



AOAO Annual Spring Meeting/Postgraduate Seminar

Disney Yacht Club Resort - Lake Buena Vista, Florida

April 12 - 13, 2019

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

EXHIBIT SHOW SCHEDULE

| | | | | |
|----------------------------|--------------------------|----------|----|----------|
| General Exhibitor Move-in: | Thursday, April 11, 2019 | 1:00 PM | to | 5:00 PM |
| Exhibit Hours: | Friday, April 12, 2019 | 6:30 AM | to | 7:00 PM |
| | Saturday, April 13, 2019 | 6:30 AM | to | 10:00 AM |
| Exhibitor Move-out: | Saturday, April 13, 2019 | 10:00 AM | to | 2:00 PM |
| Freight Reroute Begins* | Saturday, April 13, 2019 | 3:00 PM | | |

All outbound carriers must be checked in by this time

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

AOAO Annual Spring Meeting/Postgraduate Seminar

c/o Shepard Exposition Services

1701 Boice Pond Rd STE 101

Orlando, FL 32837

The Disney Yacht Club does not permit shipments to be delivered directly to the hotel. All shipments must be delivered to the Advance Warehouse.

IMPORTANT DEADLINES

Discount price deadline for custom Shepard rentals: Wednesday, March 13, 2019

Exhibitor appointed contractor notification deadline: Friday, March 15, 2019

First day for warehouse deliveries without a surcharge: Friday, March 15, 2019

Discount price deadline for standard Shepard orders: Friday, March 22, 2019

Last day for warehouse deliveries without a surcharge: Thursday, April 4, 2019

Last day for warehouse deliveries*: Tuesday, April 9, 2019

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

First day freight can arrive at show facility: Thursday, April 11, 2019 at 8:00 AM

Event Code: F140630419

Connect With Us! email orlando@shepardes.com

phone (407) 888-9669

fax (407) 888-2301

mail 1701 Boice Pond Rd.,
STE 101, Orlando, FL
32837

Show drape color(s): Black

Aisle carpet color: Facility is carpeted

Show Information

See Material
Handling
Rate sheet
for all MH
related fees!



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Discount Deadline

Friday, March 22, 2019

Event Code: F140630419

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mail 1701 Boice Pond Rd.,
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Quick Facts

Ancillary Vendor Information

Electrical Services

Disney Yacht Club Resort

Exhibits.YachtBeach@psav.com (407) 934-3912

Audio Visual

Disney Yacht Club Resort

n/a

(407) 938-0606

Exhibitors may not operate any type of mechanical or powered equipment including forklifts, electric pallet jacks, overhead lifts, etc.

Exhibitor Move Out

Saturday, April 13, 2019 10:00 AM to 2:00 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 Saturday, April 13, 2019 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 Saturday, April 13, 2019 3:00 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

CLICK ON **AOAO Annual Spring Meeting/Postgraduate Seminar**

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 = AOA019

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

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

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

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


After making your selections, click the  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

(407) 888-9669

orlando@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 Spring Meeting/Postgraduate S**

Exhibiting Company Name

Booth Number

Account Name: Shepard Exposition Services, Inc.

Routing Number: 041000124

SWIFT CODE (US): PNCCUS33

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

Account Number: 42-6061-9772

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:

orlando@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 Spring Meeting/Postgraduate Seminar



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. Exhibitors may not utilize powered mechanical equipment.

Indemnification: The exhibitor agrees to indemnify, forever hold harmless, and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, 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 authorizes 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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Disney Yacht Club Resort - Lake Buena Vista, Florida

April 12 - 13, 2019

Discount Deadline Friday, March 15, 2019

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

Step 1: Provide the Exhibiting Company Contact Information and Signature

Event Code: F140630419

Connect With
Us!

email orlando@shepardes.com
phone (407) 888-9669
fax (407) 888-2301
mail 1701 Boice Pond Rd.,
STE 101, Orlando, FL
32837

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



All Services

- | | | | | |
|--|---|--|---|---|
| <input type="checkbox"/> Booth Cleaning | <input type="checkbox"/> Carpet | <input type="checkbox"/> Exhibit Display Rentals | <input type="checkbox"/> Installation/Dismantling Labor | <input type="checkbox"/> Logistics/Transportation |
| <input type="checkbox"/> Material Handling | <input type="checkbox"/> Rental Furniture | <input type="checkbox"/> Overhead Rigging/Labor | <input type="checkbox"/> Other (please specify): _____ | |

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

Friday, March 15, 2019

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



April 12 - 13, 2019

Discount Deadline Friday, March 22, 2019

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

Event Code: F140630419

Connect With Us!

| | |
|-------|--|
| email | orlando@shepardes.com |
| phone | (407) 888-9669 |

phone (407) 888-9669

fax (407) 888-2301

mail 1701 Boice Pond Rd.,
STE 101, Orlando, FL
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Grids

Save Time and Money!

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

Company Name:

Booth #

Contact Name

Contact Email Address

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

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

Above Booth #

Left Booth #

A full-page sheet of white graph paper featuring a uniform grid of thin black horizontal and vertical lines. The grid consists of 20 columns and 20 rows, creating a total of 400 small squares. There are no margins, text, or other markings on the page.

Right Booth #

Below Booth #



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.



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

| | |
|--|---|
| R U S H |  |
| | ADVANCE WAREHOUSE |
| | TO: _____ (Exhibiting Company Name) |
| | Booth #: _____ |
| | c/o Shepard Exposition Services |
| | 1701 Boice Pond Rd STE 101 |
| | Orlando, FL 32837 |
| | Delivery Hours: M-F, 8-4:30 PM |
| For: | |
| AOAO Annual Spring Meeting/Postgraduate Seminar | |
| First day freight can arrive w/o a surcharge: | |
| March 15, 2019 | |
| Last day freight can arrive w/o a surcharge: | |
| April 4, 2019 | |

| | |
|--|---|
| R U S H |  |
| | ADVANCE WAREHOUSE |
| | TO: _____ (Exhibiting Company Name) |
| | Booth #: _____ |
| | c/o Shepard Exposition Services |
| | 1701 Boice Pond Rd STE 101 |
| | Orlando, FL 32837 |
| | Delivery Hours: M-F, 8-4:30 PM |
| For: | |
| AOAO Annual Spring Meeting/Postgraduate Seminar | |
| First day freight can arrive w/o a surcharge: | |
| March 15, 2019 | |
| Last day freight can arrive w/o a surcharge: | |
| April 4, 2019 | |

Advance Shipping Labels



AOAO Annual Spring Meeting/Postgraduate Seminar

Disney Yacht Club Resort - Lake Buena Vista, Florida

April 12 - 13, 2019

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.

