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
**Authorized Signature:** \_\_\_\_\_

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



# GROUND RIGGING/FORKLIFT RENTAL

## International Information Sharing Conference

October 31 - November 1, 2017

Washington DC Convention Center

Event Code: M173611117

**Discount Deadline: October 10, 2017**

### Shepard Exposition Services

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

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

### GROUND RIGGING FORKLIFT RENTAL

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

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

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

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

Code	Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY</b>					
35028		Straight-time Hourly Rental	345.30	449.00	
35039		Overtime Hourly Rental	433.45	563.50	
35067		Double-time Hourly Rental	521.65	678.25	

Code	Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY</b>					
35029		Straight-time Hourly Rental	690.65	897.75	
35049		Overtime Hourly Rental	866.95	1127.00	
35069		Double-time Hourly Rental	1043.25	1356.25	

Code	Qty.	Item Description	Discount	Regular	Amount
<b>FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY</b>					
35035		Straight-time Hourly Rental	1035.95	1346.75	
35066		Overtime Hourly Rental	1300.40	1690.50	
35070		Double-time Hourly Rental	1564.90	2034.25	

### CRANES, SCISSOR LIFTS, AND 4-STAGE FORKLIFTS AVAILABLE UPON REQUEST

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Double time: All other hours and holidays

### PLEASE NOTE:

Rate structure includes forklift and (1) operator only.

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

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

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

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

### RIGGING LABOR RATES

Code	Qty.	Item Description	Discount	Regular	Amount
<b>RIGGING FOREMAN LABOR PER MAN HOUR</b>					
35085		Straight-time Hourly Rate	135.63	176.30	
35086		Overtime Hourly Rate	203.44	264.45	
35099		Double-time Hourly Rate	271.25	352.65	

### PLEASE NOTE:

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

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

Code	Qty.	Item Description	Discount	Regular	Amount
<b>RIGGERS AND MATERIAL HANDLERS PER MAN HOUR</b>					
35087		Straight-time Hourly Rate	108.50	141.05	
35100		Overtime Hourly Rate	162.75	211.60	
35101		Double-time Hourly Rate	217.00	282.10	

Please complete the following:

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

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

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

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

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

\* All tax rates are subject to change.



# SHEPARD LOGISTICS SERVICES

## International Information Sharing Conference

October 31 - November 1, 2017

Washington DC Convention Center

Event Code: M173611117

### Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858

Shepard Logistics Fax: 404-596-5620

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

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

### INBOUND PICK UP LOCATION INFORMATION

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

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

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

Company \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(City) (State) (Zip)

### SHIPPING INFORMATION

#### Items to be shipped

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

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

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

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

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

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

### OUTBOUND SHIPPING INFORMATION

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

#### Ship to Address:

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

### TYPE OF SERVICE - Choose One

Next Day Air  2nd Day Air

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

Standard Ground  Other (Truck Load, Specialized)

### TRANSPORTATION CHARGES

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

Type Card

Logistics/Material Handling ONLY  Authorize ALL charges

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

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

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

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

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

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

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

Please complete the following:

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

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

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

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

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

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



# Shepard Logistics

Complete Transportation Services

## Advantages of Shepard Logistics

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



## Benefits of Shepard Logistics

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

**To take full advantage of the Shepard Advantage, contact**

**888.568.8858**

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



# SHIPPING LABELS

International Information Sharing Conference

## ADVANCE SHIPPING ADDRESS LABELS

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>c/o Shepard Exposition Services</b>  <b>7079 Oakland Mills Rd</b> <b>Columbia, MD 21046</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
For: <b>International Information Sharing Conference</b>	
First day freight can arrive w/o a surcharge: October 3, 2017	
Last day freight can arrive w/o a surcharge: October 23, 2017	

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>c/o Shepard Exposition Services</b>  <b>7079 Oakland Mills Rd</b> <b>Columbia, MD 21046</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
For: <b>International Information Sharing Conference</b>	
First day freight can arrive w/o a surcharge: October 3, 2017	
Last day freight can arrive w/o a surcharge: October 23, 2017	

## DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: <b>SHEPARD EXPOSITION SERVICES</b>  <b>Washington DC Convention Center</b> <b>801 Mount Vernon Pl., NW</b> <b>Washington, DC 20001</b>
	For: <b>International Information Sharing Conference</b>
MUST NOT BE DELIVERED PRIOR TO: <b>October 30, 2017 @ 8:00 AM</b>	

