BOOTH PACKAGE
Items provided in your booth, per exhibitor:
- 8' High backwall drape, 3' High sidewall drape
- 7" x 44" Cardstock Identification Sign
- (1) Wastebasket
- (2) Electrical Outlets
- Show drape color(s): Blue, White, Red
- Aisle carpet color: Eclipse (Dark Blue)

EXHIBIT SHOW SCHEDULE
General Exhibitor Move-in: Monday, February 18, 2019
Tuesday, February 19, 2019
Tuesday, February 19, 2019
- 7:00 AM - 5:00 PM
- 7:00 AM - 2:00 PM
Truck Display Move-in: Tuesday, February 19, 2019
- 2:00 PM - 4:00 PM
Exhibit Hours: Tuesday, February 19, 2019
Wednesday, February 20, 2019
Thursday, February 21, 2019
- 5:00 PM - 7:00 PM
- 9:00 AM - 7:00 PM
- 9:00 AM - 2:00 PM
- Opening Reception, Exhibition Open
- Exhibition Open
Exhibitor Move-out: Thursday, February 21, 2019
Friday, February 22, 2019
- 2:00 PM
- 8:00 AM - 12:00 PM
- Exhibition Closed; tear down begins
- Exhibitors move out
Freight Reroute Begins* Friday, February 22, 2019
All outbound carriers must be checked in by this time
- 12:00 PM

SHIPPING ADDRESSES
Advance Shipments Address
[Exhibiting Co. Name & Booth Number] c/o Shepard Exposition Services
PPIM 2019
10001 Fannin Street
Houston, TX 77045

Direct Shipments Address
[Exhibiting Co. Name & Booth Number]
PPIM 2019
1001 Avenida de las Americas
Houston, TX 77010

IMPORTANT DEADLINES
Exhibitor appointed contractor notification deadline: Tuesday, January 22, 2019
Discount price deadline for standard Shepard orders including Table and Chairs: Tuesday, January 29, 2019
Discount price deadline for custom Shepard rentals: Friday, January 18, 2019
First day for warehouse deliveries without a surcharge: Tuesday, January 22, 2019
Last day for warehouse deliveries without a surcharge: Friday, January 8, 2019
Last day for warehouse deliveries*: Friday, February 15, 2019
Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.
First day freight can arrive at show facility: Monday, February 18, 2019 at 8:00 AM
Exhibitor Move Out
Thursday, February 21, 2019  3:00 PM - 6:00 PM
Friday, February 22, 2019  8:00 AM - 12:00 PM

Dismantle & Move out Information
Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed from the floor.
All exhibitor materials must be removed from the facility by  Friday, February 22, 2019  12:00 PM
Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than  Friday, February 22, 2019  12:00 PM

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

Outbound Shipping
It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event. Our Customer Service Representatives are available pre show, during the show, and during move out to assist you in arranging shipping through our official carrier Shepard Logistics. For peace of mind and easy set up, contact Shepard Logistics before the event for transportation services to and from the event.
Shepard does not provide UPS, FED-EX, or other carrier specific labels. Exhibitors must schedule pick ups directly with all carriers.

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

GO TO  www.shepardes.com/intro.asp

CLICK ON  PPIM 2019 - February 19 - 21, 2019

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

ENTER your email address and password then click Login

NEW users:  User name = Your Email Address (provided by Event Management)
Password = PPIM19

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

Don't remember your password? Click the link Forgot your password? and follow the prompts to have your password sent to the registered email address.

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

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

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

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

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

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

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

Need Tips and Tricks for exhibiting? Click the directed to our Exhibitor Academy!

QUESTIONS?
We love to help! Contact us!

Shepard Customer Service
(832) 799-5700
houston@shepardes.com
Please complete the information and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer, however, we require your credit card authorization to be on file before we process your order(s) for service. For your convenience, we will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative including material handling charges for shipments received on your company’s behalf and any unpaid balance due for Shepard services. Credits for services will be issued at show site only.

Please complete the following information:

EXHIBITING COMPANY INFORMATION

Company Name: ____________________________ Booth # ____________________________

Street Address: ____________________________ Phone: ____________________________

City, St, Zip: ____________________________ Fax: ____________________________

Contact Name: ____________________________ Email: ____________________________

CREDIT CARD INFORMATION (Required for all forms of payment)

Pay by Check ☐ Pay by Wire ☐

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

Credit Card #: ____________________________

Expiration Date: ____________________________

Billing Address: ____________________________

City, St, Zip: ____________________________

Name on Card: ____________________________ Card #: ____________________________

Month Year Security Code

Card Holder Signature: ____________________________

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

WIRE TRANSFER

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

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

Name of show that you are attending : PPIM 2019 - February 19 - 21, 2019

Exhibiting Company Name

Booth Number

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

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

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

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

TAX EXEMPT? Please submit tax exemption certificate to: houston@shepards.com

If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.
The terms and conditions set forth below become a part of the contract between Shepard Exposition Services, and you, the Exhibitor. Exhibitor is deemed to accept these terms and conditions when any of the following conditions are met:

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

Definitions and Shepard Responsibilities: The name “Shepard” shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and sub-contractors. 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, representatives, 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.

Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express, debit cards, or check. Provided there is sufficient customer credit in EXHIBITOR’s form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to Shepard which have not been paid after 30 days after the close of the show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (19% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account.

Show Site Orders: Services ordered at show site will require full payment at the time of purchase. Order changes 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.

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

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

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

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

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

International Customers: International customers must pay for all services in U.S. funds. A $50 service charge will be added for processing checks or wire transfers drawn on foreign banks. U.S. Wire Transfers: A $25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization Form. The credit card portion of the form must still be completed before your order will be processed.

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

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

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

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

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

Limits of Liability: If found liable for any loss 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 selling returns 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 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 left unattended for the duration of the use of the show. 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 any payment which shall not be in full 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.

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. Affording “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.”
PPIM 2019 - February 19 - 21, 2019
George R. Brown Convention Center, Hall C1
1001 Avenida de las Americas, Houston, TX 77010

Discount Deadline: Tuesday, January 22, 2019
Return this form when a third party (any party other than exhibiting company) should be billed for services.

Step 1: Provide the Exhibiting Company Contact Information and Signature

Exhibiting Company Name
Exhibiting Company Address
Phone
Fax
Contact Email Address

Exhibiting Company Authorized Signature
Exhibiting Company Authorized Name - Please Print

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

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

Step 3: Provide Third Party Contact Information

3rd Party Name
3rd Party Address
Phone
Fax
Contact Email Address

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

CREDIT CARD INFORMATION (Required for all forms of payment)

Credit Card #: ____________________________
Expiration Date: ___/___/____
Billing Address: ____________________________
City, ST, Zip: ____________________________
Name on Card: ____________________________

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.
A form to be completed by the Exhibitor.

**Exhibiting Company Name**

**Booth #**

**Contact Email Address**

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

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

**Exhibitor Appointed Contractor**

**Contact Name**

**Street Address**

**City**

**Phone #**

**Description of proposed service for Exhibitor**

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

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

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

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

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

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

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

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

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

Contact Name:  
Contact Email Address:  

Discount Deadline: Tuesday, January 29, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

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

Enter in the booth numbers above, below, and on each side of your booth to ensure proper placement!
If you are using this grid for a hanging sign, include the total height from the floor to the top of the sign.

Above Booth #  
Left Booth #  
Right Booth #  
Below Booth #
A credit card must be on file to order Shipping Services. Please complete the Payment Authorization form. Shipping services do not include material handling charges at show site. Material handling fees will be charged to the credit card on file.
Advantages of Shepard Logistics

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

Benefits of Shepard Logistics

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

To take full advantage of the Shepard Advantage, contact
888.568.8858
logistics@shepardes.com
SHIPPING VERSUS MATERIAL HANDLING

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

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

ONE EASY WAY TO KEEP YOUR CHARGES LOWER?
Consolidate, Consolidate, Consolidate!
Skid items as much as possible so that they are sure to arrive together. Each shipment that arrives at a separate time is assessed the minimum charge. Whether you ship to the advance warehouse or show site it is in your best interest to consolidate as much as possible.

Material Handling Process:
• Unloading the trade show freight from your carrier once it arrives at the receiving dock.
• Transferring your shipment to your booth space.
• Removing empty shipping containers (boxes, crates, and pallets) from your booth.
• Temporarily storing your empty shipping containers during the show.
• Returning empty shipping containers to your booth once the event is over.
• Transferring the freight back to the loading dock.
• Loading the items into your carrier’s delivery vehicle for return shipping.
Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

**ADVANCE WAREHOUSE**

TO: ____________________________
(Exhibiting Company Name)
Booth #: ____________________________
c/o Shepard Exposition Services
10001 Fannin Street
Houston, TX 77045
Delivery Hours: M-F, 8-4:30 PM
For: PPIM 2019
First day freight can arrive w/o a surcharge: January 22, 2019
Last day freight can arrive w/o a surcharge: February 8, 2019

**DIRECT TO SHOW**

TO: ____________________________
(Exhibiting Company Name)
Booth #: ____________________________
c/o Shepard Exposition Services
George R. Brown Convention Center
1001 Avenida de las Americas
Houston, TX 77010
For: PPIM 2019
MUST NOT BE DELIVERED PRIOR TO: February 18, 2019 @ 8:00 AM
Step 1: Complete Exhibiting Company Information:

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

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

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

Step 2: Tell us Where your items are going:

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

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

Step 3 How many Pieces are in your shipment?

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

Step 4: How many Labels do you need?

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Step 5: Who is picking up your shipment?

<table>
<thead>
<tr>
<th>OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Ground</th>
<th>2nd Day</th>
<th>Overnight</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

**S$ Saving Tip!**
Use Shepard Logistics for inbound and outbound and receive a discount on your Material Handling fees!
Agility Fairs & Events is the preferred International Freight Forwarder and Customs Broker for Shepard Exposition Services events.

Our complete services include:

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

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

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

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

www.aglfairslogistics.com/usaebrochure/
Advance Warehouse Tips

Freight must arrive only during published move in dates and times. Great for last minute shipments.

Large pieces of machinery can be accepted.

Light Weight (Shipments 40 pounds or less) Light Weight Shipment Tips

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

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

Com

c

pany

Booth #

Please Sign

Card Holder Signature

Important!

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

What is Material Handling?

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

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

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

Blended Rates: The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule may result in additional fees.

Advance Warehouse Shipments

<table>
<thead>
<tr>
<th>Weight</th>
<th>Crated</th>
<th>Special Handling</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$105.95</td>
<td>$137.75</td>
<td>$105.95</td>
<td>$137.75</td>
</tr>
<tr>
<td>35010</td>
<td>35036</td>
<td>35036</td>
<td>35036</td>
</tr>
</tbody>
</table>

Direct to Showsite Shipments

<table>
<thead>
<tr>
<th>Weight</th>
<th>Crated</th>
<th>Uncrated</th>
<th>Special Handling</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100.45</td>
<td>$150.75</td>
<td>$130.50</td>
<td>$130.50</td>
<td></td>
</tr>
<tr>
<td>35030</td>
<td>35043</td>
<td>35038</td>
<td>35038</td>
<td></td>
</tr>
</tbody>
</table>

Light Weight (Shipments 40 pounds or less)

<table>
<thead>
<tr>
<th>Total Weight</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$53.00</td>
<td>$53.00</td>
</tr>
<tr>
<td>35400</td>
<td>35400</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

I acknowledge that all Material Handling charges are billable and will be charged to the credit card on file.

1001 Avenida de las Americas, Houston, TX 77010

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

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

PPIM 2019 - February 19 - 21, 2019

George R. Brown Convention Center, Hall C1

1001 Avenida de las Americas, Houston, TX 77010

Ship Roundtrip with Shepard Logistics and receive a 10% discount on Material Handling*

Advance Warehouse Shipments

<table>
<thead>
<tr>
<th>Shipment</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early/Late</td>
<td>$105.95</td>
</tr>
<tr>
<td>Direct</td>
<td>$100.45</td>
</tr>
<tr>
<td>Light Weight</td>
<td>$53.00</td>
</tr>
</tbody>
</table>

Advance Warehouse Tips

Shipments can arrive to the Advance warehouse up to 30 days prior to move in.

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

Advance freight is typically delivered to your booth before direct shipments.

Direct to Show Site Tips

Freight must arrive only during published move in dates and times.

Great for last minute shipments.

Large pieces of machinery can be accepted.

Light Weight Shipment Tips

Consolidate! Shipments that weigh 40 pounds or less total will receive this special pricing.

If you have multiple lightweight shipments, bundle them together so that you are charged for (1) one 40 pound shipment as opposed to multiple charges for shipments that arrive separately and at different days or times. All shipments must have certified weight noted on the package or bill of lading.

Please Sign

Company

Booth #
GROUND RIGGING FORKLIFT RENTAL

Step 1: Tell us what we are moving:
- # of pieces to be spotted
- Heaviest piece to be spotted

Step 2: When are we moving it?
- Install Date/Time: ________________
- Dismantle Date/Time: ________________

Step 3: Describe the work to be performed:

Step 4: Choose your lift size:

Forklift Rental - Up To 5,000 # Capacity

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35028</td>
<td></td>
<td>ST Hourly Rental</td>
<td></td>
<td>$260.20</td>
<td>$338.25</td>
</tr>
<tr>
<td>35039</td>
<td></td>
<td>OT Hourly Rental</td>
<td></td>
<td>$318.80</td>
<td>$414.50</td>
</tr>
<tr>
<td>35067</td>
<td></td>
<td>DT Hourly Rental</td>
<td></td>
<td>$377.35</td>
<td>$490.50</td>
</tr>
</tbody>
</table>

Forklift Rental - Up To 10,000 # Capacity

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35029</td>
<td></td>
<td>ST Hourly Rental</td>
<td></td>
<td>$520.45</td>
<td>$676.50</td>
</tr>
<tr>
<td>35049</td>
<td></td>
<td>OT Hourly Rental</td>
<td></td>
<td>$637.60</td>
<td>$829.00</td>
</tr>
<tr>
<td>35069</td>
<td></td>
<td>DT Hourly Rental</td>
<td></td>
<td>$754.75</td>
<td>$981.25</td>
</tr>
</tbody>
</table>

Rate structure includes forklift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction. Additional labor and groundmen will be billed at the hourly rate.

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

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

Riggers and Material Handlers (per man hour)

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35087</td>
<td></td>
<td>ST per man hour</td>
<td></td>
<td>$85.25</td>
<td>$110.85</td>
</tr>
<tr>
<td>35100</td>
<td></td>
<td>OT per man hour</td>
<td></td>
<td>$127.85</td>
<td>$166.20</td>
</tr>
<tr>
<td>35101</td>
<td></td>
<td>DT per man hour</td>
<td></td>
<td>$170.45</td>
<td>$221.60</td>
</tr>
</tbody>
</table>

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

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

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

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

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

Company Name: ___________________________ Booth #: _______________________

Cranes, Scissor Lifts, and 4 Stage Forklifts are available upon request.
Contact Us for Pricing!
What is material handling (also referred to as drayage)?

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

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

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to it’s destination and also the process of returning your shipment back to your location after the close of the show. Material handling begins at the time your shipment arrives to the docks (please refer to “What is material handling?” for the full definition.) These are 2 different items and are billed differently.

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. Your crated shipment is billed per 100 lbs.

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

How do I calculate material handling charges?

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

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

What are Light Weight shipments?

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

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

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

What are Crate materials?

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

What are Uncrate materials?

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

What is Special Handling?

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

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

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

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

What are Direct Shipments?

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

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

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

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

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

What is and why would I need liability insurance?

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

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

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

Outbound Shipping

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

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

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).
SPECIAL HANDLING DEFINITIONS  Rate as shown on Material Handling Rate Form, approx 30%
Shipment received that are packed in a manner to require additional handling or labor are deemed special handling. Examples of shipments falling into this category would be constricted space unloading, ground unloading, stacked shipments, designated piece unloading, shipment integrity, mixed shipments, no bill of lading or documentation, carpet/Pad only shipments.

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

DISPOSAL FEE  Fee: .75 Per Lb  Labor Rate: $85.25 Per Hour (OT/DT may apply)
A disposal fee & minimum 1 hr labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move-out.

OVERTIME/DOUBLE TIME  Surcharge: Overtime: 30%  Double Time: 50%
Shipments picked up 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
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 show site after show open will be charged a surcharge.

OFF-TARGET DELIVERIES  Surcharge: 15%  Minimum: $50.00
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.

PADDED VAN DELIVERIES  Surcharge: $8.00/CWT
This applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

MARSHALING YARD  Surcharge: $30 per shipment
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
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
A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

LIGHT WEIGHT SHIPMENTS  Surcharge: $10.50 per envelope
Shipments weighing 40lbs or less will qualify for the light weight shipment rate. Shipments exceeding 40lbs will be billed standard Material Handling fees at the prevailing show rates. All shipments must have certified weight tickets. Shipments without certified weight will be subject to special handling or reweigh fees.

