



## AOAO Annual Meeting

Hilton Atlanta Downtown - Atlanta, Georgia

October 18 - 19, 2018

Event Code: G120001018

Connect With Us! email [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
 phone (404) 720-8600  
 fax (404) 720-8755  
 mail 1531 Carroll Drive, NW  
 Atlanta, GA 30318

Show Information

### 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 - Black

(2) Side Chairs

(1) Wastebasket

Show drape color(s): White, Black

### EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Wednesday, October 17, 2018	2:00 PM	to	5:00 PM
	Thursday, October 18, 2018	8:00 AM	to	11:00 AM
Exhibit Hours:	Thursday, October 18, 2018	12:00 PM	to	7:00 PM
	Friday, October 19, 2018	6:30 AM	to	12:00 PM
Exhibitor Move-out:	Friday, October 19, 2018	12:00 PM	to	3:00 PM
Freight Reroute Begins*	Friday, October 19, 2018	2:00 PM		

All outbound carriers must be checked in by this time

### SHIPPING ADDRESSES

#### Advance Shipments Address

[Exhibiting Co. Name & Booth Number]  
 AOAO Annual Meeting  
 c/o Shepard Exposition Services  
 1790 Marietta Blvd  
 Atlanta, GA 30318

The Hilton Atlanta does not permit shipments to be delivered directly to the hotel. All shipments must be delivered to the Advance Warehouse.

See Material Handling Rate sheet for all MH related fees!

### IMPORTANT DEADLINES

Discount price deadline for custom Shepard rentals:	Tuesday, September 18, 2018
Exhibitor appointed contractor notification deadline:	Thursday, September 20, 2018
First day for warehouse deliveries without a surcharge:	Thursday, September 20, 2018
Discount price deadline for standard Shepard orders:	Thursday, September 27, 2018
Last day for warehouse deliveries without a surcharge:	Wednesday, October 10, 2018
Last day for warehouse deliveries*:	Monday, October 15, 2018

Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.



## AOAO Annual Meeting

Hilton Atlanta Downtown - Atlanta, Georgia

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Discount Deadline **Thursday, September 27, 2018**

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<b>Connect With Us!</b>	email	<a href="mailto:atlanta@shepardes.com">atlanta@shepardes.com</a>
	phone	(404) 720-8600
	fax	(404) 720-8755
	mail	1531 Carroll Drive, NW Atlanta, GA 30318

Quick Facts

## Ancillary Vendor Information

<b>Lead Retrieval</b>	Bartizan	<a href="http://shop.bartizan.com/AOAOAnnual.html">http://shop.bartizan.com/AOAOAnnual.html</a>	(800) 899-2278
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## Exhibitor Move Out

Friday, October 19, 2018 12:00 PM to 3:00 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, October 19, 2018 3:00 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, October 19, 2018 2:00 PM.

## Post Show Paperwork & Labels

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

## Outbound Shipping

It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event. Our Customer Service Representatives are available pre show, during the show, and during move out to assist you in arranging shipping through our official carrier Shepard Logistics. For peace of mind and easy set up, contact Shepard Logistics before the event for transportation services to and from the event.

Shepard does not provide UPS, FED-EX, or other carrier specific labels. Exhibitors must schedule pick ups directly with all carriers.

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



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Online Ordering

## Online Ordering is Easy!

**GO TO** [www.shepardes.com/intro.asp](http://www.shepardes.com/intro.asp)

**CLICK ON** [AOAO Annual Meeting](#)

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

**ENTER** your email address and password then click 

*NEW users:* User name = Your Email Address (provided by Event Management)  
Password = AOA018

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


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

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

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



**icon on your show page to be**

### QUESTIONS?

We love to help! Contact us!

**Shepard Customer Service**

**(404) 720-8600**

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



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Payment Authorization

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

Please complete the following information:

### EXHIBITING COMPANY INFORMATION

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City, St, Zip: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Email: \_\_\_\_\_

### CREDIT CARD INFORMATION

(Required for all forms of payment)

Pay by Check

Pay by Wire



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

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

Please Sign →



Card Holder Signature

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

### WIRE TRANSFER

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

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

Name of show that you are attending **AOAO Annual Meeting**

Exhibiting Company Name

Booth Number

Account Name: Shepard Exposition Services, Inc.

Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA

Routing Number: 041000124

Account Number: 42-6061-9772

SWIFT CODE (US): PNCCUS33

SWIFT CODE (INTL) PNCCUS33

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

**TAX EXEMPT?** Please submit tax exemption certificate to:

[atlanta@shepardes.com](mailto: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.



## AOAO Annual Meeting



Terms & Conditions

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

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

**Payments** are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express, debit cards, or check, provided there is sufficient customer credit in EXHIBITOR's form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to Shepard which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account.

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

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

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

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

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

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

**Rental Responsibility:** All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer. Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated. If 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.

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

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

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

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

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

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

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



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October 18 - 19, 2018

**Discount Deadline** Thursday, September 20, 2018

Return this form when a third party (any party other than exhibiting company) should be billed for services.

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

Event Code: G120001018

**Connect With Us!** email [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
phone (404) 720-8600  
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Atlanta, GA 30318

Third Party Payment Authorization

Exhibiting Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Exhibiting Company Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Contact Email Address \_\_\_\_\_

**Please Sign** →

Exhibiting Company Authorized Signature \_\_\_\_\_

Exhibiting Company Authorized Name - Please Print \_\_\_\_\_

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

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

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

3rd Party Name \_\_\_\_\_ 3rd Contact Name \_\_\_\_\_

3rd Party Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Contact Email Address \_\_\_\_\_

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

**CREDIT CARD INFORMATION** (Required for all forms of payment)



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

Expiration Date: \_\_\_\_\_  
Month Year Security Code

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

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

Name on Card: \_\_\_\_\_ (Please Print)

**Please Sign** →   
Card Holder Signature \_\_\_\_\_

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.



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Exhibitor Appointed Contractor

**Discount Deadline** Thursday, September 20, 2018

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

Exhibiting Company Name Booth # Contact 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.

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

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

Exhibitor Please Sign Exhibitor Signature \_\_\_\_\_







# Shepard Logistics

Complete Transportation Services

## Advantages of Shepard Logistics

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



## Benefits of Shepard Logistics

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

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

**888.568.8858**

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



# SHIPPING 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.



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phone (888) 568-8858  
fax (404) 596-5620  
mail 1531 Carroll Drive, NW  
Atlanta, GA 30318

Shepard Logistics Services

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

Exhibiting Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

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

Company \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

- Is there a loading dock?  Do we need a lift gate on our truck?
- Is your building in a residential area?  Do we need to go inside your office to pick up your items?
- Any thing else we should know about your building \_\_\_\_\_

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

Date \_\_\_\_\_ Hours of Operation \_\_\_\_\_

**Step 4: Tell us Where this is going:**  Advance Warehouse Wednesday, October 17, 2018

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

Qty	L	W	H	Weight	Qty	L	W	H	Weight
<input type="checkbox"/> Crates					<input type="checkbox"/> Carpet (color)				
<input type="checkbox"/> Cartons (cardboard)					<input type="checkbox"/> Monitors				
<input type="checkbox"/> Cases/trunks					<input type="checkbox"/> Other				
<input type="checkbox"/> Skids/pallets					<input type="checkbox"/> Total				

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

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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.



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.

Shipping Labels

RUSH



**ADVANCE WAREHOUSE**

TO: \_\_\_\_\_  
(Exhibiting Company Name)

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

**c/o Shepard Exposition Services**

**1790 Marietta Blvd**

**Atlanta, GA 30318**

**Delivery Hours: M-F, 8-4:30 PM**

For: \_\_\_\_\_

**AOAO Annual Meeting**

First day freight can arrive w/o a surcharge:  
September 20, 2018

Last day freight can arrive w/o a surcharge:  
October 10, 2018

RUSH



**ADVANCE WAREHOUSE**

TO: \_\_\_\_\_  
(Exhibiting Company Name)

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

**c/o Shepard Exposition Services**

**1790 Marietta Blvd**

**Atlanta, GA 30318**

**Delivery Hours: M-F, 8-4:30 PM**

For: \_\_\_\_\_

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October 10, 2018

Advance Shipping Labels



## AOAO Annual Meeting

Hilton Atlanta Downtown - Atlanta, Georgia

October 18 - 19, 2018

All outbound shipments require 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.