<b>R U S H</b>	
	<b>DIRECT TO SHOW</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	C/O: <b>SHEPARD EXPOSITION SERVICES</b>  <b>Washington DC Convention Center</b> <b>801 Mount Vernon Pl., NW</b> <b>Washington, DC 20001</b>
	For: <b>International Information Sharing Conference</b>
MUST NOT BE DELIVERED PRIOR TO: <b>October 30, 2017 @ 8:00 AM</b>	



# MATERIAL HANDLING AUTHORIZATION

## International Information Sharing Conference

October 31 - November 1, 2017

Washington DC Convention Center

Event Code: M173611117

### Shepard Exposition Services

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

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

### MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

**SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT\* ON MATERIAL HANDLING**

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

### CALCULATION OF MATERIAL HANDLING SERVICES

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

Standard Material Handling											
Weight	Description			Price	Total	Weight	Description			Price	Total
<b>Advance Shipments to Warehouse</b>						<b>Direct Shipments to Showsite</b>					
	\$155.35	\$202.00					\$144.00	\$216.00	\$187.25		
	Crated	Special Handling					Crated	Uncrated	Special Handling		
	35010	35036					35030	35043	35038		
<b>Pieces</b>	<b>Small Packages (FedEx/UPS/DHL under 30 lbs.)</b>				<b>Overtime</b>						
	\$77.75	\$101.00	\$155.50		Overtime: 30% fee for each overtime application based on ST rate						
	Each carton	Special handling	Min. per shipment		<b>Double Time</b>						
	35048	35268	35045		Double Time: 50% fee for each double time application based on ST rate						

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

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

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.

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

\* All tax rates are subject to change.

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

### Early/Late Shipments to Warehouse

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site

### Reweigh of Shipments

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

### Disposal Fee

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

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

Please complete the following:

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

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

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



# STORAGE AUTHORIZATION FORM

Shepard Exposition Services

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

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

International Information Sharing Conference

October 31 - November 1, 2017

Washington DC Convention Center

Event Code: M173611117

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

## STORAGE AUTHORIZATION

Please fill out the information below:

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

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

## SHOWSITE STORAGE

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

(35400)

**Accessible Storage:** Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus labor each time materials are moved. There will be a \$35.00 per day charge for pallet/skid, \$80.00 per day for 1/2 trailer usage and \$120.00 per day for full trailer usage. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. This fee is in addition to the labor charge each time stored items are accessed. **(\$100.00 Minimum)**

There will be no charge to return material to the booth at the close of the show during the standard empty return process. Accessible storage is not considered secure and is stored at the sole risk of the Exhibitor.

(35166)

## POST SHOW TRANSPORTATION AND HANDLING

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

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

**Return to Warehouse Service Fee:** At the customer's request, each shipment returned to the Shepard warehouse will incur the following charge: **\$20.00 per cwt. (\$400.00 min.)** (35005)

**Storage per Month Service Fee:** Monthly storage is **\$10.00 per cwt per month (\$100.00 min)**. Storage fee will automatically be charged for shipments that are returned to Warehouse and stored in excess of three (3) business days. (Monthly storage is charged the current year.) (35006)

Special instructions or remarks:

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

Shipped to another destination as arranged via Shepard Logistics Services

Transport to another SES show: \_\_\_\_\_ Delivery Date: \_\_\_\_\_

Pick-up arranged with another carrier

Please complete the following:

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_

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

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

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

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

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

\* All tax rates are subject to change.



# MATERIAL HANDLING INFORMATION

Shepard Exposition Services

International Information Sharing Conference

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

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

## MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

### SPECIAL HANDLING DEFINITIONS

Rate as shown on Material Handling Authorization Form

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

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

### DISPOSAL FEE

Fee: .75 Per Lb

Labor Rate: 108.50

Per Hour ( OT/DT rates may apply)

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

### OVERTIME/DOUBLE TIME

Surcharge:

Overtime: 30%

Double Time: 50%

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

### WAREHOUSE OVERTIME/DOUBLE TIME

Surcharge:

