BOOTH PACKAGE
Items provided in your booth, per exhibitor:
- 8' High backwall drape, 3' High sidewall drape
- 7" x 44" Cardstock Identification Sign
- (1) 6' x 30" Skirted table - Blue
- (2) Side chairs
- (1) Wastebasket
- Show drape color(s): Blue, Grey
- Aisle carpet color: Facility is Carpeted

Exhibit Show Schedule:

Schedule for the Wood Bioenergy Conference and Expo:
General Exhibitor Move-in: Monday, March 9, 2020 4:00 PM to 10:00 PM
Exhibit Hours: Tuesday, March 10, 2020
Tuesday, March 10, 2020 Reception 7:15 PM to 5:00 PM
Wednesday, March 11, 2020 7:15 PM to 1:30 PM
Exhibitor Move-out: Wednesday, March 11, 2020 1:30 PM to 4:00 PM

Schedule for the Panel & Engineered Lumber International Conference and Expo:
General Exhibitor Move-in: Wednesday, March 11, 2020 4:00 PM to 10:00 PM
Exhibit Hours: Thursday, March 12, 2020
Thursday, March 12, 2020 Reception 7:15 PM to 5:00 PM
Friday, March 13, 2020 7:15 PM to 1:30 PM
Exhibitor Move-out: Friday, March 13, 2020 1:30 PM to 6:00 PM
Freight Reroute Begins* Friday, March 13, 2020 5:00 PM *All outbound carriers must be checked in by this time

Important Deadlines
- Discount price deadline for custom Shepard rentals: Monday, February 10, 2020
- Exhibitor appointed contractor notification deadline: Monday, February 10, 2020
- First day for warehouse deliveries without a surcharge: Monday, February 10, 2020
- Discount price deadline for standard Shepard orders: Tuesday, February 18, 2020
- Last day for warehouse deliveries without a surcharge: Monday, March 2, 2020
- Last day for warehouse deliveries*: Friday, March 6, 2020

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, March 9, 2020 at 8:00 AM

Shipping Addresses
Advance Shipments Address
[Exhibiting Co. Name & Booth Number]
Wood Bioenergy Conference / Panel & Lumber Conference
c/o Shepard Exposition Services
1790 Marietta Blvd
Atlanta, GA 30318

Direct Shipments Address
The Omni Atlanta Hotel does not permit shipments to be delivered for exhibits.
All shipments must be delivered to the Advance Warehouse.

See Material Handling Rate Form for all related fees.

Advance Shipments Address
[Exhibiting Co. Name & Booth Number]
Wood Bioenergy Conference / Panel & Lumber Conference
c/o Shepard Exposition Services
1790 Marietta Blvd
Atlanta, GA 30318

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c/o Shepard Exposition Services
1790 Marietta Blvd
Atlanta, GA 30318

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All shipments must be delivered to the Advance Warehouse.

See Material Handling Rate Form for all related fees.
Wood Bioenergy Conference Move Out:

Wednesday, March 11, 2020 1:30 PM to 4:00 PM

Dismantle & Move out Information
Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed from the floor. All exhibitor materials must be removed from the facility by Wednesday, March 11, 2020 4:00 PM. Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense. To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Wednesday, March 11, 2020 4:00 PM.

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

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

Pick Up Address
Omni Atlanta Hotel at CNN Center
100 CNN CENTER
ATLANTA, GA 30303

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.
Shepard Mailing Address 1531 Carroll Drive, NW Atlanta, GA 30318

Due to liability concerns and/or labor jurisdictions, exhibitors or their EACs may not operate any type of mechanical or powered equipment including forklifts, electric pallet jacks, overhead lifts, etc.

Panel & Lumber Conference Move Out
Friday, March 13, 2020 1:30 PM to 6:00 PM

Dismantle & Move out Information
Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed from the floor.
All exhibitor materials must be removed from the facility by Friday, March 13, 2020 5:00 PM
Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.
To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Friday, March 13, 2020 5:00 PM

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Omni Atlanta Hotel at CNN Center
100 CNN CENTER
ATLANTA, GA 30303

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 Panel & Lumber Conference

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

Enter your email address and password then click

NEW users:  
User name = Your Email Address (provided by Event Management)  
Password = PLC20

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

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

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

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

After making your selections, click the 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 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.

QUESTIONS?
We love to help! Contact us!

Shepard Customer Service
(404) 720-8600
atlanta@shepardes.com
Division of Shepard Exposition Services

Wood Bioenergy Conference / Panel & Lumber Conference
Omni Atlanta Hotel at CNN Center- Atlanta, GA
March 10 - 13, 2020

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

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

Please complete the following information:

**Exhibiting Company Information**

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Booth #:</th>
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<tbody>
<tr>
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<table>
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<tr>
<th>Street Address:</th>
<th>Phone:</th>
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<tr>
<th>City, St, Zip:</th>
<th>Fax:</th>
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<tr>
<th>Contact Name:</th>
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<table>
<thead>
<tr>
<th>Email:</th>
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</table>

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

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

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

**Wire Transfers**

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

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

<table>
<thead>
<tr>
<th>Name of show that you are attending:</th>
<th>Wood Bioenergy Conference / Panel &amp; Lumber Conference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Booth Number:</td>
<td></td>
</tr>
<tr>
<td>Account Name:</td>
<td>Shepard Exposition Services, Inc.</td>
</tr>
<tr>
<td>Bank Name:</td>
<td>PNC Bank N.A., Pittsburgh, PA 15219 USA</td>
</tr>
<tr>
<td>Routing Number:</td>
<td>041000124</td>
</tr>
<tr>
<td>Account Number:</td>
<td>42-6061-9772</td>
</tr>
<tr>
<td>SWIFT CODE (US):</td>
<td>PNCCUS33</td>
</tr>
<tr>
<td>SWIFT CODE (INTL):</td>
<td>(INTL):PNCCUS33</td>
</tr>
</tbody>
</table>

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

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

If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.
You are entering a contract which limits your possible recovery in case of loss or damage.

The terms and conditions set forth below become a part of the contract between Shepard Exposition Services, and you, the Exhibitor. Exhibitor is deemed to accepted these terms and conditions when any of the following conditions are met:

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

Definitions and Shepard Responsibilities: The name “Shepard” shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontracts Shepard may appoint. The term “EXHIBITOR” refers to any party for contracts for services with Shepard. Exhibitor shall be responsible only for those services which it directs, 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. Exhibitors may not utilize powered mechanical equipment.

Indemnification: The exhibitor agrees to indemnify, forever hold harmless, and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); or (2) any equipment or product which the exhibitor provides or directs Shepard to purchase directly or through a subvendor or any repair thereof, or any 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. Undesignated authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to Shepard which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account. If EXHIBITOR provides a credit card for payment and the credit card transaction is declined, EXHIBITOR hereby authorizes Shepard to process the outstanding balance in multiple smaller increments as Shepard determines, or to charge the entire remaining balance of account or for loss or damage to materials stored in containers labeled “empty.” In the event that a THIRD PARTY (AGENT) orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

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

Third Party Orders: If you contract your work to a display or exhibit house for a display or exhibition, contact 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: Equipment audits of Exhibitor's 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, there will be an invoice by check or cash, please see our customer service representatives at the service desk on site.

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 skirting and carpet colors are not selected, show colors will prevail.

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

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

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

Tax Rates: State tax regulations and tax rates can change after the date of publication. Prevaling state tax rates will supersede any published rate.

Exhibitor Information: Exhibitor permits all contact information provided to Shepard 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 exposition or event is cancelled or postponed, Shepard resists the right to charge for services rendered in preparation of the event or exposition as well as non-refundable costs incurred by Shepard.

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

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

Limit of Liability: If found liable for any loss, Shepard’s sole and exclusive liability for loss or damage to Exhibitors materials and Exhibitor’s sole and exclusive remedy is limited to $5.00 USD per pound per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment. Shepard shall not be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss or damage to material.

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

Packaging, Crates, and Empty Containers: Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or their representative. All previous labels should be removed. Shepard assumes no responsibility for removal or mis delivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."
Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

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

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

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

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

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

Exhibiting Company Name: ________________________ Booth #: __________
Exhibiting Company Address: ________________________
Phone: _______________________________________
Email Address: __________________________________________
Exhibiting Company Authorized Name - Please Print: ________________________
Signature from Exhibiting Company: ________________________

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

- [ ] Booth Cleaning
- [ ] Carpet
- [ ] Exhibit Rentals
- [ ] Installation/Dismantling Labor
- [ ] All Services
- [ ] Material Handling
- [ ] Furniture
- [ ] Overhead Rigging/Labor
- [ ] Logistics/Transportation
- [ ] Other (please specify): ________________________

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

3rd Party Company Name: ________________________
Contact Name: ________________________
Address: ________________________
Phone: ________________________ 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: Month: _____ Year: _____ Security Code: ________________________
Billing Address: ________________________
City, ST, Zip: ________________________
Name on Card: ________________________ (Please Print)
Signature: ________________________
This form is to be completed by the Exhibitor and returned to Shepard by deadline date noted above.

Exhibiting
Company Name
Booth #

Email Address:

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 provided or other third party.

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

Exhibitor Appointed Contractor
Contact Name
Street Address
City
Phone #

Description of proposed service for Exhibitor

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

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

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

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

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

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

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

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

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

Company Name: 

Booth # 

Contact Name: 

Contact Email Address: 

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

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

Above Booth #

Below Booth #

Left Booth #

Right Booth #
Relax with our Carefree Logistics!

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

Inbound & Outbound Services

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

Shepard Value-Added Services

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

Have a Logistics Question?
Visit Shepard Logistics in your Exhibitor Services Catalog or contact our Logistics team:

1.888.568.8858 | logistics@shepardes.com
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.
- Transporting your shipment to your booth space.
- Removing empty shipping containers (boxes, crates, and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth once the event is over.
- Transferring the freight back to the loading dock.
- Loading the items into your carrier’s delivery vehicle for return shipping.
Wood Bioenergy Conference / Panel & Lumber Conference
Omni Atlanta Hotel at CNN Center- Atlanta, GA
March 10 - 13, 2020

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

Step 1: Complete Exhibiting company information:

Exhibiting Company Name
Contact Name
Email Address

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

Company
Street Address
City
State
Zip
Do we need a lift gate on our truck?
Do we need to go inside your office to pick up your items?

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

Date
Hours of Operation

Step 4: Tell us Where this is going: [ ] Advance Warehouse [ ] Direct to showsite

Monday, March 9, 2020

Step 5: Tell us What we are shipping:

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

<table>
<thead>
<tr>
<th>Qty</th>
<th>L</th>
<th>W</th>
<th>H</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpet (color:</td>
<td>Monitors</td>
<td>Other</td>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

[ ] YES! [ ] No, I will arrange another carrier

Company

Step 8: After the event is over, are we going to Ship Back to you?

Company

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

Wood Bioenergy Conference / Panel & Lumber Conference
Omni Atlanta Hotel at CNN Center- Atlanta, GA
March 10 - 13, 2020

$5 Saving Tip! Use Shepard Logistics for inbound and outbound and receive a discount on your Material Handling fees!

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

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

Exhibiting Company Name

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

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

Company

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

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

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

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

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

[ ]

**Step 6:** Who is picking up your shipment?

[ ] OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS

[ ] OTHER

If selecting a carrier other than Shepard Logistics, you must schedule the pickup. This includes FedEx, UPS, etc.

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

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

[ ] Ground
[ ] 2nd Day
[ ] Exped. Ground (3-5 days)
[ ] Overnight

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

[ ] Return to warehouse ($400.00 minimum charge)

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

Use these labels for items shipped to the **Wood Bioenergy Conference** only

![Label 1](image1)

**ADVANCE WAREHOUSE**

**TO:** (Exhibiting Company Name)

**Booth #:**

---

c/o Shepard Exposition Services

1790 Marietta Blvd
Atlanta, GA 30318

**Delivery Hours:** M-F, 8-4:00 PM

**For:** Wood Bioenergy Conference

First day freight can arrive w/o a surcharge:

February 10, 2020

Last day freight can arrive w/o a surcharge:

March 2, 2020

---

![Label 2](image2)
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.