ENVELOPE DELIVERIES  Surcharge: $10.50 per envelope
During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

MOBILE SPOTTING  Fee: $ 200.00 per round trip
All vehicles must be escorted in and out of building by Shepard personnel.
Displaying a vehicle at the event? (including rolling stock, self-propelled, towed and/or pushed vehicles/machinery.)
All vehicles must be escorted on and off the floor by a Shepard representative.
Shepard charges a round-trip fee, per vehicle, to place a vehicle on the tradeshow floor.

Step 1: If you have a vehicle, make sure it is shown on the official floorplan by alerting Customer Service or your Event Management.

Step 2: Contact Customer Service to schedule your move in and out. Vehicle placement must be supervised by the Exhibitor.
All vehicles must be removed no later than Friday, February 22, 2019 12:00 PM
Any vehicles left after that time are subject to removal by towing or other means. Exhibitors are responsible for all removal charges.

Important Rules and Regulations
- Battery Cables must be disconnected
- Gas Cap must either be taped shut or have a lockable gas cap.
- Must contain less than 1/4 tank of gas.
- Keys must be given to Shepard Exposition Services to be held onsite.
- Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Roundtrip</th>
</tr>
</thead>
<tbody>
<tr>
<td>35106</td>
<td></td>
<td>Motorized Unit/Vehicle Spotting</td>
<td>$ 200.00</td>
</tr>
</tbody>
</table>

*Additional fees may apply if mobile spot cannot be driven into place and must be assisted or if scheduled mobile spot time is missed.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.
No refunds or exchanges once item has been delivered to your booth.
Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

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

Company Name: ________________________________  Booth# ________________

Contact Name: ________________________________  Contact Email Address: ________________________________
Onsite Storage is used when you have product you need to replenish during the event, or if you have items you don't want stored with the empty crates. Do not use this service for "Empty" storage.

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

Exhibiting Company Name

Onsite Contact

Onsite Cell Phone #

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

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

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

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Per Day</th>
<th># of Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pallets/Skids</td>
<td>$35.00</td>
<td>35166</td>
<td></td>
</tr>
<tr>
<td>1/2 a Trailer</td>
<td>$80.00</td>
<td>35348</td>
<td></td>
</tr>
<tr>
<td>Full Trailer</td>
<td>$120.00</td>
<td>35349</td>
<td></td>
</tr>
<tr>
<td>Labor ST</td>
<td>$85.25</td>
<td>35087</td>
<td></td>
</tr>
<tr>
<td>Labor OT</td>
<td>$127.85</td>
<td>35100</td>
<td></td>
</tr>
<tr>
<td>Labor DT</td>
<td>$170.45</td>
<td>35101</td>
<td></td>
</tr>
</tbody>
</table>

For both storage options, there is no charge to return items back to your booth at the end of the event.

**Secured Storage** Use this type only if you do not need your items again until the end of the event.

Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. ($100.00 Minimum).

<table>
<thead>
<tr>
<th>Per Sq Ft</th>
<th># of Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor ST</td>
<td>$85.25</td>
<td>35087</td>
</tr>
<tr>
<td>Labor OT</td>
<td>$127.85</td>
<td>35100</td>
</tr>
<tr>
<td>Labor DT</td>
<td>$170.45</td>
<td>35101</td>
</tr>
</tbody>
</table>

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

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

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

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

Discount Deadline  Tuesday, January 29, 2019

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

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

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

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Per Day</th>
<th># of Days</th>
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<tr>
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<td>$35.00</td>
<td>35166</td>
<td></td>
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<tr>
<td>1/2 a Trailer</td>
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<td>Full Trailer</td>
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</tr>
<tr>
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<td>35101</td>
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</tr>
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For both storage options, there is no charge to return items back to your booth at the end of the event.

**Secured Storage** Use this type only if you do not need your items again until the end of the event.

Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. ($100.00 Minimum).

<table>
<thead>
<tr>
<th>Per Sq Ft</th>
<th># of Days</th>
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<tbody>
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<tr>
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Signature indicates you read and accept the Payment Policy and Terms & Conditions.

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

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

Rental items found and in use in your booth are subject to “Standard” pricing.
Guidelines for Display Rules & Regulations
2014 Update
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Guidelines for Display Rules and Regulations 2014 Update

The following Guidelines for Display Rules and Regulations have been established by the International Association of Exhibitions and Events™ (IAEE). Guidelines for Display Rules and Regulations are created to promote continuity and consistency among North American exhibitions and events. They are the model for most domestic exhibitions and events. It is recommended that exhibition organizers include a copy in the Exhibition Prospectus and/or Exhibitor Rules and Regulations.

This revised 2014 edition of IAEE’s Guidelines for Display Rules and Regulations is offered as a resource for exhibitions and events organizers to use in creating consistent and fair exhibiting standards for their events. These Guidelines afford exhibitors a maximum return on their exhibit investments. Compliance with fire, safety, Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements has also been addressed. However, always check with a local exhibition service contractor and the facility for local regulations.

It is IAEE’s goal that the display rules and regulations, ultimately developed by each exhibitions and events organizer, shall provide exhibitors with all the information necessary to properly design and build exhibits, as well as plan their booth’s layout and content. Show organizers should present the professional standards expected of exhibitors. Finally, they should assure all exhibitors, regardless of exhibit size or location, an environment conducive to successful interaction with their audiences.

IAEE is a global association that serves as the foremost authority on exhibitions and events management and operations.

For display rules and regulations specific to an exhibition or event, consult the exhibition or event organizer.
Linear Booth

Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

Dimensions
For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified.

Use of Space
Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. (See Line-of-Sight exception on page 8.) Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.

Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.
**Perimeter Booth**

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

**Dimensions and Use of Space**

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m).

---

**10' X 10' PERIMETER BOOTH**
End-cap Booth

An End-cap configuration is essentially an in-line (linear) booth placed in the position of a Peninsula or Split Island. For shows that have Line-of-Sight rules and not cubic content, this configuration must follow the dimensions below. For shows that have cubic content rules, the space may be used without restriction.

**Dimensions**

End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height allowed is 8ft (2.44m) and the maximum back-wall width allowed is 10ft (3.05m) at the center of the back-wall with a maximum 5ft (1.52m) height on the two side aisles. Within 5' of the 2 side aisles, the maximum height for any display materials is 4'.
**Peninsula Booth**

A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a “Split Island Booth.”

**Dimensions**

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. (See Line-of-Sight exception on page 8.) A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back ten feet (10’) (3.05m) from adjacent booths.
Split Island Booth

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire cubic content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back ten feet (10’) (3.05m) from adjacent booths.
Island Booth

An Island Booth is any size booth exposed to aisles on all four sides.

**Dimensions**
An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

**Use of Space**
The entire cubic content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.
Extended Header Booth
20ft (6.10m) or Longer

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.

Dimensions and Use of Space
All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.
Other Important Considerations

Canopies and Ceilings
Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.

Hanging Signs & Graphics
Most exhibitions and events rules allow for Hanging Signs and Graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign, or as determined by the show organizer. End-cap Booths do not qualify for Hanging Signs and Graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only. Approval for the use of Hanging Signs and Graphics, at any height, should be received from the exhibitions or events organizer at least 60 days prior to installation. Variances may be issued at the exhibitions or events management’s discretion. Drawings should be available for inspection.

Towers
A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used.

Towers in excess of 8ft (2.44m) should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of Towers. A building permit or safety lines may be required.

Multi-story Exhibit
A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-story Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Exhibitions and events organizers should be prepared to assist exhibitors in this application process.
Issues Common To All Booth Types

Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800) 514-0301, and from the ADA website at www.ada.gov. Some examples of how to design an exhibit for ADA compliance:

- Make exhibits wheelchair accessible by ramping raised exhibit flooring without extending a ramp into the aisle. Note: a standard wheelchair ramp should have a grade no steeper than 1:12. This means that for every inch of rise (change in height), there should be 12 inches of run (change in length)
- Ramp the entry or use hydraulic lifts to trailer exhibits
- Avoid double-padded plush carpet to ease mobility device navigation
- Provide the same attendee experience on both levels of a two-story exhibit
- Offer a signer or other auxiliary hearing-impaired apparatus for sound presentations or have a printed copy of the presentation available
- Run an audio presentation for people with sight problems
- Arrange touch screen displays at a height to accommodate a person sitting in a wheelchair

To avoid heavy fines by the U. S. Department of Justice, exhibitors must adhere to the ADA rules. Exhibits are not exempt from ADA compliance.

Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all 20ft by 20ft (6.10m by 6.10m) and over exhibits require a drawing, plans or renderings, preferably digital, to be submitted to the show organizer, and to the show's general service contractor.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

Storage

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.
Issues Common To All Booth Types (continued)

Electrical

Every exhibit facility has different electrical requirements. However, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.”
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cords, lamp cords, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load surge protectors.

Lighting

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theater areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.

Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.
Issues Common To All Booth Types (continued)

**Sound/Music**

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at [www.osha.gov](http://www.osha.gov) for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

**Vehicles**

**Vehicles:** Rules vary depending on the facility, but generally it is required that vehicles on display have no more than one fourth tank of gas. The filler cap should be sealed and the batteries disconnected. External chargers are usually recommended for demonstration purposes. Keys should always be surrendered to show management while participating in an exhibition or event.
Advisory Notes To Exhibition Organizers

End-cap Booths: End-cap Booths cause more problems between exhibitors than any other type of booth, because most exhibitors fail to observe back wall height restrictions. Exhibition managers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits.

Fire Equipment: Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

Hanging Signs: Although these Guidelines indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range from the top of the sign, some exhibitions permit other heights, or have no height limit. Caution should be exercised so exhibitors will not compete over air space for Hanging Signs. Most show organizers limit the height of signs. Exhibitors should be advised to install “hanging points” at the time of manufacture of the sign or display. It is also advisable to have Hanging Signs labeled and cased separately so that they can be easily identified on-site as they usually must be installed before other exhibit construction can begin.

Hardwall Booths: Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

Full Cubic Content in Linear Space: It is the responsibility of the exhibitions or events organizer to establish rules to best achieve the goals for their exhibition or event based on the nature of their exhibition and event, and industry sector it serves.

Cubic Content Definition: Using the perimeter lines of a booth as a guide, the exhibitor may install a booth up to these lines and utilize all the volume of space within these lines up to the maximum height permitted by the show rules as determined by the show organizer.

It is the choice of the exhibitions or events organizer to allow use of full Cubic Content in linear exhibit space or to observe the Line-of-Sight set-back rule. It is common at certain types of exhibitions or events to eliminate the Line-of-Sight requirement for Linear, End-cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full Cubic Content of the booth.

Organizers that permit use of Cubic Content in Linear Booths do so for one or all of these reasons:

- Cubic Content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- International exhibitions generally utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce setback rules.

Use of Cubic Content may create situations where the organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these unfinished walls.

It is prudent for the exhibitions or events organizer considering Cubic Content to examine the concerns, advantages and disadvantages prior to putting Cubic Content guidelines into practice. It is often wise to consult with the exhibition’s Exhibits Advisory Board or perhaps conduct a focus group of the exhibition’s or event’s exhibitors to determine their interest and gain their feedback and support for the concept. Exhibitions and events organizers must be proactive in communicating with exhibitors and understanding the effect it will have on the exhibition or event.

To learn more about Full Cubic Content, read the IAEE White Paper: Evaluating and Implementing Cubic Content into Linear Exhibit Space.
Advisory Notes To Exhibition Organizers (continued)

Perimeter Openings: Large Peninsulas and Islands with long high walls can create a “tunnel-like” effect. Exhibitors may be required to install a minimum 6ft (1.83m) opening every 30ft (9.14m).

Pipe and Drape: These are commonly used at exhibitions and events in the United States to define exhibit space. Exhibitions and events organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

Product Height: Some exhibitors have products that exceed display height restrictions. Exhibitions and events organizers should establish guidelines for displaying such products. For example, some exhibitions or events require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold.

Height Variances: Height Variances may be issued for all types of booths. However, in a Linear Booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics and/or logos.

Environmental Responsibility: Exhibitions and events, by their very nature, create waste. Properly managed, exhibitions and events can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible.
Booth Package 10' X 10' (50260)
Each Economy 10x10 booth package includes:
1 - 6'L x 24"W x 30"H Skirted Table - White- 5004603
2 - Upholstered Side Chairs 50002

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To qualify for the discounted rate listed above, order must be received with payment by **Tuesday, January 29, 2019**

Orders received after the discount deadline will no longer be package orders and will be placed for each individual item at the Regular catalog rates.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.
All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses.  * All tax rates are subject to change.

**Total Econo Booth Pac:** $  
8.25% **Tax**: $  
**Amount Due**: $  

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

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

![Please Sign]
Quick and Easy Luxury!

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

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

**Premium Plush Carpet 50 oz**

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

**Premium Vinyl Flooring**

- Light Maple (83)
- Vineyard Brown (61)
- Lauren Brown (62)
- Mountain Grey (63)
- Snow (89)
- Unicoherence (82)
- Rosemary Stone (64)

**Elevated Hardwood**

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

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

Company Name: ___________________________  Booth # ___________________________

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<td>Call for Quote!</td>
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<td>Dark Oak</td>
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Labor not included in hardwood flooring. Please order labor for the installation of your elevated floor.

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Total Signature Flooring: $ 
8.250% Tax*: $ 
Amount Due: $
Step One: Choose the carpet to fit your budget
Step Two: Check the box of your selected color
Step Three: Determine your booth size (length x width = square footage)

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

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

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

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

**Discount Deadline**
Tuesday, January 29, 2019

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

Order in just 3 Easy Steps!

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

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.

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

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

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

Total Carpet and Padding: $  
8.250% Tax*: $  
Amount Due: $  

Company Name:  
Booth #  

Contact Name  
Contact Email Address
Regular Skirted Tables

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

Discount Deadline: Tuesday, January 29, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Color</th>
<th>Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50042</td>
<td></td>
<td></td>
<td>4'L X 30&quot;H X 24&quot; W</td>
<td>$128.60</td>
<td>$167.20</td>
<td></td>
</tr>
<tr>
<td>50046</td>
<td></td>
<td></td>
<td>6'L X 30&quot;H X 24&quot;W</td>
<td>$158.05</td>
<td>$205.45</td>
<td></td>
</tr>
<tr>
<td>50050</td>
<td></td>
<td></td>
<td>8'L X 30&quot;H X 24&quot;W</td>
<td>$200.35</td>
<td>$260.45</td>
<td></td>
</tr>
<tr>
<td>50043</td>
<td></td>
<td></td>
<td>4'L X 42&quot;H X 24&quot;W</td>
<td>$156.30</td>
<td>$203.20</td>
<td></td>
</tr>
<tr>
<td>50047</td>
<td></td>
<td></td>
<td>6'L x 42&quot;H x 24&quot;W</td>
<td>$200.20</td>
<td>$260.25</td>
<td></td>
</tr>
<tr>
<td>50051</td>
<td></td>
<td></td>
<td>8'L x 42&quot;H x 24&quot;W</td>
<td>$235.45</td>
<td>$306.10</td>
<td></td>
</tr>
<tr>
<td>50052</td>
<td></td>
<td>4th Side 30&quot;</td>
<td>$78.15</td>
<td>$101.60</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50171</td>
<td></td>
<td>4th Side 42&quot;</td>
<td>$78.15</td>
<td>$101.60</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Unskirted Regular Tables

Table is delivered with plastic sheeting on top

Stretch Fabric Table Covers

Modernize your look!