Overtime: 30%

Double Time: 50%

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

### EARLY/LATE SHIPMENTS TO WAREHOUSE

Surcharge: 25%

Minimum: \$50.00

35003

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

### UNCRAVED SHIPMENTS

Rate as shown on Material Handling Authorization Form

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

### OFF-TARGET DELIVERIES

Surcharge: 15%

Minimum: \$50.00

35004

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

### MARSHALING YARD

Surcharge: \$30 per Shipment

35250

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

### REWEIGH OF SHIPMENTS

Surcharge: \$25.00 per forklift load

35282

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

### EMPTY CRATE STORAGE

Surcharge: \$25.00 per piece, Minimum \$50.00

35105

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

### SMALL PACKAGE CONSOLIDATION

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

### ENVELOPE DELIVERIES

Surcharge: \$10.50 per envelope

35007

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

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





# MATERIAL HANDLING 101

International Information Sharing Conference

## MATERIAL HANDLING Q&A

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

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

### What is the definition of "freight"?

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

### What is a "certified weight ticket"?

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

## IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

### What are advance shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

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

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

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

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

## MATERIAL HANDLING CHARGES

### What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

### How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs.

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

### Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

## SMALL PACKAGES

### What are small package carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 30 lbs.

### How do I calculate my small package carrier shipment?

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

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

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

## CRATED~UNCRATED~SPECIAL HANDLING

### What are CRATED materials?

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

### What are UNCRATED materials?

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

### What is SPECIAL HANDLING?

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

### What is the difference between material handling and shipping?

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

### Do I need to order a fork lift to unload or reload my freight?

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

### What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

## IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

### What are direct shipments?

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

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

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

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times. All shipments must be prepaid, no collect on delivery shipments will be accepted.

## LIABILITY INSURANCE

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

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

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

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

## OUTBOUND SHIPMENTS

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

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

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

## SIGNATURE SERIES SHIPPING

### How can I make shipping my show materials easier?

Signature Series Shipping will make it easier with the following benefits:

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



Shepard Exposition Services

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# CARTLOAD MATERIAL HANDLING SERVICE

## International Information Sharing Conference

October 31 - November 1, 2017

Washington DC Convention Center

Event Code: M173611117

### CARTLOAD SERVICE

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



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

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

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

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Doubletime: All other hours and holidays

### CARTLOAD SERVICE RESTRICTIONS

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

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

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

Please complete the following:

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

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



# OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

Shepard Exposition Services

7079 Oakland Mills Rd, Columbia, MD 21046

Customer Service Phone: (410) 737-9270

Customer Service Fax: (410) 737-9274

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

## International Information Sharing Conference

October 31 - November 1, 2017

Washington DC Convention Center

Event Code: M173611117

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

All outbound shipments require a Bill of Lading and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard. Your pre-printed BOL and labels will be delivered to your booth prior to the close of the show.

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

#### SHIP TO ADDRESS:

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

DELIVERY ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ONSITE CONTACT NAME \_\_\_\_\_ BOOTH# \_\_\_\_\_

CELL PHONE # \_\_\_\_\_

Number of Pieces: \_\_\_\_\_ Number of Labels Requested: \_\_\_\_\_

# of Crate     # of Skids     # of Cases     # of Cartons     Total Weight

#### CARRIER SELECTION

OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS     OTHER: \_\_\_\_\_

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.

#### Type of Service:

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

Ground     Overnight     2nd Day     Reroute via show carrier  
 Return to Warehouse \*\$400.00 minimum charge

#### Shipping Options:

Inside Delivery \_\_\_\_\_ Residential \_\_\_\_\_ Lift Gate \_\_\_\_\_ No Loading Docks \_\_\_\_\_

#### OUTBOUND SHIPMENT REQUIREMENTS:

1. Shepard will print and deliver your BOL with Shipping Labels to your booth prior to the close of the show.
2. Exhibitors must properly package and label all materials.
3. Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.
4. Please see the SES service desk if you do not receive a BOL

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

#### TRANSPORTATION CHARGES BILLING ADDRESS:

SAME AS SHIP TO ADDRESS

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

Address \_\_\_\_\_

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

#### Please complete the following:

Company Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

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

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

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

Signature also indicates you read and accept the Payment Policy and Terms and Conditions. Shepard Exposition Services does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

## INTERNATIONAL SHIPPING

**ML International Expo Logistics** is the appointed preferred international customs and freight forwarder for Shepard Exposition Services events.

**ML International Expo Logistics** has a network of agents around the world that can coordinate your shipment from your home country to the show.