Use these labels for items shipped to the Panel & Lumber Conference only

TO: __________________________
Booth #: __________________________
c/o Shepard Exposition Services
1790 Marietta Blvd
Atlanta, GA 30318
Delivery Hours: M-F, 8-4:00 PM
For: Panel & Lumber Conference
First day freight can arrive w/o a surcharge: February 10, 2020
Last day freight can arrive w/o a surcharge: March 2, 2020

Panel & Lumber Conference
1790 Marietta Blvd
Atlanta, GA 30318
Delivery Hours: M-F, 8-4:00 PM
For: Panel & Lumber Conference
First day freight can arrive w/o a surcharge: February 10, 2020
Last day freight can arrive w/o a surcharge: March 2, 2020
**Material Handling Rates**

**Wood Bioenergy Conference / Panel & Lumber Conference**

Omni Atlanta Hotel at CNN Center- Atlanta, GA

March 10 - 13, 2020

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

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

**What is Material Handling?**

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

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

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

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

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

**Advance Warehouse Shipments**

First date freight can arrive Monday, February 10, 2020

Last date freight can arrive Friday, March 6, 2020

<table>
<thead>
<tr>
<th>Item</th>
<th>Code</th>
<th>Weight</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crated</td>
<td>35010</td>
<td></td>
<td>$150.15</td>
<td></td>
</tr>
<tr>
<td>Special Handling</td>
<td>35036</td>
<td></td>
<td>$195.25</td>
<td></td>
</tr>
</tbody>
</table>

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

**Light Weight (Shipments 40 pounds or less)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Code</th>
<th>Weight</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light Weight Shipment</td>
<td>35400</td>
<td></td>
<td>$75.00</td>
<td></td>
</tr>
</tbody>
</table>

**Other Material Handling Services**

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

Only Shepard personnel are allowed to operate mechanical equipment.

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

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

**Contact Name**

_______________________________

**Email:**

_______________________________

**Signature:**

_______________________________
Special Handling Definitions

Rate as shown on Material Handling Rate Form, approx. 30%

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

• 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.

• 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.

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

Disposal Fee

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

Overtime/Double-time

Surcharge: Overtime: 30% Double Time: 50%

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

Warehouse Overtime/Double-time

Surcharge: Overtime: 30% Double Time: 50%

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

Early/Late Shipments to the Warehouse

Surcharge: 25%

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.

Uncrated Shipments

Rate as shown on Material Handling Rate Form

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

Off-Target Deliveries

Surcharge: 15%

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

Marshaling Yard

Fee: $30 per shipment

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

Fee: $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

Fee: $25.00 per piece.

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

Light Weight Shipments

Shipments weighing 40 lbs. or less will qualify for the light weight shipment rate. Shipments exceeding 40 lbs. will be billed standard Material Handling fees at the prevailing show rates. All shipments must have certified weight tickets.

Envelope Deliveries

Fee: $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.
Shepard Exposition Services is the sole provider of Material Handling Services. Exhibitors or their hired EAC/Carriers may not deliver freight to exhibit spaces or operate any type of mechanical or powered equipment. Material handling is a billable service.

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

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

What is the definition of "freight"?

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

What is the difference between material handling and shipping?

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

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

What does CWT mean? CWT is an acronym for Century Weight.

What determines how much I'm charged? Charges are based on certified inbound weight ticket included with your shipment as well as the type of service required. 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. Shipment needs 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.

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

What are Crated materials?

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

What are Uncrated materials?

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

What is Special Handling?

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

What are Advance Shipments?

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

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

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

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

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.

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

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required. Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

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

Outbound Shipping

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

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

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

Equipment: Exhibitors or their EACs may not utilize or operate any type of material handling mechanical or powered equipment. If you need assistance, please contact us to order labor and equipment.
Wood Bioenergy Conference / Panel & Lumber Conference
Omni Atlanta Hotel at CNN Center- Atlanta, GA
March 10 - 13, 2020

Cartload Service

Only Shepard personnel are allowed to operate mechanical equipment.

No refunds or exchanges once service has been rendered.
Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Company Name: ________________________________  Booth #: ________________________________
Contact Name: ________________________________
Email: _________________________________________
Signature: ______________________________________

Dock to Booth ST
Code: 35151
# of Trips: __________
Rate: $125.50
Total: $125.50

Booth to Dock ST
Code: 35152
# of Trips: __________
Rate: $125.50
Total: $125.50

Dock to Booth OT
Code: 35153
# of Trips: __________
Rate: $168.25
Total: $168.25

Booth to Dock OT
Code: 35154
# of Trips: __________
Rate: $168.25
Total: $168.25

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

Labor Hours
ST - Straight time: Monday - Friday 8AM - 5PM
OT - Overtime: Monday - Friday 6AM - 8AM and 5PM - Midnight, Saturdays and Sundays 6AM - Midnight
OT - Double-time: All hours between Midnight and 6AM. Holidays


Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location. Exhibitors may not utilize mechanical or powered equipment to unload their items.

If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.

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

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

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

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

Tax rate subject to change. Tax rate at the time of event will be utilized.
Forklift and Ground Rigging

Wood Bioenergy Conference / Panel & Lumber Conference
Omni Atlanta Hotel at CNN Center- Atlanta, GA
March 10 - 13, 2020

Discount Deadline - Tuesday, February 18, 2020
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

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

Ground Rigging and Forklift Rental

Step 1: Describe the work:
- Uncrating Materials
- Weight of Heaviest Piece: _____________
- Spotting Equipment
- Will you need: _____________
- Booth work/ground rigging
- Extended Blades

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

Step 3: Choose your lift size:

Forklift Rental - Up To 5,000 # Capacity

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35028</td>
<td>ST Hourly Rental</td>
<td></td>
<td></td>
<td>$296.10</td>
<td>$385.00</td>
</tr>
<tr>
<td>35039</td>
<td>OT Hourly Rental</td>
<td></td>
<td></td>
<td>$362.90</td>
<td>$471.75</td>
</tr>
<tr>
<td>35067</td>
<td>DT Hourly Rental</td>
<td></td>
<td></td>
<td>$429.70</td>
<td>$558.50</td>
</tr>
</tbody>
</table>

Forklift Rental - Up To 10,000 # Capacity

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35029</td>
<td>ST Hourly Rental</td>
<td></td>
<td></td>
<td>$592.20</td>
<td>$769.75</td>
</tr>
<tr>
<td>35049</td>
<td>OT Hourly Rental</td>
<td></td>
<td></td>
<td>$725.80</td>
<td>$943.50</td>
</tr>
<tr>
<td>35069</td>
<td>DT Hourly Rental</td>
<td></td>
<td></td>
<td>$859.40</td>
<td>$1,117.25</td>
</tr>
</tbody>
</table>

Forklift Rental - Up To 15,000 # Capacity

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35455</td>
<td>ST Hourly Rental</td>
<td></td>
<td></td>
<td>$740.25</td>
<td>$962.25</td>
</tr>
<tr>
<td>35456</td>
<td>OT Hourly Rental</td>
<td></td>
<td></td>
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<td>$1,179.50</td>
</tr>
<tr>
<td>35457</td>
<td>DT Hourly Rental</td>
<td></td>
<td></td>
<td>$1,074.20</td>
<td>$1,396.50</td>
</tr>
</tbody>
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Forklift Rental - Up To 20,000 # Capacity

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35035</td>
<td>ST Hourly Rental</td>
<td></td>
<td></td>
<td>$888.30</td>
<td>$1,154.75</td>
</tr>
<tr>
<td>35066</td>
<td>OT Hourly Rental</td>
<td></td>
<td></td>
<td>$1,088.65</td>
<td>$1,415.25</td>
</tr>
<tr>
<td>35070</td>
<td>DT Hourly Rental</td>
<td></td>
<td></td>
<td>$1,289.05</td>
<td>$1,675.75</td>
</tr>
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</table>

Forklift Rental - Up To 30,000 # Capacity

<table>
<thead>
<tr>
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<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35255</td>
<td>ST Hourly Rental</td>
<td></td>
<td></td>
<td>$1,184.40</td>
<td>$1,539.75</td>
</tr>
<tr>
<td>35256</td>
<td>OT Hourly Rental</td>
<td></td>
<td></td>
<td>$1,451.55</td>
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</tr>
<tr>
<td>35257</td>
<td>DT Hourly Rental</td>
<td></td>
<td></td>
<td>$1,718.75</td>
<td>$2,234.50</td>
</tr>
</tbody>
</table>

4 Stage Forklift Rental

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35593</td>
<td>ST Hourly Rental</td>
<td></td>
<td></td>
<td>$444.15</td>
<td>$577.50</td>
</tr>
<tr>
<td>35594</td>
<td>OT Hourly Rental</td>
<td></td>
<td></td>
<td>$544.35</td>
<td>$707.75</td>
</tr>
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<td>35595</td>
<td>DT Hourly Rental</td>
<td></td>
<td></td>
<td>$644.55</td>
<td>$838.00</td>
</tr>
</tbody>
</table>

Rigging Supervisor Rates (per man hour)

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35085</td>
<td>ST per man hour</td>
<td></td>
<td></td>
<td>$106.88</td>
<td>$138.95</td>
</tr>
<tr>
<td>35086</td>
<td>OT per man hour</td>
<td></td>
<td></td>
<td>$160.31</td>
<td>$208.40</td>
</tr>
<tr>
<td>35099</td>
<td>DT per man hour</td>
<td></td>
<td></td>
<td>$213.75</td>
<td>$277.90</td>
</tr>
</tbody>
</table>

Riggers and Material Handlers (per man hour)

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>35087</td>
<td>ST per man hour</td>
<td></td>
<td></td>
<td>$85.50</td>
<td>$111.15</td>
</tr>
<tr>
<td>35100</td>
<td>OT per man hour</td>
<td></td>
<td></td>
<td>$128.25</td>
<td>$160.31</td>
</tr>
<tr>
<td>35101</td>
<td>DT per man hour</td>
<td></td>
<td></td>
<td>$171.00</td>
<td>$223.30</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.

Only Shepard personnel are allowed to operate mechanical equipment.

Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.

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

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

Forklift Estimate

NA  Tax*: ___________________________
Amount Due: ___________________________

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

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

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

(35166)

<table>
<thead>
<tr>
<th>Per Day</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>35166 Pallets/Skids</td>
<td>$35.00</td>
</tr>
<tr>
<td>35348 1/2 a Trailer</td>
<td>$80.00</td>
</tr>
<tr>
<td>35349 Full Trailer</td>
<td>$120.00</td>
</tr>
<tr>
<td>35087 Labor ST</td>
<td>$85.50</td>
</tr>
<tr>
<td>35100 OT</td>
<td>$128.25</td>
</tr>
<tr>
<td>35101 DT</td>
<td>$171.00</td>
</tr>
</tbody>
</table>

**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)

(35068)

<table>
<thead>
<tr>
<th>Per Sq Ft</th>
<th># of Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.80 Labor ST</td>
<td>35087</td>
<td>$85.50</td>
</tr>
<tr>
<td>$128.25</td>
<td>35100</td>
<td></td>
</tr>
<tr>
<td>$171.00</td>
<td>35101</td>
<td></td>
</tr>
</tbody>
</table>

Submission of this form 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.

Only Shepard personnel are allowed to operate mechanical equipment.

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Booth #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td></td>
</tr>
</tbody>
</table>

Total Onsite Storage: $__________

NA Tax*: $__________

Amount Due: $__________

Tax rate subject to change. Tax rate at the time of event will be utilized.
# Warehouse Storage

Warehouse Storage is used when you need a place to store your exhibit or product for days, weeks, or even until your next event.