Event Code: G120001018

Connect With Us!

email [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
 phone (404) 720-8600  
 fax (404) 720-8755  
 mail 1531 Carroll Drive, NW  
 Atlanta, GA 30318

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

Outbound Material Handling  
 Authorization & Shipping Labels

### Step 1: Complete Exhibiting Company Information:

Exhibiting Company Name		Booth #
Contact Name	Phone #	
Email Address		

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

Company \_\_\_\_\_

Street Address	City	State	Zip
----------------	------	-------	-----

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

\_\_\_\_\_ # of Crate    \_\_\_\_\_ # of Skids    \_\_\_\_\_ # of Cases    \_\_\_\_\_ # of Cartons    \_\_\_\_\_ Approx Total Weight

### Step 4: How many Labels do you need? \_\_\_\_\_

### Step 5: 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 Fed Ex, UPS, etc.  
 If using FedEx or UPS you must have and apply their shipping labels.

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

\_\_\_\_\_ Ground    \_\_\_\_\_ 2nd Day    \_\_\_\_\_ Overnight

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

\_\_\_\_\_ Reroute via the show carrier (Shepard Logistics)  
 \_\_\_\_\_ 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.



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Material Handling Rates

### 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.

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

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

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

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

#### Advance Warehouse Shipments

Weight	Crated	Special Handling	Total
	\$91.75	\$119.25	
35010		35036	

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

Total Shipment	Total
\$46.00	
35400	

#### Advance Warehouse Tips

Shipments can arrive to the Advance warehouse up to 30 days prior to move in. Single pieces over 5000 pounds or uncrated machines cannot be accepted at warehouse. Advance freight is typically delivered to your booth before direct shipments.

#### Light Weight Shipment Tips

Consolidate! Shipments that weigh 40 pounds or less total will receive this special pricing. If you have multiple lightweight shipments, bundle them together so that you are charged for (1) one 40 pound shipment as opposed to multiple charges for shipments that arrive separately and at different days or times. All shipments must have certified weight noted on the package or bill of lading.

**Overtime** - 30% for each overtime application based on ST rate      **Double Time** - 50% fee for each double time application based on ST

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

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

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

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

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

Company

Booth #



Card Holder Signature



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

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

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

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

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

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

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

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

### What does CWT mean?

CWT is an acronym for Century Weight. Your crated shipment is billed per 100 lbs.

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

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

### How do I calculate material handling charges?

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

### Will there be any additional charges?

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

### What are Light Weight shipments?

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

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

### How do I calculate my Light Weight shipment?

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

### What are Crated materials?

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

### What are Uncrated materials?

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

### What is Special Handling?

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

### What are Advance Shipments?

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

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

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

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

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

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

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

### What are Direct Shipments?

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

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

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

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

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

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

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

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

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

### Outbound Shipping

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

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

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



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Material Handling Info

### SPECIAL HANDLING DEFINITIONS Rate as shown on Material Handling Rate Form, approx 30%

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

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

Padded Van DeliveriesL. 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** Fee: .75 Per Lb Labor Rate \$83.00 Per Hour (OT/DT may apply)

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

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

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

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

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

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

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

**UNCRATED SHIPMENTS** Rate as shown on Material Handling 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% Minimum: \$50.00 35004

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

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

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

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

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

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

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

### LIGHT WEIGHT SHIPMENTS

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

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

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 35106

All vehicles must be escorted in and out of building by Shepard personnel.





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mail 1531 Carroll Drive, NW  
Atlanta, GA 30318

On-site Storage

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

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

Exhibiting Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Onsite Contact \_\_\_\_\_ Onsite Cell Phone # \_\_\_\_\_

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

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

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

**Accessible Storage** Use this type when you need to pull items out of storage during the 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)

	Per Day	
Pallets/Skids	\$35.00	35166
1/2 a Trailer	\$80.00	35348
Full Trailer	\$120.00	35349
Labor ST	\$83.00	35087
OT	\$124.50	35100
DT	\$166.00	35101

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

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

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

(35068)

	Sq Ft	# of Days	Total
Per Sq Ft	0.80		
Labor ST	\$83.00	35087	
OT	\$124.50	35100	
DT	\$166.00	35101	

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

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

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

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

Total Onsite Storage: \$ \_\_\_\_\_  
NA Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

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

Contact Name

Contact Email Address



Card Holder Signature



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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 \_\_\_\_\_ Booth # \_\_\_\_\_  
Onsite Contact \_\_\_\_\_ Onsite Cell Phone # \_\_\_\_\_  
Email Address \_\_\_\_\_

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

How many pieces? \_\_\_\_\_

What are the dimensions of each piece?

	Length	Width	Height	Weight	Crate or Skid?
Piece 1					
Piece 2					
Piece 3					
Piece 4					
Piece 5					
Piece 6					

	Length	Width	Height	Weight	Crate or Skid?
Piece 7					
Piece 8					
Piece 9					
Piece 10					
Piece 11					
Piece 12					

### 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: \$ \_\_\_\_\_

NA Tax\*: \$ \_\_\_\_\_

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

Signature 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



Card Holder Signature



## AGILITY FAIRS & EVENTS

*The experts in International Logistics*

### International Shipping

Agility Fairs & Events is the preferred International Freight Forwarder and Customs Broker for Shepard Exposition Services events.

Agility has a network of offices around the globe providing specialist transportation services for exhibitions and events.

Agility can provide the following services:

- Advance scheduling and shipment planning
- Complete and accurate documentation
- Transportation to the USA by air or sea freight
- US Customs clearance formalities
- Delivery to Shepard advance warehouse or direct to show site
- Collection from the show
- Return freight services

Please click on this link for a free quotation of services:

**[www.agilitylogistics.com/fairseventsenquiry](http://www.agilitylogistics.com/fairseventsenquiry)**.

For assistance with your international shipment planning please contact:

Rick Blumberg  
International Project Manager  
Email: [rblumberg@agility.com](mailto:rblumberg@agility.com)  
Agility – Fairs & Events USA  
1100 S. Tamiami Trail, Ste B.  
Venice, FL 34285 USA  
Tel: 714-617-6675  
Fax: 941-484-1017



## AOAO Annual Meeting

Hilton Atlanta Downtown - Atlanta, Georgia

October 18 - 19, 2018

Discount Deadline **Tuesday, September 18, 2018**

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

Event Code: G120001018

Connect With Us!

email [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
 phone (404) 720-8600  
 fax (404) 720-8755  
 mail 1531 Carroll Drive, NW  
 Atlanta, GA 30318

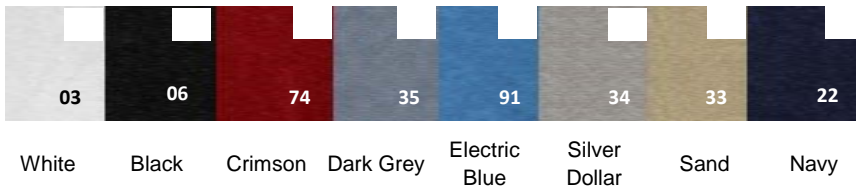
Signature Flooring

**Quick and Easy Luxury!**

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

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

### Premium Plush Carpet 50 oz



Code	Sq Ft	Item	Per Sq Ft	Amount
46004		Premium	\$8.45	

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

### Premium Vinyl Flooring



Code	Sq Ft	Item	Per Sq Ft	Amount
46005		Premium	\$10.90	

### Elevated Hardwood



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

Code	Sq Ft	Item	Per Sq Ft
50712		Light Oak	Call for Quote!
50711		Dark Oak	Call for Quote!