**ML International** and our partners offer you seamless services from your door to your booth on the show floor.

**SHIPMENT ARRIVAL DATES:** All shipments will be delivered to the advance warehouse whenever possible.

**AIRFREIGHT** 5 DAYS BEFORE LAST DELIVERY DATE TO ADVANCE WAREHOUSE

**OCEAN FREIGHT** 10 DAYS BEFORE LAST DELIVERY DATE TO ADVANCE WAREHOUSE

**Documentation needs to arrive 5 days before the actual arrival of the freight**

We provide the following services:

- Customs Clearance
- Temporary import
- Permanent import
- ATA Carnet clearance
- Delivery to show
- Collection from the show
- Return freight either ocean or airfreight

**Please contact us for assistance with your international shipment!**

**Contact Information:**

John Chadwick

E-Mail: [jchadwick@mlintl.net](mailto:jchadwick@mlintl.net)

Main office: +1-630-355-5911

Direct line: +1 479-200-0665

[www.mlintl.net](http://www.mlintl.net)

280 Shuman Blvd. Suite 105 | Naperville, Illinois 60563

**Tel:** +1 630.355.5911 | [www.mlintl.net](http://www.mlintl.net)

**Register at [www.insurance4exhibitors.com](http://www.insurance4exhibitors.com)! It's easy and you get an immediate certificate!**

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

**GENERAL LIABILITY INSURANCE PREMIUM RATES / EVENT INFORMATION**

\_\_\_\_\_ **1 Event Day:**     \$89.00     \_\_\_\_\_ **4-10 Event Days:**     \$119.00     \_\_\_\_\_ **6 Month Policy:**     \$475.00  
 \_\_\_\_\_ **2-3 Event Days:**     \$109.00     \_\_\_\_\_ **11-30 Event Days:**     \$199.00     \_\_\_\_\_ **Annual Policy:**     \$650.00

NAME OF EVENT: \_\_\_\_\_ EVENT START DATE: \_\_\_\_\_ End Date: \_\_\_\_\_  
 EVENT WEBSITE: \_\_\_\_\_ EVENT CONTACT: \_\_\_\_\_ PHONE # \_\_\_\_\_  
 VENUE ADDRESS with City, State & Zip: \_\_\_\_\_

**EXHIBITOR INFORMATION – REGISTER AT [www.insurance4exhibitors.com](http://www.insurance4exhibitors.com)**

Exhibiting Company/Insured: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_  
 Email: \_\_\_\_\_ Country: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Description of Business/Exhibit: \_\_\_\_\_

**Does your exhibit or business involve any of the excluded activities below? \_\_\_\_\_ YES \_\_\_\_\_ NO**

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

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

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

Additional Insured #1: \_\_\_\_\_ Additional Insured #2: \_\_\_\_\_  
 Address, City, ST, Zip: \_\_\_\_\_ Address, City, ST, Zip: \_\_\_\_\_  
 Any special wording or coverage needed: \_\_\_\_\_  
 Any Additional Information or notes: \_\_\_\_\_

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

**Payment Form:** \_\_\_ American Express \_\_\_ MasterCard \_\_\_ Visa \_\_\_ Discover \_\_\_ Check (Payable to "Insurance for Exhibitors")  
 Card Number \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_  
 Cardholder Name: \_\_\_\_\_ Cardholder Address: \_\_\_\_\_  
 Has any prior coverage been cancelled or non-renewed? \_\_\_\_\_ Yes \_\_\_\_\_ No

**TERMS and CONDITIONS**

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

**I accept and understand the terms and conditions,** Cardholder Name (Print) \_\_\_\_\_

**I understand that no property is covered on this policy:** \_\_\_\_\_ **I want a quote for property coverage:** \_\_\_\_\_

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

**Online:** <http://www.insurance4exhibitors.com>  
**Email:** [info@insurance4exhibitors.com](mailto:info@insurance4exhibitors.com)  
**Phone:** 440-349-6650     **Fax:** 440-815-2154

## Shepard Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Labor** – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred.

Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Welcome to Hi-Tech Electric!

We are pleased to be your electrical, plumbing and rigging services provider for your upcoming event.

### **Hi-Tech Electric is going green!**

In support of saving the environment as much as possible, we now offer a new convenient, paperless, and secure online ordering for all of our services. This new system allows exhibitors to access their account 24/7, update account and payment information, upload floor plans, and download invoices. The online ordering system is PCI (Payment Card Industry) compliant ensuring a secure environment for all credit card transactions and data storage. Upon order completion, an automatic email is sent to confirm the order.

Please visit our website [www.hi-techelectric.com](http://www.hi-techelectric.com) to begin the order process.