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50700</td>
<td></td>
<td>White - Fabric Table Cover w/ Table</td>
<td>$234.40</td>
<td></td>
</tr>
<tr>
<td>50700</td>
<td></td>
<td>Red - Fabric Table Cover w/Table</td>
<td>$234.40</td>
<td></td>
</tr>
<tr>
<td>50700</td>
<td></td>
<td>Blue - Fabric Table Cover w/Table</td>
<td>$234.40</td>
<td></td>
</tr>
<tr>
<td>50700</td>
<td></td>
<td>Black - Fabric Table Cover w/Table</td>
<td>$234.40</td>
<td></td>
</tr>
</tbody>
</table>

Stretch Fabric Table Covers must be ordered 30 days in advance

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

Amount Due: $
PPIM 2019 - February 19 - 21, 2019
George R. Brown Convention Center, Hall C1
1001 Avenida de las Americas, Houston, TX 77010

Discount Deadline: Tuesday, January 29, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

<table>
<thead>
<tr>
<th>Natural Feel Pedestal</th>
<th>Maple Top</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Qty</td>
</tr>
<tr>
<td>50707</td>
<td>42&quot;H X 30&quot;R</td>
</tr>
<tr>
<td>50706</td>
<td>30&quot;H X 30&quot; R</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Regular Pedestal</th>
<th>Gray fleck top</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Qty</td>
</tr>
<tr>
<td>51089</td>
<td>42&quot;H X 36&quot;R</td>
</tr>
<tr>
<td>50032</td>
<td>30&quot;H X 36&quot; R</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Side Tables</th>
<th>18&quot; H X 24&quot;W</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code</td>
<td>Qty</td>
</tr>
<tr>
<td>50030</td>
<td>Rnd 18&quot;H X 24&quot;R</td>
</tr>
<tr>
<td>50031</td>
<td>Sq 18&quot;H X 24&quot; W</td>
</tr>
</tbody>
</table>

Total Sp Tables: $367.25
8.250% Tax*: $36.47
Amount Due: $330.78

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

Company Name: ___________________________ Booth# ________________
Contact Name: ___________________________ Contact Email Address: ___________________________

Please Sign: ___________________________ Card / Holder Signature: ___________________________
PPIM 2019 - February 19 - 21, 2019

George R. Brown Convention Center, Hall C1
1001 Avenida de las Americas, Houston, TX 77010

Discount Deadline: Tuesday, January 29, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

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

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

Regular Seating

Specialty Seating

Chairs and Stools

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50705</td>
<td></td>
<td>Natural Feel Stool</td>
<td>$168.30</td>
<td>$218.80</td>
<td></td>
</tr>
<tr>
<td>50704</td>
<td></td>
<td>Natural Feel Chair</td>
<td>$138.20</td>
<td>$179.65</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50024</td>
<td></td>
<td>Padded Stool</td>
<td>$138.80</td>
<td>$180.45</td>
<td></td>
</tr>
<tr>
<td>50020</td>
<td></td>
<td>Side Chair</td>
<td>$83.55</td>
<td>$108.60</td>
<td></td>
</tr>
<tr>
<td>50021</td>
<td></td>
<td>Arm Chair</td>
<td>$113.90</td>
<td>$148.05</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>51090</td>
<td></td>
<td>Director Stool</td>
<td>$154.35</td>
<td>$200.65</td>
<td></td>
</tr>
<tr>
<td>51086</td>
<td></td>
<td>Director Chair</td>
<td>$86.25</td>
<td>$112.15</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

Company Name: ___________________________ Booth# ________

Contact Name: ___________________________ Contact Email Address: ___________________________
Standard Display Accessories

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50245</td>
<td></td>
<td>Literature Rack</td>
<td>$170.65</td>
<td>$221.85</td>
<td></td>
</tr>
<tr>
<td>50094</td>
<td></td>
<td>Floor Easel</td>
<td>$46.20</td>
<td>$60.05</td>
<td></td>
</tr>
<tr>
<td>50095</td>
<td></td>
<td>22x28 Sign Holder</td>
<td>$105.35</td>
<td>$136.95</td>
<td></td>
</tr>
<tr>
<td>50175</td>
<td></td>
<td>Bag Rack</td>
<td>$226.05</td>
<td>$293.85</td>
<td></td>
</tr>
<tr>
<td>50092</td>
<td></td>
<td>Coat Rack</td>
<td>$80.20</td>
<td>$104.25</td>
<td></td>
</tr>
<tr>
<td>50093</td>
<td></td>
<td>Garment Rack</td>
<td>$226.05</td>
<td>$293.85</td>
<td></td>
</tr>
</tbody>
</table>

Grids

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50236</td>
<td></td>
<td>2’x8’ w/legs, each</td>
<td>$203.70</td>
<td>$264.80</td>
<td></td>
</tr>
<tr>
<td>50237</td>
<td></td>
<td>2’x8’ w/o legs, each</td>
<td>$152.65</td>
<td>$198.45</td>
<td></td>
</tr>
<tr>
<td>50242</td>
<td></td>
<td>7-Ball Waterfall</td>
<td>$13.95</td>
<td>$18.15</td>
<td></td>
</tr>
<tr>
<td>50104</td>
<td></td>
<td>6” Hooks (12)</td>
<td>$44.90</td>
<td>$58.35</td>
<td></td>
</tr>
</tbody>
</table>

Tack/Posterboards

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50060</td>
<td></td>
<td>4’ x 8’ Horz.</td>
<td>$275.85</td>
<td>$358.60</td>
<td></td>
</tr>
<tr>
<td>50061</td>
<td></td>
<td>4’ x 8’ Vert.</td>
<td>$275.85</td>
<td>$358.60</td>
<td></td>
</tr>
</tbody>
</table>

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

Contact Name: ___________________________  Contact Email Address: ___________________________

Company Name: ___________________________  Booth #: ___________________________

Event Code: T142430219

Connect With Us!

email: houston@shepardes.com

phone: (832) 799-5700

date: (832) 415-0517

time: 10001 Fannin St, Houston, TX 77045

Display Furniture

Total Display Furnishings: $_________________________

8.250% Tax*: $_________________________

Amount Due: $_________________________
Showcases & Risers

Event Code: T142430219

Connect With Us!

email houston@shepardes.com
phone (832) 799-5700
fax (832) 415-0517
mail 10001 Fannin St, Houston, TX 77045

PPIM 2019 - February 19 - 21, 2019

George R. Brown Convention Center, Hall C1
1001 Avenida de las Americas, Houston, TX 77010

Discount Deadline Tuesday, January 29, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

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

Showcases

- Code 50067 4' Full View $851.80 $1,107.35
- Code 50068 6' Full View $939.50 $1,221.35
- Code 50069 4' Quarter View $851.80 $1,107.35
- Code 50070 6' Quarter View $939.50 $1,221.35

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

Stacking Shelves

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

- Code 50296 4'x12" Display Shelf $95.50 $124.15
- Code 50297 6'x12" Display Shelf $118.80 $154.45

Don’t See what you are looking for? See our "Exhibit Counters" page for custom counters and create something just for you! Contact an ESS Representative to get started!

Stacking Shelves

- Wrap your stacking shelves with color to show off your products!

Skirting of Exhibitor Equipment

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

Order per linear foot

Total Showcase & Risers: $

8.250% Tax*: $

Amount Due: $

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

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

Company Name: _____________________________ Booth# _____________________________

Card / Holder Signature

Please Sign

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Skirting of Exhibitor Equipment

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

Order per linear foot

Total Showcase & Risers: $

8.250% Tax*: $

Amount Due: $

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

Company Name: _____________________________ Booth# _____________________________

Card / Holder Signature

Please Sign
PPIM 2019 - February 19 - 21, 2019

George R. Brown Convention Center, Hall C1
1001 Avenida de las Americas, Houston, TX 77010

Discount Deadline: Tuesday, January 29, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Drapes and Bars

Drape is per linear foot, 10’ minimum order

3' High sidewall drape
8' High backwall drape

Skirting of Exhibitor Equipment

- Red 01
- Green 02
- White 03
- Gold 04
- Blue 05
- Grey 10
- Burgundy 07

Accessories

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

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

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

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

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

Total Drape and Accessories: $

8.250% Tax*: $

Amount Due: $

Company Name: ___________________________  Booth#: ___________________________

Contact Name: ___________________________  Contact Email Address: ___________________________

Please Sign  Card: [Insert Card Sign]

Event Code: T142430219
Connect With Us!
email: houston@shepardes.com
phone: (832) 799-5700
fax: (832) 415-0517
mail: 10001 Fannin St, Houston, TX 77045

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Color</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50073</td>
<td></td>
<td>8'</td>
<td>high drape</td>
<td>$21.60</td>
<td>$28.10</td>
<td></td>
</tr>
<tr>
<td>50074</td>
<td></td>
<td>3'</td>
<td>high drape</td>
<td>$16.00</td>
<td>$20.80</td>
<td></td>
</tr>
<tr>
<td>50088</td>
<td>NA</td>
<td>8'</td>
<td>upright with base</td>
<td>$29.85</td>
<td>$38.80</td>
<td></td>
</tr>
<tr>
<td>50349</td>
<td>NA</td>
<td>6'-10'</td>
<td>cross bar</td>
<td>$19.90</td>
<td>$25.85</td>
<td></td>
</tr>
<tr>
<td>50348</td>
<td>NA</td>
<td>7'-12'</td>
<td>crossbar</td>
<td>$19.90</td>
<td>$25.85</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Color</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50058</td>
<td></td>
<td></td>
<td>Sateen Skirting</td>
<td>$17.65</td>
<td>$22.95</td>
<td></td>
</tr>
</tbody>
</table>

Order per linear foot

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Color</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50709</td>
<td></td>
<td></td>
<td>Natural Feel Flr Lamp</td>
<td>$150.25</td>
<td>$195.35</td>
<td></td>
</tr>
<tr>
<td>50710</td>
<td></td>
<td></td>
<td>Natural Feel Tab Lamp</td>
<td>$108.20</td>
<td>$140.65</td>
<td></td>
</tr>
<tr>
<td>50708</td>
<td></td>
<td></td>
<td>Natural Feel Recept</td>
<td>$66.10</td>
<td>$85.95</td>
<td></td>
</tr>
<tr>
<td>50091</td>
<td></td>
<td></td>
<td>Wastebasket</td>
<td>$22.75</td>
<td>$29.60</td>
<td></td>
</tr>
<tr>
<td>50185</td>
<td></td>
<td></td>
<td>Drawing Bowl</td>
<td>$42.40</td>
<td>$55.10</td>
<td></td>
</tr>
<tr>
<td>50427</td>
<td></td>
<td></td>
<td>Tensa Stanchion, each</td>
<td>$95.30</td>
<td>$123.90</td>
<td></td>
</tr>
</tbody>
</table>

* $12.50% Sales Tax}
TRADE SHOW FURNISHINGS 2019
Product Guide

FEATURING:
- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools
Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities.
Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

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

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

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

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

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

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

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

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

- **BNOR17 Ottoman Ring**
  - (4 ottoman seats)
  - (white vinyl)
  - 72"RND 18"H

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

- **WHT12 Half Bench Ottoman**
  - (white vinyl)
  - 39"L 22"D 18"H

Denotes Powered Products

**POWERED DETAIL**
Detail of Electrical Charging Outlet
Powered Pedestals

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

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

Mobile devices must be compatible with Qi wireless charging pad.

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

Powered Tech Desk

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

Denotes AC and USB charging outlets

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

Denotes AC and USB charging outlets
Soft Seating
Create Engaging Booth Environments

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

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

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

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

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

HOPCH, Chair
21"L 22"D 34"H
HOPLY, Loveseat
48"L 28"D 34"H

HOPI (gray linen)

10’x20’ Hopi Lounge & Zenith Café Booth

8 | Trade Show Furnishings
Soft Seating Collections

**BAJA**
A) BCHWHT Chair
   (white vinyl)
   36"L 30.5"D 28"H
B) BSFWHT Sofa
   (white vinyl)
   86"L 28"D 30"H
C) BLVWHT Loveseat
   (white vinyl)
   61"L 30.5"D 28"H

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

**NAPLES**
A) NPLCHR Chair
   (black vinyl)
   36"L 30"D 32.25"H
   NPLCHP (Powered)
B) NPLSOF Sofa
   (black vinyl)
   87"L 30"D 33.25"H
   NPLSOP (Powered)
C) NPLLOV Loveseat
   (black vinyl)
   62"L 30"D 33.25"H
   NPLLOP (Powered)

Available in Power
Munich Collection
Modular Seating to Design Custom Exhibits

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

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

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

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

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

Denotes Powered Products
Soft Seating Collections

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

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

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

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

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

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

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

WENTWORTH
WENCHA Chair (brown vinyl)
32.1"L 26"D 31.5"H

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

- **Madrid Chair**
  - A) BCW (white vinyl)
    - 30”L 30”D 31”H
  - B) OCH (black vinyl)
    - 30”L 30”D 31”H

- **Fairfax Chair**
  - C) FAIRCW (white vinyl, brushed metal)
    - 27”L 26”D 30”H

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

- **Hopi Chair**
  - E) HOPCH (gray linen)
    - 21”L 25”D 34”H

- **Pro Executive Guest Chair**
  - F) PROGB (black vinyl)
    - 24”L 22”D 36”H

**Meeting Chair**

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

**Meeting Chair**

- **Meeting Chair**
  - D) OCMESP (espresso vinyl)
  - E) OCMTAU (taupe fabric)
  - F) OCMWHT (white vinyl)
Group Seating

**ZENITH**

A) ZENCHR Chair (white, chrome)
   18.25" L 22" D 32" H

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

**LAGUNA**

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

D) 30WHHC Round Café Table
   (white laminate top, chrome hydraulic base)
   30" Round 29" H

**MARINA**

17.5" L 19.5" D 35" H

A) MARCWH (white vinyl)

B) MARGBK (black vinyl)

C) MARCBR (brown fabric)

D) MARCBE (ocean blue fabric)

E) MARCRD (red fabric)

**MALBA**

20" L 20" D 32" H

A) MALGRY Chair (gray)

B) MALGRN Chair (green)
Styles & Shapes

A) CS8
Berlin Chair
(black, white)
18”L 22”D 32”H

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

C) XCHR
Christopher Chair
(white vinyl, chrome)
17”L 19”D 35”H

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

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

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

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

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

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

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

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

Mix & Match

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

J) LUCHCL Lucent Chair (frosted, acrylic) 19.5”L 19.75”D 32.5”H
K) DUET Duet Chair (black, chrome) 21”L 23”D 33”H
Ottomans

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

17”RND 18’H
A) MAR001 (white vinyl)
B) MAR005 (red fabric)
C) MAR009 (pear yellow fabric)
D) MAR007 (plum fabric)
E) MAR010 (blue fabric)
F) MAR002 (gray fabric)
G) MAR006 (rose quartz fabric)
H) MAR003 (linen fabric)
I) MAR004 (raspberry fabric)
J) MAR008 (meadow green fabric)
K) MAR011 (orange fabric)

**Marche Swivel Ottomans**
17”RND 18’H
A) MAR001 (white vinyl)
B) MAR005 (red fabric)
C) MAR009 (pear yellow fabric)
D) MAR007 (plum fabric)
E) MAR010 (blue fabric)
F) MAR002 (gray fabric)
G) MAR006 (rose quartz fabric)
H) MAR003 (linen fabric)
I) MAR004 (raspberry fabric)
J) MAR008 (meadow green fabric)
K) MAR011 (orange fabric)

**Beverly Bench**
60”L 20”D 18’H
A) BVLYWH (white vinyl)
B) BVLYBK (black vinyl)
C) BVLYGR (gray fabric)
D) BVLYRD (red fabric)
E) BVLYOB (ocean blue fabric)
F) BVLYLN (linen fabric)
G) BVLYBN (brown fabric)

**H) WHT12 Half Bench**
(white vinyl)
39”L 22”D 18’H

**ENDLESS Square**
34”L 34”D 15’H
I) END02B (black)
J) END02W (white)

**ENDLESS Curved**
60.5”L 37.5”D 15’H
K) END01B (black)
L) END01W (white)

M) BNQ7 Quarter Curve
(white vinyl)
53”L 22”D 18’H
N) BNQR17 Ring
(4 ottoman seats)
(white vinyl)
72”RND 18’H
O) SAL Sally Stool
(white)
12” Round 17’H
P) CUBL20 Edge
LED Cube
(white plastic)
19”L 19”D 19’H
A/C power only

**Q) REGBEN**
Regis Bench
(brushed metal)
47”L 15.5”D 16’H

**Trade Show Furnishings | 17**
Accent Tables

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

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

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

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

Sydney Cocktail Tables
(brushed steel)
48"L 26"D 18"H
A) C1W (white)
C1WP (Powered)
B) C1Y (black)
C1YP (Powered)
C) SYDBEC (blue)
D) SYDWDC (wood)

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

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

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

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

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

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

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

Wireless Charging Table, Powered
S) CUBPOW
(white, A/C plug-in)
20"L 20"D 18"H
Café Tables

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

B) MALGRY Malba Chair
(grey)
20"L 20"D 32"H

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

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

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

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

30" Round Café Tables
Standard Black Base
30" RND 29"H
A) 30WDBC (wood top)
B) ZTB (red top)

Hydraulic Chrome Base
30" RND 29"H
C) 30WHHC (white top)
D) 30STHC (silver textured)

E) CS4 Syntax Chair
(black, chrome)
23"L 19"D 32.25"H
Customize and Create

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

Mix & Match

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

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

Café Tables
Standard Black Base
30" RND 29"H
A) ZTG (silver textured)
B) ZTJ (graphite nebula)
C) ZTK (maple)
D) 30WH29 (white)
E) ZTA (Madison/gray acajou)
F) 30BEBBC (blue)
G) 30WDDBC (wood)