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

Code	Sq Ft	Item	Per Sq Ft	Amount
46007		½" Padding for Vinyl	\$4.00	

Total Signature Flooring: \$ \_\_\_\_\_  
 8.900% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

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

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



# AOAO Annual Meeting

Hilton Atlanta Downtown - Atlanta, Georgia

October 18 - 19, 2018

Discount Deadline **Thursday, September 27, 2018**

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

Event Code: G120001018

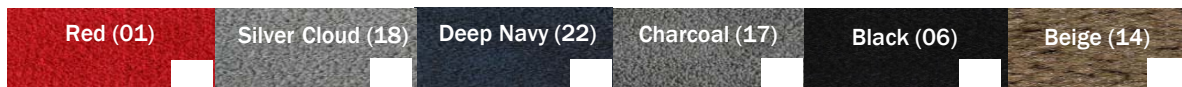
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mail 1531 Carroll Drive, NW  
Atlanta, GA 30318

Carpet and Padding

Order in just 3 Easy Steps!

- 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



Code	Qty	Item	Discount	Regular	Amount
46001		Rental/sqft	\$6.10	\$7.95	Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.
46003		Rental 1000+ sqft	\$6.40	\$8.30	
46002		Purchase sqft	\$14.95	\$19.45	

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

Code	Qty	Item	Discount	Regular	Amount
50009		1/2" Padding	\$1.10	\$1.45	
50008		1" Padding	\$2.15	\$2.80	
50010		Visqueen	\$0.30	\$0.40	

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

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



Regular Booth Sizes, Great for inline booths!

Code	Qty	Item	Discount	Regular	Amount
50255		10' x 10'	\$213.80	\$277.95	
50256		10' x 20'	\$398.90	\$518.55	
50257		10' x 30'	\$595.00	\$773.50	
50258		10' x 40'	\$791.00	\$1,028.30	

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

Special Cut, Recommended for Island and large area exhibits!

Code	Qty	Item	Discount	Regular	Amount
50580		0 - 399 sq ft*	\$4.10	\$5.35	
50581		400 - 900 sq ft	\$3.75	\$4.90	
50582		900+ sq ft	\$3.40	\$4.40	

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

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

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

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

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

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

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

Contact Name

Contact Email Address



Card Holder Signature



## AOAO Annual Meeting

Hilton Atlanta Downtown - Atlanta, Georgia

October 18 - 19, 2018

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### Regular Skirted Tables



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

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

### Unskirted Regular Tables



Table is delivered with plastic sheeting on top

### Stretch Fabric Table Covers



Modernize  
your look!

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

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

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

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

Contact Name

Contact Email Address



Card Holder Signature

Event Code: G120001018

**Connect With Us!**

email [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
 phone (404) 720-8600  
 fax (404) 720-8755  
 mail 1531 Carroll Drive, NW  
 Atlanta, GA 30318

Expo Tables

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

Code	Qty.	Color	Size	Discount	Regular	Total
50042			4'L X 30"H X 24" W	\$119.20	\$154.95	
50046			6'L X 30"H X 24"W	\$146.50	\$190.45	
50050			8'L X 30"H X 24"W	\$185.70	\$241.40	
50043			4'L X 42"H X 24"W	\$144.85	\$188.30	
50047			6'L x 42"H x 24"W	\$185.55	\$241.20	
50051			8'L x 42"H X 24" W	\$218.20	\$283.65	
50052			4th Side 30"	\$72.45	\$94.20	
50171			4th Side 42"	\$72.45	\$94.20	

Code	Qty.	Size	Discount	Regular	Total
50040		4'L X 30"H X 24" W	\$84.90	\$110.35	
50044		6'L X 30"H X 24"W	\$101.35	\$131.75	
50048		8'L X 30"H X 24"W	\$119.45	\$155.30	
50041		4'L X 42"H X 24"W	\$95.65	\$124.35	
50045		6'L x 42"H x 24"W	\$119.45	\$155.30	
50049		8'L x 42"H X 24" W	\$133.30	\$173.30	

Code	Qty.	Item	Regular	Total
50700		White - Fabric Table Cover w/ Table	\$217.25	
50700		Red - Fabric Table Cover w/Table	\$217.25	
50700		Blue - Fabric Table Cover w/Table	\$217.25	
50700		Black - Fabric Table Cover w/Table	\$217.25	

Stretch Fabric Table Covers must be ordered 30 days in advance

Total Tables: \$ \_\_\_\_\_  
8.900% Tax\*: \$ \_\_\_\_\_

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



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Specialty Tables

### Natural Feel Pedestal

Maple Top



Code	Qty	Item	Discount	Regular	Total
50707		42"H X 30"R	\$272.90	\$354.75	
50706		30"H X 30" R	\$261.75	\$340.30	

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

### Regular Pedestal

Gray fleck top



Code	Qty	Item	Discount	Regular	Total
51089		42"H X 36"R	\$214.00	\$278.20	
50032		30"H X 36" R	\$200.10	\$260.15	

Brand our table with your custom Graphic! See Graphic and Sign Order for Details!

### Side Tables

18" H X 24"W



Code	Qty	Item	Discount	Regular	Total
50030		Rnd 18"H X 24"R	\$100.70	\$130.90	
50031		Sq 18"H X 24" W	\$100.70	\$130.90	

Total Sp Tables: \$ \_\_\_\_\_  
 8.900% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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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

Contact Email Address



Card Holder Signature



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Chairs and Stools

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

#### Natural Feel



Regular Seating

Code	Qty	Item	Discount	Regular	Total
50705		Natural Feel Stool	\$156.00	\$202.80	
50704		Natural Feel Chair	\$128.10	\$166.55	

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



Specialty Seating

Code	Qty	Item	Discount	Regular	Total
50024		Padded Stool	\$128.65	\$167.25	
50020		Side Chair	\$77.45	\$100.70	
50021		Arm Chair	\$105.60	\$137.30	



Code	Qty	Item	Discount	Regular	Total
51090		Director Stool	\$143.00	\$185.90	
51086		Director Chair	\$79.90	\$103.85	

Total Chairs: \$ \_\_\_\_\_  
8.900% Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

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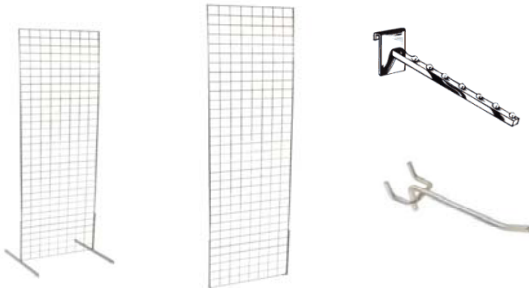
Display Furniture

### Standard Display Accessories



Code	Qty.	Item	Discount	Regular	Total
50245		Literature Rack	\$158.20	\$205.65	
50094		Floor Easel	\$42.85	\$55.70	
50095		22x28 Sign Holder	\$97.60	\$126.90	
50175		Bag Rack	\$209.50	\$272.35	
50092		Coat Rack	\$74.35	\$96.65	
50093		Garment Rack	\$209.50	\$272.35	

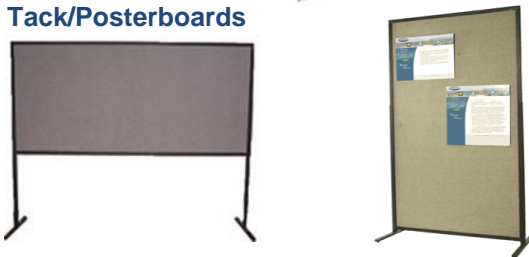
### Grids



Code	Qty.	Item	Discount	Regular	Total
50236		2'x8' w/legs, each	\$188.80	\$245.45	
50237		2'x8' w/o legs, each	\$141.45	\$183.90	
50242		7-Ball Waterfall	\$12.95	\$16.85	
50104		6" Hooks (12)	\$41.60	\$54.10	

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

### Tack/Posterboards



Code	Qty.	Item	Discount	Regular	Total
50060		4' x 8' Horiz.	\$255.60	\$332.30	
50061		4' x 8' Vert.	\$255.60	\$332.30	

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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 "Standard" pricing.