If you still prefer to print out the service contract, please send it to [dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com) or fax them to 202-249-3601.

Thank you for your cooperation and we are looking forward to working with you!

801 Mount Vernon Place, NW  
Washington, DC 20001  
202-249-3600  
202-249-3601 FAX



# ELECTRICAL SERVICE CONTRACT

**2017 International Information Sharing Conference**

Washington, DC | October 31- November 1



801 Mount Vernon Place, NW  
Washington, DC 20001  
202-249-3600  
202-249-3601 FAX

[dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com)  
[www.hi-techelectric.com](http://www.hi-techelectric.com)

**Deadline Date for Incentive Rates:**  
**OCTOBER 10<sup>TH</sup>, 2017**

Signature on last page (Terms & Conditions) is required. Full payment for services ordered and retainer credit card must be remitted to process this contract. Fed ID # 88-0437088 **2016-2017\*\*\*\***

Event Name: International Information Sharing Conference 2017		Event Dates: 10/31-11/1, 2017	
Company Name		Booth No.	
Credit Card Billing Address (exact address for credit card)			
City / State / Zip		Phone	Country
Credit Card No		Exp Date	Check Number
VISA <input type="checkbox"/>	MC <input type="checkbox"/>	AMEX <input type="checkbox"/>	Cardholder Name as it appears on card (Please Print)
Authorized Contact Name (Please Print)		Phone	Authorized Contact Email

\*\*\*\* PAYMENT MUST BE RECEIVED 21 DAYS BEFORE EVENT BEGINS TO RECEIVE INCENTIVE RATES \*\*\*\*

## ELECTRICAL OUTLETS / LIGHTING SERVICES

Power strips and extension cords available to rent onsite

Description Of Service	Total Outlets	Incentive	Base	24 Hr or Dedicated 20 amp	Overhead Service	Floor Service	Total Price
<b>120 V Outlet - Maximum of One (1) connection per outlet</b>							
5 Amp / 500 watts		103.00	125.00				
10 Amp /1000 watts		127.00	153.00				
20 Amp / 2000 watts		192.00	238.00				
<b>208 V 1Ø Motor &amp; Equipment Outlet - Maximum of One (1) connection per outlet</b>							
20 Amp- <i>Minimum for European Power</i>		341.00	418.00				
30 Amp		463.00	570.00				
40 Amp		584.00	721.00				
50 Amp		645.00	802.00				
60 Amp		841.00	1033.00				
100 Amp		1044.00	1275.00				
<b>208 V 3Ø Motor &amp; Equipment Outlet - Maximum of One (1) connection per outlet</b>							
20 Amp		460.00	566.00				
30 Amp		668.00	805.00				
60 Amp		1017.00	1,258.00				
100 Amp		1,844.00	2,222.00				
200 Amp		3,621.00	4,528.00				
400 Amp		5,960.00	7,450.00				

24 Hr Power and dedicated 20amp / 120v outlets are double the listed price



**Transformer(s):** Indicate which 208V outlet ordered in the 208V section (that requires a boost) by adding "Boost" next to the outlet name. Check European Power column in this section if you have European power

Description Of Service	Qty	Incentive	Base	European Power	Total Price
Boost 208V to 230V Euro Transformer 208V-240V (Min 20 Amp/208/1ph)		172.00	205.00		
European Transformer 480V -380V (Min 60 amp 480V 3ph)		409.00	679.00		
<b>480V 3Ø Motor &amp; Equipment Outlets</b>					
30 Amp		687.00	823.00		
60 Amp		1,222.00	1,465.00		
<b>Over 60 Amp 3Ø Outlet – Call for Estimate</b>					
Description Of Service	Qty	Incentive	Base	European Power	Total Price
<b>Overhead Quartz Lights: Please Use Exhibitor Rigging Order Form</b>					
<b>Additional Booth Lighting Services</b>					
90 Watt On Stanchion Inline Booths Only		103.00	125.00		
250 Watt Krypton On Stanchion - Inline Booths Only		161.00	194.00		
Stem Lights Hard Wall Use Only		103.00	125.00		
Track Lighting – (3) 75watt fixtures		224.00	235.00		
10 ft. spreader bar required					
<b>See Terms and Conditions Section for Labor Rates</b>					
<b>Subtotal of Charges</b>					\$
THIRD PARTY PAYMENT					
Exhibiting firm acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.					

