



Show Information

AOAO Annual Spring Meeting

Red Rock Resort & Casino - Las Vegas, Nevada

April 23 - 24, 2020

Event Code: L130020420
 email: lasvegas@shepardes.com
 phone: (702) 507-5278
 fax: (702) 948-0341
 mail: 5845 Wynn Road, Suites A,B,C,D,
 Las Vegas, NV 89118

BOOTH PACKAGE

Items provided in your booth, per exhibitor:

8' High backwall drape, 3' High sidewall drape

7" x 44" Cardstock Identification Sign

(1) 6' x 30" Skirted Table - Black

(2) Side Chairs

(1) Wastebasket

Show drape color(s): Black
 Aisle carpet color: Facility is carpeted

Exhibit Show Schedule

| | | | | | |
|-----------------------------------|---------------------------|----------|----|----------|--------------------------------------------------------|
| General Exhibitor Move-in: | Wednesday, April 22, 2020 | 1:00 PM | to | 5:00 PM | |
| Exhibit Hours: | Thursday, April 23, 2020 | 6:30 AM | to | 6:30 PM | |
| | Friday, April 24, 2020 | 6:30 AM | to | 12:30 PM | |
| Exhibitor Move-out: | Friday, April 24, 2020 | 12:30 PM | to | 3:00 PM | |
| Freight Reroute Begins* | Friday, April 24, 2020 | 3:00 PM | | | *All outbound carriers must be checked in by this time |

Shipping Addresses

See Material Handling Rate Form for all related fees.

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]

AOAO Annual Spring Meeting

c/o Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D

Las Vegas, Nevada 89118

Direct Shipments Address

c/o Shepard Exposition Services

[Exhibiting Co. Name & Booth Number]

AOAO Annual Spring Meeting

Red Rock Resort & Casino

11011 W Charleston Blvd

Las Vegas, NV 89135

Important Deadlines

Discount price deadline for custom Shepard rentals: Tuesday, March 24, 2020

Exhibitor appointed contractor notification deadline: Tuesday, March 24, 2020

First day for warehouse deliveries without a surcharge: Tuesday, March 24, 2020

Discount price deadline for standard Shepard orders: Thursday, April 2, 2020

Last day for warehouse deliveries without a surcharge: Wednesday, April 15, 2020

Last day for warehouse deliveries*: Monday, April 20, 2020

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

First day freight can arrive at show facility: Wednesday, April 22, 2020 at 8:00 AM



AOAO Annual Spring Meeting

Red Rock Resort & Casino - Las Vegas, Nevada

April 23 - 24, 2020

Discount Deadline Thursday, April 2, 2020

Event Code:

L130020420

email

lasvegas@shepardes.com

phone

(702) 507-5278

fax

(702) 948-0341

Shepard Mailing Address 5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

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

Service Desk Hours (subject to change)

| | | | |
|---------------------------|----------|----|----------|
| Wednesday, April 22, 2020 | 1:00 PM | to | 5:00 PM |
| Thursday, April 23, 2020 | 6:30 AM | to | 6:30 PM |
| Friday, April 24, 2020 | 6:30 AM | to | 12:30 PM |
| Friday, April 24, 2020 | 12:30 PM | to | 3:00 PM |

Exhibitor Move Out

| | | | |
|------------------------|----------|----|---------|
| Friday, April 24, 2020 | 12:30 PM | to | 3:00 PM |
|------------------------|----------|----|---------|

Dismantle & Move out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed from the floor.

All exhibitor materials must be removed from the facility by Friday, April 24, 2020 3:00 PM

Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Friday, April 24, 2020 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 as well as provide carrier specific shipping labels.

Pick Up Address

Red Rock Resort & Casino
11011 W Charleston Blvd
Las Vegas, NV 89135

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.

AOAO Annual Spring Meeting

Red Rock Resort & Casino - Las Vegas, Nevada

April 23 - 24, 2020

Event Code:

L130020420

email

lasvegas@shepardes.com

phone

(702) 507-5278

fax

(702) 948-0341

Online Ordering is Easy!

Go to: www.shepardes.com/intro.asp**CLICK ON** AOA Annual Spring Meeting**Login** from the Show Information page by clicking  at the top right corner of the page.**Enter** your email address and password then click **NEW users :** User name = Your Email Address (provided by Event Management)

Password = AOAOSpring2020

Prior users : User name = Your Email Address

Password = Your pre-existing password

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

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

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


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

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

Confirm your order, click  and complete the payment process.