## Pricing:

Warehouse storage rates are billed **$10.00 per cwt per month** ($100.00 a month minimum charge) 35006

Each shipment returned to the warehouse for storage will be billed **$20.00 per cwt** ($400.00 minimum) 35005

Onsite Material Handling fees do not include transportation or handling to and from the warehouse.

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 One: Tell Us Who You Are:

**Exhibiting Company**

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

### Step Two: Tell Us What You Are Storing:

**How many pieces?**

<table>
<thead>
<tr>
<th>Piece</th>
<th>Length</th>
<th>Width</th>
<th>Height</th>
<th>Weight</th>
<th>Skid?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Piece 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 2</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Piece 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Piece</th>
<th>Length</th>
<th>Width</th>
<th>Height</th>
<th>Weight</th>
<th>Skid?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Piece 7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 8</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Piece 9</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Piece 10</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Piece 11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piece 12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Step Three: How Long Are We Storing Your Items?

**From Date** ____________ **To** ____________ Fees will continue until storage is picked up.

### Step Four: What Do We Do With Your Items At The End Of The Storage Period?

- [ ] Ship to another destination via Shepard Logistics*
- [ ] Transport to another Shepard event*
- [ ] Pick-up is arranged with another carrier: *Additional fees will apply

It is the exhibitor's responsibility to make all arrangements for shipping, including utilizing Shepard Logistics. Items will not automatically be taken to the next event. Exhibitor should contact Shepard approximately 2 weeks prior to any storage movement.

**Estimated Warehouse Storage:** $ 

**Tax:** $ 

**Amount Due:** $ 

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

Storage Items will not be stored or released without a valid credit card on file.

Printed Name: ____________________________

Signature: ____________________________
FURNISHINGS AND DECOR
UNSKIRTED

Display Table #50040
4' x 24" x 30"
Unskirted

Display Table #50041
4' x 24" x 42"
Unskirted

Display Table #50044
6' x 24" x 30"
Unskirted

Display Table #50045
6' x 24" x 42"
Unskirted

Display Table #50046
8' x 24" x 30"
Unskirted

Display Table #50049
8' x 24" x 42"
Unskirted

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

Display Table #50042
4' x 24" x 30"
Skirted

Display Table #50043
4' x 24" x 42"
Skirted

Display Table #50046
6' x 24" x 30"
Skirted

Display Table #50047
6' x 24" x 42"
Skirted

Display Table #50048
8' x 24" x 30"
Skirted

Display Table #50049
8' x 24" x 42"
Skirted

PEDESTAL & SIDE

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

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

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

42” Pedestal Table #51089
42" x 36"
Round High Pedestal Table, Grey Fleece Top, Chrome Base

Round Side Table #50030
18" x 24"

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

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

STOOLS

Director's Stool
#51090
Black Fabric, Maple Wood

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

Padded Stool
#50024
Padded Stool with Back, Grey Fabric

CHAIRS WITH ARMS

Upholstered Arm Chair
#50021
Upholstered Arm Chair, Grey Fabric

CHAIRS WITHOUT ARMS

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

Upholstered Side Chair
#50020
Upholstered Side Chair, Grey Fabric

Display

FOR HANGING

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

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

Spiral Garment Rack
#50093
30" x 70"
Silver

2' x 8' Grid with Legs
#50236
Chrome
Also Available Without Legs (#50237)

3.5' x 8' Slatwall
#66147
3.5' x 8'
Grey

4' x 8' Peg Board
#66149
4' x 8'
White
Also available as horizontal #66148

6" Hooks for Peg Board
#50104
Silver

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

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

- 8' High Upright with Base #50088
- 6' - 10' Crossbar #50349
- 7' - 12' Crossbar #50348
- 3' High Drape #50074
- 8' High Drape #50074

FOR SIGNS & LITERATURE

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

SHELVING

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

BARRIER

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

OTHER

- Natural Feel Wastebasket #50708
- Seige Wastebasket #50091
- Mini Refrigerator #50098
- Drawing Bowl #51085
- Sand Bag #51097

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

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

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

Flooring

EXPO - 13oz
- Black
- Blue
- Red
- Tuxedo
- Eclipse
- Cayenne
- Grey
- Peacock
- Burgundy

PREMIUM - 28oz
- Deep Navy
- Silver Cloud
- Red
- Silver Cloud
- Black
- Charcoal
- Beige

PLUSH - 50oz
- Silver Dollar
- Dark Grey
- Crimson
- Black
- Navy
- Electric Blue
- White
- Sand

VINYL - Custom Order Only
- Whitewash
- Mountain Grey
- Rosmary Stone
- Snow
- Vineyard Brown
- Lauren Brown
- Maple

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

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

### Drape Color Options

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

*The product photos shown are representative of the products. Actual products and colors may vary from the images shown. Not every item or every color will be available on every event.*
As the General Service Contractor, Shepard has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide this service on the show floor.

Minimum 100 square foot order for all cleaning services.

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

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

**Booth Vacuuming**

<table>
<thead>
<tr>
<th>Code</th>
<th>Service</th>
<th>Sq Ft</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47050</td>
<td>0-399 sq. ft</td>
<td></td>
<td>$0.50</td>
<td>$0.65</td>
<td></td>
</tr>
<tr>
<td>47051</td>
<td>400-900 sq.ft.</td>
<td></td>
<td>$0.45</td>
<td>$0.60</td>
<td></td>
</tr>
<tr>
<td>47052</td>
<td>900+ sq. ft.</td>
<td></td>
<td>$0.40</td>
<td>$0.50</td>
<td></td>
</tr>
</tbody>
</table>

**Daily Vacuum**

<table>
<thead>
<tr>
<th>Code</th>
<th>Service</th>
<th>Sq Ft</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47055</td>
<td>0-399 sq. ft</td>
<td></td>
<td>$2.00</td>
<td>$2.60</td>
<td></td>
</tr>
<tr>
<td>47056</td>
<td>400-900 sq.ft.</td>
<td></td>
<td>$1.80</td>
<td>$2.35</td>
<td></td>
</tr>
<tr>
<td>47057</td>
<td>900+ sq. ft.</td>
<td></td>
<td>$1.65</td>
<td>$2.15</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Service</th>
<th>Sq Ft</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47030</td>
<td>One Time Porter</td>
<td></td>
<td>$0.50</td>
<td>$0.65</td>
<td></td>
</tr>
<tr>
<td>47031</td>
<td>Daily Porter</td>
<td></td>
<td>$2.00</td>
<td>$2.60</td>
<td></td>
</tr>
</tbody>
</table>

**Specialty Services**

**Mopping and Carpet Shampooing**

<table>
<thead>
<tr>
<th>Code</th>
<th>Service</th>
<th>Sq Ft</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47042</td>
<td>Mop One Time</td>
<td></td>
<td>$0.65</td>
<td>$0.85</td>
<td></td>
</tr>
<tr>
<td>47022</td>
<td>Mop Daily</td>
<td></td>
<td>$2.15</td>
<td>$2.80</td>
<td></td>
</tr>
<tr>
<td>47013</td>
<td>Sham/One Time</td>
<td></td>
<td>$0.65</td>
<td>$0.85</td>
<td></td>
</tr>
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</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Service</th>
<th>Hours</th>
<th>ST</th>
<th>OT</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>47043</td>
<td>One Time</td>
<td></td>
<td>$133.25</td>
<td>$199.88</td>
<td></td>
</tr>
<tr>
<td>47044</td>
<td>Daily</td>
<td></td>
<td>$133.25</td>
<td>$199.88</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

Company Name: 

Contact Name: 

Email: 

Signature: 

Total Cleaning: $ 

NA Tax*: $ 

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

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

<table>
<thead>
<tr>
<th>Labor</th>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST Labor</td>
<td>68066</td>
<td></td>
<td></td>
<td>$133.25</td>
<td>$173.25</td>
</tr>
<tr>
<td>OT Labor</td>
<td>68067</td>
<td></td>
<td></td>
<td>$199.88</td>
<td>$259.85</td>
</tr>
<tr>
<td>DT Labor</td>
<td>68068</td>
<td></td>
<td></td>
<td>$266.50</td>
<td>$346.45</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Forklift</th>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>ST 5k Forklift</td>
<td>35028</td>
<td></td>
<td></td>
<td>$296.10</td>
<td>$385.00</td>
</tr>
<tr>
<td>OT 5k Forklift</td>
<td>35039</td>
<td></td>
<td></td>
<td>$362.90</td>
<td>$471.75</td>
</tr>
<tr>
<td>DT 5k Forklift</td>
<td>35067</td>
<td></td>
<td></td>
<td>$429.70</td>
<td>$558.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dumpster Fee</th>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Discount</th>
<th>Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Full Dumpster</td>
<td>35330</td>
<td></td>
<td></td>
<td>$625.00</td>
<td>$812.50</td>
</tr>
</tbody>
</table>

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

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

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

Company Name: ___________________________  Booth #: __________________

Contact Name: ___________________________  Email: ___________________________

Signature: _____________________________
## Standard Furnishings

### Tables

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Color</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50042</td>
<td>4'L X 30&quot;H X 24&quot;W Skirted Table</td>
<td></td>
<td></td>
<td>$156.05</td>
<td>$202.85</td>
<td></td>
</tr>
<tr>
<td>50045</td>
<td>6'L X 30&quot;H X 24&quot;W Skirted Table</td>
<td></td>
<td></td>
<td>$191.80</td>
<td>$249.35</td>
<td></td>
</tr>
<tr>
<td>50049</td>
<td>8'L X 30&quot;H X 24&quot;W Skirted Table</td>
<td></td>
<td></td>
<td>$243.20</td>
<td>$316.15</td>
<td></td>
</tr>
<tr>
<td>50043</td>
<td>4'L X 42&quot;H X 24&quot;W Skirted Table</td>
<td></td>
<td></td>
<td>$189.70</td>
<td>$246.60</td>
<td></td>
</tr>
<tr>
<td>50047</td>
<td>6'L X 42&quot;H X 24&quot;W Skirted Table</td>
<td></td>
<td></td>
<td>$242.95</td>
<td>$315.85</td>
<td></td>
</tr>
<tr>
<td>50051</td>
<td>8'L x 42&quot;H X 24&quot;W Skirted Table</td>
<td></td>
<td></td>
<td>$285.75</td>
<td>$371.50</td>
<td></td>
</tr>
<tr>
<td>50052</td>
<td>4th Side Skirt for 30&quot; High Table</td>
<td></td>
<td></td>
<td>$94.90</td>
<td>$123.35</td>
<td></td>
</tr>
<tr>
<td>50171</td>
<td>4th Side 42&quot; Skirt for 42&quot; High Table</td>
<td></td>
<td></td>
<td>$94.90</td>
<td>$123.35</td>
<td></td>
</tr>
<tr>
<td>50700</td>
<td>6'L X 30&quot;H X 24&quot;W Spandex Table Cover</td>
<td></td>
<td></td>
<td>$284.50</td>
<td>$369.85</td>
<td></td>
</tr>
<tr>
<td>50040</td>
<td>4'L X 30&quot;H X 24&quot;W UnSkirted Table</td>
<td>na</td>
<td></td>
<td>$111.20</td>
<td>$144.55</td>
<td></td>
</tr>
<tr>
<td>50044</td>
<td>6'L X 30&quot;H X 24&quot;W UnSkirted Table</td>
<td>na</td>
<td></td>
<td>$132.70</td>
<td>$172.50</td>
<td></td>
</tr>
<tr>
<td>50048</td>
<td>8'L X 30&quot;H X 24&quot;W UnSkirted Table</td>
<td>na</td>
<td></td>
<td>$156.45</td>
<td>$203.40</td>
<td></td>
</tr>
<tr>
<td>50041</td>
<td>4'L X 42&quot;H X 24&quot;W UnSkirted Table</td>
<td>na</td>
<td></td>
<td>$125.25</td>
<td>$162.85</td>
<td></td>
</tr>
<tr>
<td>50045</td>
<td>6'L x 42&quot;H X 24&quot;W UnSkirted Table</td>
<td>na</td>
<td></td>
<td>$156.45</td>
<td>$203.40</td>
<td></td>
</tr>
<tr>
<td>50049</td>
<td>8'L x 42&quot;H X 24&quot;W UnSkirted Table</td>
<td>na</td>
<td></td>
<td>$174.55</td>
<td>$226.90</td>
<td></td>
</tr>
<tr>
<td>51089</td>
<td>Pedestal Table,42&quot;H 36&quot;R Grey Fleck Top</td>
<td>na</td>
<td></td>
<td>$280.25</td>
<td>$364.35</td>
<td></td>
</tr>
<tr>
<td>50032</td>
<td>Pedestal, Table,30&quot;H 36&quot;R Grey Fleck Top</td>
<td>na</td>
<td></td>
<td>$262.00</td>
<td>$340.60</td>
<td></td>
</tr>
<tr>
<td>50030</td>
<td>Round Side Table 24&quot; W X 18&quot; H</td>
<td>na</td>
<td></td>
<td>$131.90</td>
<td>$171.45</td>
<td></td>
</tr>
<tr>
<td>50031</td>
<td>Square Side Table 24&quot; W X 18&quot; H</td>
<td>na</td>
<td></td>
<td>$131.90</td>
<td>$171.45</td>
<td></td>
</tr>
<tr>
<td>50705</td>
<td>Natural Pedestal Table 30&quot;H X 36&quot; R Maple Top</td>
<td>na</td>
<td></td>
<td>$342.80</td>
<td>$445.65</td>
<td></td>
</tr>
<tr>
<td>50707</td>
<td>Natural Pedestal Table 42&quot;H X 36&quot;R Maple Top</td>
<td>na</td>
<td></td>
<td>$357.40</td>
<td>$464.60</td>
<td></td>
</tr>
</tbody>
</table>