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\$\$ 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.



AOAO Annual Spring Meeting/Postgraduate Seminar

Disney Yacht Club Resort - Lake Buena Vista, Florida

April 12 - 13, 2019

Event Code: F140630419

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fax (407) 888-2301

mail 1701 Boice Pond Rd.,
STE 101, Orlando, FL
32837

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

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

What is Material Handling?

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

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

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

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

Advance Warehouse Shipments

| Weight | Crated | Special Handling | Total |
|--------|----------|------------------|-------|
| | \$143.98 | \$187.25 | |
| | 35010 | 35036 | |

Light Weight (Shipments 40 pounds or less)

| Total Shipment | Total |
|----------------|-------|
| \$72.00 | |
| 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.

Material Handling Rates

Company

Booth #

Please Sign



Card Holder Signature



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

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 materials

Outbound Shipping

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

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

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

Equipment: Exhibitors or their EACs may not utilize or operate any type of material handling mechanical or powered equipment. If you need assistance, please contact us to order labor and equipment.



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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 \$90.25

Per Hour (OT/DT may apply)

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

OVERTIME/DOUBLE TIME

Surcharge: Overtime: 30%

Double Time: 50%

Shipments 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.

UNCRACTED 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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Cartload Service

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

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

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

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

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

| Code | # of Trips | Item | Rate | Total |
|-------|------------|------------------|--------|-------|
| 35151 | | Dock to Booth ST | 130.25 | |
| 35152 | | Booth to Dock ST | 130.25 | |
| 35153 | | Dock to Booth OT | 175.38 | |
| 35154 | | Booth to Dock OT | 175.38 | |



Cartload Service includes one laborer, one cart, one trip
per rate listed above

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

Total Estimate: \$ _____
 6.500% Tax*: \$ _____
 Amount Due: \$ _____

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.

Company Name: _____

BOOTH: _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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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 | \$90.25 | 35087 |
| OT | \$135.38 | 35100 |
| DT | \$180.50 | 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 | \$90.25 | 35087 | |
| OT | \$135.38 | 35100 | |
| DT | \$180.50 | 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: \$ _____
6.500% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



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: \$ _____

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

6.500% Tax*: \$ _____

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

Amount Due: \$ _____

Please Print



Printed Name

Please Sign



Card Holder Signature



Agility

Fairs & Events

The experts in International Event Logistics

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

Our complete services include:

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

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

Agility Fairs and Events
1 100 Tamiami Trail S.
Suite B
Venice, FL 34285
Tel: 714-617-6675
Contact: Kelly O'Neill-Exley
koneill@agility.com
www.agility.com/fairsevents
expousa@agility.com

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



www.aglfairslogistics.com/usaebrochure/



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

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Booth and
Carpet Cleaning

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

Booth Vacuuming



Vacuum Once

| Code | Sq Ft | Service | Discount | Regular | Total |
|-------|-------|----------------|----------|---------|-------|
| 47050 | | 0-399 sq. ft | \$0.42 | \$0.55 | |
| 47051 | | 400-900 sq.ft. | \$0.40 | \$0.50 | |
| 47052 | | 900+ sq. ft | \$0.35 | \$0.45 | |

Daily Vacuum

| Code | Sq Ft | Service | Discount | Regular | Total |
|-------|-------|----------------|----------|---------|-------|
| 47055 | | 0-399 sq. ft | \$0.84 | \$1.10 | |
| 47056 | | 400-900 sq.ft. | \$0.75 | \$1.00 | |
| 47057 | | 900+ sq. ft | \$0.70 | \$0.90 | |

Did you know....

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

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



| Code | Sq Ft | Service | Discount | Regular | Total |
|-------|-------|-----------------|----------|---------|-------|
| 47030 | | One Time Porter | \$0.50 | \$0.65 | |
| 47031 | | Daily Porter | \$0.95 | \$1.25 | |

Specialty Services

Mopping and Carpet Shampooing



| Code | Sq Ft | Service | Discount | Regular | Total |
|-------|-------|---------------|----------|---------|-------|
| 47042 | | Mop One Time | \$0.55 | \$0.70 | |
| 47022 | | Mop Daily | \$0.95 | \$1.25 | |
| 47013 | | Sham/One Time | \$0.55 | \$0.70 | |

Display Wipe Down (invoiced by man hours)



| Code | Hours | Service | ST | OT | Total |
|-------|-------|----------|----------|----------|-------|
| 47043 | | One Time | \$117.33 | \$175.99 | |
| 47044 | | Daily | \$117.33 | \$175.99 | |

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

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

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

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

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

Total Cleaning: \$ _____

6.500% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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Waste Removal

ABANDONED CARPET / FLOOR COVERINGS & DISPLAY MATERIALS

Exhibitors are required to remove all floor coverings and display materials from their exhibit space prior to leaving the facility during move out.

Exhibitors who abandon floor coverings and/or displays, leave large or heavy amounts of trash will be charged labor plus disposal fees for Shepard to remove the materials. The rates for this service are shown below.

