



**Shepard Exposition Services**

10001 Fannin St, Houston TX, 77045

Customer Service Phone: (832) 799-5700

Customer Service Fax: (832) 415-0517

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

# SHOW INFORMATION



Natural Gas Odorization  
Conference & Exhibition 2016  
August 30 - 31, 2016  
Houston Marriott Westchase Hotel,  
Houston, TX

Event Code: T185070816

## BOOTH PACKAGE

Items provided in your booth, per exhibitor:

8' High backwall drape - Blue, Black, White, Black, Blue  
3' High sidewall drape- Blue  
7" x 44" Cardstock Identification Sign  
(1) Wastebasket

The Marriott hotel will provide:

(1) 6' Draped Table - White  
(2) Armless Chairs  
(2) 110-Volt Electrical Outlets

Show drape color(s):

Blue, Black, White, Black, Blue

Aisle carpet color:

Facility is carpeted

## EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Monday, August 29, 2016	2:00 PM - 7:00 PM
Exhibit Hours:	Tuesday, August 30, 2016	9:00 AM - 6:30 PM
	Wednesday, August 31, 2016	9:00 AM - 1:00 PM
Exhibitor Move-out:	Wednesday, August 31, 2016	1:00 PM - 3:00 PM
Freight Re-route Time:	Wednesday, August 31, 2016	3:00 PM

## IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	Tuesday, August 2, 2016
Discount price deadline for standard Shepard orders:	Tuesday, August 9, 2016
Discount price deadline for custom Shepard rentals:	Friday, July 29, 2016
First day for warehouse deliveries without a surcharge:	Tuesday, August 2, 2016
Last day for warehouse deliveries without a surcharge:	Monday, August 22, 2016
First day freight can arrive at show facility:	Monday, August 29, 2016 at 8:00 AM

## SHIPPING ADDRESSES

### Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

Natural Gas Odorization Conference & Exhibition 201

Shepard Warehouse - Houston

10001 Fannin ST

Houston, TX 77042

### Direct Shipments Address

c/o Shepard Exposition Services

[Exhibiting Co. Name & Booth Number]

Natural Gas Odorization Conference & Exhibition 201

Houston Marriott Westchase Hotel

2900 Briarpark Drive

Houston, TX 77042

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



Natural Gas Odorization  
Conference & Exhibition 2016



August 30 - 31, 2016

Houston Marriott Westchase Hotel,  
Houston, TX



Event Code: T185070816


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

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

1. **GO TO:** [www.shepardes.com/intro.asp](http://www.shepardes.com/intro.asp)
2. Click on [Natural Gas Odorization Conference & Exhibition 2016](#)
3. **LOG IN** from the Show Information page.
4. **ENTER** your email address and password then click 
  - a. **NEW users :** User name = Your Email Address (provided by Show Management)  
Password = NGOC16
  - b. **Previous users :** User name = Your Email Address  
Password = Your pre-existing password
5. Don't remember your password? Click the link ["Forgot your password?"](#)  
and follow the prompts to have your password sent to the registered email address.
6. Once logged in, you will be prompted to review your profile information.
  - a. If your information is correct, click 
  - OR
  - b. If your information is not correct, please click "here" as indicated on the webpage, update your profile, and submit changes.
7. Welcome to Shepard Online Ordering!

Some helpful tips:

Use the  or  buttons to scroll through all your options.

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

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

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

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

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

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# THIRD PARTY PAYMENT AUTHORIZATION



Natural Gas Odorization  
Conference & Exhibition 2016  
August 30 - 31, 2016  
Houston Marriott Westchase  
Hotel, Houston, TX

Event Code: T185070816

**Discount Deadline: August 9, 2016****The following information must be completed and the form returned to Shepard by the deadline date.**

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

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

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

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

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

**SERVICES TO BE COVERED BY THIRD PARTY**☐ **All services**☐ Rental Furniture☐ Carpet☐ Logistics/Transportation☐ Material Handling \*Please complete the Material Handling Authorization Form☐ Exhibit Display Rentals☐ Cleaning☐ Other (please specify): \_\_\_\_\_☐ Overhead Rigging/Labor☐ Installation/Dismantling Labor

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

**THIRD PARTY INFORMATION**

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

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

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

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

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

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

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

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

**EXHIBITING COMPANY INFORMATION**

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

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

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

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

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

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

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

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

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

**THIRD PARTY CREDIT CARD INFORMATION**

Type of Card:

☐☐☐

Credit Card #:

Expiration Date:

Month Year

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

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: [houston@shepardes.com](mailto:houston@shepardes.com)



# SHEPARD TERMS & CONDITIONS



Natural Gas Odorization  
Conference & Exhibition 2016

## 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."

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

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

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

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

**SERVICES TO BE COVERED BY THIRD PARTY**☐ **All services**☐ Rental Furniture☐ Carpet☐ Logistics/Transportation☐ Material Handling \*Please complete the Material Handling Authorization Form☐ Exhibit Display Rentals☐ Cleaning☐ Other (please specify): \_\_\_\_\_☐ Overhead Rigging/Labor☐ Installation/Dismantling Labor

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

**THIRD PARTY INFORMATION**

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

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

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

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

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

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

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

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

**EXHIBITING COMPANY INFORMATION**

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

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

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

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

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

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

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

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

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

**THIRD PARTY CREDIT CARD INFORMATION**

Type of Card:

☐☐☐

Credit Card #:

Expiration Date:

Month Year

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

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: [houston@shepardes.com](mailto:houston@shepardes.com)





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# EXHIBITOR APPOINTED CONTRACTOR



**Natural Gas Odorization  
Conference & Exhibition 2016**

**August 30 - 31, 2016  
Houston Marriott Westchase**

**Hotel, Houston, TX**  
Event Code: T185070816

**Deadline Date: August 2, 2016**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Contact Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

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

**Exhibitor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Exhibiting Company Name:** \_\_\_\_\_ **Booth #** \_\_\_\_\_



(404) 720-8652

(404) 720-8757

ESSRentals@shepardes.com

EVENT CODE  
T185070816

DISCOUNT DEADLINE  
July 29, 2016

### FX2 Package:

10' Wide x 8' High Full color fabric back wall with 40" high freestanding counter

20' Wide x 8' High Full color fabric back wall with 40" high freestanding double counter

\*Mounted monitor also available



(66534)



(66536)

## Signature Series FABEX Booth Rentals

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

### FX3 Package:

10' Wide x 8' High Full color fabric back wall with inset and (1) 40" high freestanding counter

20' Wide x 8' High Full color fabric back wall with (1) 40" high freestanding single counter



(66538)



(66542)



(66544)



(66540)

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

## Package Options and Pricing

FABEX Signature FX2 Options		
QTY	Item Description	Standard
66534	10' Backwall Package	1980.00
66536	20' Backwall Package	3432.00
66542	10' Backwall package with Header	2442.00
66544	20' Backwall Package with Header	3828.00

FABEX Signature FX3 Options		
QTY	Item Description	Standard
66538	10' Backwall Package	2904.00
66540	20' Backwall Package	4382.40

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

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

Qty	Price
66546	1500.00

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

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

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

Please complete the following.

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

Total FABEX Signature Packages: \$ \_\_\_\_\_  
8.250% 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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(404) 720-8757



ESSRentals@shepardes.com

EVENT CODE

T185070816

DISCOUNT DEADLINE

July 29, 2016

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

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



(66530)

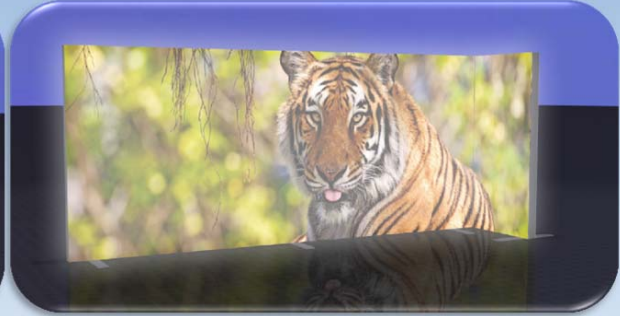
FX1 also available in:  
20' Wide x 8' High (66532) 30'  
Wide x 8' High (66547)

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



(66531)

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



(66533)

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

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



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

(66549)

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



(66548)

## Package Options and Pricing

FABEX Signature FX1 Options		
QTY	Item Description	Standard
66530	FX1-10' Freestanding Backlit Wall	1996.50
66532	FX1.2-20' Freestanding Backlit Wall	3085.50
66547	FX1.3-30' Freestanding Backlit Wall	4174.50

FABEX Signature FX1 Options		
QTY	Item Description	Standard
66531	FX1L-10' Backlit Wall with Endcap	2389.75
66533	FX1.2L-20' backlit Wall with Endcap	3478.75
66549	FXU-20' Backlit Wall with Endcaps	3872.00
66548	FX1F- Freestanding Backlit Panel	786.50

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

Approved, print ready graphics **MUST** be received 30 days from show for availability.  
Carpet is not included. To order please refer to Carpet and Cleaning Form.