**Skirt Colors (6' and 8' Skirted Tables have skirts on 3 sides, to have drape on all 4 sides you must order 4th side drape)**

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

### Seating

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Color</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50020</td>
<td>Side Chair Grey Fabric</td>
<td>na</td>
<td></td>
<td>$101.45</td>
<td>$131.90</td>
<td></td>
</tr>
<tr>
<td>50021</td>
<td>Arm Chair Grey Fabric</td>
<td>na</td>
<td></td>
<td>$138.25</td>
<td>$179.75</td>
<td></td>
</tr>
<tr>
<td>50024</td>
<td>Stool w/back Grey Fabric</td>
<td>na</td>
<td></td>
<td>$168.45</td>
<td>$219.00</td>
<td></td>
</tr>
<tr>
<td>51086</td>
<td>Director's Chair Black Fabric</td>
<td>na</td>
<td></td>
<td>$104.65</td>
<td>$136.05</td>
<td></td>
</tr>
<tr>
<td>51090</td>
<td>Director's Stool Black Fabric</td>
<td>na</td>
<td></td>
<td>$187.25</td>
<td>$243.45</td>
<td></td>
</tr>
<tr>
<td>50705</td>
<td>Natural Feel Stool Maple Back, Black Fabric Seat</td>
<td>na</td>
<td></td>
<td>$187.25</td>
<td>$265.55</td>
<td></td>
</tr>
<tr>
<td>50704</td>
<td>Natural Feel Chair, Maple Back, Black Fabric Seat</td>
<td>na</td>
<td></td>
<td>$167.75</td>
<td>$218.10</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

Company Name: ___________________________  Booth #: ___________________________

Contact Name: ___________________________

Email: ___________________________

Signature: ___________________________

---

**Total Furnishings:** $8,900.00  
**Tax:** $907.90  
**Amount Due:** $9,807.90

---

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Color</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50091</td>
<td>Wastebasket</td>
<td>na</td>
<td></td>
<td>$19.00</td>
<td>$19.00</td>
<td></td>
</tr>
<tr>
<td>50094</td>
<td>Floor Easel, Chrome</td>
<td>na</td>
<td></td>
<td>$56.15</td>
<td>$73.00</td>
<td></td>
</tr>
<tr>
<td>50245</td>
<td>Literature Rack Silver, Glass</td>
<td>na</td>
<td></td>
<td>$207.15</td>
<td>$269.30</td>
<td></td>
</tr>
<tr>
<td>50175</td>
<td>Bag Rack, Chrome</td>
<td>na</td>
<td></td>
<td>$274.30</td>
<td>$356.60</td>
<td></td>
</tr>
<tr>
<td>50092</td>
<td>Coat Rack, Chrome</td>
<td>na</td>
<td></td>
<td>$97.40</td>
<td>$126.60</td>
<td></td>
</tr>
<tr>
<td>50093</td>
<td>Garment Rack, Chrome</td>
<td>na</td>
<td></td>
<td>$274.30</td>
<td>$356.60</td>
<td></td>
</tr>
<tr>
<td>50427</td>
<td>Tensabarrier, Per Stem, Black</td>
<td>na</td>
<td></td>
<td>$115.70</td>
<td>$150.40</td>
<td></td>
</tr>
<tr>
<td>50095</td>
<td>Sign Holder, 22x28 Chrome</td>
<td>na</td>
<td></td>
<td>$127.80</td>
<td>$166.15</td>
<td></td>
</tr>
<tr>
<td>50185</td>
<td>Drawing Bowl, Clear</td>
<td>na</td>
<td></td>
<td>$51.50</td>
<td>$66.95</td>
<td></td>
</tr>
<tr>
<td>50296</td>
<td>4' x 12&quot; Display Riser White and Black</td>
<td>na</td>
<td></td>
<td>$115.90</td>
<td>$150.65</td>
<td></td>
</tr>
<tr>
<td>50297</td>
<td>6' x 12&quot; Display Riser White and Black</td>
<td>na</td>
<td></td>
<td>$144.20</td>
<td>$187.45</td>
<td></td>
</tr>
<tr>
<td>50098</td>
<td>Mini Refrigerator, Approx 3 cubic feet</td>
<td>na</td>
<td></td>
<td>$437.50</td>
<td>$568.75</td>
<td></td>
</tr>
<tr>
<td>50067</td>
<td>4' Full View Showcase, White</td>
<td>na</td>
<td></td>
<td>$1,033.75</td>
<td>$1,343.90</td>
<td></td>
</tr>
<tr>
<td>50068</td>
<td>6' Full View Showcase, White</td>
<td>na</td>
<td></td>
<td>$1,140.15</td>
<td>$1,482.20</td>
<td></td>
</tr>
<tr>
<td>50069</td>
<td>4' Quarter View Showcase, White</td>
<td>na</td>
<td></td>
<td>$1,033.75</td>
<td>$1,343.90</td>
<td></td>
</tr>
<tr>
<td>50070</td>
<td>6' Quarter View Showcase, White</td>
<td>na</td>
<td></td>
<td>$1,140.15</td>
<td>$1,482.20</td>
<td></td>
</tr>
<tr>
<td>50060</td>
<td>4' x 8' Horz. Posterboard Grey Fabric</td>
<td>na</td>
<td></td>
<td>$334.75</td>
<td>$435.20</td>
<td></td>
</tr>
<tr>
<td>50061</td>
<td>4' x 8' Vert. Posterboard Grey Fabric</td>
<td>na</td>
<td></td>
<td>$334.75</td>
<td>$435.20</td>
<td></td>
</tr>
<tr>
<td>50236</td>
<td>Grids 2'x8' w/legs, each</td>
<td>na</td>
<td></td>
<td>$247.25</td>
<td>$321.45</td>
<td></td>
</tr>
<tr>
<td>50237</td>
<td>Grid 2'x8' w/o legs, each</td>
<td>na</td>
<td></td>
<td>$185.20</td>
<td>$240.75</td>
<td></td>
</tr>
<tr>
<td>50242</td>
<td>7-Ball Waterfall for Grids</td>
<td>na</td>
<td></td>
<td>$17.00</td>
<td>$22.10</td>
<td></td>
</tr>
<tr>
<td>50104</td>
<td>6&quot; Hooks (12) for Peg Boards</td>
<td>na</td>
<td></td>
<td>$54.45</td>
<td>$70.80</td>
<td></td>
</tr>
</tbody>
</table>

## Drapery

- per linear foot, min 5' linear feet rental

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Qty</th>
<th>Color</th>
<th>Discount</th>
<th>Regular</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>50073</td>
<td>8' High drape on a cross bar, per linear foot</td>
<td></td>
<td></td>
<td>$26.25</td>
<td>$34.15</td>
<td></td>
</tr>
<tr>
<td>50074</td>
<td>3' High on a cross bar, per linear foot</td>
<td></td>
<td></td>
<td>$19.45</td>
<td>$25.30</td>
<td></td>
</tr>
<tr>
<td>50088</td>
<td>8' Upright w/base</td>
<td>na</td>
<td></td>
<td>$36.25</td>
<td>$47.15</td>
<td></td>
</tr>
<tr>
<td>50265</td>
<td>3' Upright w/base</td>
<td>na</td>
<td></td>
<td>$36.25</td>
<td>$47.15</td>
<td></td>
</tr>
<tr>
<td>50349</td>
<td>6'-10' Crossbar</td>
<td>na</td>
<td></td>
<td>$24.15</td>
<td>$31.40</td>
<td></td>
</tr>
<tr>
<td>50348</td>
<td>7'-12' Crossbar</td>
<td>na</td>
<td></td>
<td>$24.15</td>
<td>$31.40</td>
<td></td>
</tr>
<tr>
<td>50058</td>
<td>Sateen, per linear foot</td>
<td></td>
<td></td>
<td>$21.45</td>
<td>$27.90</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

Rental items found and in use in your booth are subject to "Regular" pricing.
Order must be received 30 days in advance of show move in. 100 sq ft minimum

**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)

---

### Premium Plush Carpet 50 oz

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Per Sq Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46004</td>
<td>Premium Plush</td>
<td>$11.05</td>
<td></td>
</tr>
</tbody>
</table>

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

---

### Premium Vinyl Flooring

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Per Sq Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46005</td>
<td>Premium Vinyl</td>
<td>$14.30</td>
<td></td>
</tr>
</tbody>
</table>

---

### Elevated Hardwood

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Item</th>
<th>Per Sq Ft</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46007</td>
<td>½&quot; Padding for Vinyl</td>
<td>$5.25</td>
<td></td>
</tr>
</tbody>
</table>

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

---

Submission of this form 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.