36" RND 29"H
H) ZTQ (white)
I) ZTN (graphite nebula)
J) ZTP (maple)

Café Tables
Hydraulic Chrome Base
30" RND 29"H
K) 30GRHC (graphite nebula)
L) 30MTHC (maple)
M) 30BRHC (red)
N) 30BHEC (blue)
O) 30WDHC (wood)

36" RND 29"H
P) 36WTHC (white)
Q) 36GRHC (white)
R) 36MTHC (graphite nebula)

Bar Tables

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

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

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

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

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

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

HDG4FT
Boxwood Hedge, 4'
46"L 9"D 47"H
Customize and Create

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

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

U) 30MAHB 30” Round Bar Table w/ Hydraulic Chrome Base
   (Madison/gray acajou) 30” RND 45”H
V) ZENBAR Zenith Barstool (white, chrome) 19”L, 20”D 44”H
Barstools

LIFT BARSTOOLS
15” Round 23–33.5”H
A) ROLLWH (white vinyl)
B) ROLLRD (red vinyl)
C) ROLLBL (black vinyl)
D) ROLLYG (gray vinyl)
Apex Barstools
21"L 21"D 33"H
A) APS08 (black vinyl)
B) APS59 (red vinyl)
C) APS75 (white vinyl)
D) APS12 (blue ultra suede)

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

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

I) BSC Oslo Barstool (white)
17"L 20"D 45"H
J) XBAR Christopher Barstool (white, chrome)
19"L 15"D 41"H
K) BS001 Shark Barstool (white, chrome)
22"L 19"D 34-44"H
L) BSR Syntax Barstool (black, chrome)
23"L 19"D 43.25"H
M) ZENBAR Zenith Barstool (white, chrome)
19"L 20"D 44"H
N) RSTSTL Rustique Barstool (gunmetal)
13"L 13"D 30"H

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

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

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

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

Atomic Round Tables (glass, chrome)
- A) 42ATO 42" RND 30"H
- B) 36ATO 36" RND 30"H

Geo Rounded Square Tables
- 42" L 42" D 29" H
- C) CE1 (glass, chrome)
- D) CF1 (glass, black)

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

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

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

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

Conference Tables (granite)
- K) C908GR 8'
  - 96" L 44" D 29" H
- L) CT10GR 10'
  - 120" L 46" D 29" H
- M) CT06GR 6'
  - 72" L 36" D 29" H

Mix & Match

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

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

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

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

Task Stool
TASKST (black fabric)
27.5”L 27.5”D 32.75”-40.25”H
Adjustable height

Pro Executive Mid Back Chair
24”L 22”D 40”H
A) PROMID (white vinyl)
B) PROMDB (black vinyl)
Adjustable height
Communal and Powered Tables

Choose from Powered, Solid or Grommet Hole Table Tops.

Ventura Bar Tables

A. LMBAR Laguna Barstool (maple; chrome) 18”L 20”D 47”H

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

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

Ventura Café Tables

D. LMBAR Laguna Café Table (maple, chrome) 72.25”L 26.25”D 30”H

E. Ventura Powered Café Tables (silver frame) 72.25”L 26.25”D 30”H
   A) VNTCBK (black top)
   B) VNTCWH (white top)

C. Ventura Communal Café Tables (silver frame) 72.25”L 26.25”D 30”H
   Maple Top
   C) VNTCMN (solid)
   VNTCMW (grommets)
   White Top
   D) VNTCWW (grommets)
   VNTCWN (solid)
   Black Top
   E) VNTCBN (solid)

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

BLACK WHITE MAPLE

Denotes AC and USB charging outlets
Office Essentials

MADISON
A) JD8 Madison Executive Desk  
(gray acajou) 60”L 30”D 29”H
B) CR8 Madison Credenza  
(gray acajou) 60”L 20”D 29”H
C) TASKST Task Stool  
(black fabric) 27.5”L 27.5”D 32.75”-40.25”H Adjustable
D) PROEXE Pro Executive  
High Back Chair  
(white classic vinyl) 25”L 24”D 48”H Adjustable
TECH POWERED DESK

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

Denotes AC and USB charging outlets

LIGHTING & PRODUCT DISPLAY

A) LA15 Floor Lamp 18" RND 55"H
B) LA14 Table Lamp 16" RND 26"H

ACCENT LAMPS

Mason Lamps (brushed silver)
A) LA15 Floor Lamp 18" RND 55"H
B) LA14 Table Lamp 16" RND 26"H

SHELVING

C) PSHCCS Posh Shelving (chrome, acrylic) 36"L 18"D 72"H
D) BC8 Madison Bookcase (gray acacia) 36"L 12"D 72"H
Show Essentials

Midtown Powered Counter

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

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

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

LMBAR
Laguna Barstool
(maple, chrome)
18"L 20"D 47"H
Midtown Bar
Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.

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

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

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

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

Midtown Bar
60”L 18”D 42”H
(pewter/glass)
A) MTBUUL
   (unlighted)
B) MTBLPI
   (lighted with plug-in)

C) HDG7FT
   Boxwood Hedge, 7’
   36.5”L 12”D 84”H
D) HDG4FT
   Boxwood Hedge, 4’
   46”L 9”D 47”H
Cocktail Tables

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<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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<td>C1E-Silverado</td>
<td>$330.85</td>
<td>$430.10</td>
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<td>ALC100-Alondra, Glass/Chrome</td>
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<td>COLI - Oliver Cocktail Table</td>
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Occasional End Tables

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<td>SYDWDE-Sydney End Table</td>
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Company Name: ___________________________  Booth#: ___________________________

Contact Name: ___________________________  Contact Email Address: ___________________________

Please Sign: ___________________________
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<td>END02W-Square, White Leather</td>
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<td>WHT12-Half Bench, White Vinyl</td>
<td>$448.70</td>
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<td>BNL7-Quarter Curve, White Vinyl</td>
<td>$586.90</td>
<td>$762.95</td>
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<tr>
<td>BNR17-Ottoman Ring, White Vinyl</td>
<td>$2,102.85</td>
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<td>REGBEN Regis Bench, Brushed Metal</td>
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**Beverly Bench**

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<tr>
<td>BVLYGR Bev Bench Grey Fabric</td>
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<tr>
<td>BVLYLN Bev Bench Linen Fabric</td>
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<tr>
<td>BVLYOB Bev Bench Ocean Fabric</td>
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<td>BVLYRD Bev Bench Red Fabric</td>
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<td>BVLYWH Bev Bench White Vinyl</td>
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**Marche Swivel**

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<td>MAR002-Marche Swivel, Grey</td>
<td>$222.10</td>
<td>$288.75</td>
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<tr>
<td>MAR003-Marche Swivel, Linen</td>
<td>$222.10</td>
<td>$288.75</td>
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<tr>
<td>MAR008-Marche Swivel, Mdw Grn</td>
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<td>$288.75</td>
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<tr>
<td>MAR009, Marche Swivel, Pear</td>
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<tr>
<td>MAR007-Marche Swivel, Plum</td>
<td>$222.10</td>
<td>$288.75</td>
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<tr>
<td>MAR004-Marche Swivel, Raspberry</td>
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<td>MAR005-Marche Swivel, Red</td>
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<tr>
<td>MAR006-Marche Swivel, Rose Qtz</td>
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<tr>
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Company Name: ____________________________  Booth#: ____________________________

Contact Name: ____________________________  Contact Email Address: ____________________________

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**Ottomans**

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<td>MIR002-Marche Swivel, Grey</td>
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<td>MIR003-Marche Swivel, Linen</td>
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<td>MIR008-Marche Swivel, Mdw Grn</td>
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<tr>
<td>MIR009, Marche Swivel, Pear</td>
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<td>MIR007-Marche Swivel, Plum</td>
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**Total Ottomans**: $________

8.250%  **Tax**: $________

**Amount Due**: $________
### Sofas and Sectionals

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<td>FAIRSW-Fairfax Sofa</td>
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### Loveseat

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<td>HOPLV-Hopi Loveseat, Grey Linen</td>
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<td>TANLOV Tanger Loveseat</td>
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### Club Chairs

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<td>KEYCHR-Key Largo Chair</td>
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<td>FAIRCW-Fairfax Chair</td>
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### Powered Seating

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### Accent Chairs

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<td></td>
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<td>MNCHCC Munich Corner Chair</td>
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<td></td>
<td>WENCHA-Wentworth Chair</td>
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### Meeting Chairs

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<td>OCMESP-Meeting Chair, Expresso</td>
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### Modular System

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<td>BNQ07-Quarter Curve, White Vinyl</td>
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<td>BNQTL7- Center Cone, White Vinyl</td>
<td>$863.35</td>
<td>$1,122.35</td>
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<td></td>
<td>WHT12-Half Bench, White Vinyl</td>
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<td>OTS-South Beach Wedge</td>
<td>$378.40</td>
<td>$448.70</td>
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</tr>
</tbody>
</table>

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---

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---

**Total Soft Seating:** $8,250.00

**Tax:** $825.00

**Amount Due:** $9,075.00

---

**Company Name:**

**Contact Email Address:**

---

**Card Holder Signature**
PPIM 2019 - February 19 - 21, 2019

George R. Brown Convention Center, Hall C1
1001 Avenida de las Americas, Houston, TX 77010

Discount Deadline: Tuesday, January 29, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Conference Tables

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
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<th>Amount</th>
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<td>$537.00</td>
<td>$698.10</td>
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<tr>
<td></td>
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<td>$491.90</td>
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<td>CF1-Geo Table, Sq. Black</td>
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<td></td>
<td>CB2-6' Graphite Table</td>
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<td>CB3-8' Graphite Table</td>
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Group & Guest Seating

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<td>RSTIN-Rustique w/ arms, Gunmetal</td>
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<td></td>
<td>XCHR-Christopher Chr, White Vinyl</td>
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<td></td>
<td>SC10 Razor Chair</td>
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<td>SC3-Brewer Chair, Onyx</td>
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<td></td>
<td>XC6-Altura Guest Chair</td>
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<td>$477.15</td>
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<td></td>
<td>LMCHR-Laguna Chair, Maple/Chrome</td>
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<tr>
<td></td>
<td>MALGRY-Malta Chair, Grey</td>
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<td></td>
<td>MALGRN-Malta Chair, Green</td>
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<td>CS4-Syntax Chair, Black/Chrome</td>
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<td></td>
<td>BLDCRD-Blade Chair</td>
<td>$85.80</td>
<td>$111.55</td>
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<td></td>
<td>BLDCSB-Blade Chair</td>
<td>$85.80</td>
<td>$111.55</td>
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<td></td>
<td>LUCHCL-Lucent Chair</td>
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<tr>
<td></td>
<td>MARCBE-Marina Chair, Ocn Blue</td>
<td>$187.00</td>
<td>$243.10</td>
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<tr>
<td></td>
<td>MARC8K-Marina Chair, Black Vnl</td>
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<td>MARC8R-Marina Chair, Brown</td>
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<tr>
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<td>MARC8W-Marina Chair, White Vnl</td>
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<td></td>
<td>TASKST-Task Stool</td>
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<td>$243.10</td>
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Executive Seating

<table>
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<tr>
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<td>PROEXE-Pro Executive Chair</td>
<td>441.85</td>
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<td></td>
<td>PROEXB-Executive Chair High Back</td>
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<td>PROGB-Guest Executive Chair</td>
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<td>PROMID-Executive Chair Mid Back</td>
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<td>PROMDB-Exec Mid-Back, Black</td>
<td>290.05</td>
<td>377.05</td>
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</tr>
</tbody>
</table>

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

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

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

Company Name: ____________________________  Booth# ____________________________

Contact Name: ____________________________  Contact Email Address: ____________________________

Please Sign

Card Holder Signature

Total Conference: $ ____________________________
Tax*: $ ____________________________
Amount Due: $ ____________________________
### Café Tables

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

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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<tbody>
<tr>
<td></td>
<td>ZTK-30&quot; Maple Top/Black Base</td>
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<td>$347.60</td>
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<tr>
<td></td>
<td>ZTP-36&quot; Maple Top/Black Base</td>
<td>$292.35</td>
<td>$380.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTJ-30&quot; Graphite Top/Black Base</td>
<td>$267.40</td>
<td>$347.60</td>
<td></td>
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<tr>
<td></td>
<td>ZTN-36&quot; Graphite Top/Black Base</td>
<td>$292.35</td>
<td>$380.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTG-30&quot; Silver Textured Top</td>
<td>$267.40</td>
<td>$347.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTQ-36&quot; White Laminate Top</td>
<td>$292.35</td>
<td>$380.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTB-30&quot; Red Top/Black Base</td>
<td>$267.40</td>
<td>$347.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ZTA-30&quot; Grey Top/Black Base</td>
<td>$276.45</td>
<td>$359.40</td>
<td></td>
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<tr>
<td></td>
<td>30WH29 -30&quot; White Laminate</td>
<td>$283.25</td>
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<tr>
<td></td>
<td>30BEBC-30&quot; Blue Top/Black Base</td>
<td>$286.00</td>
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<tr>
<td></td>
<td>30WDBC-30&quot; Wood Top/Black Base</td>
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<td>$371.80</td>
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#### Café Tables - Chrome Base 36", Hydraulic

<table>
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<tr>
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<th>Amount</th>
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<td>30MTHC-Maple Top, Chrome</td>
<td>$358.05</td>
<td>$465.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30GRHC-Graphite Nebula, Chrome</td>
<td>$358.05</td>
<td>$465.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30STHC-Silver Textured, Chrome</td>
<td>$358.05</td>
<td>$465.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BRHC-Brushed Red Top, Chrome</td>
<td>$358.05</td>
<td>$465.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30MAHC-Grey Top, Chrome</td>
<td>$358.05</td>
<td>$465.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30WHHC-White Laminate</td>
<td>$387.50</td>
<td>$503.75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>30BEHC-Blue Top, Chrome</td>
<td>$385.00</td>
<td>$500.50</td>
<td></td>
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<tr>
<td></td>
<td>30WDC-30&quot; Wood Top, Chrome</td>
<td>$385.00</td>
<td>$500.50</td>
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### G30 and Ventura Communal Tables

#### 30" High Tables

<table>
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<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>VNTPN-Black Top, Silver Frame</td>
<td>$649.00</td>
<td>$843.70</td>
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<tr>
<td></td>
<td>VNTPN-Maple Top, Silver Frame</td>
<td>$649.00</td>
<td>$843.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTPWN-White Top, Silver Frame</td>
<td>$649.00</td>
<td>$843.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTCMW-Maple, w/ Grmt</td>
<td>$649.00</td>
<td>$843.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTCWW-White, w/ Grmt</td>
<td>$649.00</td>
<td>$843.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>VNTCBK-Black Top-Powered!</td>
<td>$737.00</td>
<td>$958.10</td>
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<tr>
<td></td>
<td>VNTCW-White Top-Powered!</td>
<td>$737.00</td>
<td>$958.10</td>
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#### 42" High Tables

<table>
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<td>VNTWNP Communal Table White Top</td>
<td>$790.85</td>
<td>$1,028.10</td>
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<td>VNTBMW Comm Table Maple Top w/ Grom</td>
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<td>$1,028.10</td>
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<td></td>
<td>VNTBWW Comm Table White w/ Grom</td>
<td>$790.85</td>
<td>$1,028.10</td>
<td></td>
</tr>
</tbody>
</table>

****Contact Name:_________  Company Name:_________  Booth#_________  Contact Email Address:_________

**Please sign**

---

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Discount Deadline Tuesday, January 29, 2019