**Labor Request Section:**

<b>Send PDF or DWG for all Island booths 30x30 or larger to: <a href="mailto:dcexhibitorservices@hi-techelectric.com">dcexhibitorservices@hi-techelectric.com</a></b>	
<input type="checkbox"/> Floor Plan included with outlet locations/orientation <input type="checkbox"/> Floor Plan to follow <input type="checkbox"/> OK to proceed without exhibitor present <input type="checkbox"/> Do Not proceed until exhibitor is onsite  <b>Scaled floor plan showing all outlet locations and booth orientation required</b>	Installation Labor date:  Installation Time:  Size of Booth:  Type of Booth: Inline <input type="checkbox"/> Island <input type="checkbox"/> Peninsula <input type="checkbox"/> Other <input type="checkbox"/>  <b>*****Indicate all 24 hr and dedicated outlets on floor plan</b>

# TERMS AND CONDITIONS

*Page 5 must be signed in order for electrical installation to be scheduled*

## ELECTRICAL LABOR RATES FOR OUTLET DISTRIBUTION AND CONNECTION

- \$99.00 per hour during Straight Time: 8am-4:30pm M-F
- \$188.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- Lift Rates: \$180.00 per hour (one hour minimum) plus operator's time.
- The minimum charge per booth is one hour installation and ½ the total time for dismantle.

**RIGGING LABOR** (For overhead booth lighting, Hanging Structures 200lbs & over, Chain Motors, Truss, Points)

### **Please Use Exhibitor Rigging Order Form**

- \$99.00 per hour during Straight Time: 8am-4:30pm M-F
- \$188.00 per hour during Premium Time: After 4:30 pm M-F, Weekends, & Holidays
- Lift Rates: \$180.00 per hour (one hour minimum) plus operator's time.
- A four (4) hour minimum per man labor call applies.

## DESCRIPTION OF OUTLET LOCATION & DISTRIBUTION CHARGES

- All electrical outlets will be installed on the floor at the baseline back wall of in-line pipe and draped booths unless otherwise ordered by the exhibitor.
- All electrical outlets for Island booths will be dropped from one main drop location per the exhibitor's floor plan. Delays in installation can occur if no main drop location is provided.
- All Island booths will be charged labor and materials which are determined by the diagram submitted.
- All booths or displays requiring multiple outlet distribution and connection are chargeable on a time and material basis.
- Re-distribution of such installation, additional power drops, and/or additional locations will be charged on a time and material basis.
- All 208 volt outlets will require labor and materials.
- All overhead services will require lift, labor, and materials.
- **24-hour power** and dedicated 20amp/120v circuits are **double** the listed price. Indicate total outlets on order form.
- Electricity will be turned on within 30 minutes of show daily.
- **Payment:** Payments must be received in full 21 days before show move-in to secure the incentive rate. No credit or refund will be issued for connections installed and not used. Full payment is required to process order. A retainer credit card is required. All balances must be settled prior to event closing. An outstanding balance may preclude the Exhibitor from retaining HTE services at any future event domestically or internationally. Any amount not paid at event closing is subject to interest up to the maximum amount allowed by law. Any outstanding balance is subject to in-house collections or to a credit reporting debt collection agency.
- **Unauthorized Power Usage:** Exhibitors using outlets without an order will be charged the base rate. A memo will be delivered onsite to all booths accessing outlets without an order.
- **Labor Rates:** All Labor Rates are subject to the current labor contract effective at time of performed labor.

## **HI-TECH ELECTRIC JURISDICTION**

- Only HTE equipment is allowed for electrical distribution.
- Exhibitors are not permitted to bring their own distribution system.
- HTE installs all motor and equipment hook-ups requiring hard wiring connections.
- HTE performs all installations and/or repair of electrical fixtures.
- HTE performs installations of all electrical motors and electrical apparatus to be energized.
- HTE electrical labor is required to inspect pre-wired equipment that connects to HTE distribution systems. Exhibitor must give HTE notice of intended use of pre-wired equipment and schedule an inspection by HTE. HTE is not responsible for any loss or damage resulting from the use or installation of pre-wired equipment. The Exhibitor is responsible for any loss or damage caused by the use or installation of pre-wired equipment to HTE distribution systems.
- HTE provides labor for all overhead truss rigging and overhead booth lighting.
- HTE performs all installations of electrical cords under any booth space flooring.
- The exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric for any and all work related accidents.