Total Signature Flooring: $

8.900% Tax: $

Amount Due: $

Company Name: 
Contact Name: 
Email: 
Signature: 

Tax rate subject to change. Tax rate at the time of event will be utilized.
**Wood Bioenergy Conference / Panel & Lumber Conference**  
Omni Atlanta Hotel at CNN Center- Atlanta, GA  
March 10 - 13, 2020  
**Discount Deadline**  
Tuesday, February 18, 2020

**Event Code:** G124290320  
**Email:** atlanta@shepardes.com  
**Phone:** (404) 720-8600  
**Fax:** (404) 720-8755  

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

---

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>46001</td>
<td></td>
<td>50580 Rental/sqft</td>
<td>$8.00</td>
<td>$10.40</td>
<td></td>
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<tr>
<td>46003</td>
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<td>50581 Rental 1000+ sq ft</td>
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<td>$9.05</td>
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<tr>
<td>46002</td>
<td></td>
<td>50582 Purchase sqft</td>
<td>$19.65</td>
<td>$25.55</td>
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</tbody>
</table>

- **Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.**
- **Minimum 100 sq. ft. is required for purchase carpet. No refunds on cancellations.**

---

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50009</td>
<td></td>
<td>50009 1/2&quot; Padding</td>
<td>$1.45</td>
<td>$1.90</td>
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<td>50008</td>
<td></td>
<td>50008 1&quot; Padding</td>
<td>$2.80</td>
<td>$3.65</td>
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<tr>
<td>50010</td>
<td></td>
<td>50010 Visqueen</td>
<td>$0.45</td>
<td>$0.60</td>
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</tr>
</tbody>
</table>

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

---

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

**Standard Booth Sizes, Great for inline booths!**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>50255</td>
<td></td>
<td>50255 10' x 10'</td>
<td>$279.95</td>
<td>$363.95</td>
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<tr>
<td>50256</td>
<td></td>
<td>50256 10' x 20'</td>
<td>$522.40</td>
<td>$679.10</td>
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</tr>
<tr>
<td>50257</td>
<td></td>
<td>50257 10' x 30'</td>
<td>$779.15</td>
<td>$1,012.90</td>
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</tr>
<tr>
<td>50258</td>
<td></td>
<td>50258 10' x 40'</td>
<td>$1,035.90</td>
<td>$1,346.65</td>
<td></td>
</tr>
</tbody>
</table>

**Special Cut, Recommended for Island and large area exhibits!**

<table>
<thead>
<tr>
<th>Code</th>
<th>Qty</th>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>50580</td>
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<td>50580 0 - 399 sq ft</td>
<td>$6.30</td>
<td>$8.20</td>
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<tr>
<td>50581</td>
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<td>50581 400 - 900 sq ft</td>
<td>$5.75</td>
<td>$7.55</td>
<td></td>
</tr>
<tr>
<td>50582</td>
<td></td>
<td>50582 900+ sq ft</td>
<td>$5.25</td>
<td>$6.85</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

**Total Carpet and Padding:** $  
**8.900% Tax:** $  
**Amount Due:** $

**Company Name:**  
**Contact Name:**  
**Email:**  
**Signature:**

---

Tax rate subject to change. Tax rate at the time of event will be utilized.
TRADE SHOW FURNISHINGS 2019

Product Guide

FEATURING:
• POWERED Collections
• Modular Seating
• Executive Seating
• Communal Tables
• Barstools
Power Up In Style.

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

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

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

**HEDGE**
HDG4FT
Boxwood Hedge, 4’
46” L 9” D 47” H

**WIRELESS CHARGING TABLE, POWERED**
CUBPOW
(white, ac plug-in)
20” L 20” D 18” H
Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

### Powered Seating

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

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

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

---

### Powered Tables

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

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

E) 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

**BNOTL7 Center Cone**
- w/ Electrical Charging Outlet
- (white vinyl)
- 38”RND 51”H

**BNQ7 Quarter Curve Ottoman**
- (white vinyl)
- 39”L 22”D 18”H

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

**BNQ7 Quarter Curve Ottoman**
- (white vinyl)
- 39”L 22”D 18”H

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

Denotes Powered Products
Powered Pedestals

**Powered Locking Pedestal**

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

*Denotes AC and USB charging outlets*

**Powered Tech Desk**

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

*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.*
Soft Seating
Create Engaging Booth Environments

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

PEDESTAL
PDL42W
Powering 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

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

Cafe Table
30WHHC
Hydraulic Chrome Base
30"Round 29"H

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

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

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

C) NPLLOV Loveseat
  (black vinyl)
  62"L 30.5"D 28"H

FAIRFAX
A) FAIRSW Sofa
  (white vinyl, brushed metal)
  62"L 26"D 30"H

B) FAIRCW Chair
  (white vinyl, brushed metal)
  27"L 26"D 30"H

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

B) BSFWHT Sofa
  (white vinyl)
  87"L 28"D 30"H

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

Available in Power
Munich Collection
Modular Seating to Design Custom Exhibits

MUNCHSC  Munich 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

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

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

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

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

Meeting & Stage Chairs

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

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

ZENITH
A) ZENCHR Chair (white, chrome) 18.25"L 22"D 32"H
B) 30MAHC Madison Hydraulic Café Table (chrome base, gray acajou top) 30"RND 29"H

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

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

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

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

C) XCHR
Christopher Chair (white vinyl, chrome)
17"L 19"D 33"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.

A. Berlin Chair
B. Syntax Chair
C. Christopher Chair
D. Brewer Chair
E. Altura Guest Chair
F. Rustique Chair w/arms
G. Razor Armless Chair
H. Blade Chair (sky blue)
I. Blade Chair (red)
J. Lucent Chair (frosted, acrylic)
K. Duet Chair (black, chrome)
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**

**Marche Swivel Ottomans**

- **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)

**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)

**Q)** REGBEN

Regis Bench (brushed metal)

47”L 15.5”D 16”H

**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)

**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)
Accent Tables

**ALONDRA**

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

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)

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

Sydney Cocktail Tables (brushed steel)
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

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

A) 30MAHC Madison Hydraulic Café Table
   (chrome base, gray acajou top)
   30" RND 29" H
B) MALGRN Malba Chair
   (green)
   20" L 20" D 32" H

A) 30BEHC Blue Hydraulic Café Table
   (chrome base, blue top)
   30" RND 29" H
B) MALGRY Malba Chair
   (gray)
   20" L 20" D 32" H

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

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

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

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

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

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

MAPLE  WHITE LAMINATE  SILVER TEXTURED  GRAPHITE NEBULA
BLUE LAMINATE  RED  MADISON/GRAY ACAJOU  WOOD LAMINATE

Mix & Match

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MAPLE
WHITE LAMINATE
SILVER TEXTURED
GRAPHITE NEBULA
BLUE LAMINATE
RED
MADISON/GRAY ACAJOU
WOOD LAMINATE

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

Bar Tables
Standard Black Base
30” RND 42”H
A) VTJ (graphite nebula)
B) VTK (maple)
C) VTN (silver textured)
D) VTB (red)
E) 30WH42 (white)
F) VTA (Madison/gray acajou)
G) 30BEBB (blue)
H) 30WDBB (wood)
I) 30WH42 (white)
J) VTN (graphite nebula)
K) VTP (maple)

Bar Tables
Hydraulic Chrome Base
30” RND 45”H
L) 30GRHB (graphite nebula)
M) 30MTHB (maple)
N) 30STHB (silver textured)
O) 30BRHB (red)
P) 30BEHB (blue)
Q) 30WDHB (wood)
R) 36WTHB (white)
S) 36GRHB (graphite nebula)
T) 36MTHB (maple)
Barstools

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

Apex Barstools
21”L 21”D 33”H
A) APS08 (black vinyl)
B) APS59 (red vinyl)
C) APS76 (white vinyl)
D) APS12 (blue ultra suede)

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

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

I) BSC Oslo Barstool
(white)
17”L 20”D 45”H
J) XBAR Christopher Barstool
(white vinyl, chrome)
19”L 15”D 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) LMABAR 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 × 2.25"D × 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 × 48”D × 29”H
E) MADC08 8’ Table
96”L × 60”D × 29”H
F) MADC10 10’ Table
129”L × 48”D × 29”H

Madison/gray acajou
**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.

**Styles & Shapes**

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

Geo Rounded Square Tables
C) CE1 (glass, chrome)
D) CF1 (glass, black)

Geo Rectangular Tables
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) C508GR 8’ 96”L 44”D 29”H
L) CT10GR 10’ 120”L 46”D 29”H
M) CT06GR 6’ 72”L 36”D 29”H
Executive Seating

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

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

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

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

Choose from Powered, Solid or Grommet Hole Table Tops.

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

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

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

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)

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

Denotes AC and USB charging outlets.
Office Essentials

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

C. PSHCC5
   Posh Shelving
   (chrome, acrylic)
   36”L 18”D 72”H

D. BC8
   Madison Bookcase
   (gray acajou)
   36”L 12”D 72”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) PSHCC5
   Posh Shelving
   (chrome, acrylic)
   36”L 18”D 72”H
D) BC8
   Madison Bookcase
   (gray acajou)
   36”L 12”D 72”H
Show Essentials

Midtown Powered Counter

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

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.

Midtown Bar
60”L 15”D 42”H
(pewter/glass)
A) MTBUUL
(unlighted)
B) MTBLPI
(lighted with plug-in)

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

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

LIGHTED & GREENERY PRODUCTS

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

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

C) HDG7FT
Boxwood Hedge, 7’
36.5”L 12”D 84”H

D) HDG4FT
Boxwood Hedge, 4’
46”L 9”D 47”H
Cocktail and Occasional Tables

Wood Bioenergy Conference / Panel & Lumber Conference
Omni Atlanta Hotel at CNN Center- Atlanta, GA
March 10 - 13, 2020

Discount Deadline Tuesday, February 18, 2020

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

Cocktail Tables

<table>
<thead>
<tr>
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<th>Item</th>
<th>Discount</th>
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<th>Amount</th>
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<td>C1E-Silverado</td>
<td>$413.55</td>
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<td></td>
<td>ALC100-Alondra, Glass/Chrome</td>
<td>$498.50</td>
<td>$648.05</td>
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<td>ALC200-Alondra, Wood/Chrome</td>
<td>$498.50</td>
<td>$648.05</td>
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<tr>
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<td>C1FWB-Geo, Wood/Black</td>
<td>$436.20</td>
<td>$567.05</td>
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<td></td>
<td>C1C-Geo Rect., Glass/Chrome</td>
<td>$373.90</td>
<td>$486.05</td>
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<tr>
<td></td>
<td>MESCTB-Mesa Cocktail Table Black to</td>
<td>$288.75</td>
<td>$375.40</td>
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<tr>
<td></td>
<td>MESCTG-Mesa Cocktail Table Glass to</td>
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<td>$375.40</td>
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<tr>
<td></td>
<td>MESCTW-Mesa Cocktail Table Wood to</td>
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<td>$375.40</td>
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<tr>
<td></td>
<td>C1W-Sydney, White</td>
<td>$419.20</td>
<td>$544.95</td>
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<td></td>
<td>C1WP-Sydney White, Powered!</td>
<td>$532.50</td>
<td>$692.25</td>
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<td></td>
<td>C1Y-Sydney, Black</td>
<td>$419.20</td>
<td>$544.95</td>
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<tr>
<td></td>
<td>C1YP-Sydney Black, Powered!</td>
<td>$532.50</td>
<td>$692.25</td>
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<tr>
<td></td>
<td>REGBEN-Regis Bench Table</td>
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<td></td>
<td>SYDBEC-Sydney Cocktail Table</td>
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<td></td>
<td>SYWDSC-Sydney Cocktail Table</td>
<td>$386.25</td>
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Occasional End Tables

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<td>E1E-Silverado</td>
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<td>ALE100-Alondra, Glass/Chrome</td>
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<td>ALE200-Alondra, Wood/Chrome</td>
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<td>E1FWB-Geo, Wood/Black</td>
<td>$379.55</td>
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<tr>
<td></td>
<td>E1C-Geo, Glass/Chrome</td>
<td>$368.25</td>
<td>$478.75</td>
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<tr>
<td></td>
<td>MESETB-Mesa End Table, Black top</td>
<td>$190.75</td>
<td>$248.00</td>
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<tr>
<td></td>
<td>MESETG-Mesa End Table, Glass top</td>
<td>$190.75</td>
<td>$248.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MESETW-Mesa End Table, Wood top</td>
<td>$190.75</td>
<td>$248.00</td>
<td></td>
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<td></td>
<td>E1W-Sydney, White</td>
<td>$379.55</td>
<td>$493.40</td>
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<tr>
<td></td>
<td>E1Y-Sydney, Black</td>
<td>$379.55</td>
<td>$493.40</td>
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<tr>
<td></td>
<td>CUBTBLEdge LED Cube</td>
<td>$294.55</td>
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<td></td>
<td>AURA End Table</td>
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<td>ETBL-E Table, Wood</td>
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<tr>
<td></td>
<td>TMBTBL Timber Table, Wood</td>
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<td>$331.45</td>
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<td>REGOTT-Regis End Table</td>
<td>$314.45</td>
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<td></td>
<td>CUBPOW-Wireless Chrg Tbl, Powered!</td>
<td>$641.20</td>
<td>$833.55</td>
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<td>SYDBEE - Sydney End Table</td>
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<tr>
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<td>SYWDDE-Sydney End Table</td>
<td>$373.40</td>
<td>$485.40</td>
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</tr>
</tbody>
</table>