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

Labor

| Code | Qty | Item | Discount | Regular |
|-------|-----|----------|----------|---------|
| 68066 | | ST Labor | 117.33 | 152.50 |
| 68067 | | OT Labor | 175.99 | 228.80 |
| 68068 | | DT Labor | 234.65 | 305.05 |

Forklift

| Code | Qty | Item | Discount | Regular |
|-------|-----|----------------|----------|---------|
| 35028 | | ST 5k Forklift | 291.40 | 378.75 |
| 35039 | | OT 5k Forklift | 359.05 | 466.75 |
| 35067 | | DT 5k Forklift | 426.75 | 554.75 |

Dumpster Fee

| Code | Qty | Item | Discount | Regular |
|-------|-----|-------------------|----------|---------|
| 35330 | | Per Full Dumpster | 600.00 | 780.00 |

If you need to dispose of your exhibit, carpet, padding, or other large/heavy materials, please pre-arrange the removal with us!

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 "Standard" pricing.

Total Disposal Fee: \$

6.500% Tax*: \$

Amount Due: \$

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



AOAO Annual Spring Meeting/Postgraduate Seminar

Disney Yacht Club Resort - Lake Buena Vista, Florida

April 12 - 13, 2019

Discount Deadline **Wednesday, March 13, 2019**

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

Event Code: F140630419

Connect With
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Signature Flooring

Quick and Easy Luxury!

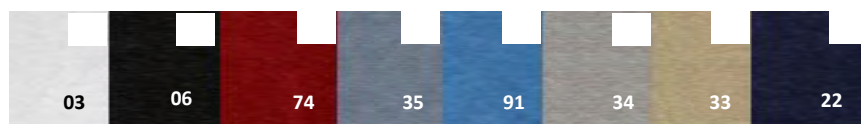
Step One: Choose the flooring to enhance your design

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



White Black Crimson Dark Grey Electric Blue Silver Dollar Sand Navy

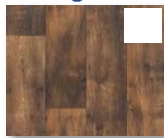
| Code | Sq Ft | Item | Per Sq Ft | Amount |
|-------|-------|---------|-----------|--------|
| 46004 | | Premium | \$10.60 | |

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

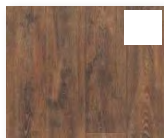
Premium Vinyl Flooring



Light Maple
(83)



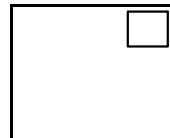
Vineyard Brown
(61)



Laurel Brown
(62)



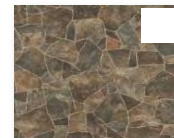
Mountain Grey
(63)



Snow
(89)



Checkerboard
(82)



Rosemary Stone
(64)

Elevated Hardwood



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

| Code | Sq Ft | Item | Per Sq Ft | Amount |
|-------|-------|---------|-----------|--------|
| 46005 | | Premium | \$13.75 | |

| 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 | | 1/2" Padding for Vinyl | \$5.05 | |

Total Signature Flooring: \$

6.500% 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



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32837

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 | \$7.70 | \$10.00 | |
| 46003 | | Rental 1000+ sqft | \$8.45 | \$11.00 | |
| 46002 | | Purchase sqft | \$18.85 | \$24.50 | |

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

Minimum 100 sq. ft. is required for purchase carpet. No refunds on cancellations.

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

| Code | Qty | Item | Discount | Regular | Amount |
|-------|-----|--------------|----------|---------|--------|
| 50009 | | 1/2" Padding | \$1.40 | \$1.80 | |
| 50008 | | 1" Padding | \$2.70 | \$3.50 | |
| 50010 | | Visqueen | \$0.40 | \$0.50 | |

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' | \$268.75 | \$349.40 | |
| 50256 | | 10' x 20' | \$501.50 | \$651.95 | |
| 50257 | | 10' x 30' | \$747.95 | \$972.35 | |
| 50258 | | 10' x 40' | \$994.45 | \$1,292.80 | |

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* | \$5.80 | \$7.55 | |
| 50581 | | 400 - 900 sq ft | \$5.30 | \$6.90 | |
| 50582 | | 900+ sq ft | \$4.85 | \$6.30 | |

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.

Total Carpet and Padding: \$

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.

6.500% Tax*: \$

Amount Due: \$

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

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



AOAO Annual Spring Meeting/Postgraduate Seminar

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April 12 - 13, 2019

Discount Deadline Friday, March 22, 2019

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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 for 6x30" Tables



Modernize
your look!

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 | \$149.80 | \$194.75 | |
| 50046 | | | 6'L X 30"H X 24"W | \$184.15 | \$239.40 | |
| 50050 | | | 8'L X 30"H X 24"W | \$233.45 | \$303.50 | |
| 50043 | | | 4'L X 42"H X 24"W | \$182.10 | \$236.75 | |
| 50047 | | | 6'L x 42"H x 24"W | \$233.20 | \$303.15 | |
| 50051 | | | 8'L x 42"H X 24" W | \$274.30 | \$356.60 | |
| 50052 | | | 4th Side 30" | \$91.10 | \$118.45 | |
| 50171 | | | 4th Side 42" | \$91.10 | \$118.45 | |

| Code | Qty. | Size | Discount | Regular | Total |
|-------|------|--------------------|----------|----------|-------|
| 50040 | | 4'L X 30"H X 24" W | \$106.75 | \$138.80 | |
| 50044 | | 6'L X 30"H X 24"W | \$127.40 | \$165.60 | |
| 50048 | | 8'L X 30"H X 24"W | \$150.20 | \$195.25 | |
| 50041 | | 4'L X 42"H X 24"W | \$120.25 | \$156.35 | |
| 50045 | | 6'L x 42"H x 24"W | \$150.20 | \$195.25 | |
| 50049 | | 8'L x 42"H X 24" W | \$167.60 | \$217.90 | |

| Code | Qty. | Item | Regular | Total |
|-------|------|-------------------------------------|----------|-------|
| 50700 | | White - Fabric Table Cover w/ Table | \$273.10 | |
| 50700 | | Red - Fabric Table Cover w/Table | \$273.10 | |
| 50700 | | Blue - Fabric Table Cover wTable | \$273.10 | |
| 50700 | | Black - Fabric Table Cover w/Table | \$273.10 | |