**Please complete the following.**

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

Total FABEX Signature Packages: \$ \_\_\_\_\_  
8.250% 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.





# Natural Gas Odorization Conference & Exhibition 2016

Houston Marriott Westchase Hotel, Houston, TX

August 30 - 31, 2016

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DISCOUNT DEADLINE

July 29, 2016

## Signature Series Furniture

Natural Feel



Natural Feel Business Chair



Natural Feel

Natural Feel



### 6 Foot Fabric Table Cover w/ Table



Available Colors:



### Lighting & Accessories



#### Natural Feel Furniture

Qty.	Item	Discount	Regular	Amount
50704	Natural Feel Business Chair	130.30	169.40	
50705	Natural Feel Business Stool	158.60	206.20	
50706	Natural Feel Business Table 30"	266.25	346.15	
50707	Natural Feel Business Table 40"	277.60	360.90	

#### Fabric Table Covers (50700)

Qty.	Item	Discount	Amount
	White - Fabric Table Cover w/ Table	220.95	
	Red - Fabric Table Cover w/ Table	220.95	
	Blue - Fabric Table Cover w/ Table	220.95	
	Black - Fabric Table Cover w/ Table	220.95	

#### Natural Feel Accessories

Qty.	Item	Discount	Regular	Amount
50709	Natural Feel Floor Lamp	141.65	184.15	
50710	Natural Feel Table Lamp	101.95	132.55	
50708	Natural Feel Waste Receptacle	62.30	81.00	

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

Please complete the following.

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

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

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

Total Signature Furnishings: \$

8.250% 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  
July 29, 2016

Elevated

## Signature Series Flooring

Premium Plush Carpet  
50 oz.



Light Maple

Rustic Cherry

Blackwood

Ivory

Barnwood

Checkerboard

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
(22)	Navy	8.60	
(74)	Crimson	8.60	
(73)	Graphite	8.60	
(03)	White	8.60	
(06)	Black	8.60	
(90)	Hot Pink	8.60	
(91)	Electric Blue	8.60	
(77)	Bay Blue	8.60	
(48)	Hunter	8.60	
(99)	Sun Gold	8.60	
(98)	Paprika	8.60	
(07)	Burgundy	8.60	

Premium Vinyl Floor (46005)			
Sq. Ft.	Item	Per Sq. Ft.	Amount
(83)	Light Maple	11.10	
(84)	Rustic Cherry	11.10	
(80)	Blackwood	11.10	
(31)	Ivory	11.10	
(85)	Barnwood	11.10	
(82)	Checkerboard	11.10	

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

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

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

Please complete the following.

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

Total Signature Flooring: \$ \_\_\_\_\_  
8.250% Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

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

**Shepard Exposition Services**

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Customer Service Phone: (832) 799-5700

Customer Service Fax: (832) 415-0517

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

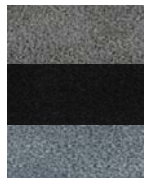
# BOOTH CARPETING

**Natural Gas Odorization  
Conference & Exhibition 2016****August 30 - 31, 2016****Houston Marriott Westchase Hotel,  
Houston, TX**

Event Code: T185070816

**Discount Deadline: August 9, 2016***Carpet lends the booth a warm, inviting atmosphere.**Select the carpet that will enhance your exhibit and draw customers in.**Remember to provide your guests extra comfort with the upgrade of padding.***PREMIUM CARPET - 28 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING****Choose Color:**

Red (01)	<input type="checkbox"/>	Charcoal (17)	<input type="checkbox"/>
Silver Cloud (18)	<input type="checkbox"/>	Black (06)	<input type="checkbox"/>
Deep Navy (22)	<input type="checkbox"/>	Cobalt (21)	<input type="checkbox"/>



Qty.	Item	Discount	Regular	Amount
46001	Rental/sq ft	6.05	7.85	
46003	Rental 1000+/sq ft	5.25	6.85	

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	14.45	18.80	

Minimum 100 sq. ft. is required. No refunds on cancellations.

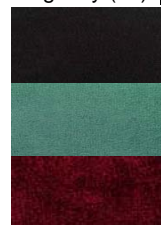
Please note - Premium White is available for purchase only.

**BOOTH DIMENSIONS****What is your booth size (ft.)?**
 X  =  sq. ft.
**PADDING & VISQUEEN**

Qty.	Item	Discount	Regular	Amount
50009	1/2" Padding	1.05	1.35	
50008	1" Padding	2.10	2.75	
50010	Visqueen	0.35	0.45	

**EXPO CARPET - 13 OZ.****Choose Color:**

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



Qty.	Item	Discount	Regular	Amount
50255	10' x 10'	206.90	268.95	
50256	10' x 20'	393.90	512.05	
50257	10' x 30'	587.55	763.80	
50258	10' x 40'	781.10	1015.45	

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

**SPECIAL CUT EXPO CARPET**

Qty.	Item	Discount	Regular	Amount
50580	0 - 399 sq ft*	4.25	5.55	
50581	400 - 900 sq ft	3.85	5.00	
50582	900+ sq ft	3.50	4.55	

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

\*Minimum 100 square feet

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

Total Carpeting	\$
8.25% Tax*	\$
Amount Due:	\$

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

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

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

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

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

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

\* All tax rates are subject to change.



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# EXPO FURNISHINGS



Natural Gas Odorization  
Conference & Exhibition 2016  
August 30 - 31, 2016

Houston Marriott Westchase Hotel,  
Houston, TX

Event Code: T185070816

**Discount Deadline: August 9, 2016**

## TABLES - ALL DISPLAY TABLES ARE 24" WIDE



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

Red (01) Gold (04) Burgundy (07)

Green (02) Blue (05) Grey (10)

White (03) Black (06) Teal (13)

### SKIRTED TABLES

Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	117.70	153.00	
50046			6'L X 30"H	144.65	188.05	
50050			8'L X 30"H	183.25	238.25	
50043			4'L X 42"H	143.05	185.95	
50047			6'L x 42"H	183.20	238.15	
50051			8'L x 42"H	215.45	280.10	
50052			4th Side 30"	71.55	93.00	
50171			4th Side 42"	71.55	93.00	

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	83.80	108.95	
50044		6'L X 30"H	100.05	130.05	
50048		8'L X 30"H	118.00	153.40	
50041		4'L X 42"H	94.45	122.80	
50045		6'L x 42"H	118.00	153.40	
50049		8'L x 42"H	131.60	171.10	

## RISERS - WOODEN PLANKING, 8" WIDE

### DRAPED RISERS

Code	Qty.	Color	Size	Discount	Regular	Amount
50082			4'L X 6"H	47.45	61.70	
50084			6'L X 6"H	61.20	79.55	
50086			8'L X 6"H	82.00	106.60	
50083			4'L X 12"H	102.75	133.60	
50085			6'L x 12"H	127.95	166.35	
50087			8'L x 12"H	142.50	185.25	

### UNDRAPE RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	24.40	31.70	
50078		6'L X 6"H	34.30	44.60	
50080		8'L X 6"H	44.45	57.80	
50077		4'L X 12"H	47.35	61.55	
50079		6'L x 12"H	67.65	87.95	
50081		8'L x 12"H	82.60	107.40	

Please complete the following:

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

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

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

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

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

Total Expo Furnishings:	\$
8.250% Tax*:	\$
Amount Due:	\$

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

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

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

\* All tax rates are subject to change.