* Material Handling estimates will not be charged until freight is received at the warehouse or at show site.

* Labor and Hanging Sign estimates will not be charged until services are rendered at show site.

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

QUESTIONS?

We love to help! Contact us!

Shepard Customer Service

(702) 507-5278

lasvegas@shepardes.com



Payment Authorization

AOAO Annual Spring Meeting

Red Rock Resort & Casino - Las Vegas, Nevada

April 23 - 24, 2020

Event Code: L130020420
email lasvegas@shepardes.com
phone (702) 507-5278
fax (702) 948-0341
mail 5845 Wynn Road, Suites A,B,C,D,
Las Vegas, NV 89118

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

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

Please complete the following information:

Exhibiting Company Information

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

Credit Card Information

(Required for all forms of payment)

☐ Check

☐ Wire Transfer



VISA



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) _____
Signature: _____

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

Wire Transfers

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

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

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

Exhibiting Company Name: _____

Booth Number: _____

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

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

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

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

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

If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.

You are entering a contract which limits your possible recovery in case of loss or damage.

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

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

Definitions and Shepard Responsibilities: The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any 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 authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to Shepard which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account. If EXHIBITOR provides a credit card for payment and the credit card transaction is declined, EXHIBITOR hereby authorizes Shepard to process the outstanding balance in multiple smaller increments that total the amount of the outstanding payment obligation. In the event that a THIRD PARTY (AGENT) orders on behalf of the EXHIBITOR and the named THIRD PARTY does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the EXHIBITOR. All invoices are due and payable upon receipt, by either party.

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

Third Party Orders: If you contract your work to a display or exhibit house 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. Equipment and 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.

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

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, Shepard's sole and exclusive maximum liability for loss or damage to Exhibitors materials and Exhibitor's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,500.00 (USD) per shipment whichever is less. All shipment weights are subject to correction and final charges determined by the actual or re-weighed weight of the shipment. Shepard shall 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 their representative. All previous labels should be removed. Shepard assumes no responsibility for removal or mis delivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."



3rd Party Payment Authorization

AOAO Annual Spring Meeting

Red Rock Resort & Casino - Las Vegas, Nevada

April 23 - 24, 2020

Deadline Tuesday, March 24, 2020

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

Event Code:

L130020420

email

lasvegas@shepardes.com

phone

(702) 507-5278

fax

(702) 948-0341

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

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

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

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

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

Step 1: Provide the Exhibiting Company Contact Information and Signature

Exhibiting Company Name: _____ Booth #: _____

Exhibiting Company Address: _____

Phone: _____

Email Address: _____

Exhibiting Company Authorized Name - Please Print: _____

Signature from Exhibiting Company: _____

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

☐ All Services

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

Step 3: Provide Third Party Contact Information

3rd Party Company Name: _____

Contact Name: _____

Address: _____

Phone: _____ Email Address: _____

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

Credit Card Information

(Required for all forms of payment)



Credit Card #: _____

Expiration Date: Month: _____ Year: _____ Security Code: _____

Billing Address: _____

City, ST, Zip: _____

Name on Card: (Please Print) _____

Signature: _____



AOAO Annual Spring Meeting

Red Rock Resort & Casino - Las Vegas, Nevada

April 23 - 24, 2020

Due By: Tuesday, March 24, 2020

Event Code:

L130020420

email

lasvegas@shepardes.com

phone

(702) 507-5278

fax

(702) 948-0341

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

Exhibiting

Company Name

Booth #

Email Address:

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

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

Exhibitor Appointed Contractor

Contact Name

Street Address

City

Phone #

Description of proposed service for Exhibitor

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

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

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

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

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

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

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

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

Exhibitor Signature:



April 23 - 24, 2020

L130020420

lasvegas@shepardes.com

(702) 507-5278

(702) 948-0341

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

Booth #

Contact Email Address

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 #

[illegible]

Below Booth #



Relax with our Carefree Logistics!

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

Inbound & Outbound Services

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

Shepard Value-Added Services

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

Have a Logistics Question?

Visit Shepard Logistics in your Exhibitor Services Catalog or contact our Logistics team:

1.888.568.8858 | logistics@shepardes.com



**Exhibit
Rental**



**Traffic
Builders**



**Logistics &
Transportation**



**Furniture
Rentals**



**Material Handling
& Ground Rigging**



More!



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.