Stretch Fabric Table Covers must be ordered 30 days in advance
Includes 6'x30" table

Total Tables: \$
6.500% Tax*: \$

Amount Due: \$

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

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

Please Sign



Card Holder Signature

Expo Tables



AOAO Annual Spring Meeting/Postgraduate Seminar

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Specialty Tables

Natural Feel Pedestal

Maple Top



| Code | Qty | Item | Discount | Regular | Total |
|-------|-----|--------------|----------|----------|-------|
| 50707 | | 42"H X 30"R | \$343.10 | \$446.05 | |
| 50706 | | 30"H X 30" R | \$329.10 | \$427.85 | |

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 | \$269.05 | \$349.75 | |
| 50032 | | 30"H X 36" R | \$251.50 | \$326.95 | |

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 | \$126.60 | \$164.60 | |
| 50031 | | Sq 18"H X 24" W | \$126.60 | \$164.60 | |

Total Sp Tables: \$

6.500% Tax*: \$

Amount Due: \$

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

Company Name: _____ Booth# _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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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 | \$196.10 | \$254.95 | |
| 50704 | | Natural Feel Chair | \$161.05 | \$209.35 | |

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 | \$161.70 | \$210.20 | |
| 50020 | | Side Chair | \$97.40 | \$126.60 | |
| 50021 | | Arm Chair | \$132.70 | \$172.50 | |

| Code | Qty | Item | Discount | Regular | Total |
|-------|-----|----------------|----------|----------|-------|
| 51090 | | Director Stool | \$179.75 | \$233.70 | |
| 51086 | | Director Chair | \$100.45 | \$130.60 | |

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

Total Chairs: \$ _____
6.500% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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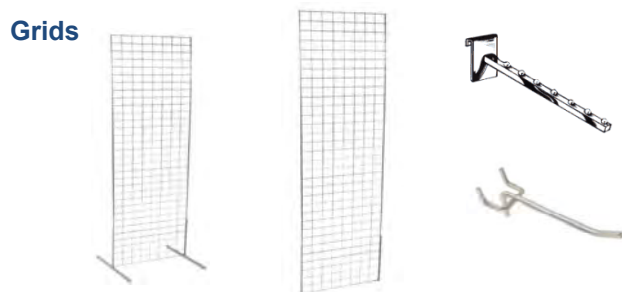
Display Furniture

Standard Display Accessories



| Code | Qty. | Item | Discount | Regular | Total |
|-------|------|-------------------|----------|----------|-------|
| 50245 | | Literature Rack | \$198.85 | \$258.50 | |
| 50094 | | Floor Easel | \$53.90 | \$70.05 | |
| 50095 | | 22x28 Sign Holder | \$122.70 | \$159.50 | |
| 50175 | | Bag Rack | \$263.35 | \$342.35 | |
| 50092 | | Coat Rack | \$93.50 | \$121.55 | |
| 50093 | | Garment Rack | \$263.35 | \$342.35 | |

Grids



| Code | Qty. | Item | Discount | Regular | Total |
|-------|------|----------------------|----------|----------|-------|
| 50236 | | 2'x8' w/legs, each | \$237.35 | \$308.55 | |
| 50237 | | 2'x8' w/o legs, each | \$177.80 | \$231.15 | |
| 50242 | | 7-Ball Waterfall | \$16.30 | \$21.20 | |
| 50104 | | 6" Hooks (12) | \$52.25 | \$67.95 | |

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

Tack/Posterboards



| Code | Qty. | Item | Discount | Regular | Total |
|-------|------|----------------|----------|----------|-------|
| 50060 | | 4' x 8' Horiz. | \$321.35 | \$417.75 | |
| 50061 | | 4' x 8' Vert. | \$321.35 | \$417.75 | |

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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: \$
6.500% Tax*: \$
Amount Due: \$

Company Name: _____ **Booth #** _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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32837

Showcases & Risers

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

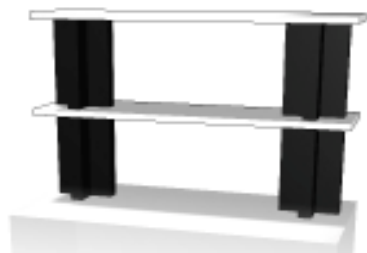
Showcases



| Code | Qty | Item | Discount | Regular | Total |
|-------|-----|--------------|------------|------------|-------|
| 50067 | 4' | Full View | \$992.40 | \$1,290.10 | |
| 50068 | 6' | Full View | \$1,094.50 | \$1,422.85 | |
| 50069 | 4' | Quarter View | \$992.40 | \$1,290.10 | |
| 50070 | 6' | Quarter View | \$1,094.50 | \$1,422.85 | |

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 | \$111.25 | \$144.65 | |
| 50297 | 6' x12" | Display Shelf | \$138.40 | \$179.90 | |

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 | 20.60 | 26.80 | |

Order per linear foot

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

Total Showcase & Risers: \$

6.500% Tax*: \$

Amount Due: \$

Company Name: _____ Booth# _____

Contact Name

Contact Email Address

Please Sign



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 | \$25.20 | \$32.75 | |
| 50074 | | | 3' high drape | \$18.65 | \$24.25 | |
| 50088 | | NA | 8' upright with base | \$34.80 | \$45.25 | |
| 50349 | | NA | 6'-10' cross bar | \$23.15 | \$30.10 | |
| 50348 | | NA | 7'-12' crossbar | \$23.15 | \$30.10 | |

Red 01

White 03

Blue 05

Black 06

Grey 10

Burgundy 07

| Code | Qty | Color | Item | Discount | Regular | Total |
|-------|-----|-------|-----------------|----------|---------|-------|
| 50058 | | | Sateen Skirting | \$20.60 | \$26.80 | |