## STANDARD SEATING



Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	74.95	97.45	
50021		Arm Chair	104.25	135.55	
50024		Stool w/back	124.50	161.85	

## STANDARD ACCESSORIES



Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	20.85	27.10	
50094		Floor Easel	42.30	55.00	
50245		Literature Rack	156.20	203.05	



Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	206.85	268.90	
50092		Coat Rack	73.45	95.50	
50093		Garment Rack	206.85	268.90	



Code	Qty.	Item	Discount	Regular	Amount
50427		Tensabarrier Stanchion	87.25	113.45	
50095		Sign Holder, 22x28	96.35	125.25	

## SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	16.15	21.00	
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Please select sateen color from below:

<input type="checkbox"/> Red (01)	<input type="checkbox"/> Gold (04)	<input type="checkbox"/> Burgundy (07)
<input type="checkbox"/> Green (02)	<input type="checkbox"/> Blue (05)	<input type="checkbox"/> Grey (10)
<input type="checkbox"/> White (03)	<input type="checkbox"/> Black (06)	<input type="checkbox"/> Teal (13)





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## SPECIALTY FURNISHINGS & ACCESSORIES

### Natural Gas ODORIZATION

CONFERENCE & EXHIBITION  
INCLUDING NON-CONVENTIONAL GAS, LNG & LPG  
AUGUST 30-31, 2016

Natural Gas Odorization  
Conference & Exhibition 2016  
August 30 - 31, 2016  
Houston Marriott Westchase  
Hotel, Houston, TX  
Event Code: T185070816

**Discount Deadline: August 9, 2016**

#### SPECIALTY CHAIRS AND TABLES



Qty.	Item	Discount	Regular	Amount
51086	Director's Chair	78.95	102.65	
51090	Director's Stool	141.25	183.65	
51089	Ped. Table, 42"	207.15	269.30	
50032	Ped. Table, 30"	197.55	256.80	
50030	Rnd Side Table	99.45	129.30	
50031	Sq. Side Table	99.45	129.30	

#### SHOWCASES



Full View

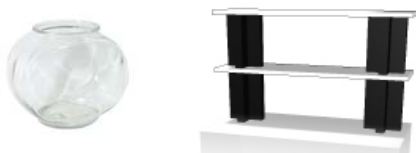


Quarter View

Qty.	Item	Discount	Regular	Amount
50067	Full View 4'	779.50	1013.35	
50068	Full View 6'	859.75	1117.70	
50069	Quarter View 4'	779.50	1013.35	
50070	Quarter View 6'	859.75	1117.70	

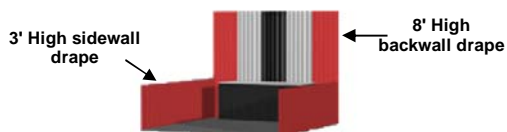
Standard Showcases are a gray finish.

#### MISCELLANEOUS ITEMS



Qty.	Item	Discount	Regular	Amount
50185	Drawing Bowl	38.85	50.50	
50088	8' Upright	27.35	35.55	
50349	6'-10' Crossbar	18.20	23.65	
50348	7'-12' Crossbar	18.20	23.65	
50296	4' x 12" Display Riser *	87.35	113.55	
50297	6' x 12" Display Riser *	108.75	141.40	

\* 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.



#### SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

Ln. Ft.	Item	Discount	Regular	Amount
50073	8' High	19.80	25.75	
50074	3' High	14.70	19.10	

Choose Color: Minimum 10 linear feet rental required

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

Please complete the following:

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

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

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

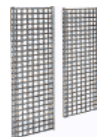
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#### GRID AND GRID ACCESSORIES



Qty.	Size	Discount	Regular	Amount
50236	2'x8' w/legs, each	186.40	242.30	
50237	2'x8' w/o legs, each	139.70	181.60	
50242	7-Ball Waterfall	12.80	16.65	

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

#### VELCRO TACK BOARD



50065



50061

50060

Qty.	Item	Discount	Regular	Amount
50060	4' x 8' Horz.	252.40	328.10	
50061	4' x 8' Vert.	252.40	328.10	

Total Specialty Furnishings/Accessories:	\$
8.250% Tax*:	\$
Amount Due:	\$

## SOFAS & SECTIONALS



FAIRSW



HEA08



SFA002



SO1



NPLSOF  
| NPLSOP



TANSOF



KEYSOF



SFA003  
| SFAPWR



HS008



SO2

## LOVESEATS



KEYLOV



NPLLOV  
| NPLLOP

### SOFAS & SECTIONALS

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

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

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

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

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

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

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

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

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

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

### LOVESEATS

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

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



# CLUB CHAIRS



FAIRCW



CHR003  
CHRPWR



CHR002



NPLCHR  
NPLCHP



KEYCHR



TANCHR



OCB



HCH08



HC008

# ACCENT CHAIRS



MADGRY



SWAN



OCH



BCW



LABREA



CCE

# MEETING CHAIRS



OCMESP



OCMTAU



OCMWHT

## CLUB CHAIRS

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

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

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

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

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

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

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

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

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

## ACCENT CHAIRS

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

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

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

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

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

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

## MEETING CHAIRS

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

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

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



# OTTOMANS



BN075



BNO08



OTS



SAL



END01B



END01W



END02B



END02W



CUBL20



OSC



OTH



VIB05



VIB06



VIB07



VIB08



VIB01



VIB02



VIB03



VIB04

## OTTOMANS

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

**BNO75 | Bench Ottoman**  
White Vinyl  
60"L 20"D 18"H

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

**SAL | Sally Stool**  
White  
12" Round 17"H

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

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

**END02B | Endless Square Ottoman**  
Black  
34"L 34"D 15"H

**END02W | Endless Square Ottoman**  
White  
34"L 34"D 15"H

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

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


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

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





## COCKTAIL TABLES

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



COLI



C1E



REGBEN



C1K



C1F



C1C



 C1W  
C1WP



 C1Y  
C1YP

## SIDE AND END TABLES



TMBTBL



NEMSAC



ETBL



AURA



EOLI



E1E



REGOTT



E1K



CUBTBL



E1F



E1C



E1W



E1Y



CDYTB

### COCKTAIL TABLES

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

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

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

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

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

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

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

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

### SIDE & END TABLES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Shepard Exposition Services**

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Customer Service Phone: (832) 799-5700

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Customer Service Email: [houston@shepardes.com](mailto:houston@shepardes.com)**EXECUTIVE FURNITURE****Natural Gas Odorization Conference  
& Exhibition 2016****August 30 - 31, 2016****Houston Marriott Westchase Hotel,  
Houston, TX**

Event Code: T185070816

**Discount Deadline: August 9, 2016****SEATING**

Qty.	Item	Discount	Regular	Amount
<b>Sofas &amp; Sectionals</b>				
	SO1-South Beach Sofa, P. Suede	768.45	999.00	
	HEA08-Heathrow Sofa, Black Vinyl	768.45	999.00	
	HS008-Heathrow 3 pc. Sectional	2015.85	2620.60	
	SFA002- Allegro Sofa	808.50	1051.05	
	NPLSOF-Naples Sofa, Black Vinyl	968.65	1259.25	
	NPLSOP-Naples Sofa, powered	1178.10	1531.55	
	SO2-3pc. South Beach, P. Suede	1844.90	2398.35	
	TANSOF-Tangiers Sofa, Beige	768.45	999.00	
	SFA003-Roma Sofa, White	922.45	1199.20	
	SFAPWR-Roma Sofa, powered	1178.10	1531.55	
	KEYSOF-Key Largo Sofa	546.70	710.70	
	FAIRSW-Fairfax Sofa	552.85	718.70	
<b>Club Chairs</b>				
	HC008-Heathrow Corner, Black Vinyl	645.25	838.85	
	HCH08-Heathrow Chair, Black Vinyl	768.45	999.00	
	NPLCHR-Naples Chair, Black Vinyl	676.05	878.85	
	NPLCHP-Naples Chair, powered	731.50	950.95	
	TANCHR-Tangiers Chair, Beige	498.60	648.20	
	CHR002-Allegro Chair	568.25	738.75	
	CHR003-Roma Chair, White	629.85	818.80	
	CHRPWR-Roma Chair, powered	731.50	950.95	
	KEYCHR-Key Largo Chair	361.90	470.45	
	FAIRCW-Fairfax Chair	398.85	518.50	

**Ottomans**

	OTS-South Beach Wedge	368.05	478.45	
	BNO08-Bench, Black Leather	475.85	618.60	
	BN075-Bench, White Leather	475.85	618.60	
	END02B-Square, Black Leather	414.25	538.55	
	END02W-Square, White Leather	414.25	538.55	
	VIB02-Vibe Cube, Blue	161.70	210.20	
	VIB04-Vibe Cube, Red	161.70	210.20	
	VIB05-Vibe Cube, Yellow	161.70	210.20	
	VIB07-Vibe Cube, Champagne	161.70	210.20	

Qty.	Item	Discount	Regular	Amount
<b>Group &amp; Accent Chairs</b>				
	CCE-ICE, Transparent/Chrome	306.45	398.40	
	OCH-Madrid Black Leather	864.60	1124.00	
	BCW-Madrid Chair, White	865.50	1125.15	
	LABREA-La Brea Swivel Chair	475.85	618.60	
	OCB-Key West Tub, Black	460.45	598.60	
	SCD-Fusion, Green/White	161.70	210.20	
	SCC-Fusion, Clear/White	161.70	210.20	
	SCE-Fusion, Red/White	161.70	210.20	
	SCF-Fusion Chair, Black/White	161.70	210.20	
	MADGRY-Madden Arm Chair, Grey	491.25	638.65	
	SWAN-Swanson Swivel, White Vinyl	414.25	538.55	
<b>Loveseats</b>				
	NPLLOV-Naples, Black Vinyl	814.65	1059.05	
	NPLLOP-Naples Loveseat, powered	1014.85	1319.30	
	KEYLOV-Key Largo Loveseat	423.50	550.55	
<b>Meeting Chairs</b>				
	OCMESP-Meeting Chair, Espresso	321.85	418.40	
	OCMTAU-Meeting Chair, Taupe	315.70	410.40	
	OCMWHM-Meeting Chair, White	290.95	378.25	