Total Display Furnishings: \$ \_\_\_\_\_  
 8.900% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

Contact Name

Contact Email Address



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Showcases & Risers

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

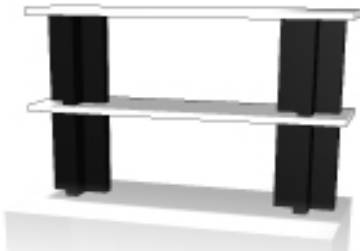
### Showcases



Code	Qty	Item	Discount	Regular	Total
50067		4' Full View	\$789.40	\$1,026.20	
50068		6' Full View	\$870.65	\$1,131.85	
50069		4' Quarter View	\$789.40	\$1,026.20	
50070		6' Quarter View	\$870.65	\$1,131.85	

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

### Stacking Shelves



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

Code	Qty	Item	Discount	Regular	Total
50296		4'x12" Display Shelf	\$88.45	\$115.00	
50297		6' x12" Display Shelf	\$110.10	\$143.15	

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

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

### Skirting of Exhibitor Equipment

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

Code	Ft	Color	Item	Discount	Regular	Total
50058			Sateen Skirting	16.40	21.30	

Order per linear foot

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

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

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

Total Showcase & Risers: \$ \_\_\_\_\_  
 8.900% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

Contact Name

Contact Email Address



Card Holder Signature



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Drape, Skirting & Misc

### Drapes and Bars



Drape is per linear foot, 10' minimum order

Code	Qty	Color	Item	Discount	Regular	Total
50073			8' high drape	\$20.05	\$26.05	
50074			3' high drape	\$14.85	\$19.30	
50088		NA	8' upright with base	\$27.65	\$35.95	
50349		NA	6'-10' cross bar	\$18.45	\$24.00	
50348		NA	7'-12' crossbar	\$18.45	\$24.00	

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

Code	Qty	Color	Item	Discount	Regular	Total
50058			Sateen Skirting	\$16.40	\$21.30	

Order per linear foot

### Skirting of Exhibitor Equipment



### Accessories



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



Code	Qty	Item	Discount	Regular	Total
50709		Natural Feel Flr Lamp	\$139.25	\$181.05	
50710		Natural Feel Tab Lamp	\$100.30	\$130.40	
50708		Natural Feel Recept	\$61.25	\$79.65	
50091		Wastebasket	\$21.10	\$27.45	
50185		Drawing Bowl	\$39.30	\$51.10	
50427		Tensa Stanchion, each	\$88.35	\$114.85	

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

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

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

Total Drape and Accessories: \$ \_\_\_\_\_  
 8.900% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

Contact Name

Contact Email Address



Card Holder Signature



## LABOR JURISDICTIONS GEORGIA

### 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.

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.



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### Labor Hours

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

**Shepard Blue Supervised Labor** \*\*Pricing includes Supervisory fee of 30% over standard labor .

Code	Discount	Regular
68066 ST	\$107.90	\$140.25
68067 OT	\$161.85	\$210.40
68068 DT	\$215.80	\$280.55

(68070/68071/68072)

### Spend a Little, Save a Lot

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

Event Code: G120001018

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Shepard Blue Supervised Labor

Choose **Shepard Blue** for your labor needs and leave your worries behind!

### Step One:

Choose Your **Service**

Installation # \_\_\_\_\_  
Dismantling # \_\_\_\_\_  
Both # \_\_\_\_\_

### Step Two:

How Many **People**?

# \_\_\_\_\_  
# \_\_\_\_\_  
# \_\_\_\_\_

### Step Three:

How Many **Hours**?

# \_\_\_\_\_  
# \_\_\_\_\_  
# \_\_\_\_\_

### Step Four:

When Should the Build be **Complete**?

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

**Step Five: Tell Us About Your Exhibit!** (this portion **must be completed** before Shepard can begin any work on your exhibit)

### Inbound Freight

Carrier Name \_\_\_\_\_ Tracking or Pro # \_\_\_\_\_ Estimated Weight \_\_\_\_\_  
# of Pieces \_\_\_\_\_ Advance Warehouse or Direct to Show site? \_\_\_\_\_ Estimated Arrival Date \_\_\_\_\_

### Set Up Information:

Company Contact Name: \_\_\_\_\_ Email \_\_\_\_\_ Cell Phone # \_\_\_\_\_  
Contact Arrival Date \_\_\_\_\_ Time Build Should be Complete \_\_\_\_\_  
Booth Size: \_\_\_\_\_ X \_\_\_\_\_ Carpet:  Ordered from Shepard  Exhibitor Owned Carpet  Carpet Padding

### Drawings/Photos/Instructions:

Attached  Emailed to Shepard  With the Exhibit  In crate # \_\_\_\_\_

### Electrical Placement

(exhibitor is responsible to order)  Emailed to Shepard  Drawing Attached  Drawing with Exhibit

Does Electrical go UNDER carpet?  Yes  No

### Graphics:

With Exhibit  Shipped Separately

### Other Services Ordered:

Overhead Rigging  Cleaning  AV

### Outbound Shipping:

# of Crates \_\_\_\_\_ # of Cartons \_\_\_\_\_ # of Fiber Cases \_\_\_\_\_ # of Pallets \_\_\_\_\_

Ship To: \_\_\_\_\_ Phone # \_\_\_\_\_  
Must Arrive at Destination By: \_\_\_\_\_  
Name of Carrier \_\_\_\_\_  
Date Carrier is Scheduled to Pick Up Freight \_\_\_\_\_  
Method:  Common  Air  Van  Other  
If Your Carrier doesn't show?  Reroute with SLS  Send to warehouse for pick up (\$400 minimum charge)  
\*Allow time for empty return when scheduling your pick up

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

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

Estimated **SES Blue Labor**: \$ \_\_\_\_\_  
NA Tax\*: \$ \_\_\_\_\_  
Amount Due: \$ \_\_\_\_\_

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

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

Contact Name

Contact Email Address



Card Holder Signature



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### Labor Hours

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

Event Code: G120001018

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Atlanta, GA 30318

Exhibitor  
Supervised Labor

### Exhibitor Supervised Labor

Code	Discount	Regular	Estimate
68060	ST \$83.00	\$107.90	
68061	OT \$124.50	\$161.85	
68062	DT \$166.00	\$215.80	

(68063/68064/68065)

### Helpful Hints!

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

#### Step One:

Choose your **service**

Installation  
 Dismantling  
 Both

#### Step Two:

How many **people**?

# \_\_\_\_\_  
# \_\_\_\_\_  
# \_\_\_\_\_

#### Step Three:

How many **hours**?

# \_\_\_\_\_  
# \_\_\_\_\_  
# \_\_\_\_\_

#### Step Four:

Any other **details**?

Any special tools needed? Ladders? Lifts?

Details: \_\_\_\_\_  
\_\_\_\_\_

#### Step Five: **Schedule**

Date	Start Time	End Time
Installation Request	_____	_____
Dismantle Request	_____	_____

Requested times are not guaranteed and are based on availability.

#### Step Six: **Onsite Contact Info**

Name \_\_\_\_\_  
Cell \_\_\_\_\_ Email: \_\_\_\_\_

### Exhibitor Owned Carpet Installation/Removal

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

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

Carpet and flooring must be shipped to the advance warehouse.

Code	SQ FT	Description	Discount	Regular	Amount	Flooring Type:			
68080		Flooring Only	1.00	1.30		<input type="checkbox"/>	Carpet Rolls	<input type="checkbox"/>	Padding
68083		Padding + Flooring	1.50	1.95		<input type="checkbox"/>	Carpet Squares	<input type="checkbox"/>	Other
68079		MINIMUM	215.80	280.55					

Is electrical to be installed under your carpet?  Yes  No (Please forward Shepard a diagram of your electrical layout.)