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<table>
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<th>Discount</th>
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<tr>
<td>VTP-36&quot; Maple Top/Black Base</td>
<td>$315.00</td>
<td>$409.50</td>
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</tr>
<tr>
<td>VJT-30&quot; Graphite Top/Black Base</td>
<td>$294.60</td>
<td>$383.00</td>
<td></td>
</tr>
<tr>
<td>VTN-36&quot; Graphite Top/Black Base</td>
<td>$315.00</td>
<td>$409.50</td>
<td></td>
</tr>
<tr>
<td>VTG-30&quot; Silver Textured Top</td>
<td>$294.60</td>
<td>$383.00</td>
<td></td>
</tr>
<tr>
<td>VTW-36&quot; White Laminate Top</td>
<td>$315.00</td>
<td>$409.50</td>
<td></td>
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<tr>
<td>VTB-30&quot; Red Top/Black Base</td>
<td>$294.60</td>
<td>$383.00</td>
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<td>VTA-30&quot; Grey Top/Black Base</td>
<td>$294.60</td>
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<td>30WDBB-Wood Top/Black Base</td>
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<td>30GRHB-Graphite Nebula, Chrome</td>
<td>$358.05</td>
<td>$465.45</td>
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<td>30MTHB-Maple Top, Chrome</td>
<td>$358.05</td>
<td>$465.45</td>
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<tr>
<td>30STHB-Silver Texture, Chrome</td>
<td>$358.05</td>
<td>$465.45</td>
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<tr>
<td>30BRHB-Brushed Red, Chrome</td>
<td>$358.05</td>
<td>$465.45</td>
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<tr>
<td>30WHHB White Laminate, Chrome</td>
<td>$387.50</td>
<td>$503.75</td>
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<td>30MAHB-Grey Top, Chrome</td>
<td>$358.05</td>
<td>$465.45</td>
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</tr>
<tr>
<td>30BEHB-Blue Top, Chrome</td>
<td>$385.00</td>
<td>$500.50</td>
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<tr>
<td>30WDHB-Wood Top, Chrome</td>
<td>$385.00</td>
<td>$500.50</td>
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<tr>
<td>36GRHB-Graphite Nebula, Chrome</td>
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<td>36MTHB, Maple Top, Chrome</td>
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<td>$506.70</td>
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<tr>
<td>36WTHB-White Top, Chrome</td>
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<td>BSS-Banana, Black/Chrome</td>
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<td>BS001-Shark, Swivel White</td>
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<td>BS002-Zoey, Swivel White</td>
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<td>BS003-Zoey, Swivel Black</td>
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<td>RSTSTL-Rustique Barstool, Gunmetal</td>
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<td>$223.85</td>
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<td>APS08-Apex Black Vinyl</td>
<td>$267.40</td>
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<td>APS59-Apex Red Vinyl</td>
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<td>APS75-Apex White Vinyl</td>
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<td>APS12-Apex Blue Ultra Suede</td>
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<td>LMBAR-Laguna, Maple/Chrome</td>
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<td>$288.75</td>
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<td>ZENBAR-Zenith, White/Chrome</td>
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<td>$259.30</td>
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<td>ROLLBL-Lift Barstool, Black Vinyl</td>
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</tr>
<tr>
<td>ROLLGY-Lift Barstool, Grey Vinyl</td>
<td>$251.50</td>
<td>$326.95</td>
<td></td>
</tr>
<tr>
<td>ROLLRD-Lift Barstool, Red Vinyl</td>
<td>$251.50</td>
<td>$326.95</td>
<td></td>
</tr>
<tr>
<td>ROLLWH-Lift Barstool, White Vinyl</td>
<td>$251.50</td>
<td>$326.95</td>
<td></td>
</tr>
<tr>
<td>BLDBRD-Blade, Red</td>
<td>$165.00</td>
<td>$215.25</td>
<td></td>
</tr>
<tr>
<td>BLDSSB-Blade, Sky Blue</td>
<td>$165.00</td>
<td>$215.25</td>
<td></td>
</tr>
<tr>
<td>LUBSCL- Frosted, Acrylic</td>
<td>$330.00</td>
<td>$429.00</td>
<td></td>
</tr>
<tr>
<td>MTBLPI-Midtown Bar, Lighted</td>
<td>$1,881.00</td>
<td>$2,445.30</td>
<td></td>
</tr>
<tr>
<td>MTBUUL-Midtown Bar, unlighted</td>
<td>$1,760.00</td>
<td>$2,302.30</td>
<td></td>
</tr>
<tr>
<td>MTCMPI- Midtown Counter, Lighted</td>
<td>$1,881.00</td>
<td>$2,445.30</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

Company Name: ____________________________  Booth# ____________________________
PPIM 2019 - February 19 - 21, 2019
George R. Brown Convention Center, Hall C1
1001 Avenida de las Americas, Houston, TX 77010

Discount Deadline: Tuesday, January 29, 2019
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

<table>
<thead>
<tr>
<th>Desks, Credenzas, Files, Bookcases</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR8-Madison Credenza, Grey</td>
<td></td>
<td></td>
<td>$611.80</td>
<td>$795.35</td>
<td></td>
</tr>
<tr>
<td>JD8-Madison Executive Desk, Grey</td>
<td></td>
<td></td>
<td>$722.85</td>
<td>$939.70</td>
<td></td>
</tr>
<tr>
<td>BC8-Madison Bookcase, Grey</td>
<td></td>
<td></td>
<td>$523.45</td>
<td>$680.50</td>
<td></td>
</tr>
<tr>
<td>TECH3B-Tech Desk w/drawers-Powered!</td>
<td></td>
<td></td>
<td>$663.95</td>
<td>$863.15</td>
<td></td>
</tr>
<tr>
<td>TECH-Tech Desk-Powered</td>
<td></td>
<td></td>
<td>$537.00</td>
<td>$698.10</td>
<td></td>
</tr>
<tr>
<td>TECH3-3-drawer File Cbnt w/Casto</td>
<td></td>
<td></td>
<td>$176.75</td>
<td>$229.80</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work &amp; Multi-Use Tables</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MERLIN-Multi Use Table</td>
<td></td>
<td></td>
<td>$410.15</td>
<td>$533.20</td>
<td></td>
</tr>
<tr>
<td>WD3-Work Table</td>
<td></td>
<td></td>
<td>$394.30</td>
<td>$512.60</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Product Display- Shelving</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSHCCS-Posh Shelving</td>
<td></td>
<td></td>
<td>$614.10</td>
<td>$798.35</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Product Display- Pedestals</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDL36B-Ped, Locking-Powered!</td>
<td></td>
<td></td>
<td>$600.50</td>
<td>$780.65</td>
<td></td>
</tr>
<tr>
<td>PDL42B-Ped, Locking-Powered!</td>
<td></td>
<td></td>
<td>$711.55</td>
<td>$925.00</td>
<td></td>
</tr>
<tr>
<td>PDL36W-Ped, Locking-Powered!</td>
<td></td>
<td></td>
<td>$600.50</td>
<td>$780.65</td>
<td></td>
</tr>
<tr>
<td>PDL42W-Ped, Locking-Powered!</td>
<td></td>
<td></td>
<td>$711.55</td>
<td>$925.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lamps</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>LA15-Mason Silver Floor Lamp</td>
<td></td>
<td></td>
<td>$262.85</td>
<td>$341.70</td>
<td></td>
</tr>
<tr>
<td>LA14-Mason Silver Table Lamp</td>
<td></td>
<td></td>
<td>$172.20</td>
<td>$223.85</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hedge Walls</th>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDG4FT-Boxwood Hedge, 4ft</td>
<td></td>
<td></td>
<td>$561.00</td>
<td>$729.30</td>
<td></td>
</tr>
<tr>
<td>HDG7FT-Boxwood Hedge, 7ft</td>
<td></td>
<td></td>
<td>$913.00</td>
<td>$1,186.90</td>
<td></td>
</tr>
</tbody>
</table>

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

Company Name: _______________________________  Booth#: ____________________

Contact Name _______________________________  Contact Email Address ____________________

Please Sign

Card Holder Signature

Event Code: T142430219
Connect With Us!
email: houston@shepardes.com
phone: (832) 799-5700
fax: (832) 415-0517
mail: 10001 Fannin St, Houston, TX 77045

Total Exec Accessories: $
8.250% Tax*: $
Amount Due: $

* Sales tax applies to first $2,500 of each order

49999-136/21
Please Sign - Card Holder Signature
# Foam Core Signs, Single sided

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>70009</td>
<td>Vertical, 22&quot; x 28&quot;</td>
<td>$172.50</td>
<td>$224.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70010</td>
<td>Horz., 22&quot; x 28&quot;</td>
<td>$172.50</td>
<td>$224.25</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70011</td>
<td>Vertical, 28&quot; x 44&quot;</td>
<td>$262.80</td>
<td>$341.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70012</td>
<td>Horz., 28&quot; x 44&quot;</td>
<td>$262.80</td>
<td>$341.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70025</td>
<td>Meterboard, 39&quot; x 90.75&quot;</td>
<td>$531.90</td>
<td>$691.45</td>
<td></td>
</tr>
</tbody>
</table>

# Vinyl Banners with Digital Printing

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>70065</td>
<td>Grommets, per sq. ft.-Vertical</td>
<td>$21.90</td>
<td>$28.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70071</td>
<td>Grommets, per sq. ft.-Horizontal</td>
<td>$21.90</td>
<td>$28.45</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70066</td>
<td>Pockets, per sq. ft.-Vertical</td>
<td>$23.50</td>
<td>$30.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70072</td>
<td>Pockets, per sq. ft.-Horizontal</td>
<td>$23.50</td>
<td>$30.55</td>
<td></td>
</tr>
</tbody>
</table>

# Accessories

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>70017</td>
<td>Blank Foamcore, 4' x 8'</td>
<td>$46.85</td>
<td>$60.90</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70021</td>
<td>Velcro, per ft. min. 5 ft.</td>
<td>$3.10</td>
<td>$4.05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>70004</td>
<td>7&quot; x 44&quot; ID Sign</td>
<td>$51.60</td>
<td>$67.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50094</td>
<td>Floor Easel</td>
<td>$46.20</td>
<td>$60.55</td>
<td></td>
</tr>
<tr>
<td></td>
<td>50095</td>
<td>22x28 Sign Holder</td>
<td>$105.35</td>
<td>$136.95</td>
<td></td>
</tr>
</tbody>
</table>

# Table Clings  
Table clings are made to fit our Pedestal table tops!

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Code</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>70034</td>
<td>36&quot;x36&quot; Rnd Table Cling</td>
<td>$183.55</td>
<td>$238.60</td>
<td></td>
</tr>
</tbody>
</table>

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

**Total Graphics:** $  
8.250% **Tax:** $  
**Amount Due:** $
All graphic files for ordered products should be uploaded to our FTP site.


Username:  sesftp

Password:  ftpftp

1. Name your files in this format: Company Name_Booth#_Panel Letter  example:  Shepard_1905_A
2. When you are in your show folder, you can either drop and drop your files into the folder to initiate upload or
   You may click the Upload Files button and select the files you need to upload.

3. When upload is complete, email the name of your files to:  houston@shepardes.com
   As the subject line use:  "Show Name" FTP Upload

   Failure to follow these steps could result in delayed graphics.

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

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

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

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

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

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

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

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

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

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

Resolution
Artwork should be 150dpi at 100% scale or 300dpi at half size. This will ensure the artwork remains high resolution when printed at full size. See samples below.

[Vector Logo at 200%]
[Raster Logo at 200%]
[High Resolution Logo]
[Low Resolution Logo]
PPIM 2019 - February 19 - 21, 2019

George R. Brown Convention Center, Hall C1
1001 Avenida de las Americas, Houston, TX 77010

Order Deadline: Friday, January 18, 2019
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Attention Getting ● High Visibility ● Great Branding
Easy ● Cost Effective Rental ● Durable Dye Sublimation Graphics

CIRCLE DESIGN

<table>
<thead>
<tr>
<th>Code</th>
<th>Size</th>
<th>Discount*</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>69140</td>
<td>10' x 48&quot;</td>
<td>$5,260.25</td>
<td>$6,838.35</td>
</tr>
<tr>
<td>69142</td>
<td>16' x 48&quot;</td>
<td>$8,360.20</td>
<td>$10,868.25</td>
</tr>
</tbody>
</table>

SQUARE DESIGN

<table>
<thead>
<tr>
<th>Code</th>
<th>Size</th>
<th>Discount*</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>69143</td>
<td>10' x 48&quot;</td>
<td>$6,396.45</td>
<td>$8,315.40</td>
</tr>
</tbody>
</table>

TRIANGULAR DESIGN

<table>
<thead>
<tr>
<th>Code</th>
<th>Size</th>
<th>Discount*</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>69144</td>
<td>10' x 48&quot;</td>
<td>$5,176.00</td>
<td>$6,728.80</td>
</tr>
</tbody>
</table>

WAVE DESIGN

<table>
<thead>
<tr>
<th>Code</th>
<th>Size</th>
<th>Discount*</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>69145</td>
<td>48&quot; Single</td>
<td>$2,279.50</td>
<td>$2,963.35</td>
</tr>
<tr>
<td>69146</td>
<td>48&quot; Double</td>
<td>$3,033.25</td>
<td>$3,943.25</td>
</tr>
</tbody>
</table>

All Rentals Include:
- Dye sublimation printed fabric pillow case
- Rental frame
- Blockout liner
- Basic harness
- Weighs under 75 pounds
- Rigging not included

Graphics must be received prior to the Discount Deadline date to receive discount pricing. See Graphic Guidelines for file specifications and Graphic Uploads for file submissions.

Don't forget to also place an order for hanging your sign!

Signature indicates you read and accept the Payment Policy and Terms & Conditions.
All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. * All tax rates are subject to change.

Total Hanging Sign Rental: $_____
8.250% Tax*: $_____
Amount Due: $_____

Company Name: ___________________________ Booth #: __________

Contact Name: ___________________________ Contact Email Address: ___________________________

Please Sign: ___________________________ Card / Holder Signature: ___________________________
HANGING SIGN: If you have a sign or anything (truss, etc.) that has been approved to hang from the ceiling, send it to the advance shipping warehouse address. Hanging items must be identified and readily available since they are installed first, before the show floor becomes encumbered by freight.

Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.
This form must be completed for all suspended structures. Please include the completed form with your hanging sign order forms.

As the contracted exhibitor, the display house or builder for the below exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures. We hereby release, indemnify and forever hold harmless the following:

Shepard Exposition Services
along with their subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at the exhibitor's expense.

Exhibiting Company

Authorized Signature ___________________________ Date ________________

Authorized Name (printed) ____________________________

Email ____________________________________________

Display House/Builder (if applicable)

Authorized Signature ___________________________ Date ________________

Authorized Name (printed) ____________________________

Email ____________________________________________
Things to Know!

All signs must be designed to comply with Show Organizer rules and regulations and facility limitations. **Shepard** is responsible for **assembly, installation, and removal** of all hanging signs, overhead truss, attachment and removal of light fixtures for truss and lights, as well as any additional installation required for chain motors, span sets or other packages. **Only** Shepard personnel are allowed in aerial lifts or operate mechanical equipment. **Only** Shepard certified riggers can install and remove any and all hanging materials that will be flown overhead.

**All signs**, with the exception of banners, must have structural rigging points and signs exceeding 200 pounds must **include detailed construction plans** with a current structural engineer's stamp. Send these plans to Customer Service in advance of the first day of move in.

**Include engineer-stamped drawings** with hanging instructions as well as a set of assembly instructions (placement/orientation/height from floor) with the order. Shepard accepts no liability for any work completed without such instructions, when required.

If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Overhead Signs should be sent in a separate container directly to the **advance warehouse** using the Advance Hanging Sign shipping label.

Additional charges may be applied by Shepard due to regulations at the facility, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

**Hanging Sign Checklist**

- Complete and Submit Payment Authorization Form
- Order Assembly labor to have your sign built by Shepard Certified Riggers
- Order Install and Dismantle labor for all Hanging Signs, Truss and Motors
- Order necessary Chain Motors, Rotating Motors and Truss
- Place electrical orders (if necessary)
- Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead.
- Package Hanging Sign(s) in a separate container from exhibit materials
- Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual
- Ship Hanging Sign(s) to the Advance Warehouse by: **Friday, February 8, 2019**
PPIM 2019 - February 19 - 21, 2019

George R. Brown Convention Center, Hall C1
1001 Avenida de las Americas, Houston, TX 77010

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

Order Deadline: Tuesday, January 29, 2019

Step One: Tell Us About Your Sign

Type: [ ] Cloth [ ] Wood [ ] Truss [ ] Metal [ ] Other
Height [ ] Square [ ] Triangle [ ] Rectangle [ ] Circle [ ] Other
Width [ ] Height [ ] Length

Step Two: Order Assembly and Disassembly Labor. Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity.

Sign Assembly Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Est Total Man Hours</th>
<th>Discount</th>
<th>Regular</th>
<th>Est Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>69150</td>
<td>ST</td>
<td>$106.56</td>
<td>$138.55</td>
<td>$138.55</td>
<td>$106.56</td>
</tr>
<tr>
<td>69151</td>
<td>OT</td>
<td>$159.81</td>
<td>$207.75</td>
<td>$207.75</td>
<td>$159.81</td>
</tr>
<tr>
<td>69152</td>
<td>DT</td>
<td>$213.06</td>
<td>$277.00</td>
<td>$277.00</td>
<td>$213.06</td>
</tr>
</tbody>
</table>

Date of Assembly

Start Time

Should hanging sign or supervision not be present at time the crew arrives a 1 Hour Crew Minimum charge will be applied.