Order per linear foot

Skirting of Exhibitor Equipment

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

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 | \$175.00 | \$227.50 | |
| 50710 | | Natural Feel Tab Lamp | \$126.05 | \$163.85 | |
| 50708 | | Natural Feel Recept | \$77.05 | \$100.15 | |
| 50091 | | Wastebasket | \$19.00 | \$19.00 | |
| 50185 | | Drawing Bowl | \$49.45 | \$64.30 | |
| 50427 | | Tensa Stanchion, each | \$111.05 | \$144.35 | |

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

Total Drape and Accessories: \$

6.500% Tax*: \$

Amount Due: \$

Company Name: _____ Booth# _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



AOAO Annual Spring Meeting/Postgraduate Seminar

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April 12 - 13, 2019

Discount Deadline **Wednesday, March 13, 2019**

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Graphics and Signs

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

Foam Core Signs, Single sided

| Qty. | Code | Item | Discount | Regular | Amount |
|------|-------|--------------------------|----------|----------|--------|
| | 70009 | Vertical, 22" x 28" | \$201.00 | \$261.30 | |
| | 70010 | Horz., 22" x 28" | \$201.00 | \$261.30 | |
| | 70011 | Vertical, 28" x 44" | \$306.20 | \$398.05 | |
| | 70012 | Horz., 28" x 44" | \$306.20 | \$398.05 | |
| | 70025 | Meterboard, 39" x 90.75" | \$619.70 | \$805.60 | |

Vinyl Banners with Digital Printing

| Qty. | Code | Item | Discount | Regular | Amount |
|------|-------|---------------------------------------|----------|---------|--------|
| | 70065 | Grommets, per sq. ft.- Vertical | \$25.50 | \$33.15 | |
| | 70071 | Grommets, per sq. ft. - Horizontal | \$25.50 | \$33.15 | |
| | 70066 | Pockets, per sq. ft. - Vertical | \$27.40 | \$35.60 | |
| | 70072 | Pockets, per sq. ft.- Horizontal | \$27.40 | \$35.60 | |

Accessories

| Qty. | Code | Item | Discount | Regular | Amount |
|------|-------|----------------------------|----------|----------|--------|
| | 70017 | Blank Foamcore, 4' x 8' | \$54.60 | \$71.00 | |
| | 70021 | Velcro, per ft, min. 5 ft. | \$3.55 | \$4.60 | |
| | 70004 | 7" x 44" ID Sign | \$60.10 | \$78.15 | |
| | 50094 | Floor Easel | \$53.90 | \$70.05 | |
| | 50095 | 22x28 Sign Holder | \$122.70 | \$159.50 | |

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

| Qty. | Code | Item | Discount | Regular | Amount |
|------|-------|-------------------------|----------|----------|--------|
| | 70034 | 36"x36" Rnd Table Cling | \$213.85 | \$278.00 | |

Please see our **Graphic Guidelines** page for specific file and artwork information.

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

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

Due to the custom nature of this product, no refunds or cancellations are available.

Total Graphics: \$ _____
6.500% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____

BOOTH: _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



AOAO Annual Spring Meeting/Postgraduate Seminar

Disney Yacht Club Resort - Lake Buena Vista, Florida

April 12 - 13, 2019

Upload Deadline **Wednesday, March 13, 2019**

Orders with complete Payment Authorization and graphics must be received before
Upload Deadline date

Event Code: F140630419

Connect With
Us!

email orlando@shepardes.com
phone (407) 888-9669
fax (407) 888-2301
mail 1701 Boice Pond Rd.,
STE 101, Orlando, FL
32837

Graphic File
Upload Instructions

All graphic files for ordered products should be uploaded to our FTP site.

Address: https://files.shepardes.com/files/FTP%20Files/Drop%20Off/-2019/04_AOAO%20Post%20Graduate%20Spring%20Meeting/Exhibitor%20Uploads

Username: **sesftp**

Password: **ftpftp**

- 1 Name your files in this format: Company Name_Booth#_Panel Letter **example:** **Shepard_1905_A**
- 2 When you are in your show folder, you can either drop and drop your files into the folder to initiate upload or
You may click the Upload Files button and select the files you need to upload.
- 3 When upload is complete, email the name of your files to: **orlando@shepardes.com**
As the subject line use: **"Show Name" FTP Upload**

Failure to follow these steps could result in delayed graphics.

Please see Graphic Guidelines page for file specifications.



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fax (407) 888-2301
mail 1701 Boice Pond Rd.,
STE 101, Orlando, FL
32837

Graphic Guidelines

ACCEPTABLE FILE FORMATS

Shepard uses the most current version of Adobe Creative Cloud. If providing native files from another version, please provide an .idml file.

| Program | File Extension |
|---------|----------------|
|---------|----------------|

| | |
|-------------------|-----------|
| Adobe Acrobat | .pdf |
| Adobe Illustrator | .ai, .eps |

| | |
|-----------------|-------------------|
| Adobe InDesign | .indd, .idml |
| Adobe Photoshop | .tiff, .psd, .eps |

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

Special Considerations

Create using a high-quality output.*

Vector artwork. Images embedded and fonts changed to outlines** or a packaged file.

Fonts changed to outlines** or a packaged file.

Raster artwork. File should be in CMYK color space.

FONTS

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

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

ARTWORK GUIDELINES

Document Size & Specs

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

COLOR

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

ARTWORK FILE TYPES & RESOLUTION

Artwork can be created in several ways. Here are some things to consider.

Vector

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

Raster

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

Resolution

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

Vector Logo at 200%



Raster Logo at 200%



High Resolution Logo



Low Resolution Logo





LABOR JURISDICTIONS **LAKE BUENA VISTA, FL**

LABOR

Florida 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

Union exhibit labor claims jurisdiction for the installation and dismantling of prefabricated exhibits and displays when this work is done by persons other than company personnel. They may be employed by completion of labor forms enclosed in this manual.

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

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

MATERIAL/FREIGHT HANDLING JURISDICTION

Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates. It is Shepard's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle. Shepard will have complete control of the loading docks at all times.

Exhibitors may hand-carry their own materials into the exhibit facility; however, the use or rental of dollies, flat trucks, pallet jacks, and other mechanical equipment is not permitted.