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

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

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

Company Name: ___________________________  Booth #: ___________________________

Contact Name: ___________________________

Email: ___________________________

Signature: ___________________________

Total Exec Tables Furnishings: $__________

8.900% Tax: $__________

Amount Due: $__________

Tax rate subject to change. Tax rate at the time of event will be utilized.
Wood Bioenergy Conference / Panel & Lumber Conference
Omni Atlanta Hotel at CNN Center- Atlanta, GA
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Contact Name: 
Email: 
Signature: 

**Total Ottomans:** $  
**Tax:** $8.90%  
**Amount Due:** $
## Sofas and Sectionals

<table>
<thead>
<tr>
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<th>Item</th>
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<td>MNCHSC Munich Sectional, 3 pc</td>
<td>$2,767.40</td>
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<td>SF002- Allegro Sofa</td>
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<td>NPLSOF-Naples Sofa, Black Vinyl</td>
<td>$1,246.30</td>
<td>$1,620.20</td>
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<td>VALSOF- Valencia Sofa</td>
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<td>TANSOF-Tangiers Sofa, Beige</td>
<td>$988.55</td>
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<td></td>
<td>KEYSOF-Key Largo Sofa</td>
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<td>FAIRSW-Fairfax Sofa</td>
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<td>BSFWHT-Baja Sofa</td>
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## Accent Chairs

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<td>SWAN-Swanson Swivel, White Vinyl</td>
<td>$532.50</td>
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<td></td>
<td>OCB-Key West Tub, Black</td>
<td>$592.00</td>
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<td></td>
<td>BCW-Madrid Chair, White</td>
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<td>LABREA-La Brea Swivel Chair</td>
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<td>VALCHA Valencia Chair</td>
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<td>MNCHCC Munich Corner Chair</td>
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<td>OCH Madrid Chair, Black</td>
<td>$1,113.20</td>
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## Loveseats

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<td>KEYLOV-Key Largo Loveseat</td>
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<td></td>
<td>TANLOV Tangiers Loveseat</td>
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<td></td>
<td>BLVWHT Baja Loveseat White Vinyl</td>
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<td>MNCHLV- Munich Armless Loveseat</td>
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<td>$1,362.40</td>
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## Meeting Chairs

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<tr>
<td></td>
<td>OCMTAU-Meeting Chair, Taupe</td>
<td>$407.90</td>
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<td>OCMWHT-Meeting Chair, White</td>
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<td></td>
<td>OCMESP-Meeting Chair, Expresso</td>
<td>$413.55</td>
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## Club Chairs

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<tr>
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<td>BCHWHT Baja Chair, White Vinyl</td>
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<td>NPLCHR-Naples Chair, Black Vinyl</td>
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<td>TANCHR-Tangiers Chair, Beige</td>
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<td>CHR002-Allegro Chair</td>
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<td>KEYCHR-Key Largo Chair</td>
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<td></td>
<td>FAIRCW-Fairfax Chair</td>
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## Modular System

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<td>WHT12-Half Bench, White Vinyl</td>
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## Powered Seating

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<td>NPLSOF-Naples Sofa, powered</td>
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<td>$1,697.55</td>
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</table>

Total Soft Seating: $__________

8.900% Tax*: $__________

Amount Due: $__________

---

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.

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

---

**Company Name:**

**Contact Name:**

**Email:**

**Signature:**
Wood Bioenergy Conference / Panel & Lumber Conference  
Omni Atlanta Hotel at CNN Center - Atlanta, GA  
March 10 - 13, 2020  
Discount Deadline  Tuesday, February 18, 2020  
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

### Conference Tables

<table>
<thead>
<tr>
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<td>CE1-Geo Table, Sq. Chrome</td>
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<td>$614.90</td>
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<td>CF1-Geo Table, Sq. Black</td>
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<td>$614.90</td>
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<tr>
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<td>CB3-8' Graphite Table</td>
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<td>CB1-42' Round, Graphite Nebula</td>
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<td>CT06GR-6', Granite</td>
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<tr>
<td></td>
<td>CB8-42' Round Madison, Grey</td>
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<td>MADC08-8' Madison, Grey</td>
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<tr>
<td></td>
<td>CONF42-42&quot; Round, White Lam</td>
<td>$572.20</td>
<td>$743.85</td>
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<td>36ATO Atomic 36&quot; Round, Glass</td>
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<td>42ATO Atomic 42&quot; Round, Glass</td>
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<td>$614.90</td>
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### Group & Guest Seating

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<td>Duet-Black, Chrome</td>
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<td>RSTDIN-Rustique w/ arms, Gunmetal</td>
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<td>CS8-Berlin Chair, Black</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-Breuer Chair, Onyx</td>
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<td></td>
<td>LMCHR-Laguna Chair, Maple/Chrome</td>
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<tr>
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<td>MALGRN-Malba Chair, Green</td>
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<td>$220.95</td>
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<tr>
<td></td>
<td>MALGRY-Malba Chair, Grey</td>
<td>$169.95</td>
<td>$220.95</td>
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<tr>
<td></td>
<td>ZENCHR-Zenith Chair-White/Chrome</td>
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<td></td>
<td>MALGRY-Malba Chair, Black/Chrome</td>
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<td>$401.40</td>
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<td></td>
<td>BLDCRD-Blade Chair</td>
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<td></td>
<td>BLDCSB-Blade Chair</td>
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<td>$130.60</td>
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<td></td>
<td>LUCHCL-Lucent Chair</td>
<td>$270.40</td>
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<tr>
<td></td>
<td>MARCBE-Marina Chair, Ocn Blue</td>
<td>$218.90</td>
<td>$284.55</td>
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<tr>
<td></td>
<td>MARCBE-Marina Chair, Black Vnl</td>
<td>$218.90</td>
<td>$284.55</td>
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<tr>
<td></td>
<td>MARCRD-Marina Chair, Red</td>
<td>$218.90</td>
<td>$284.55</td>
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<tr>
<td></td>
<td>MARCRD-Marina Chair, White Vnl</td>
<td>$218.90</td>
<td>$284.55</td>
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<td></td>
<td>TASKST-Task Stool</td>
<td>$218.90</td>
<td>$284.55</td>
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### Executive Seating

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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></td>
<td>PROMDB-Exec Mid-Back, Black</td>
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<td>PROMID-Executive Chair Mid Back</td>
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<td>$456.65</td>
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</table>

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

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

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

Company Name:  
Contact Name:  
Email:  
Signature:  

Total Conference: $  
8.900% Tax*: $  
Amount Due: $  

Tax rate subject to change. Tax rate at the time of event will be utilized.
### Café Tables

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Discount</th>
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<th>Amount</th>
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<tbody>
<tr>
<td>ZTK-30” Maple Top/Black Base</td>
<td>$334.25</td>
<td>$434.55</td>
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<tr>
<td>ZTP-36” Maple Top/Black Base</td>
<td>$365.40</td>
<td>$475.00</td>
<td>$365.40</td>
</tr>
<tr>
<td>ZTJ-30” Graphite Top/Black Base</td>
<td>$334.25</td>
<td>$434.55</td>
<td>$334.25</td>
</tr>
<tr>
<td>ZTN-36” Graphite Top/Black Base</td>
<td>$365.40</td>
<td>$475.00</td>
<td>$365.40</td>
</tr>
<tr>
<td>ZTQ-36” White Laminate Top</td>
<td>$365.40</td>
<td>$475.00</td>
<td>$365.40</td>
</tr>
<tr>
<td>ZTB-30” Red Top/Black Base</td>
<td>$334.25</td>
<td>$434.55</td>
<td>$334.25</td>
</tr>
<tr>
<td>ZTA-30” Grey Top/Black Base</td>
<td>$345.55</td>
<td>$449.20</td>
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<tr>
<td>30WH29 -30” White Laminate</td>
<td>$354.05</td>
<td>$460.25</td>
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<tr>
<td>30BEBC-30” Blue Top/Black Base</td>
<td>$334.75</td>
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</tr>
<tr>
<td>30WDBC-30” Wood Top/Black Base</td>
<td>$334.75</td>
<td>$435.20</td>
<td>$334.75</td>
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</table>

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

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>30MTHC-Maple Top, Chrome</td>
<td>$447.55</td>
<td>$581.80</td>
<td>$447.55</td>
</tr>
<tr>
<td>30GRHC-Graphite Nebula, Chrome</td>
<td>$447.55</td>
<td>$581.80</td>
<td>$447.55</td>
</tr>
<tr>
<td>30BRHC-Brushed Red Top, Chrome</td>
<td>$447.55</td>
<td>$581.80</td>
<td>$447.55</td>
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<tr>
<td>30MAHC-Grey Top, Chrome</td>
<td>$447.55</td>
<td>$581.80</td>
<td>$447.55</td>
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<tr>
<td>30WHHC-White Laminate</td>
<td>$484.40</td>
<td>$629.70</td>
<td>$484.40</td>
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<tr>
<td>30BEHC-Blue Top, Chrome</td>
<td>$450.65</td>
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<tr>
<td>30WDHC-Wood Top, Chrome</td>
<td>$450.65</td>
<td>$585.85</td>
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### G30 and Ventura Communal Tables

#### 30” High Tables

<table>
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<tbody>
<tr>
<td>VNTCBN-Black Top, Silver Frame</td>
<td>$759.65</td>
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<tr>
<td>VNTCMN-Maple Top, Silver Frame</td>
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<td>$987.55</td>
<td>$759.65</td>
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<tr>
<td>VNTCWN-White Top, Silver Frame</td>
<td>$759.65</td>
<td>$987.55</td>
<td>$759.65</td>
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<tr>
<td>VNTCMW-Maple, w/ Grmt</td>
<td>$759.65</td>
<td>$987.55</td>
<td>$759.65</td>
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<tr>
<td>VNTCWW-White, w/ Grmt</td>
<td>$759.65</td>
<td>$987.55</td>
<td>$759.65</td>
</tr>
<tr>
<td>VNTCBK-Black Top-Powered!</td>
<td>$862.65</td>
<td>$1,121.45</td>
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</tr>
<tr>
<td>VNTCWH-White Top-Powered!</td>
<td>$862.65</td>
<td>$1,121.45</td>
<td>$862.65</td>
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#### 42” High Tables

<table>
<thead>
<tr>
<th>Item Description</th>
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<tbody>
<tr>
<td>VNTBNP Communal Table Black Top</td>
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<tr>
<td>VNTMNP Communal Table Maple Top</td>
<td>$988.55</td>
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<tr>
<td>VNTWNP Communal Table White Top</td>
<td>$988.55</td>
</tr>
<tr>
<td>VNTBW Comm Table Maple Top w/ Grom</td>
<td>$988.55</td>
</tr>
<tr>
<td>VNTBW Comm Table White w/ Grom</td>
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### Powered! 42” High Tables

<table>
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<tr>
<td>VNTBLK Communal Table Black Top</td>
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<td>VNTWHT Communal Table White Top</td>
<td>$1,167.00</td>
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#### Total Details

**Company Name:** ____________________________  **Booth #:** ____________

**Contact Name:** ____________________________  **Email:** ____________________________  **Signature:** ____________________________