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

Hours are based on estimates, you will be invoiced for actual time incurred. Minimum one hour per person ordered.  
Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Labor Estimate \$ \_\_\_\_\_  
NA Tax\* \$ \_\_\_\_\_  
Amount Due \$ \_\_\_\_\_

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

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

Contact Name

Contact Email Address



Card Holder Signature



## AOAO Annual Meeting

Hilton Atlanta Downtown - Atlanta, Georgia

October 18 - 19, 2018

Order Deadline **Tuesday, September 18, 2018**

Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Event Code: G120001018

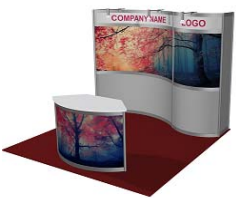
Connect With Us!  
 email [atlanta@shepardes.com](mailto:atlanta@shepardes.com)  
 phone (404) 720-8600  
 fax (404) 720-8755  
 mail 1531 Carroll Drive, NW  
 Atlanta, GA 30318

Inline Booth Rentals

### Turnkey Rental Designs Make Exhibiting Easier!

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

#### The Eddie



Code	Qty	Item	Discount	Regular
66470		The Eddie- 10' x 10'	\$3,040.75	\$3,953.00
66471		The Eddie- 10' x 20'	\$4,951.65	\$6,437.15
66474		The Jonathon - 10' x 10'	\$2,121.30	\$2,757.70
66475		The Jonathon - 10' x 20'	\$3,713.15	\$4,827.10

#### The Jonathon



#### The Pierce



Code	Qty	Item	Discount	Regular
66477		The Pierce - 10' x 10'	\$2,631.25	\$3,420.65
66478		The Pierce - 10' x 20'	\$4,996.05	\$6,494.85
66484		The Madison - 10' x 10'	\$3,190.85	\$4,148.10
66485		The Madison - 10' x 20'	\$3,781.75	\$4,916.30

#### The Madison



#### The Grant

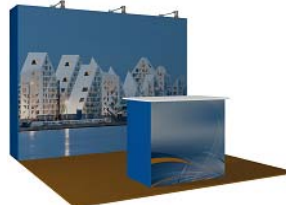


Code	Qty	Item	Discount	Regular
66486		The Grant- 10' x 10'	\$3,368.10	\$4,378.55
66487		The Grant- 10' x 20'	\$4,668.05	\$6,068.45
66492		The Harrison - 10' x 10'	\$3,096.30	\$4,025.20
66493		The Harrison - 10' x 20'	\$4,549.85	\$5,914.80

#### The Harrison



#### The Hamilton



Code	Qty	Item	Discount	Regular
66467		The Hamilton- 10' x 10'	\$2,157.60	\$2,804.90
66468		The Hamilton- 10' x 20'	\$3,779.85	\$4,913.80
66473		The Lucy - 10' x 10'	\$1,949.95	\$2,534.95

#### The Lucy



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

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

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

Total Inline Rentals: \$ \_\_\_\_\_  
 8.900% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

Contact Name

Contact Email Address



**X**  
 Card Holder Signature



## AOAO Annual Meeting

Hilton Atlanta Downtown - Atlanta, Georgia

October 18 - 19, 2018

Order Deadline **Tuesday, September 18, 2018**

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 Atlanta, GA 30318

Custom Exhibit  
Counters

## 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

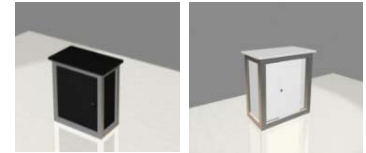
LC1 1Meter Wide



LC2 1.5 Meters Wide



LC3



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66282		LC1	3' 6" L x 3' 6" H x 1' 9" D	\$747.60	\$971.90		
66283		LC2	5' L x 3' 6" H x 1' 9" D	\$907.20	\$1,179.35		
66284		LC3	3' 9" L x 3' 6" H x 2' 3" D	\$551.45	\$716.90	Silver Only	

### Reception Counters

RC2



RC3



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66275		RC2	1' 9" L x 2' 3" D x 3' 3" H x 2' 3"	\$768.80	\$999.45		
66276		RC3	5' 3" L x 3' 6" H x 3' 3" D	\$1,667.65	\$2,167.95		

Graphic size: 1075mm x 885mm

### Computer Stands-Silver Metal Only (graphic included!)

CS1

CS2



Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66285		CS1	3' L x 6' 3" H x 1' 9" D	\$969.85	\$1,260.80		250mm x 700mm
66286		CS2	2' 3" L x 6' 3" H x 1' 6" D	\$565.25	\$734.85		380mm x 580mm

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

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Total Counter Rentals: \$ \_\_\_\_\_  
 8.900% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

Contact Name

Contact Email Address



Card Holder Signature





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 Atlanta, GA 30318

Custom Product Display and Charging Stations

## Choose Your Unit & Customize to Fit Your Products!

Color choices for showcase and displays **Metal Colors** Black (06) Silver (15)

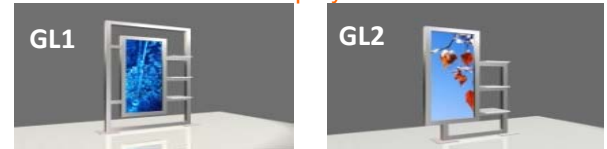
**Panel Colors** Black (06) White (03)

### Product Displays

#### Gondolas



#### GL Display Units



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color	Graphic Size
66277		Gondola	3' 6" L x 1' 9" D x 5' H	\$523.85	\$681.00			NA
66278		GL1	5' 4" L x 8' H x 1' 3" D	\$517.85	\$673.20	Silver Only	NA	674mm x 1682mm
66279		GL2	4' 3" L x 7' H x 1' 3" D	\$892.65	\$1,160.45	Silver Only	NA	674mm x 1682mm

### Showcases

#### Quarterview



#### Square



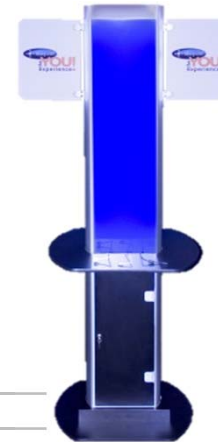
Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66270		Qtrview	4' 6" L x 1' 9" D x 3' 3" H	\$1,008.65	\$1,311.25		
66272		Square	1' 9" L x 1' 9" D x 7' H	\$1,088.60	\$1,415.20		

### Charging Units

#### SCS3



#### PCS



Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66166		SCS3	20" L x 2' H x 20" D	\$367.50	\$477.75		NA
66430		PCS	3' L x 6' 3" H x 1' 9" D	\$1,713.60	\$2,227.70	Black Only	250mm x 700mm

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

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Custom Product Display Rentals: \$ \_\_\_\_\_

8.900% Tax\*: \$ \_\_\_\_\_

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

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

Contact Name

Contact Email Address



Card Holder Signature



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Fabex Booth Rentals

### 10x10 Fabric Booth Rental Display



Code	Qty	Item	Discount	Regular
66557		FX21 10' x 10'	\$2,005.10	\$2,606.65
66558		FX2M1 10' w/Monitor	\$3,627.35	\$4,715.55

Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Code	Qty	Item	Discount	Regular
66561		FX2H1 10' x 10'	\$2,453.50	\$3,189.55
66562		FX2M1H 10' w/Monitor	\$4,075.75	\$5,298.50

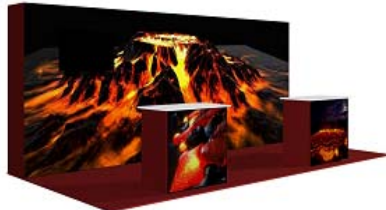
Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

### 10x20 Fabric Booth Rental Display



Code	Qty	Item	Discount	Regular
66559		FX22 10' x 20'	\$3,475.50	\$4,518.15
66560		FX2M2 10' x 20' w/Monitor	\$5,097.75	\$6,627.10
66567		FX2H2 10' x 20'	\$3,876.55	\$5,039.50
66563		FX2M2H 20' w/Monitor	\$5,498.80	\$7,148.45

Side panel colors are white or black

Backwall graphic size 6012mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

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

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

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

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Total Fabex Rental: \$ \_\_\_\_\_  
 8.900% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

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

Contact Name

Contact Email Address

Please Sign

Card Holder Signature



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Fabex Backlit Booth Rentals

### Freestanding 8' high Backlit Backwalls with Full Color Graphics

FX 11- 8'h x 10'

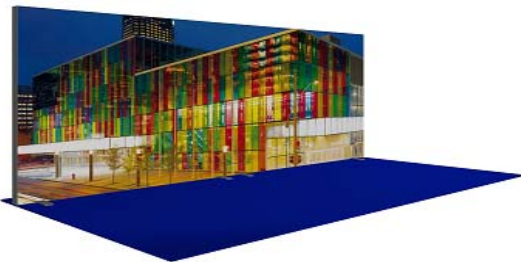


**Step 1: Choose Your Booth Size**  
**Step 2: Send Us Your Full Color Graphics**

Code	Qty	Item	Discount	Regular	Graphic Sizes
66564		FX11 10' x 10' Backlit	\$2,021.85	\$2,628.40	3042mm x 2436mm
66565		FX12 10' x 20' Backlit	\$3,124.60	\$4,062.00	6088mm x 2436mm
66566		FX13 10' x 30' Backlit	\$4,227.40	\$5,495.60	8992mm x 2436mm

Carpet/Flooring, Furnishings, and Accessories not included.