## **RIGGING JURISDICTION**

- Rigging includes all motorized rigging-to-building structures.
- All exhibit hall rigging must provide a floor plan for approval by HTE.
- All motors for rigging must be ordered through HTE.
- All labor for rigging-to-building structures will be provided through HTE.
- No other Contractor or Persons may attach motorized equipment for rigging to building. HTE is not responsible for any loss or damage resulting from any other Contractor or Person attaching motorized equipment to the building.
- Failure to start labor as scheduled due to any delays with client-owned equipment will result in the hourly charges per man per hour of delay.
- A four (4) hour minimum applies per rigging labor call.

## **SPECIAL EQUIPMENT**

Special Equipment orders require 30 days notice prior to move-in.

## **HI-TECH ELECTRIC MATERIALS**

All materials and equipment furnished by HTE shall remain the property of HTE and shall be removed only by HTE at the close of the show.

## **FLOOR COVERINGS**

Unless otherwise directed, HTE personnel are authorized to cut floor coverings to permit installation of service. HTE is not liable for any costs incurred by the Exhibitor for such cuts.

## **RAMPING UTILITY LINES**

All ramping of utility lines in booth are done on Straight Time plus materials. Laying of lines under carpet or floor or spotting from ceiling will incur additional labor charges. Minimum per removal of lines is 1 hour each. Floor plan is required with order to show location of lines.

**ESTIMATES / REVISIONS**

- Estimate requests are encouraged for budgeting purposes. Requests must be received 30 days in advance before move in begins in order to prevent delays in processing. Estimate requests are subject to a minimum of \$95.00 per revision.
- Reductions made to an existing order are subject to a 10% surcharge.

**SUPERVISION FEES/INVOICES**

- All booths and displays with labor incur a 20% supervision fee of the total labor charge.
- Invoices are available upon request onsite at the service desk or via email. Please email [dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com)

**CANCELLATIONS**

- Cancellation up to 21 days prior to event start date is subject to 20% charge of services ordered.
- Cancellation within 21 days of event start date is subject to 50% charge of services ordered.
- Once services are installed, there is no refund.

**DISCONNECTION / INTERRUPTION OF SERVICES**

- All services will be disconnected and/or shut-off at the conclusion of the show unless advance notice given by the Exhibitor *and* acknowledged by HTE.
- Exhibitor may have services disconnected if payment has not been rendered in full at the beginning of the event.

**DELAYS**

In the event the completion of work is prevented or delayed due to damage or destruction of the building, fire, accident, vandalism, earth movement, hurricane, tornado, windstorm, theft, labor strikes, warfare, material shortage, delay of any governmental agency in issuing any required permit or certificate, or in performing inspections, litigation, or any act of God, HTE is due payment for all executed work, labor, and materials.

**ON-SITE PAYMENTS / TIPPING**

- All payments must be submitted only to a Customer Service Representative or HTE Management.
- Tipping or any gratuity or gift, is not permitted to be accepted by any HTE personnel.

**INDEMNITY**

The Exhibitor, Display House, and Show General Contractor will indemnify Hi-Tech Electric, LLC for any and all work related claims, accidents, losses, and damage.

**Authorized Signature:**

I agree that I am an Authorized Representative on behalf of the Exhibitor and I accept HTE's payment policies and terms of contract.

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Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Booth No: \_\_\_\_\_

**Online Ordering is available at [www.hi-techelectric.com](http://www.hi-techelectric.com)**

### **Where is my power located?**

Inline and Peninsula Booth power is generally located along the back center curtain wall, unless you request the power to be distributed from this main location (drop) to other locations in the booth.

Island Booths will have the main drop installed at the location requested by you. This main drop must be indicated on a scaled floor plan. Neighboring aisles and booths should also be included on this floor plan. Should no floor plan be provided, the main drop will be installed in the booth at our discretion.

Note: For safety precautions, all Island Booth power will be turned off after the installation is completed and tested. Please come to the Electric Labor Desk when your carpet installation is completed to schedule your booth electric services to be energized.

### **What if I need power in one or more additional locations?**

Supply Hi-Tech Electric with a floor plan of your booth showing the exact outlet locations needed, and the amount of electricity designated at each one.

Feel free to download any of these scaled grids provided on the FAQs link at our website: [www.hi-techelectric.com](http://www.hi-techelectric.com) for your convenience: [10x10](#), [10x20](#), [10x30](#), [20x20](#), [20x30](#), [20x40](#)

If a different size grid is needed, please contact our Exhibitor Services Department:  
[dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com).