AOAO Annual Spring Meeting

Red Rock Resort & Casino - Las Vegas, Nevada

April 23 - 24, 2020

Event Code: L130020420
 email logistics@shepardes.com
 phone (888) 568-8858
 fax (404) 596-5620

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

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

Step 1: Complete Exhibiting company information:

Exhibiting Company Name _____ Booth # _____

Contact Name _____ Phone # _____ State _____ Zip _____

Email Address _____

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

Company _____

Street Address _____ City _____ State _____ Zip _____

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

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

Date _____ Hours of Operation _____

Step 4: Tell us Where this is going: ☐ Advance Warehouse ☐ Direct to showsite **Wednesday, April 22, 2020**

Step 5: Tell us What we are shipping:

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

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

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

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

Step 7: After the event is over, are we going to Ship Back to you? ☐ YES! ☐ No, I will arrange another carrier

Company _____ Booth # _____

Street Address _____ City _____ State _____ Zip _____

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



Outbound Material Handling Authorization and Shipping Labels

AOAO Annual Spring Meeting

Red Rock Resort & Casino - Las Vegas, Nevada

April 23 - 24, 2020

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

Event Code: L130020420
email: lasvegas@shepardes.com
phone: (702) 507-5278
fax: (702) 948-0341

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

Step 1: Complete Exhibiting Company Information:

| | |
|-------------------------|---------|
| Exhibiting Company Name | 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: Tell us What we are shipping:

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

| | |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Is there a loading dock? | <input type="checkbox"/> Do we need to go inside your office to pick up or deliver your items? |
| <input type="checkbox"/> Is your building in a residential area? | <input type="checkbox"/> Is there anything else we should know about your building? |
| <input type="checkbox"/> Do we need a lift gate on our truck? | |

Step 5: How many Labels do you need? _____

Step 6: Who is picking up your shipment?

_____ OFFICIAL SHOW CARRIER: **SHEPARD LOGISTICS** OTHER _____

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

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

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

_____ 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.

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.

| | |
|------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| R U S H |  |
| | ADVANCE WAREHOUSE |
| | TO: _____ (Exhibiting Company Name) |
| | Booth #: _____ |
| | c/o Shepard Exposition Services |
| | 5845 Wynn Road, Suites A,B,C,D |
| | Las Vegas,Nevada 89118 |
| | Delivery Hours: M-F, 8-4:00 PM |
| For: AOAO Annual Spring Meeting | |
| First day freight can arrive w/o a surcharge: March 24, 2020 | |
| Last day freight can arrive w/o a surcharge: April 15, 2020 | |

| | |
|------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| R U S H |  |
| | ADVANCE WAREHOUSE |
| | TO: _____ (Exhibiting Company Name) |
| | Booth #: _____ |
| | c/o Shepard Exposition Services |
| | 5845 Wynn Road, Suites A,B,C,D |
| | Las Vegas,Nevada 89118 |
| | Delivery Hours: M-F, 8-4:00 PM |
| For: AOAO Annual Spring Meeting | |
| First day freight can arrive w/o a surcharge: March 24, 2020 | |
| Last day freight can arrive w/o a surcharge: April 15, 2020 | |

| | |
|------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| R U S H |  |
| | ADVANCE WAREHOUSE |
| | TO: _____ (Exhibiting Company Name) |
| | Booth #: _____ |
| | c/o Shepard Exposition Services |
| | 5845 Wynn Road, Suites A,B,C,D |
| | Las Vegas,Nevada 89118 |
| | Delivery Hours: M-F, 8-4:00 PM |
| For: AOAO Annual Spring Meeting | |
| First day freight can arrive w/o a surcharge: March 24, 2020 | |
| Last day freight can arrive w/o a surcharge: April 15, 2020 | |

| | |
|------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| R U S H |  |
| | ADVANCE WAREHOUSE |
| | TO: _____ (Exhibiting Company Name) |
| | Booth #: _____ |
| | c/o Shepard Exposition Services |
| | 5845 Wynn Road, Suites A,B,C,D |
| | Las Vegas,Nevada 89118 |
| | Delivery Hours: M-F, 8-4:00 PM |
| For: AOAO Annual Spring Meeting | |
| First day freight can arrive w/o a surcharge: March 24, 2020 | |
| Last day freight can arrive w/o a surcharge: April 15, 2020 | |

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.