FX 12- 8'h x 20'



Don't forget to order Power for your backlighting!

FX 13- 8' h x 30'



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

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

Total Fabex Backlit: \$ \_\_\_\_\_  
 8.900% Tax\*: \$ \_\_\_\_\_  
 Amount Due: \$ \_\_\_\_\_

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

BOOTH: \_\_\_\_\_

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**TERMS and CONDITIONS**

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

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

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

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

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

## Shepard Glossary

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Order Online: <http://shop.bartizan.com/AOAOAnnual.html>

Fax Order to: 914-965-

## Modernize Your Booth Marketing

### iLeads Cloud-Based Lead Retrieval

#### What is the iLeads App?

*Improve Your Show Efficiency and Close More Deals Faster*

The award winning iLeads is the first and most widely used exhibitor lead management app. Capture leads by typing Badge ID # or scan the Barcode when available.

#### Supported devices:

- ✓ iPod touch®, iPhone®, iPad®  
(Minimum Operating System required is 9.0 or higher)
- ✓ Android™ Smartphone, tablet or Android based Kindle  
(Minimum Operating System required is 6.0)



- ✓ Contact Management.
- ✓ Works Offline
- ✓ Capture sales leads anywhere, any time.
- ✓ Customizable. Add action items and notes to leads.
- ✓ Follow up instantly by tapping attendee's telephone # or email address
- ✓ Live Reporting. Run real-time lead analysis reports.
- ✓ Backed up and synched on a secure website.

## Marketing Extras, included, no extra charge

- **Attendee Notification**

Bartizan e-mails each attendee with an interactive list of the booths they visited.

**Lets attendees follow up on you.**

- **Lead Management Software**

Using LeadsLightning, track the attendees who stopped by your booth. View, sort, print and download leads.

Identify best leads by filtering and prioritizing.

Access anywhere, anytime up to 12 months after the show.

- **Exhibitor Education**

Free Exhibitor Marketing Toolkit, guidelines, e-mail templates, check lists and more.



Order Online: <http://shop.bartizan.com/AOAOAnnual.html>

Fax Order to: 914-965-7746

**Mobile Lead Management Packages**



**All Lead App Packages Include:**

- ✓ iLeads App Data Licenses for Your Booth
- ✓ Exhibitor Education: Free Exhibitor Marketing Toolkit, guidelines, e-mail templates, check lists and more.
- ✓ Attendee Notification: E-mail with the list of booth visited.

Lead Retrieval Options	QTY	ORDER BY		ONSITE	TOTAL
		9/19/2018	10/3/2018		
Capture leads by typing Badge ID # or scan the Barcode when available by using your own device.					
<b><u>Booth Price Packages:</u></b>					
1 License: .....		\$199.00	\$209.00	\$219.00	_____
2 Licenses: .....		\$299.00	\$309.00	\$319.00	_____
Additional Licenses available after 2 <sup>nd</sup> license for \$50.00 per license	<input type="checkbox"/>	\$50.00	\$50.00	\$50.00	_____
iPod touch® Rental: Includes iLeads lead retrieval app pre-loaded.	<input type="checkbox"/>	\$299.00	\$309.00	N/A	_____
iPad® Rental: Includes iLeads lead retrieval app pre-loaded.	<input type="checkbox"/>	\$399.00	\$409.00	N/A	_____
3G Service is available for an additional \$80.00	<input type="checkbox"/>	\$479.00	\$489.00	N/A	_____

Company Name \_\_\_\_\_ → GRAND TOTAL \_\_\_\_\_

**Please Note:** Upon placing this order you agree to the full Terms & Conditions on the attached document. All attendees will receive an email a few days after the show containing a list of booths that they visited, extending your reach after the show. To make the most of this free listing please click the link in the email you will receive to provide your info. Without your complete company contact information, the list sent to attendees will contain only your name and booth number.

## CONTACT INFORMATION

COMPANY: _____ BOOTH #: _____	<p><b><u>iLeads Only:</u></b></p> <p>Please provide First Name, Last Name and Email address of person to receive the Event Access Code.</p> <p>Recipient will also receive the User Name &amp; Password to access your company's leads on LeadsLightning.</p> <p><b>Name:</b></p> <p>_____</p> <p><b>Email:</b></p> <p>_____</p>
ADDRESS: _____	
CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____	
PHONE#: _____ FAX #: _____	
ORDER CONTACT: _____ EMAIL: _____	
ONSITE CONTACT: _____ CELL #: _____	

**ORDER ONLINE:**

<http://shop.bartizan.com/AOAOAnnual.html>

**Mail Checks to:**

Bartizan Connects,  
 Attn: Customer Service  
 P.O. Box 327  
 Jefferson Valley, NY 10535  
**Phone:** 800.899.2278     **Order by Fax:** 914-965-7746

**Please Note:** Upon placing this order you agree to the full Terms & Conditions listed below. For those exhibitors who choose to rent an iPod touch® or iPad® please return device to Bartizan Connects within 4 business days using the FedEx label provided.

**My Tradeshow Connections:**

**All attendees** will receive an email a few days after the show containing a list of booths that they visited, extending your reach after the show. To make the most of this free listing please click on the link you will receive by email to provide your info online. Without your complete company contact information, the list sent to attendees will contain only your name and booth number.

## TERMS AND CONDITIONS

1. Cancellations made 7 or more days prior to the event are subject to a \$50.00 cancellation fee. Cancellations made less than 7 days prior to the event will result in forfeiture of the entire rental fee.
2. **Limitation of Liability:** Bartizan bears no responsibility for any consequential damages suffered by the exhibitor. Its liability is limited to the cost of the goods and services it provides. Bartizan is not responsible for events beyond its control such as power failures, erratic electrical power, exhibitor's failure to comply with instructions or force majeure.
3. It is the Exhibitors responsibility to ensure that the device they use at the show meets the minimum requirements to run the iLeads app. Exhibitor is responsible for returning the rental device to Bartizan Connects within 4 business days using the FedEx label provided.
4. Replacement cost for lost equipment: iPod Touch®: \$300.00. iPad®: \$650.00

## PAYMENT



Check# \_\_\_\_\_

\_\_\_\_\_

Cardholder Name

\_\_\_\_\_

Authorized Signature

**(Card holder & signature represents above company and authorizes this credit card to be used as payment for this contract)**

\_\_\_\_\_

Card Number

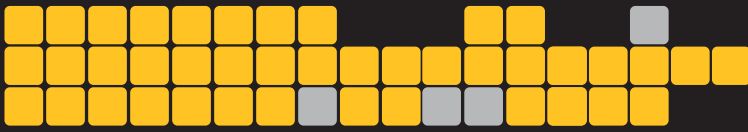
\_\_\_\_\_

Expiration Date

\_\_\_\_\_

Security Code





# AUDIOVISUAL EXHIBITOR SERVICES

NAME OF CONFERENCE:	START DATE:	END DATE:	NO. EVENT DAYS:
COMPANY NAME:	ON-SITE CONTACT NAME:	ROOM/EXHIBIT BOOTH NO.:	
STREET ADDRESS:	CITY & STATE :	ZIP CODE:	
TELEPHONE NUMBER:	DELIVERY DATE	DELIVERY TIME	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
EMAIL ADDRESS:	PICKUP DATE	PICKUP TIME	<input type="checkbox"/> A.M. <input type="checkbox"/> P.M.
ORDERED BY:			

**PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.**

➤ If you have a special request or need additional equipment, please call 470.237.0446. Email completed form to [cmckelvey@psav.com](mailto:cmckelvey@psav.com)

**PRICES ARE FOR EXHIBIT FLOOR ONLY. ALL RENTAL PRICES SUBJECT TO A 15% MARKUP IF ORDERED DAY OF.**

VIDEO/DATA DISPLAY	QTY	PRICE
DVD Player		\$ 80
LCD Projector		\$ 425

AUDIO EQUIPMENT	QTY	PRICE
CD Player		\$ 70
Wired Handheld Microphone		\$ 60
Wireless Microphone Unit: <input type="checkbox"/> Handheld <input type="checkbox"/> Lavalier		\$ 170
Wireless Headset Microphone: <i>Headset only. Mic will require wireless microphone unit to operate.</i>		\$ 75
Individual Small Powered Speaker (up to five people)		\$ 100
Sound System: (2) speakers (2) stands (1) Mixer Wired Microphone (up to 20 people)		\$ 374
4-Channel Mixer		\$ 65

ACCESSORIES	QTY	PRICE
Tripod Screens: 5', 6', 7' or 8'		\$ 85
42"- 54" Rolling Cart w/Black Skirt		\$ 50

CUSTOM ITEMS	QTY	PRICE
		\$
		\$
		\$
		\$
		\$

MONITORS	QTY	PRICE
22" Multi-Sync (Wallmount; Single-Pole Stand)		\$ 125
32" LCD Monitor (Dual-Post Stand, Table Stand, Speakers)		\$ 235
46" Monitor (Dual-Post Stand, Table Stand, Speakers)		\$ 470
55" Monitor (Dual-Post Stand, Table Stand, Speakers)		\$ 605
70" Monitor (Dual-Post Stand, Table Stand, Speakers)		\$ 960

INTERNET ACCESS	QTY	PRICE
Wired Internet Connection		\$ 170
Wireless Internet Connection		\$ 17
Dedicated Bandwidth	Please contact PSAV for quote	

POWER	QTY	PRICE
120V - 15 AMP		\$ 180
208V Single Phase - 20 AMP		\$ 335
208V Single Phase - 30 AMP		\$ 415
208V Single Phase - 60 AMP		\$ 560
208V Three Phase - 20 AMPs		\$ 460
208V Three Phase - 30 AMPs		\$ 605
208V Three Phase - 60 AMPs		\$ 825
25' AC Cable		\$ 15
Power Strip		\$ 15

## ORDERING INSTRUCTIONS

**To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.**

Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable sales tax on equipment rental.

**TAX-EXEMPT STATUS** – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

## CANCELLATIONS:

- A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.
- B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

**Labor and/or service charges may apply, and/or loss damage waiver.**

## SHIPPING INSTRUCTIONS

Any materials being sent to the hotel must be marked as follows:

1. The Hilton Atlanta
2. Hold for Arrival - Attn: Guest's Name and/or Organization Name
3. Complete Return Address
4. Number of Boxes (ex: Box 1 of 2, Box 2 of 2)
5. Address Packages to: 255 Courtland Dr. NW, Atlanta, GA 30303

SPECIAL REQUESTS	Please add any items not listed above that you require.
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____





Questions? Call Janis Minoff at 470-237-0447. Email the form to jminoff@psav.com

**CUSTOMER INFORMATION**

Event Name		Event Location	
Company Name:		On-site Contact	
Address		Booth #	
City	State & Zip	Delivery Date	(Circle One) a.m./p.m.
Ordered By		Fax	
Phone		Email	

**ALL PRICING IS FOR THE LENGTH OF SHOW**

Please call for items not listed on form.

LCD Monitors (Includes Speakers)	Please Circle One		Show Rate	Qty	Standard Rate	Total
21" Flat Panel Video and Data Monitor (16:9)		Tabletop			\$ 258.30	\$ -
46" Flat Panel Video and Data Monitor (16:9)		Floor Stand Tabletop			\$ 848.70	\$ -
55" Flat Panel Video and Data Monitor (16:9)		Floor Stand Tabletop			\$ 1,094.70	\$ -
70" Flat Panel Video and Data Monitor (16:9)		Floor Stand Tabletop			Call for quote	-

**IMPORTANT INFORMATION**

What source will be used with the monitor(s)? Computer \_\_\_\_\_; DVD/VCR or other Video Device \_\_\_\_\_; Multiple \_\_\_\_\_; Other (specify) \_\_\_\_\_

Computers	Show Rate	Qty	Standard Rate	Total
Laptop			\$ 264.45	\$ -
Internet	Show Rate	Qty	Standard Rate	Total
Wireless Internet Connection			\$ 48.00	\$ -
Wired Internet Connection			\$ 170.00	\$ -
Power	Show Rate	Qty	Standard Rate	Total
20A -110V Power Drop			\$ 172.20	\$ -
25' AC Cable			\$ 28.13	\$ -
Power Strip			\$ 28.13	\$ -
<b>Total</b>				\$ -

PSAV reserves the right to modify this form at any time.

**IMPORTANT: PSAV Cancellation Policy**

Cancellations received within 24 to 48 hours of the scheduled delivery date are subject to 50% of the order total. Those received less than 24 hours or the day of scheduled delivery (onsite cancellations or no shows) are subject to the full amount.

**CREDIT CARD INFORMATION** circle one



Name on Card	Company
Card Number ****Please call to present credit card number****	Billing Address
Expiration Date	City
Security Code	State/Zip
Card Holder Signature	Phone Number

A receipt will be emailed once the card has been charged. Charges take place one week prior and up to show date

ADDRESS: 255 Courtland Street NE Atlanta, GA 30303 ph. 470-237-0447



# INTERNET MANAGED SERVICES

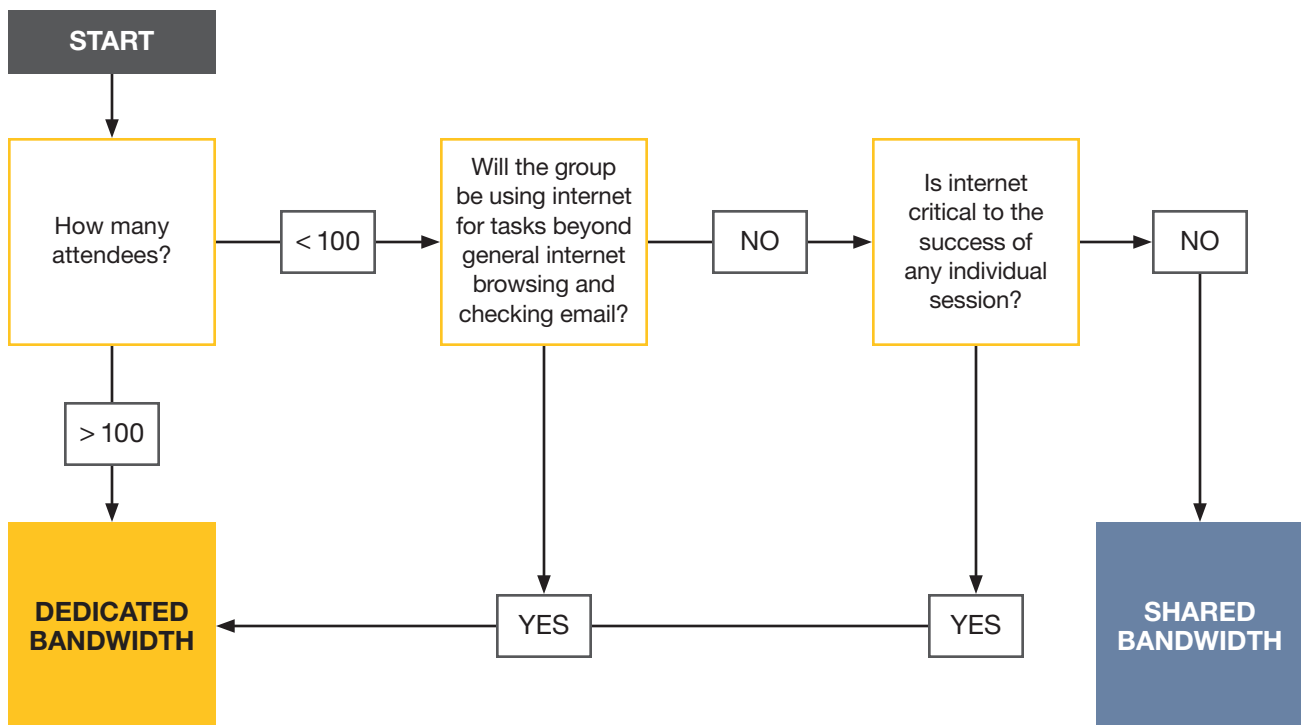


Give attendees the fast, reliable internet they've come to expect with PSAV®'s Internet Services. From participants checking email to presenters polling the audience to live streaming a presentation, we'll ensure your attendees, and especially your VIPs and presenters, stay connected throughout their event experience.