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

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

GRATUITIES /BREAKS

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

IN GENERAL

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

SAFETY

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



AOAO Annual Spring Meeting/Postgraduate Seminar

Disney Yacht Club Resort - Lake Buena Vista, Florida

April 12 - 13, 2019

Discount Deadline **Friday, March 22, 2019**

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

Labor Hours

ST - Straight time:

Monday - Friday: 8:00 am - 4:30 pm

OT - Overtime:

Monday - Friday: 4:30 pm - Midnight; Saturday/Sunday: 8:00 am - 5:00 pm

DT - Double-time:

All other hours and Holidays

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

| Code | Discount | Regular |
|----------|----------|----------|
| 68066 ST | \$117.33 | \$152.50 |
| 68067 OT | \$175.99 | \$228.80 |
| 68068 DT | \$234.65 | \$305.05 |

(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: F140630419

Connect With
Us!

email orlando@shepardes.com
 phone (407) 888-9669
 fax (407) 888-2301
 mail 1701 Boice Pond Rd.,
 STE 101, Orlando, FL
 32837

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

*Allow time for empty return when scheduling your pick up

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

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**: \$

6.500% Tax*: \$

Amount Due: \$

Company Name:

Booth #

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



AOAO Annual Spring Meeting/Postgraduate Seminar

Disney Yacht Club Resort - Lake Buena Vista, Florida

April 12 - 13, 2019

Discount Deadline **Friday, March 22, 2019**

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

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

Labor Hours

ST - Straight time: Monday - Friday: 8:00 am - 4:30 pm
OT - Overtime: Monday - Friday: 4:30 pm - Midnight; Saturday/Sunday: 8:00 am - 5:00 pm
DT - Double-time: All other hours and Holidays

Exhibitor Supervised Labor

| Code | Discount | Regular | Estimate |
|-------|-------------|----------|----------|
| 68060 | ST \$90.25 | \$117.35 | |
| 68061 | OT \$135.38 | \$176.00 | |
| 68062 | DT \$180.50 | \$234.65 | |

(68063/68064/68065)

Step One:

Choose your **service**

| | | |
|---------------------------------------|---|-------|
| <input type="checkbox"/> Installation | # | _____ |
| <input type="checkbox"/> Dismantling | # | _____ |
| <input type="checkbox"/> Both | # | _____ |

Step Two:

How many **people**?

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 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 |
|-------|-------|--------------------|----------|---------|--------|
| 68080 | | Flooring Only | 1.00 | 1.30 | |
| 68083 | | Padding + Flooring | 1.50 | 1.95 | |
| 68079 | | MINIMUM | 234.65 | 305.05 | |

Flooring Type:

| | |
|---|----------------------------------|
| <input type="checkbox"/> Carpet Rolls | <input type="checkbox"/> Padding |
| <input type="checkbox"/> Carpet Squares | <input type="checkbox"/> Other |

Is electrical to be installed under your carpet? ☐ Yes ☐ No

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

In a Hurry or Have a Plane to Catch?

Choose **Shepard Blue** for your labor needs and leave the work to us!

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

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

Labor Estimate \$ _____

6.500% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____

Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Exhibitor
Supervised Labor

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.

Disney's Yacht and Beach Club Resorts Audio/Visual Request Form

| CUSTOMER INFORMATION | | | |
|----------------------|--------|------|--|
| PLEASE PRINT OR TYPE | | | |
| Company: | | | |
| Address: | | | |
| City: | State: | Zip: | |
| Phone: | Fax: | | |
| Contact: | | | |
| Email: | | | |

| AV EQUIPMENT (*service fee) | Qty | Daily Rate | # of Days | Total |
|------------------------------------|-----|---------------|--------------|-------|
| (2) Powered Speakers with Mixer | | \$414 | | \$ |
| Wireless Microphone | | \$195 | | \$ |
| (1) Powered Speaker with Mixer | | \$212 | | |
| Direct Box | | \$45 | | \$ |
| Flipchart | | \$50 | | \$ |

| DISPLAY EQUIPMENT (*service fee) | Qty | Daily Rate | # of Days | Total |
|---|-----|---------------|--------------|-------|
| 24" Flat Screen Monitor (floor stand not available) | | \$240 | | \$ |
| 32" Flat Screen Monitor (floor stand not available) | | \$250 | | \$ |
| 46" Flat Screen Monitor | | \$535 | | \$ |
| 55" Flat Screen Monitor | | \$735 | | \$ |
| Monitor Floor Stand | | \$120 | | \$ |
| Laptop | | \$275 | | \$ |
| HDMI Video Cable 25' | | \$30 | | \$ |
| Wireless Mouse/Slide Advancer | | \$60 | | \$ |

| DELIVERY INFORMATION | |
|-----------------------|----------|
| Convention Name: | |
| Booth #: | Email: |
| On-Site Contact/Cell: | |
| Delivery: | Pick-Up: |
| Date: | Date: |
| Time: | Time: |

| RENTAL POLICY |
|--|
| <ul style="list-style-type: none"> All equipment to be in operating condition upon delivery. If a malfunction is experienced in operation, the problem must be reported immediately. We will replace or repair the equipment. We are not responsible for problems reported after the rental period. Clients are responsible for all items while in their use; this includes damage, loss, theft, or vandalism. Repair or replacement costs will be charged. Cancellation of Equipment: 48 hour notice of cancellation is required for rental equipment or a fee of 50% of the normal one day rental rate will be charged. If equipment is delivered, client will be charged the normal one-day rate. Prices are based on current rates and are subject to change without notice. All equipment is on a daily rate per-room/booth basis. |

| PAYMENT INSTRUCTIONS | |
|---|----|
| Please indicate method of payment. This section must be completed before your order can be processed. A credit authorization is requested as a deposit against additional services and/or labor. Payment of any balances may be made by company check upon presentation of statement while at the event. However, a credit card authorization must be on file. Any balances outstanding as of move-out will be charged to your account. | |
| Card Type: <input type="checkbox"/> Amer. Express <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard | |
| Card # | |
| Exp. Date: | |
| Card holder name: | |
| Signature: | |
| Total Equipment Rental | \$ |
| *24% Service Fee | \$ |
| 6.5% FL Sales Tax | \$ |
| TOTAL | \$ |

**To place order call (407) 938-0606 or
fax (407) 938-0607**

- Pricing, service charge (currently 24%, which is taxable) and taxes (currently 6.5%) are subject to change without notice. Applicable service charge and sales tax are not included.
- Equipment listed does not reflect our total inventory; please call for additional information and pricing.