**COCKTAIL AND END TABLES**

Qty.	Item	Discount	Regular	Amount
<b>Occasional Cocktail Tables</b>				
	C1E-Silverado	321.85	418.40	
	C1K-Inspiration	358.80	466.45	
	C1F-Geo Rect., Glass/Black	291.05	378.35	
	C1C-Geo Rect., Glass/Chrome	291.05	378.35	
	COLI - Oliver Cocktail Table	277.20	360.35	
	C1W-Sydney, White	326.50	424.45	
	C1Y-Sydney, Black	326.50	424.45	
	C1YP-Sydney Black, powered	414.25	538.55	
	C1WP-Sydney White, powered	414.25	538.55	
	G30CMS-Table, Maple	429.65	558.55	
	G30CMW-Table w/ Grmt, Maple	429.65	558.55	
	G30CWS-Table, White	429.65	558.55	
	G30CWW-Table w/ Grmt, White	429.65	558.55	
	REGBEN-Regis Bench Table	331.10	430.45	

Qty.	Item	Discount	Regular	Amount
<b>Occasional End Tables</b>				
	E1E-Silverado	306.45	398.40	
	E1K-Inspiration	337.25	438.45	
	E1F-Geo, Glass/Black	284.90	370.35	
	E1C-Geo, Glass/Chrome	284.90	370.35	
	EOLI-Oliver End Table	246.40	320.30	
	E1W-Sydney, White	294.15	382.40	
	E1Y-Sydney, Black	294.15	382.40	
	CUBTBL-Edge LED Cube	229.45	298.30	
	CDYTB-Candy Table	244.85	318.30	
	AURA End Table	167.85	218.20	
	ETBL-E Table, Wood	206.35	268.25	
	NEMSAC Mosaic Tables, Set of 3	337.25	438.45	
	TMBTBL Timber Table, Wood	198.65	258.25	
	REGOTT-Regis End Table	244.85	318.30	

Please complete the following:

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

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

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

Subtotal	\$
8.250% Tax	\$
Amount Due:	\$

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

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

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

## GROUP SEATING



CS8



CS9



XCHR



SC1



CH002



SC10



SCF



SCC



SCE



SCD



SC4



SC3



XC3



XC6



CO4

### GROUP SEATING

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

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

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

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

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

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

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

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

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

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

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

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

**SC4 | Jetson Chair**  
Black  
19"L 18"D 31"H

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

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

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

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

# CONFERENCE TABLES



## PWRUSB

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

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



CE1



CF1



CE2



CF2



CG1



OCT6W



6'-CB2



8'-CB3



6'-CC6



6'-CT06GR



8'-CC7  
10'-CC8



8'-C508GR  
10'-CT10GR



MERLIN



WD3

## CONFERENCE TABLES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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





## EXECUTIVE CHAIRS



PROEXE



PROEXB



PROGB



PROMID



XC2



XC1



XC5



XC4

## G30 COMMUNAL TABLES



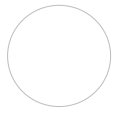
(ADAPTW)  
G30 Powered Tables come with 2 white Charging Adapters

### TABLE TOP OPTIONS

(G30 Powered Tables only available in white)



MAPLE



WHITE

(G30 Powered Tables)



POWER DETAIL



(Solid Top Tables Or With Grommet Holes)



G30BMS  
G30BMW



G30BWS  
G30BWW



G30DMS  
G30DMW



G30DWS  
G30DWW



G30CMS  
G30CMW



G30CWS  
G30CWW

## EXECUTIVE CHAIRS

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

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

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

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

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

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

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

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

## G30 COMMUNAL TABLES

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

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

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

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

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

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

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



Denotes AC and USB charging outlets

## CAFÉ TABLES



ZTK  
ZTP



ZTN



ZTQ



30MHSC



ZTG



ZTC



30GRHC  
36GRHC



30MTHC  
36MTHC



36WTHC



30MHHC



30BRHC



30BBHC



30ORHC



30SBHC

### CAFÉ TABLES

#### Standard Black Base

30" Round 29"H

ZTJ | Graphite Nebula Top

ZTB | Brushed Red Top

ZTK | Maple Top

30MHSC | Mahogany Top

ZTG | Silver Textured Top

ZTC | Brushed Blue Top

#### Standard Black Base

36" Round 29"H

ZTN | Graphite Nebula Top

ZTQ | White Laminate Top

ZTP | Maple Top

#### Hydraulic Chrome Base

30" Round 29"H

30MTHC | Maple Top

30GRHC | Graphite Nebula Top

30MHHC | Mahogany Top

30STHC | Silver Textured Top

30BRHC | Brushed Red Top

30BBHC | Brushed Blue Top

30ORHC | Orange Top

30SBHC | Liquid Steel Blue Top

Top

#### Hydraulic Chrome Base

36" Round 29"H

36MTHC | Maple Top

36GRHC | Graphite Nebula Top

36WTHC | White Laminate Top





**Shepard Exposition Services**  
 10001 Fannin St, Houston TX, 77045  
 Customer Service Phone: (832) 799-5700  
 Customer Service Fax: (832) 415-0517  
 Customer Service Email: [houston@shepardes.com](mailto:houston@shepardes.com)

## EXECUTIVE FURNITURE

Natural Gas Odorization  
 Conference & Exhibition 2016

August 30 - 31, 2016

Houston Marriott Westchase Hotel,  
 Houston, TX

Event Code: T185070816

**Discount Deadline: August 9, 2016**



### CONFERENCE TABLES & CHAIRS

Qty.	Item	Discount	Regular	Amount
<b>Conference Tables</b>				
	CF2-Geo Table, Black	522.05	678.65	
	CE1-Geo Table, Sq. Chrome	368.05	478.45	
	CF1-Geo Table, Sq. Black	522.05	678.65	
	CG1-Manhattan Table, Black	383.45	498.50	
	CE2-Geo Table, Chrome	522.05	678.65	
	CB2-6' Graphite Table	546.70	710.70	
	CB3-8' Graphite Table	645.25	838.85	
	CD2-6' Grey Nebula Table	506.90	658.95	
	CD3-8' Grey Nebula Table	614.45	798.80	
	CC6-6' Mahogany Table	546.70	710.70	
	CC7-8' Mahogany Table	645.25	838.85	
	CC8-10' Mahogany Table	968.00	1258.40	
	CB1-42" Round, Graphite Nebula	484.65	630.05	
	CC5-42" Round, Mahogany Table	445.05	578.55	
	OCT6W-Nova, Oval White	614.45	798.80	
	CT06GR Conference Table 6' Granite	257.20	334.35	
	C508GR Conference Table 8' Granite	312.75	406.60	
	CT10GR Conference Table 10' Granite	469.10	609.85	
	PWRUSB-Powered Table Module	87.80	114.15	
<b>Executive Seating</b>				
	PROEXE-Pro Executive Chair	429.65	558.55	
	PROEXB-Executive Chair High Back	429.65	558.55	
	PROGB-Guest Executive Chair	300.30	390.40	
	PROMID-Executive Chair Mid Back	272.60	354.40	
	XC1-Luxor Executive, High-back	465.10	604.65	

Qty.	Item	Discount	Regular	Amount
<b>Group &amp; Guest Seating</b>				
	Duet-Black, Chrome	75.45	98.10	
	RSTDIN-Rustique w/ arms, Gunmetal	167.85	218.20	
	CS8-Berline Chair, Black	146.30	190.20	
	CS9-Berlin Chair, Red	146.30	190.20	
	XCHR-Christopher Chr, White Vinyl	121.65	158.15	
	SC1-New York Chair	223.90	291.05	
	CH002-Whendy Chair, Acrylic	137.05	178.15	
	SC10 Razor Chair	90.85	118.10	
	SCF Fusion Chair, Black White	161.70	210.20	
	SCC Fusion Chair, Clear White	161.70	210.20	
	SCE Fusion Chair, Red White	161.70	210.20	
	SCD Fusion Chair, Green White	161.70	210.20	
	SC4-Jetson Chair	223.90	291.05	
	SC3-Brewer Chair, Onyx	201.75	262.30	
	XC3-Luxor Guest Chair	401.95	522.55	
	XC6-Altura Guest Chair	357.30	464.50	
	CO4-Iso Mesh Chair	340.35	442.45	
<b>Utility Chairs</b>				
	SY1-Altura Task Chair	229.45	298.30	
	DF1-Altura Drafting Stool	352.65	458.45	
<b>Executive Seating</b>				
	XC2-Luxor Executive Chair	437.35	568.55	
	XC4-Altura Executive, High-back	469.30	610.10	
	XC5-Altura Executive Chair	392.70	510.50	

### CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
<b>Café Tables- Black Base</b>				
	ZTK-30" Maple Top/Black Base	260.25	338.35	
	ZTP-36" Maple Top/Black Base	283.35	368.35	
	ZTJ-30" Graphite Top/Black Base	260.25	338.35	
	ZTN-36" Graphite Top/Black Base	283.35	368.35	
	ZTG-30" Silver Textured Top	260.25	338.35	
	ZTE-36" Brandy Top/Black Base	324.65	422.05	
	ZTQ-36" White Laminate Top	283.35	368.35	
	ZTB-30" Red Top/Black Base	260.25	338.35	
	ZTC-30" Blue Top/Black Base	260.25	338.35	

Qty.	Item	Discount	Regular	Amount
<b>Café Tables - Chrome Base 30", Hydraulic</b>				
	30MTHC-Maple Top, Chrome	346.50	450.45	
	30GRHC-Graphite Nebula, Chrome	346.50	450.45	
	30MHHC-Mahogany Top, Chrome	346.50	450.45	
	30STHC-Silver Textured, Chrome	346.50	450.45	
	30BRHC-Brushed Red Top, Chrome	346.50	450.45	
	30BBHC-Brushed Blue Top, Chrome	346.50	450.45	
	30ORHC-Orange Top, Chrome	346.50	450.45	
	30SBHC-Steel Blue Top, Chrome	346.50	450.45	
<b>Café Tables - Chrome Base 36", Hydraulic</b>				
	36MTHC-Maple Top, Chrome	377.30	490.50	
	36GRHC-Graphite Nebula, Chrome	377.30	490.50	
	36WTHC-White Top, Chrome	377.30	490.50	

### COMMUNAL TABLES

<b>Café Tables</b>				
	G30DMS-Café, Maple Top	614.45	798.80	
	G30DMW-Café w/ Grmt, Maple	614.45	798.80	
	G30DWS-Café, White Top	614.45	798.80	
	G30DWW-Café w/ Grmt, White	614.45	798.80	
	G30DWP-Café Table, powered	706.85	918.90	
<b>Cocktail Tables</b>				
	G30CWP-Cocktail Table, powered	506.65	658.65	

<b>Bar Tables</b>				
	G30BWS-Bar Table, White	768.45	999.00	
	G30BWW-Bar w/ Grmt, White	768.45	999.00	
	G30BMS-Bar Table, Maple	768.45	999.00	
	G30BMW-Bar w/ Grmt, Maple	768.45	999.00	
	G30BWP-Bar Table, powered	907.05	1179.15	

Please complete the following:

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

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

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

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

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

Subtotal	\$
8.250% Tax:	\$
Amount Due:	\$

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

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

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

## BAR TABLES



### TABLE TOP OPTIONS



MAPLE



GRAPHITE NEBULA



BRUSHED BLUE



WHITE LAMINATE



MAHOGANY



ORANGE



SILVER TEXTURED



BRUSHED RED



LIQUID STEEL BLUE



30MHHB



30STHB



30BRHB



30BBHB



30ORHB



30SBHB

### BAR TABLES

#### Standard Black Base

30" Round 42"H

VTJ | Graphite Nebula Top

VTK | Maple Top

30MHSB | Mahogany Top

VTG | Silver Textured Top

VTB | Brushed Red Top

VTC | Brushed Blue Top

#### Standard Black Base

36" Round 42"H

VTW | White Laminate Top

VTN | Graphite Nebula Top

VTP | Maple Top

#### Hydraulic Chrome Base

30" Round 45"H

30GRHB | Graphite Nebula Top

30MTHB | Maple Top

30MHHB | Mahogany Top

30STHB | Silver Textured Top

30BRHB | Brushed Red Top

30BBHB | Brushed Blue Top

30ORHB | Orange Top

30SBHB | Liquid Steel Blue Top

Top

#### Hydraulic Chrome Base

36" Round 45"H

36GRHB | Graphite Nebula Top

36MTHB | Maple Top

36WTHB | White Laminate Top

Top





## BARSTOOLS



APS08



APS59



APS75



APS12



RSTSTL



XBAR



ROLLGY



ROLLRD



ROLLWH



ROLLBL



BS001



BS002



BS003



BSN



BCE



BSS



BST



BSD



BSC



BSL

### BARSTOOLS

#### Apex Barstools

21"L 21"D 33"H

APS08 | Black Vinyl

APS59 | Red Vinyl

APS75 | White Vinyl

APS12 | Blue Ultra Suede

#### RSTSTL | Rustique Barstool

Gunmetal

13"L 13"D 30"H

#### XBAR | Christopher Barstool

White Vinyl, Chrome

19"L 15"D 41"H

#### ROLLGY | Lift Barstool

Gray Vinyl

15" Round 23-33.5"H

#### ROLLRD | Lift Barstool

Red Vinyl

15" Round 23-33.5"H

#### ROLLWH | Lift Barstool

White Vinyl

15" Round 23-33.5"H

#### ROLLBL | Lift Barstool

Black Vinyl

15" Round 23-33.5"H

#### BS001 | Shark Barstool

White, Chrome

22"L 19"D 34-44"H

#### BS002 | Zoey Barstool

White, Chrome

15"L 16"D 26-30.5"H

#### BS003 | Zoey Barstool

Black, Chrome

15"L 16"D 26-30.5"H

#### BSN | Jetson Barstool

Black

18"L 19"D 29"H

#### BCE | Ice Barstool

Transparent, Chrome

16"L 14"D 33"H

#### BSS | Banana Barstool

Black, Chrome

21"L 22"D 30"H

#### BST | Banana Barstool

White, Chrome

21"L 22"D 30"H

#### BSD | Oslo Barstool

Blue

17"L 20"D 30"H

#### BSC | Oslo Barstool

White

17"L 20"D 30"H

#### BSL | Gin Barstool

Maple, Chrome

16"L 16"D 29"H

## WORK/MULTI USE TABLES




MERLIN



WD3

## PEDESTALS & PRODUCT DISPLAY

 Denotes AC and USB charging outlets

Powered Locking Pedestals come with one black or white charging adapter



POWER DETAIL



POWER DETAIL



36" - PDL36B  
42" - PDL42B



36" - PDL36W  
42" - PDL42W



PDL

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



ET1



ET2



BC6

## UTILITY CHAIRS



SY1



DF1

### WORK/MULTI USE TABLES

**MERLIN** | Merlin Multi Use Table

Gray Laminate, Black  
46"L 29"D 30"H

**WD3** | Work Table

White Laminate, White  
48"L 24"D 30"H

### PEDESTALS & PRODUCT DISPLAYS

**Powered Locking Pedestal**  
Black

**PDL36B** | 24"L 24"D 36"H  
**PDL42B** | 24"L 24"D 42"H

**Powered Locking Pedestal**  
White

**PDL36W** | 24"L 24"D 36"H  
**PDL42W** | 24"L 24"D 42"H

**PDL** | Locking Pedestal  
Black

24"L 24"D 42"H

**ET1** | Etagere

Pewter, Metal Glass  
30"L 16"D 70"H

**ET2** | Etagere

Black, Metal Glass  
30"L 16"D 70"H

**BC6** | Bookcase

Mahogany  
36"L 13"D 71"H

### UTILITY CHAIRS


**SY1** | Altura Steno Chair

Black Crepe  
25"L 26"D 21"H

**DF1** | Altura Drafting Stool

Black Crepe  
25"L 26"D 34"H

# DESKS & CREDENZAS

 Denotes AC and USB charging outlets

Powered Tech Desk includes one black charging adapter



ADAPT B



POWER DETAIL



 **TECH3B**



 **TECH**



**TECH3**



**JD6**



**CR6**

# FILES & FRIDGES



**VF4**



**VF2**



**L26**



**R1R**



**R1Q**

## DESKS & CREDENZAS

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

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

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

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

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

## FILES & FRIDGES

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

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

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

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

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



## BARS

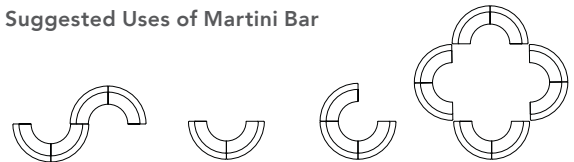


BRC



BR1

### Suggested Uses of Martini Bar



## BARS

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

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



## MOBILE TABLET STANDS



TBBCHR



TBSHLF



TBPNTN

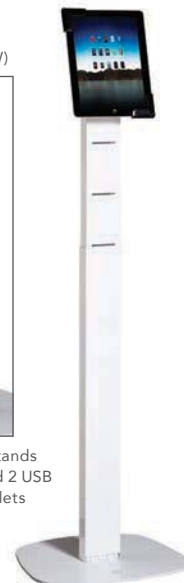


TBSTND

(BACK VIEW)