- On-site support from certified PSAV technicians
- Proactive network management from PSAV's dedicated Event Network Operations Center
- Learn from your event with post-show review and analytics

## INTERNET OPTIONS

Successful event internet requires advanced planning. Determine your bandwidth needs with PSAV's Bandwidth Calculator at [psav.com/bandwidth-calculator](http://psav.com/bandwidth-calculator) and by following the below flowchart.



Custom configurations are also available; please contact your PSAV representative for more details. For more information about event internet planning, including a white paper on understanding event bandwidth, please visit the Events Industry Council's internet resources page at [eventscouncil.org/apex/bandwidthconnectivity.aspx](http://eventscouncil.org/apex/bandwidthconnectivity.aspx).

**Janis Minoff**  
 Hilton Atlanta  
 255 Courtland Street, Atlanta, GA 30303  
 ■ office: 470.237.0447  
[venuepartners.psav.com/hiltonatlanta](http://venuepartners.psav.com/hiltonatlanta)





# INTERNET MANAGED SERVICES



## SHARED BANDWIDTH

For events with fewer than 100 connections, consider our per-user pricing for non-dedicated bandwidth, available at two service-level options.

Attendees	Superior Up to 3 MB/s per device (Ideal for media streaming, mobile apps, and large-file downloads)	Superior Per-Day Rate*	Simple Up to 1 MB/s per device (Ideal for email and web browsing)	Simple Per-Day Rate*
< 25	4 Mb/s	\$26/attendee	2 Mb/s	\$17/attendee
26-50	5 Mb/s	\$21/attendee	3 Mb/s	\$14/attendee
51-100*	10 Mb/s	\$15/attendee	5 Mb/s	\$11/attendee

\*Bandwidth guidelines above are an estimate for the entire group and are not per attendee. All pricing is exclusive of Service Charge. Wired access priced separately.

## DEDICATED BANDWIDTH

For events with more than 100 connections and/or in which internet is critical to the success of the event, choose from our Dedicated Bandwidth options, ensuring your event receives the allotted bandwidth it needs, regardless of the other internet demands at the venue.

Bandwidth	Per-Day Flat Rate	Per-Week Flat Rate (3-7 days)	Suggested Attendance for "Medium" Bandwidth	Suggested Attendance for "Simple" Bandwidth
10 Mb/s	\$3,535	\$10,605	100	200
20 Mb/s	\$6,130	\$18,390	200	400
30 Mb/s	\$7,780	\$23,340	300	600
40 Mb/s	\$9,425	\$28,275	400	800
50 Mb/s	\$11,075	\$33,225	500	1,000

\*Dedicated bandwidth rates and pricing assume multiple devices per attendee.

\*\*Prices include unlimited devices, Wi-Fi and the use of existing live-wired connections. Additional rental equipment and labor for wired connections will be added as required.

\*\*\*For events greater than 50 Mb/s or groups with high-bandwidth needs, please consult with PSAV for a custom proposal.

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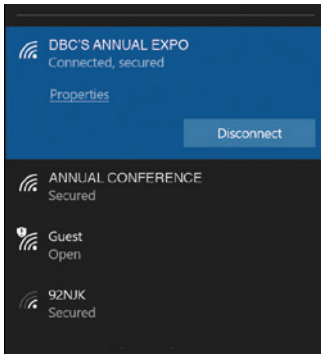
# INTERNET MANAGED SERVICES



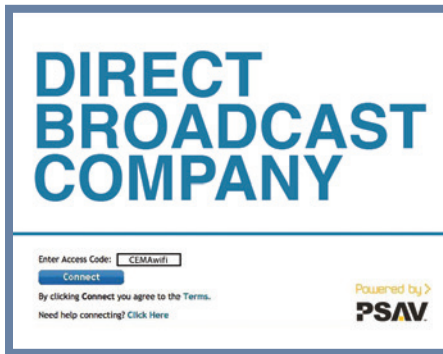
## INTERNET SPONSORSHIPS\*

Generate revenue by selling network sponsorships. \$1,350 per show.

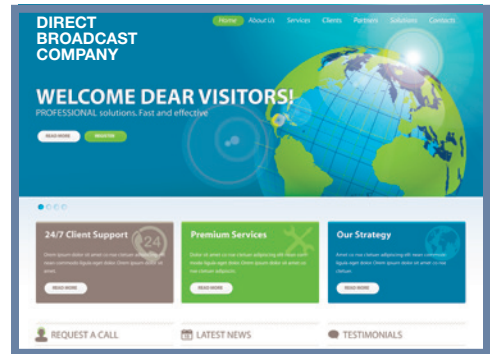
Custom wireless network name



Branded login/splash page



First-page redirect



## OTHER SERVICES\*

- Public IP addresses
- Custom security
- Custom wireless network names
- Private VLANs
- Backup bandwidth

\*Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation. All PSAV solutions may be subject to our property's service charge. Above prices do not reflect labor charges, which may apply. All rates are subject to applicable sales tax.

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# AUDIOVISUAL SERVICES



# Hilton

ATLANTA

At PSAV®, we blend creativity and innovative technology for an inspiring experience. Our highly trained professionals are passionate about delivering exceptional experiences to help you tell your story. With a focus on every aspect of your event, from planning to execution, we'll bring your vision to life.

## POPULAR PACKAGES

### Meeting Room Projector Package - \$605

- AV cable lot
- Projection stand
- LCD projector
- Tripod screen

### Podium Microphone Package - \$257

- Podium microphone
- 4-channel mixer
- Meeting room house sound

### Projector Support Package - \$180

- AV cable lot
- Tripod screen
- Projection stand

### Post-it® Flip Chart Package - \$85

- Flip chart easel
- Markers
- Post-it flip chart pad

### Flip Chart Package - \$65

- Flip chart easel
- Markers
- Flip chart pad

## STANDARD LABOR RATES\*

- Setup/Strike \$90/hr
- Event Operation \$105/hr

\*Ask your representative for full details regarding labor rates, which can vary based on complexity and time of operation. All PSAV solutions may be subject to our property's administrative fee. Above prices do not reflect labor charges, which may apply. All rates are subject to applicable sales tax.

To learn about our creative and production services, please contact your PSAV representative.

Janis Minoff

■ office: 470.237.0447

[venuepartners.psav.com/hiltonatlanta](http://venuepartners.psav.com/hiltonatlanta)

## SMALL MEETING

- Laptop computer \$220

## AUDIO

- Powered speaker \$110
- Catchbox throwable microphone \$365
- Presidential microphone \$84
- Wired microphone \$62
- Wireless microphone \$190
- 4-channel mixer \$68
- 12-channel mixer \$140

## LIGHTING

- LED wash light \$75
- 6 up-lights \$745
- 10 up-lights \$1,045

## SCENIC

- 20 Scenic Panels (sTILer) \$600

## VIDEO

- 8' tripod screen \$85
- Fast-Fold® screens
  - 10'6" x 14' \$365
  - 6' x 10'5" \$360
  - 7'6" x 13'4" \$395
  - 9' x 16' \$440
  - 10'6" x 18'8" \$580