Disney's Yacht and Beach Club Resorts Electrical Pricing Guide/Order Form

| CUSTOMER INFORMATION | | | | |
|--|--|--------|-------------|------|
| Show Name: | | | Show Dates: | |
| Company Name: | | | | |
| Onsite Contact | | | Booth #: | |
| Address: | | | | |
| City: | | State: | | Zip: |
| Phone: | | Cell: | | Fax: |
| Email: | | | | |
| Print Name: | | | Signature: | |
| PAYMENT MUST ACCOMPANY ALL ORDERS 10 DAYS PRIOR TO SHOW SET UP FOR ADVANCE PRICE TO APPLY | | | | |
| THERE IS A MINIMUM LABOR CHARGE OF 1.5 HOURS FOR HOOK UP AND 1 HOUR TO DISMANTLE FOR ISLAND BOOTHS AND 208 VOLT SERVICES | | | | |
| For Outdoor Events 20 AMP minimum Required- Electrical Outlets (Approximately 120V A.C. 60 Cycle | | | | |

| ELECTRICAL OUTLETS-Approximately 120v A.C. 60 Cycle | | | | |
|---|-----|----------------|----------------|------|
| 120 VOLTS | Qty | Advanced Price | Standard Price | Cost |
| 0-500 WATTS (5AMPS) | | \$85.00 | \$125.00 | \$ |
| 500-1000 WATTS (10AMPS) | | \$150.00 | \$225.00 | \$ |
| 1501-2000 WATTS (20AMPS) | | \$195.00 | \$295.00 | \$ |

| EXTENSION CORDS | | | |
|---------------------------------|-----|----------------|------|
| Electrical Outlets not Included | Qty | Standard Price | Cost |
| 25' Extension Cord | | \$20 | \$ |
| Power Strip (6 Outlets) | | \$20 | \$ |

| ELECTRICAL SERVICE CONNECTIONS-Approximately 208v A.C. 60 Cycle | | | | |
|---|-----|----------------|----------------|------|
| 208 VOLTS SINGLE PHASE *REQUIRES LABOR | Qty | Advanced Price | Standard Price | Cost |
| 20 AMPS | | \$370.00 | \$555.00 | \$ |
| 30 AMPS | | \$445.00 | \$665.00 | \$ |
| 60 AMPS | | \$560.00 | \$875.00 | \$ |
| 100 AMPS | | \$765.00 | \$1150.00 | \$ |

| *LABOR | | |
|---|--|----------|
| Minimum labor charge of 1.5 hours for hook up and 1 hour to dismantle | | |
| ST M-F 8am-5pm (Except Holidays) | | \$95.00 |
| OT M-F 5pm-12am (Sat/Sun/Holidays) | | \$142.50 |
| DT M-F 12am-8am (Sat/Sun/Holidays) | | \$190.00 |

| 208 VOLTS THREE PHASE *REQUIRES LABOR | Qty | Advanced Price | Standard Price | Cost |
|--|-----|----------------|----------------|------|
| 20 AMPS | | \$495.00 | \$750.00 | \$ |
| 30 AMPS | | \$595.00 | \$895.00 | \$ |
| 60 AMPS | | \$780.00 | \$1170.00 | \$ |
| 100 AMPS | | \$1030.00 | \$1545.00 | \$ |
| 200 AMPS | | \$1500.00 | \$2325.00 | \$ |
| 400 AMPS | | \$2835.00 | \$4250.00 | \$ |

| SUBTOTAL | |
|--|--|
| Labor | |
| *24% Service Charge | |
| 6.5% Florida Sales Tax | |
| TOTAL DUE | |
| FULL PAYMENT DUE PRIOR TO SHOW OPENING | |
| All Tax Exempt clients must send a copy of their Tax Exempt Form | |

To Order Send or Fax to :

Audio Visual Department, Disney's Yacht & Beach Club
P.O. Box 10,000, Lake Buena Vista, FL 32830
(P) (407) 934-3912 (F) (407) 938-0607
Exhibits.YachtBeach@psav.com

Rates for higher wattages, voltage, or special lighting on request.
Special hanging or installation done on time and material basis.
SPECIAL INSTRUCTIONS - AISLE #

ISLAND BOOTHS - A scaled floor plan must accompany orders showing locations of electrical outlets, connections, and lighting equipment.

Aisle # _____
Rear

STANDARD BOOTH
Aisle # _____

All credit cards processed by PSAV - ☐ MasterCard ☐ Visa ☐ AMEX ☐ Discover ☐ Check - Make all checks payable to PSAV
Credit Card #: _____ CCID# _____ EXP Date: _____

Card Holder's Name (PRINT) _____ Authorized Signature: _____

- ALL ORDERS MUST BE PAID IN ADVANCE ON U.S. BANKS
- Rental rates quoted cover any portion of a seven (7) day consecutive period.
- Pricing and taxes (currently 6.5%) are subject to change without notice. Applicable sales tax is not included.

Disney's Yacht and Beach Club Resorts Booth Diagram

Please mark the grid, using the legend, to designate each location of the outlets ordered. Please designate total square footage (below grid). If power is only ordered for the rear of booth please disregard this form.