Mobile Table Stands  
Includes 3 AC and 2 USB  
Charging Outlets



TBSTDW

## LAMPS



LA15



LA14

## LIGHTED PRODUCTS

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



CUBL20



CUBTBL

### MOBILE TABLET STAND ACCESSORIES

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

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

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

### MOBILE TABLET STANDS

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

**TBSTDW | Mobile  
Tablet Stand**  
White  
14"L 13"D 44.5"H

### LAMPS

**LA15 | Mason Floor Lamp**  
Brushed Silver  
18" Round 55"H

**LA14 | Mason Table Lamp**  
Brushed Silver  
16" Round 26"H

### LIGHTED PRODUCTS

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

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



**Shepard Exposition Services**

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Customer Service Phone: (832) 799-5700

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Customer Service Email: [houston@shepardes.com](mailto:houston@shepardes.com)**EXECUTIVE FURNITURE****Natural Gas Odorization  
Conference & Exhibition 2016****August 30 - 31, 2016****Houston Marriott Westchase Hotel,  
Houston, TX**

Event Code: T185070816

**Discount Deadline: August 9, 2016****BAR TABLES, BARS, & BAR STOOLS**

Qty.	Item	Discount	Regular	Amount
<b>Bar Tables - All Black Base</b>				
	VTK-30" Maple Top/Black Base	284.90	370.35	
	VTP-36" Maple Top/Black Base	281.60	366.10	
	VTJ-30" Graphite Top/Black Base	284.90	370.35	
	VTN-36" Graphite Top/Black Base	306.45	398.40	
	VTG-30" Silver Textured Top	284.90	370.35	
	VTE-36" Brandy Top/Black Base	295.70	384.40	
	VTW-36" White Laminate Top	306.45	398.40	
	VTB-30" Red Top/Black Base	284.90	370.35	
	VTC-30" Blue Top/Black Base	284.90	370.35	
<b>Bars</b>				
	BRC-Circle Martini Bar	4482.95	5827.85	
	BR1-Martini Bar	1556.95	2024.05	
<b>Barstools</b>				
	BST-Banana, White/Chrome	288.00	374.40	
	BSS-Banana, Black/Chrome	288.00	374.40	
	BS001-Shark, Swivel White	368.05	478.45	
	BS002-Zoey, Swivel White	337.25	438.45	
	BS003-Zoey, Swivel Black	348.45	453.00	
	RSTSTL-Rustique Barstool, Gunmetal	152.45	198.20	
	APS08-Apex Black Vinyl	258.70	336.30	
	APS59-Apex Red Vinyl	258.70	336.30	
	APS75-Apex White Vinyl	258.70	336.30	
	APS12-Apex Blue Ultra Suede	258.70	336.30	
	XBAR-Christopher White Vinyl	207.90	270.25	

Qty.	Item	Discount	Regular	Amount
<b>Bar Tables - Chrome Base 30", Hydraulic</b>				
	30GRHB-Graphite Nebula, Chrome	346.50	450.45	
	30MTHB-Maple Top, Chrome	346.50	450.45	
	30MHHB-Mahogany Top, Chrome	346.50	450.45	
	30STHB-Silver Texture, Chrome	346.50	450.45	
	30BRHB-Brushed Red, Chrome	346.50	450.45	
	30BBHB-Brushed Blue, Chrome	346.50	450.45	
	30ORHB-Orange Top, Chrome	346.50	450.45	
	30SBHB-Steel Blue Top, Chrome	346.50	450.45	
<b>Bar Tables - Chrome Base 36", Hydraulic</b>				
	36GRHB-Graphite Nebula, Chrome	377.30	490.50	
	36MTHB, Maple Top, Chrome	377.30	490.50	
	36WTHB-White Top, Chrome	377.30	490.50	
<b>Barstools</b>				
	BSD-Oslo, Blue	303.40	394.40	
	BSC-Oslo, White	303.40	394.40	
	BSL-Gin, Maple	229.45	298.30	
	BSN-Jetson, Black	308.00	400.40	
	BCE-Ice, Transparent /Chrome	269.55	350.40	
	ROLLBL-Lift Barstool, Black Vinyl	244.85	318.30	
	ROLLGY-Lift Barstool, Grey Vinyl	244.85	318.30	
	ROLLRD-Lift Barstool, Red Vinyl	244.85	318.30	
	ROLLWH-Lift Barstool, White Vinyl	244.85	318.30	

**MISCELLANEOUS ITEMS**

Qty.	Item	Discount	Regular	Amount
<b>Desks, Credenzas, Lateral Files, Files</b>				
	BC6-Bookcase, Mahogany	445.05	578.55	
	JD6-Executive Desk, Mahogany	624.45	811.80	
	L26-Lateral File, Mahogany	504.40	655.70	
	CR6-Credenza, Mahogany	645.25	838.85	
	VF4-Vertical File, 4-drawer	294.15	382.40	
	VF2-Vertical File, 2-drawer	215.60	280.30	
	TECH3B-Tech Desk w/drawers, Pwr	645.25	838.85	
	TECH-Tech Desk, Powered	522.05	678.65	
	TECH3-3-drawer File Cbnt w/Castors	172.50	224.25	
<b>Product Display- Pedestals</b>				
	PDL-42"H Pedestal, Locking	552.85	718.70	
	PDL36B-Ped, Locking, Powered	616.65	801.65	
	PDL42B-Ped, Locking, Powered	691.45	898.90	
	PDL36W-Ped, Locking, Powered	583.65	758.75	
	PDL42W-Ped, Locking, Powered	691.45	898.90	
<b>Charging Items</b>				
	ADAPTCH-Charging Adapter, black	27.70	36.00	
	ADAPTWH-Charging Adapter, white	27.70	36.00	

Qty.	Item	Discount	Regular	Amount
<b>Product Display- Etageres</b>				
	ET2-Etagere, Black	406.90	528.95	
	ET1-Etagere, Pewter	398.85	518.50	
<b>Lamps</b>				
	LA15-Mason Silver Floor Lamp	254.10	330.35	
	LA14-Mason Silver Table Lamp	166.30	216.20	
<b>Refrigerators</b>				
	R1R-White 14 Cubic Feet	1004.10	1305.35	
	R1Q-White 4 Cubic Feet	352.65	458.45	
<b>Work &amp; Multi-Use Tables</b>				
	MERLIN-Multi Use Table	398.85	518.50	
	WD3-Work Table	383.45	498.50	
<b>Mobile Tablet Stands*</b>				
	TBSTDW-Mobile Tablet Stand, Black	161.70	210.20	
	TBSTND-Mobile Tablet Stand, White	161.70	210.20	
	TBBCHR-Tablet, brochure holder	75.45	98.10	
	TBSHLF-Tablet, charging shelf	75.45	98.10	
	TBPNTN-Tablet, print stand	75.45	98.10	

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

Please complete the following:

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

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

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

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

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

8.250% Tax: \$ \_\_\_\_\_

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

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

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

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

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



#### **UNION LABOR**

California is NOT a “right-to-work” state. The installation and dismantling of prefabricated displays comes under the jurisdiction of the Painters decorators 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**

Painters decorator union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, one (1) full-time exhibiting company employee may work without tools for thirty (30) minutes on the installation (move in) and (30) thirty minutes on the dismantle (move out), without union labor on booths that are smaller than 10x10. All booths over 10x10 or exceeding 10 linear feet require union labor. Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc) on booths of any size. Exhibitors may handle and set out the products they manufacture; however all background materials-display boards, back drops, stands-anything products are displayed upon, attached to, or made part of and laying of floor tile and carpets must be installed by union labor. If union labor is needed, exhibitor personnel may work alongside of the union on a one to one basis.

#### **MATERIAL/FREIGHT HANDLING JURISDICTION**

The Teamsters have jurisdiction over all unloading and reloading of materials. The union also has jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks. Exhibitors may move booth material provided it can be hand-carried by one person in one trip from only one vehicle, without the use of dollies, hand trucks or other mechanical equipment. Current union jurisdiction precludes hotel personnel from delivering material to exhibit booths.