Sign Disassembly Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Est Total Man Hours</th>
<th>Discount</th>
<th>Regular</th>
<th>Est Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>69153</td>
<td>ST</td>
<td>$106.56</td>
<td>$138.55</td>
<td>$138.55</td>
<td>$106.56</td>
</tr>
<tr>
<td>69154</td>
<td>OT</td>
<td>$159.81</td>
<td>$207.75</td>
<td>$207.75</td>
<td>$159.81</td>
</tr>
<tr>
<td>69155</td>
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<td>$213.06</td>
<td>$277.00</td>
<td>$277.00</td>
<td>$213.06</td>
</tr>
</tbody>
</table>

Date of Disassembly

Start Time

Step Three: Order Overhead Rigging Crew

Rigging Installation

<table>
<thead>
<tr>
<th>Code</th>
<th>Est Total Hours</th>
<th>Discount</th>
<th>Regular</th>
<th>Est Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>69156</td>
<td>$498.00</td>
<td>$647.40</td>
<td>$498.00</td>
<td>$647.40</td>
</tr>
</tbody>
</table>

Date of Install

Start Time

*If additional crew or Labor is needed, additional charges may apply.

Additional charges may be applied by Shepard due to regulations at the facility, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

Additional charges will apply for additional supplies required to ensure structural integrity of overhead sign.

Signature indicates you read and accept the Payment Policy and Terms & Conditions. No refunds or exchanges once item has been delivered to your booth.

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

Company Name: ____________________________  Booth #: ____________________________
Truss*  
*If you are ordering truss, you also need to order motors!

Truss Details  
(Quantity & Size)

<table>
<thead>
<tr>
<th>Code</th>
<th>QTY</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>69094</td>
<td></td>
<td>12&quot; Silver Box Truss (Per FT)</td>
<td>$24.75</td>
<td>$32.20</td>
<td></td>
</tr>
<tr>
<td>69094</td>
<td></td>
<td>12&quot; Black Box Truss (Per FT)</td>
<td>$24.75</td>
<td>$32.20</td>
<td></td>
</tr>
<tr>
<td>69038</td>
<td></td>
<td>12&quot; Silver Corner Block</td>
<td>$92.85</td>
<td>$120.70</td>
<td></td>
</tr>
<tr>
<td>69038</td>
<td></td>
<td>12&quot; Black Corner Block</td>
<td>$92.85</td>
<td>$120.70</td>
<td></td>
</tr>
<tr>
<td>70067</td>
<td></td>
<td>Design Fee (Hourly)</td>
<td>$154.75</td>
<td>$201.20</td>
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</tr>
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</table>

Motors

<table>
<thead>
<tr>
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<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>69017</td>
<td></td>
<td>One Ton Hoist/Chain Motor</td>
<td>$526.25</td>
<td>$684.15</td>
<td></td>
</tr>
<tr>
<td>69016</td>
<td></td>
<td>Half Ton Hoist/Chain Motor</td>
<td>$464.30</td>
<td>$603.60</td>
<td></td>
</tr>
<tr>
<td>69101</td>
<td></td>
<td>1/4 Ton Hoist/Chain Motor</td>
<td>$278.60</td>
<td>$362.20</td>
<td></td>
</tr>
<tr>
<td>69019</td>
<td></td>
<td>Rotating Motor 500 LB Limit</td>
<td>$495.20</td>
<td>$643.75</td>
<td></td>
</tr>
<tr>
<td>69020</td>
<td></td>
<td>Rotating Motor 200 LB Limit</td>
<td>$278.60</td>
<td>$362.20</td>
<td></td>
</tr>
</tbody>
</table>

For more information, to request a design/scaled plot, or to place additional orders please contact Shepard's Customer Service Department at: houston@shepardes.com

Include the following items with your Truss and Motor Order:

- [ ] Hanging Sign Instructions
- [ ] Sign/Hanging Diagram
- [ ] Placement Grid
- [ ] Overhead Rigging Labor Order

Additional Equipment and Supplies may be ordered and will be available onsite to use as needed to ensure structural integrity of the sign.

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

Total Rigging Equipment: $ 
8.250% Tax*: $ 
Amount Due: $ 

Company Name: ____________________________

Booth # ____________________________

Contact Name ____________________________

Contact Email Address ____________________________

Please Sign ____________________________

Card Holder Signature ____________________________
LABOR
Texas is a “right-to-work” state. Full time employees of the exhibiting companies may set up their own exhibits. Union Labor, however, 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
Union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by persons other than company personnel. They may be employed by completion of labor forms enclosed in this manual.

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

If, however, you hire any labor to assist you, it must be through the Official Contractor or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor.

MATERIAL/FREIGHT HANDLING JURISDICTION
Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates. It is Shepard’s responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will have complete control of the loading docks at all times.

Exhibitors may hand carry their own materials into the facility. The use or rental of dollies, flat trucks and other mechanical equipment is not permitted. Shepard will not be responsible for any materials they do not handle.

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

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

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

IN GENERAL
Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of the exhibitor. All questions originated by labor are to be expressed only to Shepard Exposition Services. Exhibitors are asked to refrain from voicing labor complaints to craft personnel. Any questions regarding contract labor should be immediately directed to Shepard Exposition Services.

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

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

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

Shepard Blue Supervised Labor **(Supervisory fee is 30% of total cost or $60, whichever is greater.)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Discount</th>
<th>Regular</th>
<th>+30%</th>
</tr>
</thead>
<tbody>
<tr>
<td>68066</td>
<td>ST $85.25</td>
<td>$110.85</td>
<td>30%</td>
</tr>
<tr>
<td>68067</td>
<td>OT $127.85</td>
<td>$166.20</td>
<td>30%</td>
</tr>
<tr>
<td>68068</td>
<td>DT $170.45</td>
<td>$221.60</td>
<td>30%</td>
</tr>
</tbody>
</table>

Choose Your Service

**Step One:** Choose Your Service

**Step Two:** How Many People?

**Step Three:** How Many Hours?

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

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

**Spend a Little, Save a Lot**

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

Inbound Freight

Carrier Name: Tracking or Pro #: Estimated Weight

# of Pieces: Advance Warehouse or Direct to Show site?: Estimated Arrival Date

Set Up Information:

Company Contact Name: Email: Cell Phone #:

Contact Arrival Date: Time Build Should be Complete

Booth Size: X

Carpet: Ordered from Shepard

Exhibitor Owned Carpet

Carpet Padding

Drawings/Photos/Instructions:

Attached

Emailed to Shepard

With the Exhibit

In crate #

Electrical Placement

(exhibitor is responsible to order)

Emailed to Shepard

Drawing Attached

Drawing with Exhibit

Does Electrical go UNDER carpet?: Yes No

Graphics:

With Exhibit

Shipped Separately

Other Services Ordered:

Overhead Rigging

Cleaning

AV

Outbound Shipping:

# of Crates

# of Cartons

# of Fiber Cases

# of Pallets

Ship To: Phone #:

Must Arrive at Destination By:

Name of Carrier

Date Carrier is Scheduled to Pick Up Freight

If Your Carrier doesn't show?

Reroute with SLS

Send to warehouse for pick up ($400 minimum charge)

*Allow time for empty return when scheduling your pick up

Estimated SES Blue Labor: $

8.250% Tax: $

Amount Due: $

Company Name:

Booth #

Discount Deadline: Tuesday, January 29, 2019

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

Shepard Blue Supervised Labor

Choose Shepard Blue for your labor needs and leave your worries behind!
Exhibitor Supervised Labor

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

Step Two: How many people?

Step Three: How many hours?

Step Four: Any other details?
- Details:
- Any special tools needed? Ladders? Lifts?

Step Five: Schedule
- Date
- Start Time
- End Time

Step Six: Onsite Contact Info
- Name
- Cell
- Email:

Requested times are not guaranteed and are based on availability.

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

Exhibitor Owned Carpet Installation/Removal

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

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

Carpet and flooring must be shipped to the advance warehouse.

<table>
<thead>
<tr>
<th>Code</th>
<th>SQ FT</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>68080</td>
<td></td>
<td>Flooring Only</td>
<td>1.00</td>
<td>1.30</td>
<td></td>
</tr>
<tr>
<td>68083</td>
<td></td>
<td>Padding + Flooring</td>
<td>1.50</td>
<td>1.95</td>
<td></td>
</tr>
<tr>
<td>68079</td>
<td></td>
<td>MINIMUM</td>
<td>170.50</td>
<td>221.65</td>
<td></td>
</tr>
</tbody>
</table>

Flooring Type:
- Carpet Rolls
- Carpet Squares
- Padding
- Other

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

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

In a Hurry or Have a Plane to Catch?
Choose Shepard Blue for your labor needs and leave the work to us!

Hours are based on estimates, you will be invoiced for actual time incurred. Minimum one hour per person ordered.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Company Name: __________________________

Contact Name: __________________________

Registered Address: 1001 Avenida de las Americas, Houston, TX 77010

Event Code: T142430219

Discount Deadline: Tuesday, January 29, 2019

Discount Deadline date to receive discounted pricing.

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

Exhibitor Supervised Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>Discount</th>
<th>Regular</th>
<th>Estimate</th>
</tr>
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<tbody>
<tr>
<td>68060</td>
<td>$85.25</td>
<td>$110.85</td>
<td></td>
</tr>
<tr>
<td>68061</td>
<td>$127.85</td>
<td>$166.20</td>
<td></td>
</tr>
<tr>
<td>68062</td>
<td>$170.45</td>
<td>$221.60</td>
<td></td>
</tr>
</tbody>
</table>

Discount Deadline: Tuesday, January 29, 2019

Discount Deadline date to receive discounted pricing.

Company Name: __________________________

Booth #: __________________________

Contact Email Address: __________________________

Card  Holder Signature: __________________________
**Order Deadline**  
Friday, January 18, 2019  
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

### Inline Booth Rentals

**Turnkey Rental Designs Make Exhibiting Easier!**

Don't See what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Contact an ESS Representative to get started!

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66470</td>
<td></td>
<td>The Eddie - 10’ x 10’</td>
<td>$3,281.15</td>
<td>$4,265.50</td>
</tr>
<tr>
<td>66471</td>
<td></td>
<td>The Eddie - 10’ x 20’</td>
<td>$5,343.10</td>
<td>$6,946.05</td>
</tr>
<tr>
<td>66474</td>
<td></td>
<td>The Jonathon - 10’ x 10’</td>
<td>$2,289.00</td>
<td>$2,975.70</td>
</tr>
<tr>
<td>66475</td>
<td></td>
<td>The Jonathon - 10’ x 20’</td>
<td>$4,006.70</td>
<td>$5,208.70</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Code</th>
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<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66477</td>
<td></td>
<td>The Pierce - 10’ x 10’</td>
<td>$2,839.25</td>
<td>$3,691.05</td>
</tr>
<tr>
<td>66478</td>
<td></td>
<td>The Pierce - 10’ x 20’</td>
<td>$5,391.00</td>
<td>$7,008.30</td>
</tr>
<tr>
<td>66484</td>
<td></td>
<td>The Madison - 10’ x 10’</td>
<td>$3,443.05</td>
<td>$4,475.95</td>
</tr>
<tr>
<td>66485</td>
<td></td>
<td>The Madison - 10’ x 20’</td>
<td>$4,080.65</td>
<td>$5,304.85</td>
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<table>
<thead>
<tr>
<th>Code</th>
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<tbody>
<tr>
<td>66486</td>
<td></td>
<td>The Grant - 10’ x 10’</td>
<td>$3,634.35</td>
<td>$4,724.65</td>
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<tr>
<td>66487</td>
<td></td>
<td>The Grant - 10’ x 20’</td>
<td>$5,037.00</td>
<td>$6,548.10</td>
</tr>
<tr>
<td>66492</td>
<td></td>
<td>The Harrison - 10’ x 10’</td>
<td>$3,341.05</td>
<td>$4,343.35</td>
</tr>
<tr>
<td>66493</td>
<td></td>
<td>The Harrison - 10’ x 20’</td>
<td>$4,909.50</td>
<td>$6,382.35</td>
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<table>
<thead>
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<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>66467</td>
<td></td>
<td>The Hamilton - 10’ x 10’</td>
<td>$2,328.15</td>
<td>$3,026.60</td>
</tr>
<tr>
<td>66468</td>
<td></td>
<td>The Hamilton - 10’ x 20’</td>
<td>$4,078.65</td>
<td>$5,302.25</td>
</tr>
<tr>
<td>66473</td>
<td></td>
<td>The Lucy - 10’ x 10’</td>
<td>$2,104.10</td>
<td>$2,735.35</td>
</tr>
</tbody>
</table>

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

Signature indicates you read and accept the Payment Policy and Terms & Conditions. All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. * All tax rates are subject to change.

**Total Inline Rentals:** $8,250.00  
8.250% Tax*: $  
Amount Due: $
Choose Your Counter & Customize to Fit Your Exhibit!

Color choices for all products

Metal Colors
- Black (06)
- Silver (15)

Panel Colors
- Black (06)
- White (03)

Locking Cabinets

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Metal Color</th>
<th>Panel Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>66282</td>
<td>1</td>
<td>LC1</td>
<td>3'6&quot; L x 3'6&quot; H x 1'9&quot; D</td>
<td>$806.70</td>
<td>$1,048.70</td>
<td>Silver</td>
<td>Black</td>
</tr>
<tr>
<td>66283</td>
<td>1</td>
<td>LC2</td>
<td>5' L x 3'6&quot; H x 1'9&quot; D</td>
<td>$978.90</td>
<td>$1,272.55</td>
<td>Silver</td>
<td>Black</td>
</tr>
<tr>
<td>66284</td>
<td>1</td>
<td>LC3</td>
<td>3'9&quot; L x 3'6&quot; H x 2'3&quot; D</td>
<td>$595.05</td>
<td>$773.55</td>
<td>Silver Only</td>
<td>Silver Only</td>
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</table>

Reception Counters

<table>
<thead>
<tr>
<th>Code</th>
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<th>Discount</th>
<th>Regular</th>
<th>Metal Color</th>
<th>Panel Color</th>
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</thead>
<tbody>
<tr>
<td>66275</td>
<td>1</td>
<td>RC2</td>
<td>9&quot;L x 2'3&quot;D x 3'3&quot;H x 2'3&quot;</td>
<td>$829.55</td>
<td>$1,078.40</td>
<td>Silver</td>
<td>Black</td>
</tr>
<tr>
<td>66276</td>
<td>1</td>
<td>RC3</td>
<td>5'3&quot;L x 3'6&quot;H x 3'3&quot;D</td>
<td>$1,799.50</td>
<td>$2,329.35</td>
<td>Silver</td>
<td>Black</td>
</tr>
</tbody>
</table>

Computer Stands-Silver Metal Only (graphic included!)

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Product Size</th>
<th>Discount</th>
<th>Regular</th>
<th>Panel Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>66285</td>
<td>1</td>
<td>CS1</td>
<td>3' L x 6'3&quot; H x 1'9&quot; D</td>
<td>$1,046.50</td>
<td>$1,360.45</td>
<td></td>
</tr>
<tr>
<td>66286</td>
<td>1</td>
<td>CS2</td>
<td>2'3&quot; L x 6'3&quot; H x 1'6&quot; D</td>
<td>$609.95</td>
<td>$792.95</td>
<td></td>
</tr>
</tbody>
</table>

Don't See what you are looking for or need a tweak to a design? Let one of our incredible designers create something just for you!

Signature indicates you read and accept the Payment Policy and Terms & Conditions. All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. * All tax rates are subject to change.

Company Name: 
Booth #: 
Contact Name: 
Contact Email Address:

Please Sign
Choose Your Unit & Customize to Fit Your Products!

Choose Your Unit & Customize to Fit Your Products!

Choose Your Unit & Customize to Fit Your Products!

Choose Your Unit & Customize to Fit Your Products!

Choose Your Unit & Customize to Fit Your Products!

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10x10 Fabric Booth Rental Display

Code  Qty  Item          Discount   Regular  Side panel colors are either white or black
66557  FX21 10' x 10' $2,163.60 $2,812.70
66558  FX2M1 10' w/Monitor $3,914.10 $5,088.35
Backwall graphic size: 3042mm x 2432mm
Counter graphic size: 1070mm x 1020mm

10x20 Fabric Booth Rental Display

Code  Qty  Item           Discount   Regular  Side panel colors are either white or black
66559  FX22 10' x 20'  $3,750.25 $4,875.35
66560  FX2M2 10' x 20' w/Monitor $5,500.70 $7,150.90
66567  FX2H2 10' x 20'  $4,182.95 $5,437.85
66563  FX2M2H 20' w/Monitor  $5,933.45 $7,713.50
Backwall graphic size: 6012mm x 2432mm
Counter graphic size: 1070mm x 1020mm
Header graphic size: 2440mm x 380mm

**Please Note** Carpet is not included, to order please refer to the Carpet Order form.

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

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

All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. * All tax rates are subject to change.