Please check Booth Type:



Island



Peninsula



Inline



= Main Drop



=5amp/5watt



=10amp/1000watt



=15amp/1500watt



=20amp/2000watt

Neighbor Booth/Aisle # _____

Neighbor Booth/Aisle # _____

Neighbor Booth/Aisle # _____

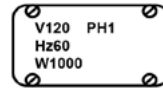
Neighbor Booth/Aisle # _____

Specify the scale used: 1 ☐ = _____ square feet | Specify total square footage _____

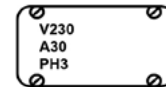
Regulation and General Information

1. Calculate your lighting needs by adding wattage in each location.
2. For other equipment, read the ratings from the metal plate attached to the unit (See Example). If the rating is in watts, order in wattage. If the rating is in amps, order in amperage.
3. Separate locations require separate outlets (500 watt min.).

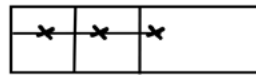
EXAMPLES OF HOW TO READ METAL PLATES ON EQUIPMENT



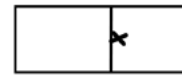
= 120 Volts, Single Phase
= 60 Cycles
= 1,000 Watts



= 230 Volt
= 30 Amps
= 3 Phase



INLINE BOOTHS - PENINSULA



BACK TO BACK PENINSULA
BOOTHS

One drop within booth when power source in ceiling or one location at DEG's discretion when power source is in the floor.
Please see Regulation #4 below.

ISLAND BOOTHS

Where will my outlet be located?

Your outlet will be located as depicted, unless floor plan is received indicating otherwise.

1. Orders must be received with payment a minimum of ten (10) business days prior to scheduled event set-up for discount rates. Orders received less than ten (10) business days prior to scheduled event set-up or without payment will be charged at the floor order rates.
2. The Disney Event Group (DEG) is not responsible for voltage fluctuations or power failure due to temporary conditions. For your protection, you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by our electrician. We will not be responsible for any damage or loss of equipment, component, computer hardware, or software and/or damage or injury to any person caused by the installation, connection, or plugging into any electrical outlet by person other than our electrician.
3. A separate outlet must be ordered for each location where electricity is needed.
4. Rates listed for all connections including bringing the service to booth in the most convenient manner for DEG and DOES NOT INCLUDE connecting equipment, materials, special wiring, or labor. Normally, all electrical outlets will be placed on the floor in back of booth. Island booth outlets may be brought to one (1) location at our discretion if no information is provided and this charge is on a time and material basis.
5. A minimum charge of one and one half (1½) hour labor for installation and one (1) hour to dismantle will apply and time will commence upon exhibitor's request. Failure to start labor at requested time will result in a one (1) hour charge per electrician requested, unless 24-hour advance notice is provided in writing.
6. Additional service charges and labor charges may be assessed for installations.
7. All equipment regardless of source of power, must comply with Federal, State, and local codes. DEG reserves the right to inspect all electrical devices and connections to ensure compliance with all codes. DEG is required to refuse connections where the exhibitor wiring is not in accordance with local Electrical Code.
8. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
9. All electrical equipment must be properly tagged and wired with complete information as to the type of current required for operation, voltage, phase, cycle, horsepower, etc.
10. All exhibitor's cords must be minimum of 14/3 with ground. ALL exposed noncurrent carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
11. Material and equipment furnished by DEG for this service order is furnished on a rental basis, remains our property, and shall be removed ONLY by DEG. Price also includes all necessary disposable supplies.
12. DEG employees are authorized to cut floor coverings when essential for installation of service otherwise indicated.
13. Claims will not be considered or adjustments made unless filed in writing by the exhibitor prior to close of event and this claim must be verified by DEG prior to close of event.
14. Credit will not be given for service installed and not used.
15. Exhibitor holds DEG harmless for any and all losses of power Exhibitor holds DEG harmless for any and all losses of power beyond DEG's control, including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment, or overloads caused by exhibitor.
16. As the official Electrical Contractor, we will be responsible for:
 - All under carpet distribution of electrical wiring.
 - All motor and equipment hook-ups requiring hardware connection.
 - The above items require electrical labor, which may be ordered in the Electrical Labor sections on the preceding page.
17. In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:
 - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
 - The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp-on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
 - Zip cords or 2-wire cords are ungrounded and could result in safety hazards. Their use is forbidden to all convention facilities.
18. Electricity will be turned on within 30 minutes of show openings and turned off within 30 minutes after the closing.

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

Fax Order to: 914-965-7746

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.



AOAO 59th Annual Postgraduate Seminar
Disney Yacht and Beach Club Resort
Orlando, FL



April 12-14, 2019

Order Online: <http://shop.bartizan.com/AOAO.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

Capture leads by typing Badge ID # or scan the Barcode when available by using your own device.

Booth Price Packages:

1 License:

2 Licenses:

Additional Licenses available after 2nd license for \$50.00 per license

iPod touch® Rental: Includes iLeads lead retrieval app pre-loaded.

iPad® Rental: Includes iLeads lead retrieval app pre-loaded.

3G Service is available for an additional \$80.00

| QTY | ORDER BY | | ONSITE | TOTAL |
|-----|-----------|-----------|--------|-------|
| | 3/13/2019 | 3/27/2019 | | |

\$199.00

\$209.00

\$219.00

\$299.00

\$309.00

\$319.00

\$50.00

\$50.00

\$50.00

\$299.00

\$309.00

N/A

\$399.00

\$409.00

N/A

\$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.



AOAO 59th Annual Postgraduate Seminar
Disney Yacht and Beach Club Resort
Orlando, FL
April 12-14, 2019



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

Fax Order to: 914-965-7746

COMPANY: _____ BOOTH #: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ COUNTRY: _____

PHONE#: _____ FAX #: _____

ORDER CONTACT: _____ EMAIL: _____

ONSITE CONTACT: _____ CELL #: _____

iLeads Only:

Please provide First Name, Last Name and Email address of person to receive the Event Access Code.

Recipient will also receive the User Name & Password to access your company's leads on LeadsLightning.

Name:

Email:

ORDER ONLINE:

<http://shop.bartizan.com/AOAO.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