---

**Discount Deadline:** Tuesday, February 18, 2020

---

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---

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---

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---

**Discount Regular**

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<tr>
<td>VNTW-White Top, Silver Frame</td>
<td>$795.65</td>
</tr>
<tr>
<td>VNTCM-Maple, w/ Grmt</td>
<td>$795.65</td>
</tr>
<tr>
<td>VNTCW-White, w/ Grmt</td>
<td>$795.65</td>
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<tr>
<td>VNTCBK-Black Top-Powered!</td>
<td>$862.65</td>
</tr>
<tr>
<td>VNTCWH-White Top-Powered!</td>
<td>$862.65</td>
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</table>

**Amount Due:** ____________________________

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

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<th>Qty.</th>
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<tr>
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<td></td>
</tr>
<tr>
<td>VTP-36&quot; Maple Top/Black Base</td>
<td>$368.25</td>
<td>$511.80</td>
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<tr>
<td>VTJ-30&quot; Graphite Top/Black Base</td>
<td>$368.25</td>
<td>$478.75</td>
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<tr>
<td>VTN-36&quot; Graphite Top/Black Base</td>
<td>$393.70</td>
<td>$511.80</td>
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<tr>
<td>VTW-36&quot; White Laminate Top</td>
<td>$393.70</td>
<td>$511.80</td>
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<td></td>
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<tr>
<td>VTB-30&quot; Red Top/Black Base</td>
<td>$368.25</td>
<td>$478.75</td>
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<td>30WH42 30&quot; White Laminate,</td>
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<td>$504.45</td>
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<tr>
<td>VTA-30&quot; Grey Top/Black Base</td>
<td>$368.25</td>
<td>$478.75</td>
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<td>30BEBB-Blue Top/Black Base</td>
<td>$373.40</td>
<td>$485.40</td>
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<tr>
<td>30WDBB-Wood Top/Black Base</td>
<td>$373.40</td>
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### Bar Tables - Chrome Base 30", Hydraulic

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<th>Discount</th>
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<th>Amount</th>
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<tr>
<td>30GRHB-Graphite Nebula, Chrome</td>
<td>$447.55</td>
<td>$581.80</td>
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<td></td>
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<tr>
<td>30MTHB-Maple Top, Chrome</td>
<td>$447.55</td>
<td>$581.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30BRHB-Brushed Red, Chrome</td>
<td>$447.55</td>
<td>$581.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30WHHB White Laminate, Chrome</td>
<td>$484.40</td>
<td>$629.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30MAHB-Grey Top, Chrome</td>
<td>$447.55</td>
<td>$581.80</td>
<td></td>
<td></td>
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<tr>
<td>30BEHB-Blue Top, Chrome</td>
<td>$450.65</td>
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</tr>
<tr>
<td>30WDHB-Wood Top, Chrome</td>
<td>$450.65</td>
<td>$585.85</td>
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### Bar Tables - Chrome Base 36", Hydraulic

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<tbody>
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<td>36MTHB, Maple Top, Chrome</td>
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<tr>
<td>36WTHB-White Top, Chrome</td>
<td>$487.20</td>
<td>$633.35</td>
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<tr>
<td>36MTHB-Maple Top, Chrome</td>
<td>$487.20</td>
<td>$633.35</td>
<td></td>
<td></td>
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<tr>
<td>36WTHB-White Top, Chrome</td>
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### Barstools

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<tr>
<td>BSS-Banana, Black/Chrome</td>
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<td>$482.35</td>
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<tr>
<td>BS01-Shark, Swivel White</td>
<td>$473.00</td>
<td>$614.90</td>
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<tr>
<td>BS002-Zoey, Swivel White</td>
<td>$433.40</td>
<td>$563.40</td>
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<tr>
<td>BS003-Zoey, Swivel Black</td>
<td>$433.40</td>
<td>$563.40</td>
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</tr>
</tbody>
</table>

### Bars and Counters

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTBLPI-Midtown Bar, Lighted</td>
<td>$2,201.65</td>
<td>$2,862.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTBUUL-Midtown Bar, unlighted</td>
<td>$2,060.00</td>
<td>$2,678.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTCLPI-Midtown Counter, Lighted</td>
<td>$2,201.65</td>
<td>$2,862.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTCPUL- Midtown Counter, Unlighted</td>
<td>$2,072.90</td>
<td>$2,694.75</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

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

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

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

Company Name: ___________________________  Booth #: ___________________________

Contact Name: ___________________________

Email: ___________________________

Signature: ___________________________

---

Event Code: G124290320

Discount Deadline: Tuesday, February 18, 2020

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

---

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

---
Wood Bioenergy Conference / Panel & Lumber Conference
Omni Atlanta Hotel at CNN Center- Atlanta, GA
March 10 - 13, 2020
Discount Deadline Tuesday, February 18, 2020
Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Desks, Credenzas, Files, Bookcases

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CR8-Madison Credenza, Grey</td>
<td>$764.75</td>
<td>$994.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>JD8-Madison Executive Desk, Grey</td>
<td>$903.55</td>
<td>$1,174.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BC8-Madison Bookcase, Grey</td>
<td>$654.30</td>
<td>$850.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECH3B-Tech Desk w/drawers-Powered!</td>
<td>$829.95</td>
<td>$1,078.95</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECH-Tech Desk-Powered</td>
<td>$671.30</td>
<td>$872.70</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TECH3-3-drawer File Cbnt w/Castor Wheels</td>
<td>$220.95</td>
<td>$287.25</td>
<td></td>
</tr>
</tbody>
</table>

Work & Multi-Use Tables

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MERLIN-Multi Use Table</td>
<td>$512.70</td>
<td>$666.50</td>
<td></td>
</tr>
<tr>
<td></td>
<td>WD3-Work Table</td>
<td>$492.90</td>
<td>$640.75</td>
<td></td>
</tr>
</tbody>
</table>

Product Display- Shelving

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PSHCCS-Posh Shelving</td>
<td>$767.65</td>
<td>$997.95</td>
<td></td>
</tr>
</tbody>
</table>

Product Display- Pedestals

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PDL36B-Ped, Locking-Powered!</td>
<td>$750.65</td>
<td>$975.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL42B-Ped, Locking-Powered!</td>
<td>$889.40</td>
<td>$1,156.20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL36W-Ped, Locking-Powered!</td>
<td>$750.65</td>
<td>$975.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PDL42W-Ped, Locking-Powered!</td>
<td>$889.40</td>
<td>$1,156.20</td>
<td></td>
</tr>
</tbody>
</table>

Lamps

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LA15-Mason Silver Floor Lamp</td>
<td>$328.55</td>
<td>$427.10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LA14-Mason Silver Table Lamp</td>
<td>$215.25</td>
<td>$279.85</td>
<td></td>
</tr>
</tbody>
</table>

Hedge Walls

<table>
<thead>
<tr>
<th>Qty.</th>
<th>Item</th>
<th>Discount</th>
<th>Regular</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>HDG4FT-Boxwood Hedge, 4ft</td>
<td>$656.65</td>
<td>$853.65</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HDG7FT-Boxwood Hedge, 7ft</td>
<td>$1,068.65</td>
<td>$1,389.25</td>
<td></td>
</tr>
</tbody>
</table>

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

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

Company Name: ___________________________________________________________ Booth # __________

Contact Name

Email: ____________________________________________________________

Signature: ____________________________________________________________

Event Code: G124290320
email atlanta@shepardes.com
phone (404) 720-8600
fax (404) 720-8755

Total Exec Accessories: $________

8.900% Tax: $________

Amount Due: $________

Tax rate subject to change. Tax rate at the time of event will be utilized.
## Wood Bioenergy Conference / Panel & Lumber Conference

Omni Atlanta Hotel at CNN Center - Atlanta, GA  
March 10 - 13, 2020

**Discount Deadline**  Monday, February 10, 2020

Order with complete Payment Authorization and graphic artwork must be received before Discount Deadline date to receive discounted pricing. Additional Rush charges may be applied to orders placed onsite.

---

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

**Foam Core Signs, Single sided**  
**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>70009</td>
<td>Vertical, 22&quot; x 28&quot;</td>
<td>$209.40</td>
<td>$272.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70010</td>
<td>Horz., 22&quot; x 28&quot;</td>
<td>$209.40</td>
<td>$272.20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70011</td>
<td>Vertical, 28&quot; x 44&quot;</td>
<td>$318.95</td>
<td>$414.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70012</td>
<td>Horz., 28&quot; x 44&quot;</td>
<td>$318.95</td>
<td>$414.65</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70027</td>
<td>Meterboard, 38.25&quot; x 90.75&quot;, trovicil panel</td>
<td>$645.50</td>
<td>$839.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70138</td>
<td>39&quot;x84&quot; Meterboard, Ultraboard</td>
<td>$375.00</td>
<td>$487.50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<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>70065</td>
<td>Grommets, per sq. ft. - Vertical</td>
<td>$26.55</td>
<td>$34.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70071</td>
<td>Grommets, per sq. ft. - Horizontal</td>
<td>$26.55</td>
<td>$34.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70066</td>
<td>Pockets, per sq. ft. - Vertical</td>
<td>$28.55</td>
<td>$37.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70072</td>
<td>Pockets, per sq. ft. - Horizontal</td>
<td>$28.55</td>
<td>$37.10</td>
<td></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>70017</td>
<td>Blank Foamcore, 4' x 8'</td>
<td>$56.90</td>
<td>$73.95</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70021</td>
<td>Velcro, per ft, min. 5 ft.</td>
<td>$3.70</td>
<td>$4.80</td>
<td></td>
<td></td>
</tr>
<tr>
<td>70004</td>
<td>7&quot; x 44&quot; ID Sign</td>
<td>$62.65</td>
<td>$81.45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50094</td>
<td>Floor Easel</td>
<td>$56.15</td>
<td>$73.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50095</td>
<td>22x28 Sign Holder</td>
<td>$127.80</td>
<td>$166.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>50508</td>
<td>Cardboard Meterboard base, blk</td>
<td>$25.00</td>
<td>$32.50</td>
<td></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>70034</td>
<td>36&quot;x36&quot; Rnd Table Cling</td>
<td>$222.75</td>
<td>$289.60</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

See our Graphic Guidelines page for specific file and artwork information.

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

---

Submission of this form 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 once ordered.

**Total Graphics:** $  
8.900% **Tax:** $  
**Amount Due:** $

---

**Company Name:**  
**Contact Name:**  
**Email:**  
**Signature:**  

---

Tax rate subject to change. Tax rate at the time of event will be utilized.
All graphic files for ordered products should be uploaded to our FTP site.

Address:  https://files.shepardes.com/files/FTP%20Files/Drop%20Off/-2020/03_PLC/EXHIBITOR%20UPLOADS  
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: atlanta@shepardes.com  
As the subject line use:  "Show Name" FTP Upload  

Failure to follow these steps could result in delayed graphics.