Total Fabex Rental: $8,250.00
8.250% Tax*: $425.25
Amount Due: $7,824.75

Company Name: 

Contact Name 

Contact Email Address 

Please Sign
PPIM 2019 - February 19 - 21, 2019

George R. Brown Convention Center, Hall C1
1001 Avenida de las Americas, Houston, TX 77010

Order Deadline: Friday, January 18, 2019

Freestanding 8' high Backlit Backwalls with Full Color Graphics

**Step 1: Choose Your Booth Size**

**Step 2: Send Us Your Full Color Graphics**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item</th>
<th>Discount</th>
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<th>Graphic Sizes</th>
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<tr>
<td>66564</td>
<td>6</td>
<td>FX11 10' x 10' Backlit</td>
<td>$2,181.65</td>
<td>$2,836.15</td>
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<td>FX12 10' x 20' Backlit</td>
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<td>FX13 10' x 30' Backlit</td>
<td>$4,581.60</td>
<td>$5,930.10</td>
<td>8992mm x 2436mm</td>
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</table>

Carpet/Flooring, Furnishings, and Accessories not included.

Don't forget to order Power for your backlighting!

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

Signature indicates you read and accept the Payment Policy and Terms & Conditions. All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. * All tax rates are subject to change.

Total Fabex Backlit: $ __________
8.250% Tax*: $ __________

Amount Due: $ __________
PPIM 2019 - February 19 - 21, 2019
George R. Brown Convention Center, Hall C1
1001 Avenida de las Americas, Houston, TX 77010

Order Deadline: Friday, January 18, 2019
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Event Code: T142430219
Connect With Us!
email: ESSRentals@shepardes.com
phone: 404-720-8652
fax: 404-720-8757
mail: 1531 Carroll Drive, NW
Atlanta, GA 30318

Turnkey Rental Designs Make Exhibiting Easier!
Want more inspiration? Check out our gallery @
http://www.shepardes.com/shep-gallery.html

The Monroe

The Tyler

The Washington

The Garfield

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

Signature indicates you read and accept the Payment Policy and Terms & Conditions.
All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. * All tax rates are subject to change.

<table>
<thead>
<tr>
<th>Code</th>
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</thead>
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<td>$10,858.25</td>
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<tr>
<td>66368</td>
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<td>The Washington</td>
<td>$11,986.85</td>
<td>$15,582.90</td>
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<td>$8,920.05</td>
<td>$11,596.05</td>
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<td>66496</td>
<td>1</td>
<td>The Garfield</td>
<td>$8,735.10</td>
<td>$11,355.65</td>
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</tbody>
</table>

Total Island Rentals: $[
8.250% Tax*: $[
Amount Due: $[

Company Name: ________________________________________
Booth #: ________________________________________

Contact Name: ____________________________
Contact Email Address: ____________________________

Please Sign
Card Holder Signature
General Liability Insurance for $1,000,000 per Occurrence / $2,000,000 Aggregate

COMPANY INFORMATION
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
Fireworks, Firearms, Weapons
Health Supplements
Equipment Rental
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) __________________________________________________________________________

EXHIBITOR INFORMATION – REGISTER AT www.insurance4exhibitors.com

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 lawsuits 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
Online: http://www.insurance4exhibitors.com
30285 Bruce Industrial Parkway, Suite B
Solon, OH 44139
Email: info@insurance4exhibitors.com
Phone: 440-349-6650 Fax: 440-815-2154
Shepard Glossary

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

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

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

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

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

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

Certified Weight Ticket – 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 – “Center 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 exhibit material, machinery and equipment.

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

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

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

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

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

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

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

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

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

Mobile Spotting Fee – The charge for Shepard personnel to safely guide vehicles operated by exhibitors on the exhibit hall floor when approved by show management and if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. All local fire marshals 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 skirtling is ordered.

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

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

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

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

1. All food, alcohol and non-alcoholic beverages, and concessions are operated and controlled exclusively by the Convention Center. Exhibitors must contact our exclusive food service contractor, ARAMARK Corporation, at (713) 853-8150, for authorization to exhibit and/or distribute sample food or beverage items. Once permission is granted, a health permit must be issued by the Houston Department of Health and Human Services covering the proposed booth. Both of these items should be completed at least 21 days in advance of the show opening. For any booth services, please contact the Sales Department of ARAMARK Corporation at (713) 853-8150.

2. All move-in and move-out of exhibits must be done only through designated loading docks, freight doors, and freight elevators. The main lobbies, escalators and passenger elevators are not to be used for this purpose. Exhibitors should verify show security arrangements and times for move-in and move-out to avoid problems with unattended equipment and materials.

3. All decorations, signs, banners, etc., may not be taped, nailed, or otherwise attached to any ceiling, window, painted surface, or wall of the facility. Both the Show Manager and the Event Manager must approve the location and method of installation of any special decorations or signs.

4. Only facility electricians, plumbers, telephone technicians, and Convention Center Staff Engineers may access the utility floor pockets. Exhibitors are not permitted to use water from restroom faucets or janitorial closets for exhibit purposes.

5. Parking at the loading docks and on the entire third level ramp, except for loading and unloading, is prohibited. Parking, loading or unloading on Avenida de las Americas in front of the building, is strictly prohibited. Vehicles in violation of this policy will be towed at owner’s expense.

6. The Houston Fire Code requires any vehicle displayed inside the facility must have the battery cables disconnected. The gas tank must also be taped shut or have a lockable gas cap, and fuel tanks shall not exceed ¼ capacity or 5 gallons whichever is least. All exhibit vehicle keys must be in the possession of the Show Manager in case of emergency. Vehicles on Display, Cooking, Tents, Multi-level Booths require Fire Marshall Permits and approval by the Event Services Department. Event Services can be reached at 713-853-8716.

7. The Houston Fire Code requires all exit doors have a 10’ clearance. All display materials in the booth must be fire proof. The use of hay for display purposes is strictly prohibited. All other Houston Fire Code regulations must be adhered to.

Please note: These are exhibitor guidelines only. Please refer to the GRBCC Rules and Regulations for the complete guidelines of the Convention Center.
Multi-Level Exhibits

Multi-Level Exhibit drawings must be submitted for plan review by the Fire Marshal and must meet the following requirements:

2. Drawings must bear a current registered design professional’s stamp (Architect, Structural Engineer, Fire Protection Engineer, etc.). Expired licenses are unacceptable. The professional stamp shall include the state of certification, name of the design professional; his/her license number, signature, registered Engineering firm name and firm number.
3. Measurements must be in inches/feet (not metric).
4. Multi-deck structures exceeding 300 sq. ft of net floor area must have two (2) remote exit stairs; occupant load factor is 15 net sq. ft per person per table 7.3.1.2 of NFPA 101 Life Safety Code, 2000 edition.
5. Stairway widths shall be:
   a. A minimum of 36 inches where the occupant load of the upper level is less than 50.
   b. A minimum of 44 inches where the occupant load of the upper level is 50 or more.
   c. Occupant loads shall be stated on the plan.
6. Handrails shall not be less than 34 inches and not more than 38 inches above the surface of the tread.
7. Handrails are required on both sides. A sign must be placed at the bottom of the stairs stating “Please Use Caution and Hold the Handrail”.
8. Spiral stairways shall be permitted in accordance with section 7.2.2.2.3.3 of NFPA 101, 2000 ed., such that:
   a. Occupant load does not serve more than 3.
   b. Clear width of stairs is not less than 26 inches.
   c. Handrails shall be provided on both sides.
Houston Fire Department
Vehicle Safety Inspection Checklist
For Indoor Display of Liquid or Gas-Fueled Motorized Vehicles

Date of Inspection: ____________  Venue: ___________________________________

Name of Event: _____________________________________________________________

Booth Number ___________  Exhibitor Name ___________________________________________

Motorized Vehicle Type:

- ☐ Car
- ☐ Truck
- ☐ Boat
- ☐ Personal Watercraft
- ☐ Motor-Driven Cycle
- ☐ Aircraft
- ☐ Other (specify):_____________________________________________________________

In order to comply with the City of Houston Fire Code Regulations, the following requirements must be adhered to:

- ☐ Fuel in fuel tanks shall not exceed one-fourth (1/4) capacity or 5 gallons, whichever is least. An accurate means of measuring the fuel amount shall be provided. (Pre-requisite to entry into the building.)

- ☐ Batteries must be disconnected.

- ☐ Fuel tanks and fill openings shall be closed and sealed to prevent tampering.

- ☐ Propane cylinders shall be new and unused unless prior written approval has been given by the Fire Marshal. The Vendor or his representative will disconnect piping from the cylinder. Valves will be opened to verify the cylinder is void of propane gas. Any tools required shall be provided be the vendor.

- ☐ Approved for display.

- ☐ Rejected for display.

Reason(s) for rejection:_________________________________________________________________
____________________________________________________________________________________

Fire Inspector (Print): ______________________________________________________________

Signature of Fire Inspector: ___________________________________________________________
I-45 SOUTH  Coming from Dallas, Conroe, The Woodlands, Bush Intercontinental Airport
Take I-45 South > to I-10 East > to US-59 South (exit #770A)> exit Downtown Destinations- Hamilton Street >
right on Capitol Street > left on Avenida de las Americas

I-45 NORTH  Coming from Galveston, NASA, Clear Lake, Houston Hobby Airport
Take I-45 North > exit Downtown Destinations (exit #45) > exit Pease Street > right on Chartres
Street > left on Capitol > left on Avenida de las Americas

US-59 SOUTH  Coming from Kingwood, Humble, Bush Intercontinental Airport
Take US-59 South > exit Downtown Destinations-Jackson Street > left on Franklin Street > right on Hamilton
Street > right on Capitol Street > left on Avenida de las Americas

US-59 NORTH  Coming from the Galleria, Missouri City, First Colony, Sugar Land
Take US-59 North > exit Downtown Destinations-Polk Street > continue on Chartres Street > left on Capitol > left
on Avenida de las Americas

I-10 WEST  Coming from Baytown, Channelview, New Orleans
Take I-10 West > to US-59 South (exit #770A) > exit Downtown Destinations-Hamilton Street >
right on Capitol Street > left on Avenida de las Americas

I-10 EAST  Coming from Katy, San Antonio
Take I-10 East > to 59 South (exit #770A) > exit Downtown Destinations-Hamilton Street >
right on Capitol Street > left on Avenida de las Americas

SH-288 NORTH  Coming from Pearland, South Loop, Reliant Park
Take SH-288 North > to US-59 North > exit Downtown Destinations-Polk Street > continue on Chartres Street >
left on Capitol > left on Avenida de las Americas

SH-290 EAST  Coming from Austin, Copperfield
Take SH-290 East > to Loop 610 South > to I-10 East > to US-59 South (exit #770A) > exit Downtown
Destinations-Hamilton Street > right on Capitol Street > left on Avenida de las Americas

Loading Docks for Exhibit Hall A, B, C, D & E
Take Avenida de las Americas South > left on Polk Street > left on Chartres > Docks are accessed from Chartress
Street be on the left at Walker Street

3rd Level Ramp for Exhibit Halls A3 & B3, Ballroom & General Assembly
Take Avenida de las Americas South > left on Polk Street > left on Chartres > ramp is accessed from Chartres
Street on the left before Texas Avenue
Exhibitor Services

Booth Cleaning Services
All rates based on gross booth area
100 square foot minimum
8.25% tax applied at checkout

<table>
<thead>
<tr>
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<th>Rate</th>
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</thead>
<tbody>
<tr>
<td>Vacuuming Booth</td>
<td>28¢ per square foot</td>
</tr>
<tr>
<td>Shampooing Booth Carpet</td>
<td>40¢ square foot</td>
</tr>
<tr>
<td>Mopping Booth</td>
<td>35¢ square foot</td>
</tr>
</tbody>
</table>

Porter Service
- Booths up to 1,000 square feet @ $40/day
- Over 1,000 square feet @ $60/day
- Continuous porter service during show hours @ $18/hour in addition to regular porter service.

To place an order for booth cleaning, please visit:
www.GRBBoothCleaning.com

If you have any questions, please contact:
- Tanya Perez
  713-853-8907
  Tanya.Perez@houstonfirst.com
- GRB-ExhibitorServices@houstonfirst.com
Order 14 days prior to the 1st day of the event move-in for incentive rate.

Smart City is the exclusive telecommunications, electrical and plumbing service provider for the George R. Brown Convention Center.

Order 14 days prior to the 1st day of the event move-in for incentive rate.

To review and order our services visit
https://orders.smartcitynetworks.com

Questions? Contact us at (888) 446•6911 or csr@smartcity.com.
When your order is processed, you will receive an email with a link to Smart City Networks payment portal. Payment in full is required prior to the event.

*For your convenience we will use this authorization to charge your credit card for taxes and any additional amounts incurred. Smart City Electric, Inc. accepts payment in US dollars drawn on a US bank or a credit card (Amx, Visa, MC). Make checks payable to: SMART CITY ELECTRIC, INC. Note Cancellation Policy Specifics – Terms & Conditions Item #13 – This document, page / thumbnail 2. Installations are due 24 hours prior to show opening. Smart City Electric, Inc. Federal ID is 22-3369145. Discount Rate applies to orders received 14 days prior to the 1st day of the SHOW MOVE-IN date. All others are at the Standard Rate.

### Duplex Outlets (120 volts up to 2000 Watts)
Includes Labor and Material

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<th>Watts</th>
<th>Discount</th>
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<td>$194</td>
<td></td>
<td>$</td>
<td>$2000-WATT</td>
</tr>
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</table>

A separate outlet must be ordered for each location.

### Flood Lights on Stand- Includes Labor and Material

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<th>Standard</th>
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<tr>
<td>150 Watt, 2spot</td>
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**Amps**

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<th>208 Volt 3phase</th>
<th>480 Volt 3phase</th>
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<td>Standard</td>
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<td>Standard</td>
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<tr>
<td>20</td>
<td>$177</td>
<td>$230</td>
<td>$361</td>
</tr>
<tr>
<td>30</td>
<td>$549</td>
<td>$714</td>
<td>$549</td>
</tr>
<tr>
<td>60</td>
<td>$813</td>
<td>$1057</td>
<td>$813</td>
</tr>
<tr>
<td>100</td>
<td>$1197</td>
<td>$1556</td>
<td>$1197</td>
</tr>
<tr>
<td>150</td>
<td>$1428</td>
<td>$1856</td>
<td>$1428</td>
</tr>
</tbody>
</table>

**Special Quote – Attachment A or SOW (if applicable) –** (CALL 888-446-6911 for Quote)

**IMPORTANT PLEASE READ:** PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER. ORDERS WILL BE CANCELLED IF PAYMENT HAS NOT BEEN RECEIVED BY THE SHOW MOVE-IN. ALL ORDERS THAT HAVE BEEN CANCELLED AND THEN REPLACED WILL NOT RECEIVE DISCOUNT PRICING. PLEASE NOTE: Includes Labor and Material for each service located on the floor plan.

For Smart City Electric, Inc. Use

<table>
<thead>
<tr>
<th>Type of Service:</th>
<th>Customer No.</th>
</tr>
</thead>
</table>

**Special Instructions:**

<table>
<thead>
<tr>
<th>Floor Plan:</th>
<th>Yes</th>
<th>No</th>
<th>CSR:</th>
<th>Date: / /</th>
</tr>
</thead>
</table>

**ORDER ON LINE:**


Form Effective December 1, 2017 – December 31, 2018
1. Exhibit booths will be inventoried at the show site and any additional service used will be added to the final bill at the Standard Rate. Additional on-site fees may apply.
2. Unless otherwise directed, Smart City Electric, Inc. is authorized to cut floor coverings to permit installation of service.
3. Straight time labor for an electrician is $90.00 per hour. There is a one half hour minimum charge.
4. Double time rates apply before 8:00AM and after 4:30PM Monday thru Friday; all day Saturday, Sunday and on Holidays.
5. Additional labor must be requested by the Customer at the Service Desk. **ELECTRICAL LABOR MUST BE ORDERED 24 HOURS IN ADVANCE IN ORDER TO HAVE STAFF AVAILABLE.**
6. Supervision time will be charged at the rate of one half hour for each four hours of labor.
7. Customers requiring 24 hour service, clean or dedicated lines, will be charged Standard Rates plus 25%. Special notice must be given to Smart City Electric, Inc. at our Service Desk.
8. Mail order with check to address listed above.
9. Smart City Electric, Inc. is not responsible for voltage fluctuations or power failures on service lines.
10. Wall and post outlets are not part of booth space. Separate outlets must be ordered for each location to be connected. All material and equipment furnished remains the property of Smart City Electric, Inc. The rates listed include necessary City Permits and inspection by The City of Houston enforcing National Code.
11. The Electrical General Foreman is obligated to refuse connections when wiring is not in accordance with the City Electrical Ordinance. Local Ordinance prohibits more than two connections per outlet box. To prevent overloading of circuits, customer shall not be permitted to add wattage, except by ordering at the Service Desk.
12. **CANCELLATION** - There is a minimum $50.00 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material and/or engineering costs. Some services greater than 100 Amps and Special Requests cannot be cancelled once ordered and will incur full charges listed/quoted. Credit will not be given for service installed and not used.
13. Prices are based upon current rates and are subject to change without notice.