### **Do I need a floor plan for lighting?**

All lights require a floor plan for placement and focusing.

### **How do I determine how much power to order?**

Calculate your electrical needs by the amperage (amps) or wattage (watts) of each piece of equipment requiring power. This would include lighting. If multiple outlet locations are required, there is a maximum of one connection per outlet. Example: If there are 5 separate locations, indicate how much wattage per outlet location.

Standard office equipment such as laptops, computer monitors, lead retrievals units, credit card machines, DVD players and TVs will be ordered from the first three line items under 120v outlet on the service order form.

### **How do I order 24-hour power?**

Indicate the quantity of outlets in the column marked **24 Hr or Dedicated 20 amp**, and double the listed amount according to the advance or post-deadline date. Also indicate these on the booth diagram.

### **How do I know if my booth requires labor and materials?**

- Since all Island Booths stand alone, they require electricity to be brought to a main drop location from the closest power source in the exhibit hall. Therefore, a minimum one-hour (per technician) labor is charged for installation. Materials used to complete the installation are determined on site. If you require an estimate pre-show, contact our exhibitor services dept. at [dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com)
- Any booth or display that requires a dedicated outlet (minimum 20 amp) to be installed may also incur labor and material charges. For any questions, please call 202-249-3600 or email [dcexhibitorservices@hi-techelectric.com](mailto:dcexhibitorservices@hi-techelectric.com)

- Any booth requesting multiple outlet locations (power distribution) will require labor with a minimum one hour (per technician) for installation. Materials used to complete the installation are determined on site.
- Any booth with a service order for a 208V motor and equipment outlet will require labor with a minimum one hour (per technician) to configure the connection. Materials used to complete the installation are determined on site.
- All overhead services will require labor : overhead quartz lights from the ceiling, signage over 200 lbs, lit signage
- All re-distribution of services, added outlets, or any other onsite changes will require labor, for example: change of outlet location once installed
- Please complete the **Labor Request Section** of the service order form to schedule Labor.

### **What is dismantle labor?**

Dismantle labor is charged for all booths with installation work orders. The fee is one half (1/2) of the total installation charges.

### **Where do I go for assistance at show site?**

Hi-Tech Electric will have an Electrical Service Desk stationed with the other service contractors at the general contractor Service Center.

**How can I get an invoice of my electrical charges?** A detailed invoice will be available upon request at the Electrical Service Desk at show site. If a pre-event invoice is required, please call 202-249-3600 or request by email from [\*\*dcexhibitorservices@hi-techelectric.com\*\*](mailto:dcexhibitorservices@hi-techelectric.com)

### **Can I bring my own extension cords and power strips?**

Any extension cords or power strips that are not provided by Hi-Tech Electric are subject to inspection, and may **not** be placed under any carpet or flooring. These items are also available to rent at show site. Our electrical service desk will provide them upon request.

### **Will my international equipment be compatible with USA power source connections?**

Please email to [\*\*dcexhibitorservices@hi-techelectric.com\*\*](mailto:dcexhibitorservices@hi-techelectric.com) or call **202-249-3600** for more information.

### **How is payment made to Hi-Tech Electric?**

Full payment for all items ordered on electrical or plumbing service contract form is required at the time of ordering to process installation. Any additional labor and/or material charges will be added at show site.

**Check, Visa, MasterCard, American Express and Wire Transfer payments are accepted.**

- The correct credit card billing name and address must be on the service order form, complete with city, state, and zip code
- Purchase orders are not accepted as payment. Please email our accounting department at [\*\*accounting@hi-techelectric.com\*\*](mailto:accounting@hi-techelectric.com) for any questions.

### **How do I send a wire transfer payment?**

Please request our banking information by emailing to [\*\*accounting@hi-techelectric.com\*\*](mailto:accounting@hi-techelectric.com)

### **What if another company is paying for my electrical services?**

The exhibiting company acknowledges the responsibility for any additional charges in the event a third party named does not make payment. All balances must be settled onsite prior to the event closing.

### **Need assistance?**

Email: [\*\*dcexhibitorservices@hi-techelectric.com\*\*](mailto:dcexhibitorservices@hi-techelectric.com)

Show site exhibitor services: 202-249-3600

Vendor forms, W-9, bank information requests: [\*\*accounting@hi-techelectric.com\*\*](mailto:accounting@hi-techelectric.com)