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

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

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

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

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

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

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

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

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

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

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

Vector Logo at 200%
Raster Logo at 200%

High Resolution Logo
Low Resolution Logo

Tax rate subject to change. Tax rate at the time of event will be utilized.
**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></td>
<td>LC1</td>
<td>3' 6&quot; L x 3' 6&quot; H x 1' 9&quot; D</td>
<td>$979.00</td>
<td>$1,272.70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66283</td>
<td></td>
<td>LC2</td>
<td>5' L x 3' 6&quot; H x 1' 9&quot; D</td>
<td>$1,188.00</td>
<td>$1,544.40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>66284</td>
<td></td>
<td>LC3</td>
<td>3' 9&quot; L x 3' 6&quot; H x 2' 3&quot; D</td>
<td>$722.15</td>
<td>$938.80</td>
<td>Silver Only</td>
<td></td>
</tr>
</tbody>
</table>

### Reception Counters

<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>
<th>Graphic Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>66275</td>
<td></td>
<td>RC2</td>
<td>4' 3&quot; L x 2' 3&quot; D x 3' 3&quot; H x 2' 3&quot; D</td>
<td>$1,026.75</td>
<td>$1,308.80</td>
<td></td>
<td></td>
<td>Contact Us to Customize</td>
</tr>
<tr>
<td>66276</td>
<td></td>
<td>RC3</td>
<td>5' 3&quot; L x 3' 6&quot; H x 3' 3&quot; H x 3' 3&quot; D</td>
<td>$2,183.90</td>
<td>$2,839.05</td>
<td></td>
<td></td>
<td>1075mm x 885mm</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>
<th>Graphic Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>66285</td>
<td></td>
<td>CS1</td>
<td>3' L x 6&quot; 3&quot; H x 1' 9&quot; D</td>
<td>$1,270.00</td>
<td>$1,651.00</td>
<td></td>
<td>250mm x 700mm</td>
</tr>
<tr>
<td>66286</td>
<td></td>
<td>CS2</td>
<td>2' 3&quot; L x 6&quot; 3&quot; H x 1' 6&quot; D</td>
<td>$740.25</td>
<td>$962.35</td>
<td></td>
<td>380mm x 580mm</td>
</tr>
</tbody>
</table>

Submission of this form 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>Total Counter Rentals:</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.900% Tax*:</td>
<td>$</td>
</tr>
<tr>
<td>Amount Due:</td>
<td>$</td>
</tr>
</tbody>
</table>

**Company Name:**

**Contact Name:**

**Email:**

**Signature:**
**Wood Bioenergy Conference / Panel & Lumber Conference**
Omni Atlanta Hotel at CNN Center- Atlanta, GA
March 10 - 13, 2020

**Order Deadline** Monday, February 10, 2020
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after deadline 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>$6,383.80</td>
<td>$8,298.95</td>
</tr>
<tr>
<td>69142</td>
<td>16' x 48&quot;</td>
<td>$10,145.95</td>
<td>$13,189.75</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>$7,762.70</td>
<td>$10,091.50</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>$6,281.55</td>
<td>$8,166.00</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>10' x 48&quot; Single</td>
<td>$2,766.40</td>
<td>$3,596.30</td>
</tr>
<tr>
<td>69146</td>
<td>10' x 48&quot; Double</td>
<td>$3,861.15</td>
<td>$4,785.50</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 Order 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 building and hanging your sign!**

---

Submission of this form 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: $______________
Tax: 8.900% of total order
Amount Due: $______________

---

Company Name: ___________________________ Booth #: ___________
Contact Name: _____________________________
Email: ________________________________
Signature: ________________________________

---

Tax rate subject to change. Tax rate at the time of event will be utilized.
LABOR
Georgia is a “right-to-work” state. Exhibitor personnel may set up their own exhibits if so desired using their own tools and company personnel. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

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

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

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

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

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

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

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

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

**Supervised Labor**

---

**Wood Bioenergy Conference / Panel & Lumber Conference**

Omni Atlanta Hotel at CNN Center - Atlanta, GA

March 10 - 13, 2020

**Discount Deadline** Tuesday, February 18, 2020

Order with complete Payment Authorization must be received before Discount

Deadline date to receive discounted pricing.

---

**Labor Hours**

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

**OT** - Overtime: Monday - Friday 6AM - 8AM and 5PM - Midnight. Saturdays and Sundays 6AM - Midnight

**DT** - Double-time: All hours between Midnight and 6AM. Holidays

---

**Shepard Blue**

Supervised Install Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>ST</th>
<th>Discount</th>
<th>Regular</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>68066</td>
<td>$133.25</td>
<td>$173.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Shepard Blue**

Supervised Dismantle Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>ST</th>
<th>Discount</th>
<th>Regular</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>68070</td>
<td>$133.25</td>
<td>$173.25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Step One:**

Choose Your **Service**

- Installation
- Dismantling
- Both

**Step Two:**

How Many **People**?

- #

**Step Three:**

How Many **Hours**?

- #

**Step Four:**

When Should the Build be Complete?

- Date: ________
- Time: ________

**Step Five:**

Tell Us About Your **Exhibit**!

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

---

**Inbound Freight**

- Advance Warehouse
- Direct to Show site

**Carrier Name**

- Tracking or Pro #

**Estimated Arrival Date**

- # of Pieces
- Estimated Weight

---

**Set Up Information:**

- Company Contact Name: ____________________________
- Email: ____________________________
- Cell Phone #: ____________________________

---

**Drawings/Photos/Instructions:**

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

**Graphics:**

- With Exhibit
- Shipped Separately

**Electrical Placement**

(exhibitor is responsible to order)

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

---

**Outbound Shipping:**

**Method:**

- Ground
- 2-Day Air
- Next Day Air
- Other

- Phone #: ____________________________
- Name of Carrier: ____________________________
- Date Carrier is Scheduled to Pick Up Freight: ____________________________

---

**Estimated SES Blue Labor:**

- $ ________
- Tax*: $ ________
- Amount Due: $ ________

---

**Orders cancelled without 48-hour written notice will be charged a one (1) hour cancellation fee.**

---

**Company Name:** ____________________________

**Contact Name:** ____________________________

**Email:** ____________________________

**Signature:** ____________________________
### Exhibit Supervisor Labor

#### Wood Bioenergy Conference / Panel & Lumber Conference

**Omni Atlanta Hotel at CNN Center - Atlanta, GA**

**March 10 - 13, 2020**

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

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

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

#### Exhibitor Supervised Install Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>68060</td>
<td>ST</td>
<td>$102.50</td>
<td>$133.25</td>
<td></td>
</tr>
<tr>
<td>68061</td>
<td>OT</td>
<td>$153.75</td>
<td>$199.90</td>
<td></td>
</tr>
<tr>
<td>68062</td>
<td>DT</td>
<td>$205.00</td>
<td>$266.50</td>
<td></td>
</tr>
</tbody>
</table>

#### Exhibitor Supervised Dismantle Labor

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Discount</th>
<th>Regular</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>68063</td>
<td>ST</td>
<td>$102.50</td>
<td>$133.25</td>
<td></td>
</tr>
<tr>
<td>68064</td>
<td>OT</td>
<td>$153.75</td>
<td>$199.90</td>
<td></td>
</tr>
<tr>
<td>68065</td>
<td>DT</td>
<td>$205.00</td>
<td>$266.50</td>
<td></td>
</tr>
</tbody>
</table>

#### Step One:
Choose your service

- Installation
- Dismantling
- Both

#### Step Two:
How many people?

- #

#### Step Three:
How many hours?

- #

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

#### Step Five:
Any other details?

- Ladders
- Lifts
- Special Tools:

#### Step Six: Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
</table>

**Installation Request**

**Dismantle Request**

Requested times are not guaranteed and are based on availability.

#### Step Seven: Onsite Contact Info

**Name**

**Cell**

**Email**

**Company Name:**

**Contact Name:**

**Email:**

**Signature:**

---

Labor Estimate $ NA

Tax*: $Amount Due:

---

**Tax rate subject to change. Tax rate at the time of event will be utilized.**
# EXHIBITOR PRICE GUIDE

## CLIENT / EXHIBITOR INFORMATION

<table>
<thead>
<tr>
<th>Event Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

<table>
<thead>
<tr>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Booth Number (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date equipment needed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time equipment needed (start)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event start date</th>
<th>Event end date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date equipment use ends</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
## Electrical Support

<table>
<thead>
<tr>
<th>Item</th>
<th>Daily Rate</th>
<th>Qty.</th>
<th>Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>120/208 Volt Single Phase Service</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Amp 120v (includes one extension cord &amp; power strip)</td>
<td>$95</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>20 Amp 120v (includes one extension cord &amp; power strip)</td>
<td>$190</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Power Strips</td>
<td>$25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25’ Extension Cord</td>
<td>$25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50’ Extension Cord</td>
<td>$25</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*IMPORTANT Electrical services include setup labor. Additional extension cords and power strips are extra. Five or more power strips or extension cords will require additional labor.

## Printers, Computers & Accessories

<table>
<thead>
<tr>
<th>Item</th>
<th>Daily Rate</th>
<th>Qty.</th>
<th>Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black &amp; White Printer</td>
<td>$350</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Color Printer</td>
<td>$700</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Laptop Computer</td>
<td>$250</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24” LCD Monitor</td>
<td>$150</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60” LED Monitor w/ stand</td>
<td>$700</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flipchart Package</td>
<td>$85</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## A/V Equipment

<table>
<thead>
<tr>
<th>Item</th>
<th>Daily Rate</th>
<th>Qty.</th>
<th>Days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>12” Powered Speaker w/ stand</td>
<td>$125</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Channel Mixer</td>
<td>$70</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wired Handheld Microphone</td>
<td>$62</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Handheld or Lavaliere Microphone</td>
<td>$190</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*IMPORTANT Additional Equipment available. Please call for details.

## Combined Subtotal

Add 10% for On-site Orders  
25% Service Charge  
8.9% GA State Tax  

**Grand Total**
## INTERNET & NETWORK

<table>
<thead>
<tr>
<th>ITEM</th>
<th>RATE</th>
<th>QTY.</th>
<th>DAYS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wired High Speed Internet Connection - 6Mbps</td>
<td>$150 per device</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Hardwire Internet Connection (within same room)</td>
<td>$75 per device</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Internet Access - 4Mbps (Comfortable browsing and email downloads)</td>
<td>$29.95 per device</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wireless Internet Access - 6Mbps (Best for VPN, browsing speed &amp; downloads)</td>
<td>$39.95 per device</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Customize Bandwidth Levels</td>
<td>Call for details</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Networking Services</td>
<td>Call for details</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Customer provided wireless access points or other network infrastructure devices are prohibited to ensure uninterrupted operation of existing hotel wireless infrastructure. Customer provided routers, switches, and other networking infrastructure devices are prohibited as to ensure uninterrupted and unimpaired operation of existing hotel network services. Please contact your sales manager for available options.

Subtotal

25% Service Charge of Subtotal Total

8.9% Tax on Service Charge

GRAND TOTAL

Signature

Print Name
CREDIT CARD AUTHORIZATION FORM

Cardholder’s Name

Card Number

CCID

Exp

Type

Billing Address

City

State

Zip

Cardholder’s Phone Number

Order Number

Amount

I, , hereby authorize Encore Event Technologies to charge my credit card the amount listed above.

Authorized Signature

Date

PAYMENT INFORMATION

IF YOU CLAIM SALES TAX EXEMPTION IN THIS STATE, PLEASE FURNISH A COPY OF YOUR TAX-EXEMPT CERTIFICATE WITH YOUR ORDER. Please indicate method of payment. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may also be made by company check upon presentation of statement while at the show, but a credit card authorization should be on file. Any balances outstanding as of move-out will be charged to your account. Please do not ask us to bill you.

TERMS AND CONDITIONS

RENTAL CONTRACT MUST BE COMPLETE FOR ORDER TO BE PROCESSED. ALL ORDERS SUBJECT TO LIMITS OF LIABILITY AND RESPONSIBILITY AS SET FORTH BELOW. By executing this order form, Lessee agrees as follows

1. Cancellation In the event Lessee cancels this order, Lessee will be charged a cancellation fee equal to 10% of one day’s rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day’s rental plus handling charges. 2. Risk of Loss Equipment rental is the responsibility of Lessee. Any equipment which is lost, damaged, or stolen while in Lessee’s care or possession will result in Lessee being charged for replacement cost, labor, or parts for repair, as the case may be. 3. Rentals in the City of Atlanta are subject to city tax of 8.9%. 4. Insurance for the subject equipment is Lessee’s responsibility. 5. On location set-up and take-down by required union labor is not included in the equipment rental price. This fee will be charged by Encore Exhibitor Services. If there are any questions with regards to this charge contact Encore Event Technologies at 404-818-4371. 6. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges. 7. It is the responsibility of the exhibitor to advise an Encore Event Technologies representative of any problems with their order at show site. Absolutely no credits will be issued after show closing. 8. Encore Event Technologies must supply all Switches and Hubs for the high-speed Internet service.

PLEASE COMPLETE FORM AND RETURN VIA FAX TO 404-818-4491