#### **GRATUITIES /BREAKS**

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

#### **IN GENERAL**

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

#### **SAFETY**

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



**Shepard 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)

# INLINE BOOTH RENTALS



Natural Gas Odorization Conference & Exhibition 2016

August 30 - 31, 2016

Houston Marriott Westchase Hotel,  
Houston, TX

Event Code: T185070816

**Discount Deadline: July 29, 2016**

## 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

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

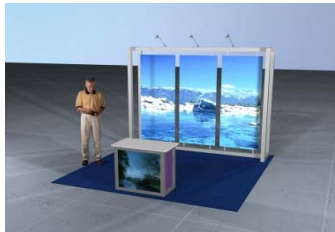
### The Eddie



Qty.	Description	Discount	Regular
	10' x 10'	3002.65	3903.45
	10' x 20'	4889.65	6356.55
<b>Subtotal</b>			

(66470, 66471)

### The Jonathon



Qty.	Description	Discount	Regular
	10' x 10'	2094.75	2723.20
	10' x 20'	3666.70	4766.70
<b>Subtotal</b>			

(66474, 66475)

### The Pierce



Qty.	Description	Discount	Regular
	10' x 10'	2598.30	3377.80
	10' x 20'	4933.50	6413.55
<b>Subtotal</b>			

(66477, 66478)

### The Madison



Qty.	Description	Discount	Regular
	10' x 10'	3150.90	4096.15
	10' x 20'	3734.40	4854.70
<b>Subtotal</b>			

(66484, 66485)

### The Grant



Qty.	Description	Discount	Regular
	10' x 10'	3325.90	4323.65
	10' x 20'	4609.60	5992.50
<b>Subtotal</b>			

(66486, 66487)

### The Harrison



Qty.	Description	Discount	Regular
	10' x 10'	3057.50	3974.75
	10' x 20'	4492.90	5840.75
<b>Subtotal</b>			

(66492, 66493)

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652.

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

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

Please complete the following:

<b>Company Name:</b> _____	<b>Booth #:</b> _____	Subtotal \$ _____
<b>Contact Name:</b> _____	<b>Phone #:</b> _____	8.250% 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.



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# INLINE BOOTH RENTALS



**Natural Gas Odorization Conference  
& Exhibition 2016  
August 30 - 31, 2016  
Houston Marriott Westchase Hotel,  
Houston, TX**

Event Code: T185070816

**Discount Deadline: July 29, 2016**

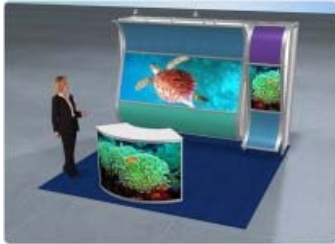
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- \*Graphic Development/Printing      \*Installation/Dismantle      \*Custom Furniture Rental

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

### The Jackson



Qty.	Description	Discount	Regular
	10' x 10'	3261.70	4240.20
	10' x 20'	4930.55	6409.70
<b>Subtotal</b>			

(66490, 66491)

### The Lincoln



Qty.	Description	Discount	Regular
	10' x 10'	3092.55	4020.30
	10' x 20'	4259.55	5537.40
<b>Subtotal</b>			

(66482, 66483)

### The Roosevelt



Qty.	Description	Discount	Regular
	10' x 10'	3238.40	4209.90
	10' x 20'	5134.75	6675.20
<b>Subtotal</b>			

(66488, 66489)

### The Lucy



Qty.	Description	Discount	Regular
	10' x 10'	1925.55	2503.20
<b>Subtotal</b>			

(66473)

### The Dale



Qty.	Description	Discount	Regular
	10' x 10'	3360.95	4369.25
<b>Subtotal</b>			

(66481)

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<b>Contact Name:</b> _____	<b>Phone #:</b> _____	8.250% Tax*: \$	
<b>Authorized Signature:</b> _____		Amount Due: \$	

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\* All tax rates are subject to change.





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## EXHIBIT RENTAL ACCESSORIES



Natural Gas Odorization  
Conference & Exhibition 2016

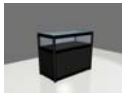
August 30 - 31, 2016

Houston Marriott Westchase Hotel,  
Houston, TX

Event Code: T185070816

Discount Deadline: July 29, 2016

### SHOWCASES AND LOCKING CABINETS



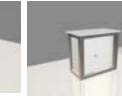
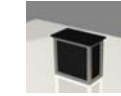
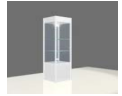
**Quartermview Showcase**  
4' 6" W x 1' 9" D x 3' 3" H



**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		Quartermview	996.00	1294.80	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66272		Square	1075.00	1397.50	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					



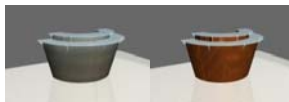
**LC1 - 1 meter wide**  
3' 6" W x 1' 9" D x 3' 6" H



**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	738.20	959.65	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66283		LC2	895.85	1164.60	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66284		LC3	544.55	707.90	
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



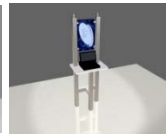
**RC2**  
4' 9" W x 2' 3" D x 3' 3" H



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



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



**CS2\***  
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	2054.30	2670.60	
Please choose metal color: <input type="checkbox"/> Chrome (CH) <input type="checkbox"/> Wood (W)					
66275		RC2	759.15	986.90	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66276		RC3*	1646.80	2140.85	
66285		CS1*	957.70	1245.00	
66286		CS2*	558.20	725.65	

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

### PRODUCT DISPLAY AND TRAFFIC BUILDERS

Product Display					
Code	Qty	Description	Discount	Regular	Amount
66277		Gondola	517.30	672.50	
Please choose metal color: <input type="checkbox"/> Black (06) <input type="checkbox"/> White (03) <input type="checkbox"/> Silver (15)					
66278		GL1*	511.40	664.80	
66279		GL2*	881.50	1145.95	

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

Phone Charging Station					
Code	Qty	Description	Discount	Regular	Amount
66430		Phone Station*	1692.15	2199.80	



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



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



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

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

Please complete the following:

<b>Company Name:</b>	_____	<b>Booth #:</b>	_____	Subtotal	\$
<b>Contact Name:</b>	_____	<b>Phone #:</b>	_____	8.250% Tax*	\$
<b>Authorized Signature:</b>	_____			Amount Due:	\$

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**Shepard Exposition Services**

10001 Fannin St, Houston TX, 77045

Customer Service Phone: (832) 799-5700

Customer Service Fax: (832) 415-0517

Customer Service Email: [houston@shepardes.com](mailto:houston@shepardes.com)**LABOR ORDER FORM****Natural Gas Odorization  
Conference & Exhibition 2016****August 30 - 31, 2016****Houston Marriott Westchase Hotel,  
Houston, TX**

Event Code: T185070816

**Discount Deadline: August 9, 2016****INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE****Please complete the following:**

How many laborers will you require? \_\_\_\_\_ Installation \_\_\_\_\_ Dismantling

Date of installation: \_\_\_\_\_ Requested start time: \_\_\_\_\_ Est. Hours \_\_\_\_\_

Date of dismantling: \_\_\_\_\_ Requested start time: \_\_\_\_\_ Est. Hours \_\_\_\_\_

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

☐ Installation ☐ Dismantling ☐ Both Install/Dismantle

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

☐ Installation ☐ Dismantling ☐ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
<b>Shepard Supervised Labor (Exhibitor not present)</b>						
68066		ST	82.75	107.60	30% **	
68067		OT	124.13	161.35	30% **	
68068		DT	165.50	215.15	30% **	

Dismantle: 68070/68071/68072

Sup install: 68069 Sup dismantling: 68073

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

Code	Qty.	Item	Discount	Regular	Amount
<b>Exhibitor Supervised Labor</b>					
68060		ST	82.75	107.60	
68061		OT	124.13	161.35	
68062		DT	165.50	215.15	

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
68080T		Flooring Only	1.00	1.30	
68083		Padding + Flooring	1.50	1.95	
68079T		MINIMUM	165.50	215.15	

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

Flooring type(s):

☐ Carpet ☐ Padding ☐ Other \_\_\_\_\_

What is your booth size (ft.)?

 X 
  = 
  SQ FT
 

Subtotal \$

8.250% 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 ☐ NoCarpet is? ☐ owned ☐ rented from ShepardCarpet padding? ☐ Yes ☐ NoDrawings 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.