**IT IS IMPORTANT THAT YOU REVIEW THE FOLLOWING ITEMS CAREFULLY TO UNDERSTAND YOUR SAFETY AND RESPONSIBILITY REGARDING ELECTRICAL POWER.**

1. All equipment provided by customer must comply with all National Electrical Codes, and state and local safety codes.
2. 2-Wire cords (Rip cords or Zip cords) are unacceptable unless the cord is a component part of an assembly which is specifically approved. All electrical material and equipment must be properly grounded.
3. **SAFE WIRING IS ESSENTIAL:** Smart City Electric, Inc. is responsible for the total electrical distribution system and the linking of all items in an exhibit with the power services of the building. All electrical work must be done by the building electricians, including installation of all cords under carpets. **SERIOUS RISKS** are involved which can be reduced with accurate understanding of basic requirements. Safe wiring inside an exhibit area is essential.
4. All electrical cords must be the three-wire, grounded type. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
5. Each motor of 1 HP or over must be equipped with a fusible switch.

### Horsepower to Amp Conversion Chart

<table>
<thead>
<tr>
<th>Volts</th>
<th>.75 HP</th>
<th>1.5 HP</th>
<th>2 HP</th>
<th>3 HP</th>
<th>5 HP</th>
<th>7.5 HP</th>
<th>10 HP</th>
<th>15 HP</th>
<th>20 HP</th>
<th>25 HP</th>
<th>30 HP</th>
<th>40 HP</th>
<th>50 HP</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 1φ</td>
<td>20</td>
<td>30</td>
<td>30</td>
<td>45</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>208 1φ</td>
<td>15</td>
<td>15</td>
<td>20</td>
<td>30</td>
<td>45</td>
<td>60</td>
<td>85</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>208 3φ</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>20</td>
<td>30</td>
<td>45</td>
<td>60</td>
<td>60</td>
<td>100</td>
<td>100</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>480 3φ</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>20</td>
<td>30</td>
<td>30</td>
<td>45</td>
<td>60</td>
<td>60</td>
<td>85</td>
<td>100</td>
</tr>
</tbody>
</table>

**MAKE CHECKS PAYABLE TO SMART CITY ELECTRIC**

**Complete and Return To**
SMART CITY ELECTRIC, INC.
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA  89118
(888) 446-6911      FAX (702) 943-6001

When your order is processed, you will receive an email with a link to Smart City Networks payment portal. Payment in full is required prior to the event.

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

**View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=099**

### Internet - Network / Telephone Service Contract

<table>
<thead>
<tr>
<th>Service</th>
<th>QTY</th>
<th>Incentive</th>
<th>Base</th>
<th>On-Site</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Internet Services – Routers Prohibited</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Broadband Internet Service</td>
<td>1</td>
<td>$895</td>
<td>$1,140</td>
<td>$1,368</td>
<td></td>
</tr>
<tr>
<td>b. Additional Device for Broadband Service</td>
<td></td>
<td>$185</td>
<td>$220</td>
<td>$255</td>
<td></td>
</tr>
<tr>
<td>If you require 6 or more devices – Please call (888) 446-6911.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2. Dedicated Internet Services – Routers Supported</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Dedicated 3Mbps</td>
<td></td>
<td>$3,495</td>
<td>$4,370</td>
<td>$5,244</td>
<td></td>
</tr>
<tr>
<td>b. Dedicated 6Mbps</td>
<td></td>
<td>$5,900</td>
<td>$7,375</td>
<td>$8,850</td>
<td></td>
</tr>
<tr>
<td>c. Dedicated 10Mbps</td>
<td></td>
<td>$7,850</td>
<td>$9,810</td>
<td>$11,772</td>
<td></td>
</tr>
<tr>
<td>d. Upgrade to 29 Public Static IP Addresses</td>
<td></td>
<td>$995</td>
<td>$1,194</td>
<td>$1,433</td>
<td></td>
</tr>
<tr>
<td>Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3. Internet Equipment &amp; Labor</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Switch Rental – up to 24 ports</td>
<td></td>
<td>$185</td>
<td>$225</td>
<td>$270</td>
<td></td>
</tr>
<tr>
<td>b. Patch Cable (up to 50') – Cat5e</td>
<td></td>
<td>$50</td>
<td>$62</td>
<td>$74</td>
<td></td>
</tr>
<tr>
<td>c. Labor / Floor Work – Fee Per Hour</td>
<td></td>
<td>$125</td>
<td>$125</td>
<td>$125</td>
<td></td>
</tr>
<tr>
<td><strong>4. Voice Services: PBX Service – Domestic LD Included</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Single Line – [ ] Instrument, [ ] Non Dial 9, [ ] Int’l LD</td>
<td></td>
<td>$275</td>
<td>$345</td>
<td>$414</td>
<td></td>
</tr>
<tr>
<td>b. Multi-line Phone w/ 1 main number &amp; 1 rollover line</td>
<td></td>
<td>$415</td>
<td>$520</td>
<td>$624</td>
<td></td>
</tr>
<tr>
<td>c. Speaker Phone Line w/ Polycom Instrument</td>
<td></td>
<td>$465</td>
<td>$575</td>
<td>$690</td>
<td></td>
</tr>
<tr>
<td><strong>5. Special Quote – Attachment A or Statement of Work (if applicable)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>6. Distance Fee of $500 Internet / $100 Telephone for each line outside the convention venue x (# of lines)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Make Checks Payable to SMART CITY NETWORKS**

**SUBTOTAL**

**ESTIMATED 10% TAX / FEES**

**GRAND TOTAL**

**Effective January 1, 2018 – December 31, 2018**

[Customer No: 2018 – 001]
Network Security Declaration

Center: George R Brown CC (001) - TX
Company Name: ______________________________
Show: ______________________________
Booth / Room #: ______________________________
Customer / Ref #: 2018 – 001 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City’s filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer’s usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City’s network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City’s network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer’s equipment from the network(s), with or without prior notice at Smart City’s sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City’s Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer’s business is important to Smart City and with advanced and timely notification of a Customer’s needs we are confident that we can provide network services that perform as expected for all clients.

*** Please inform all show site personnel about the importance of Smart City’s Network Security compliance issues ***

*** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements ***

Device(s) Operating System: ______________________________
Total # of Devices Connecting to Smart City’s Network: ______________________________

Type of Anti-Virus Software Installed: Norton McAfee Other: ______________________________

Virus Scan Last Updated - Date: / / ______ Security Updates Last Performed - Date: / / ______

Are You Renting Computers?  Yes  No
Rental Company Name: ______________________________

Rental Company Contact: ______________________________ Contact Number: ______________________________

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City’s network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer’s equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer’s equipment be found to adversely impact Smart City’s network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature ______________________________ Date ______________________________
Printed Name ______________________________ Title ______________________________

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001
Voice and Data communications cabling. Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City’s area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it must include all the information listed below (Main Distribution Location “MDL”, designated location of items within the booth, surrounding booths, scale-length and width).

**X** = Main Distribution Location (MDL) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a “MDL” before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the “MDL” will be the back of the booth or at Smart City’s discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the “MDL”. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment “T”.

**I / H / PC / C** = Location of primary Internet Service “I”, Hubs “H”, Patch Cables “PC” and / or Computers “C”. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #’s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) __________________. **Scale** = 1 Box is equal to _________ ft.
Voice and Data communications cabling. Smart City is the exclusive installer of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City’s area of expertise.

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T = Location of Telephones, Fax lines or other telecommunications equipment “T”.

I / H / PC / C = Location of primary Internet Service “I”, Hubs “H”, Patch Cables “PC” and / or Computers “C”. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #’s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 x 20. Scale = 1 Box is equal to 2 ft.
## Company Name

**Smart City Electric**

5795 W. Badura Ave, Suite 110

Las Vegas, Nevada 89118

888-446-6911

702-943-6001 (FAX)

csr@smartcity.com

---

## GEORGE R. BROWN CONVENTION CENTER

**WATER ♦ DRAIN ♦ GAS ♦ AIR**

---

### Description

**COMPRESSED AIR: 90-100 lbs. P.S.I.** *(Service outlet, ¼” Milton #715 Female Coupler)*

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Quantity</th>
<th>Total</th>
<th>Internal</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Connection</td>
<td>$220.00</td>
<td>$270.00</td>
<td>=</td>
<td>=</td>
<td>PCA-1</td>
</tr>
<tr>
<td>Additional Connections</td>
<td>$110.00</td>
<td>$137.00</td>
<td>=</td>
<td>=</td>
<td>PCA-2</td>
</tr>
<tr>
<td>First Connection (24 Hr Service)</td>
<td>CALL</td>
<td>CALL</td>
<td>=</td>
<td>=</td>
<td>PCA-1-24</td>
</tr>
<tr>
<td>Special, Connection size: ________CFM: ________ PSI: ________ (Call)</td>
<td>=</td>
<td>=</td>
<td>=</td>
<td>=</td>
<td>PCA-SPEC</td>
</tr>
</tbody>
</table>

**WATER:** *(Service Outlet ¾”)(For equipment only)*

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Quantity</th>
<th>Total</th>
<th>Internal</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Connection</td>
<td>$140.00</td>
<td>$180.00</td>
<td>=</td>
<td>=</td>
<td>PW-1</td>
</tr>
<tr>
<td>Additional Connections</td>
<td>$90.00</td>
<td>$112.00</td>
<td>=</td>
<td>=</td>
<td>PW-2</td>
</tr>
<tr>
<td>Special, Connection size: ________ (Call)</td>
<td>=</td>
<td>=</td>
<td>=</td>
<td>=</td>
<td>PW-SPEC</td>
</tr>
</tbody>
</table>

**NOTE:** Pressure may vary. No guarantee can be made of minimum pressures. If pressure is critical, customer should arrange to have a pressure regulator valve installed.

**DRAINAGE:** *(3” drain line)(For equipment only) Direct Tie-in*

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Quantity</th>
<th>Total</th>
<th>Internal</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Connection</td>
<td>$125.00</td>
<td>$165.00</td>
<td>=</td>
<td>=</td>
<td>PD-1</td>
</tr>
<tr>
<td>Additional Connections</td>
<td>$90.00</td>
<td>$120.00</td>
<td>=</td>
<td>=</td>
<td>PD-2</td>
</tr>
<tr>
<td>Special, Connection size: ________ (Call)</td>
<td>=</td>
<td>=</td>
<td>=</td>
<td>=</td>
<td>PD-SPEC</td>
</tr>
</tbody>
</table>

**FILL AND DRAIN:** *(One time only – Labor charge for additional fills)*

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Quantity</th>
<th>Total</th>
<th>Internal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - 15 Gallons</td>
<td>$60.00</td>
<td>$78.00</td>
<td>=</td>
<td>=</td>
<td>PWD-15</td>
</tr>
<tr>
<td>16 - 70 Gallons</td>
<td>$75.00</td>
<td>$100.00</td>
<td>=</td>
<td>=</td>
<td>PWD-70</td>
</tr>
<tr>
<td>71 - 100 Gallons</td>
<td>$100.00</td>
<td>$125.00</td>
<td>=</td>
<td>=</td>
<td>PWD-100</td>
</tr>
<tr>
<td>101 - 200 Gallons</td>
<td>$150.00</td>
<td>$180.00</td>
<td>=</td>
<td>=</td>
<td>PWD-200</td>
</tr>
<tr>
<td>201 - 300 Gallons</td>
<td>$175.00</td>
<td>$200.00</td>
<td>=</td>
<td>=</td>
<td>PWD-300</td>
</tr>
<tr>
<td>301 - 400 Gallons</td>
<td>$210.00</td>
<td>$250.00</td>
<td>=</td>
<td>=</td>
<td>PWD-400</td>
</tr>
<tr>
<td>401 - 500 Gallons</td>
<td>$240.00</td>
<td>$275.00</td>
<td>=</td>
<td>=</td>
<td>PWD-500</td>
</tr>
<tr>
<td>501 - 1000 Gallons</td>
<td>$500.00</td>
<td>$550.00</td>
<td>=</td>
<td>=</td>
<td>PWD-1000</td>
</tr>
<tr>
<td>Addl 500 Gallons</td>
<td>$95.00</td>
<td>$105.00</td>
<td>=</td>
<td>=</td>
<td>PWD-SPEC</td>
</tr>
</tbody>
</table>

**NATURAL GAS** *(Service Outlet ¾”)*

**LABOR:** *(Minimum 1/2 hour)*

<table>
<thead>
<tr>
<th>Description</th>
<th>Discount Rate</th>
<th>Standard Rate</th>
<th>Quantity</th>
<th>Total</th>
<th>Internal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Friday (8am-4:30pm)</td>
<td>$60.00 hr</td>
<td>=</td>
<td>=</td>
<td>=</td>
<td>P-LABOR</td>
</tr>
<tr>
<td>Monday – Friday (4:30pm-8am), Weekends, Holidays</td>
<td>$120.00 hr</td>
<td>=</td>
<td>=</td>
<td>=</td>
<td>P-LABOR-OT</td>
</tr>
</tbody>
</table>

**Special Quote – Attachment A or Statement of Work (if applicable)**

**PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER.**

**ORDERS WILL BE CANCELLED IF PAYMENT HAS NOT BEEN RECEIVED BY THE SHOW MOVE-IN. ALL ORDERS THAT HAVE BEEN CANCELLED AND THEN REPLACED WILL NOT RECEIVE DISCOUNT PRICING. PLEASE NOTE LABOR AND MATERIALS WILL BE ADDED.**

When your order is processed, you will receive an email with a link to Smart City Networks payment portal. Payment in full is required prior to the event.

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*For your convenience we will use this authorization to charge your credit card for taxes and any additional amounts incurred. Smart City Electric, Inc. accepts payments in US dollars drawn on a US bank or a credit card (AMEX, VISA, MC). Make checks payable to: Smart City Electric Inc. Federal ID is 22-3369145. Mail order with check to address listed above or you may fax your credit card order.*

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| a. Subtotal Of Charges [all of the above] | : $ ____ |
| b. 8.42% Tax [on Subtotal (a)] | : $ ____ |
| c. 2.50% Tax Surcharge [on Subtotal (a)] | : $ ____ |
| d. 16.72% Tax [on Tax Surcharge(c)] | : $ ____ |
| e. Grand Total Of Order Due (a + b + c + d) | : $ ____ |

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Form Effective January 1, 2018 – December 31, 2018  
Customer No: 2018 - 001 -
TERMS AND CONDITIONS

1. Exhibit booths will be inventoried at the show site and any additional service used will be added to the final bill at the Standard price. Additional on-site fees may apply. ****
   Credit Card authorization must be on file *****

2. Connection Rates listed include bringing service from main line to the rear of the booth or to the floor port inside island booth. All work performed within booth attaching lines to equipment will be charged on a time and materials basis in addition to connection fees. A separate connection fee will be made for each piece of equipment using connected service, whether connected direct or otherwise.

3. Straight time labor is $60.00 per hour. There is a one half hour minimum charge.

4. Double time rates apply before 8:00AM and after 4:30PM Monday thru Friday; all day Saturday, Sunday and on Holidays.

5. Additional labor must be requested by the customer at the Service Desk. LABOR MUST BE ORDERED AT LEAST 24 HOURS IN ADVANCE IN ORDER TO HAVE STAFF AVAILABLE.

6. Unless otherwise directed, Smart City Electric, Inc. is authorized to cut floor coverings to permit installation of service.

7. All material and equipment furnished remains the property of Smart City Electric, Inc. It will be the responsibility of the customer to furnish air filters, dryers, and regulators.

8. NATURAL GAS NOTE: Pressure may vary. No guarantee can be made of minimum pressure. If pressure is critical, customer should arrange to have a pressure regulator valve installed. Prices do not include labor and material.

9. Smart City Electric, Inc. Federal ID is 22-3369145.

10. Discount rate applies to orders received 14 days prior to the SHOW MOVE-IN date. Standard rate applies to all others.

11. Installations are due 24 hours before show opening.

12. CANCELLATION - There is a $50.00 minimum cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material and/or engineering costs. Some non standard services and Special Requests cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service installed and not used.

MAKE CHECKS PAYABLE TO SMART CITY ELECTRIC

Complete and Return To
SMART CITY ELECTRIC, INC.
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA  89118
(888) 446-6911      FAX (702) 943-6001

ORDER ON LINE: https://orders.smartcitynetworks.com/center.aspx?center=001