**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)**SHEPARD LOGISTICS SERVICES**

Natural Gas Odorization  
Conference & Exhibition 2016  
August 30 - 31, 2016  
Houston Marriott Westchase Hotel,  
Houston, TX  
Event Code: T185070816

**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. Weight
Crates	_____
Cartons (cardboard)	_____
Cases/Trunks (fiber) (color) _____	_____
Skids/Pallets	_____
Carpet (color) _____	_____
TV/Monitor	_____
Other _____	_____
<b>Total Pieces</b>	<b>Total Wt.</b> _____

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

Natural Gas Odorization Conference & Exhibition 2016



### ADVANCE SHIPPING ADDRESS LABELS

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>Shepard Warehouse - Houston</b>
	<b>10001 Fannin ST</b> <b>Houston, TX 77042</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
	For: <b>Natural Gas Odorization Conference &amp; Exhibition 2016</b>
	First day freight can arrive w/o a surcharge: August 2, 2016
	Last day freight can arrive w/o a surcharge: August 22, 2016

<b>R U S H</b>	
	<b>ADVANCE WAREHOUSE</b>
	TO: _____ (EXHIBITING CO. NAME)
	Booth #: _____
	<b>Shepard Warehouse - Houston</b>
	<b>10001 Fannin ST</b> <b>Houston, TX 77042</b>
	<b>Delivery Hours: M-F, 8-4:30 PM</b>
	For: <b>Natural Gas Odorization Conference &amp; Exhibition 2016</b>
	First day freight can arrive w/o a surcharge: August 2, 2016
	Last day freight can arrive w/o a surcharge: August 22, 2016

### 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>Houston Marriott Westchase Hotel</b> <b>2900 Briarpark Drive</b> <b>Houston, TX 77042</b>
	For: <b>Natural Gas Odorization Conference &amp; Exhibition 2016</b>
	MUST NOT BE DELIVERED PRIOR TO: <b>August 29, 2016 @ 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>Houston Marriott Westchase Hotel</b> <b>2900 Briarpark Drive</b> <b>Houston, TX 77042</b>
	For: <b>Natural Gas Odorization Conference &amp; Exhibition 2016</b>
	MUST NOT BE DELIVERED PRIOR TO: <b>August 29, 2016 @ 8:00 AM</b>

**Shepard Exposition Services**

10001 Fannin St, Houston TX, 77045

Customer Service Phone: (832) 799-5700

Customer Service Fax: (832) 415-0517

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

# MATERIAL HANDLING AUTHORIZATION



Natural Gas Odorization Conference

&amp; Exhibition 2016

August 30 - 31, 2016

Houston Marriott Westchase Hotel,

Houston, TX

Event Code: T185070816

**SHIPMENT INFORMATION****Please complete the following information:**We plan to ship to: ☐ Advance Warehouse ☐ Direct to Show Site

We plan to ship on (date): \_\_\_\_\_

Our materials should arrive on (date): \_\_\_\_\_

Carrier Name: \_\_\_\_\_ Pro #: \_\_\_\_\_

Origin of Shipment (city, state): \_\_\_\_\_

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

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

**Please indicate number of pieces and the estimated weight:**

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

**MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET****SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH *Signature Series Shipping*.**To set up your *Signature Series Shipping*, please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. *Signature Series Shipping* does not apply to shipments considered small package, local or shipments over 10,000 lbs.Roundtrip SLS shipping is required to qualify for *Signature Series Shipping*. (35572)**COMPUTATION OF MATERIAL HANDLING SERVICES**

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

Standard Material Handling										
Weight	Description			Price	Total	Weight	Description		Price	Total
Direct Shipments to Showsite						Advance Shipments to Warehouse				
	\$96.20	\$144.25	\$125.00				\$105.30	\$137.00		
	Crated	Uncrated	Special Handling				Crated	Special Handling		
35030		35043	35038							
Pieces	Small Packages (FedEx/UPS/DHL under 30 lbs.)					Overtime				
	\$52.75	\$68.50	\$105.50			Overtime: 30% fee for each overtime application based on ST rate				
	Each carton	Special handling	Min. per shipment			Double Time				
						Double Time: 50% fee for each double time application based on ST rate				
35048		35268	35045							

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

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

Subtotal: \$

N/A Tax\*: \$

Amount Due: \$

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

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

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

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

Please complete the following:

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

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

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

\* All tax rates are subject to change.



**Shepard Exposition Services**

10001 Fannin St, Houston TX, 77045

Customer Service Phone: (832) 799-5700

Customer Service Fax: (832) 415-0517

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

# STORAGE AUTHORIZATION FORM

**Natural Gas Odorization****Conference & Exhibition 2016****August 30 - 31, 2016****Houston Marriott Westchase Hotel,****Houston, TX**

Event Code: T185070816

**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.

**Shepard Exposition Services**

10001 Fannin St, Houston TX, 77045

Customer Service Phone: (832) 799-5700

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

# MATERIAL HANDLING INFORMATION

**Natural Gas Odorization Conference & Exhibition 2016****MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES****SPECIAL HANDLING****Rate as shown on Material Handling Authorization Form**

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

**DISPOSAL FEE**

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

**OVERTIME/DOUBLE TIME****Surcharge: Overtime: 30% Double Time: 50%**

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

**WAREHOUSE OVERTIME/DOUBLE TIME****Surcharge: Overtime: 30% Double Time: 50%**

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

**EARLY/LATE SHIPMENTS TO WAREHOUSE****Surcharge: 25% Minimum: \$50.00 35003**

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

**UNCRATED SHIPMENTS****Rate as shown on Material Handling Authorization Form**

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

**MIXED SHIPMENTS****Rate as shown on Material Handling Authorization Form**

Mixed shipments that are uncrated by 50% or more are considered special handling and additional rates will apply.

**OFF-TARGET DELIVERIES****Surcharge: 15% Minimum: \$50.00 35004**

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

**MARSHALING YARD****Surcharge: \$30 per Shipment 35250**

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

**REWEIGH OF SHIPMENTS****Surcharge: \$25.00 per forklift load 35282**

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

**EMPTY CRATE STORAGE****Surcharge: \$25.00 per piece, Minimum \$50.00 35105**

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

**SMALL PACKAGE CONSOLIDATION**

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

**ENVELOPE DELIVERIES****Surcharge: \$10.50 per envelope 35007**

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

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



# Natural Gas ODORIZATION

CONFERENCE & EXHIBITION  
INCLUDING NON-CONVENTIONAL GAS, LNG & LPG  
AUGUST 30-31, 2016

## MATERIAL HANDLING 101

Natural Gas Odorization Conference & Exhibition 2016

### MATERIAL HANDLING Q&A

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

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

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

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

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

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

### IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

#### What are advance shipments?

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

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

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

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

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

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

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

### MATERIAL HANDLING CHARGES

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

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

#### How do I calculate material handling charges?

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

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

#### Will there be any additional charges?

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

### SMALL PACKAGES

#### What are small package carrier shipments?

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

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

Charges for small package carrier shipments are based on per carton, per delivery.

Example: I'm shipping 3 packages via FedEx, how much will I be charged?

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

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

### CRATED~UNCRATED~SPECIAL HANDLING

#### What are CRATED materials?

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

#### What are UNCRATED materials?

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

#### What is SPECIAL HANDLING?

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

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

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

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

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

#### What does CWT mean?

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

### IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

#### What are direct shipments?

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

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

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

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

### LIABILITY INSURANCE

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

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

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

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

### OUTBOUND SHIPMENTS

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

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

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

### SIGNATURE SERIES SHIPPING

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

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

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



**Shepard Exposition Services**

10001 Fannin St, Houston TX, 77045

Customer Service Phone: (832) 799-5700

Customer Service Fax: (832) 415-0517

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

**OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST**



**Natural Gas Odorization  
Conference & Exhibition 2016  
August 30 - 31, 2016  
Houston Marriott Westchase Hotel,  
Houston, TX**

Event Code: T185070816

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

**All outbound shipments require a Bill of Lading and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard.**

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

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

**SHIP TO ADDRESS:**

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

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

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

CONTACT NAME \_\_\_\_\_ BOOTH \_\_\_\_\_

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

☐ Crate ☐ Skid ☐ Cases ☐ Carton  Total Weight

**CARRIER SELECTION**

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

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

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

**Type of Service:**

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

☐ Ground ☐ Overnight ☐ 2nd Day

☐ Reroute via show carrier  
☐ Return to Warehouse

**Shipping Options:**

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

**OUTBOUND SHIPMENT REQUIREMENTS:**

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

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

**TRANSPORTATION CHARGES BILLING ADDRESS:** ☐ SAME AS SHIP TO ADDRESS

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

Address \_\_\_\_\_

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

Please complete the following:

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

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

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

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

**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.