| | |
|--------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| R U S H |  |
| | DIRECT TO SHOW |
| | TO: _____ (Exhibiting Company Name) |
| | Booth #: _____ c/o Shepard Exposition Services |
| | Red Rock Resort & Casino 11011 W Charleston Blvd Las Vegas, NV 89135 |
| | For: AOAO Annual Spring Meeting |
| MUST NOT BE DELIVERED PRIOR TO: April 22, 2020 @ 8:00 AM | |

| | |
|--------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| R U S H |  |
| | DIRECT TO SHOW |
| | TO: _____ (Exhibiting Company Name) |
| | Booth #: _____ c/o Shepard Exposition Services |
| | Red Rock Resort & Casino 11011 W Charleston Blvd Las Vegas, NV 89135 |
| | For: AOAO Annual Spring Meeting |
| MUST NOT BE DELIVERED PRIOR TO: April 22, 2020 @ 8:00 AM | |

| | |
|--------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| R U S H |  |
| | DIRECT TO SHOW |
| | TO: _____ (Exhibiting Company Name) |
| | Booth #: _____ c/o Shepard Exposition Services |
| | Red Rock Resort & Casino 11011 W Charleston Blvd Las Vegas, NV 89135 |
| | For: AOAO Annual Spring Meeting |
| MUST NOT BE DELIVERED PRIOR TO: April 22, 2020 @ 8:00 AM | |

| | |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| R U S H |  |
| | DIRECT TO SHOW |
| | TO: _____ (Exhibiting Company Name) |
| | Booth #: _____ c/o Shepard Exposition Services |
| | Red Rock Resort & Casino 11011 W Charleston Blvd Las Vegas, NV 89135 |
| | For: AOAO Annual Spring Meeting |
| MUST NOT BE DELIVERED PRIOR TO: April 22, 2020 @ 8:00 AM | |



Material Handling Rates

AOAO Annual Spring Meeting

Red Rock Resort & Casino - Las Vegas, Nevada

April 23 - 24, 2020

Event Code:

L130020420

email

lasvegas@shepardes.com

phone

(702) 507-5278

fax

(702) 948-0341

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 are part, are billed as a package.

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

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

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

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

Advance Warehouse Shipments

First date freight can arrive Tuesday, March 24, 2020

Last date freight can arrive Monday, April 20, 2020

| Item | Code | Weight | Price | Total |
|------------------|-------|---------|----------|-------|
| Crated | 35010 | _____ x | \$131.00 | _____ |
| Special Handling | 35036 | _____ x | \$170.25 | _____ |

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

Direct to Showsite Shipments

First date freight can arrive Wednesday, April 22, 2020

| Item | Code | Weight | Price | Total |
|------------------|-------|---------|----------|-------|
| Crated | 35030 | _____ x | \$123.20 | _____ |
| Uncrated | 35043 | _____ x | \$184.75 | _____ |
| Special Handling | 35038 | _____ x | \$160.25 | _____ |

Large pieces of machinery and uncrated shipments can be accepted at showsite.

Light Weight (Shipments 40 pounds or less)

| Item | Code | Weight | Price | Total |
|-----------------------|-------|---------|---------|-------|
| Light Weight Shipment | 35400 | _____ x | \$65.50 | _____ |

Other Material Handling Services

| | | | |
|-----------------------------------------|-------|-----------|---------|
| Banding Service per 4x4 skid/pallet | 35490 | Qty _____ | \$75.00 |
| Shrink-wrap Service per 4x4 skid/pallet | 35491 | Qty _____ | \$75.00 |

Only Shepard personnel are allowed to operate mechanical equipment.

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

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

Contact Name

Email:

Signature:

AOAO Annual Spring Meeting

Red Rock Resort & Casino - Las Vegas, Nevada

April 23 - 24, 2020

Event Code:

L130020420

email

lasvegas@shepardes.com

phone

(702) 507-5278

fax

(702) 948-0341

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

Disposal Fee

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

Overtime/Double-time

Surcharge: Overtime: 30%

Double Time: 50%

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

Warehouse Overtime/Double-time

Surcharge: Overtime: 30%

Double Time: 50%

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

Early/Late Shipments to the Warehouse

Surcharge:

25%

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 show site after show open will be charged a surcharge.

Uncrated Shipments

Rate as shown on Material Handling Rate Form

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

Off-Target Deliveries

Surcharge:

15%

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

Fee:

\$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

Fee:

\$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

Fee:

\$25.00 per piece.

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

Envelope Deliveries

Fee:

\$10.50 per envelope

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.

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

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

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

What is the definition of "freight"?

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

What is the difference between material handling and shipping?

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

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

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

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

How do I calculate material handling charges?

Material handling, whether used completely or in part are offered as a round trip service. 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.

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

What are Crated materials?

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

What are Uncrated materials?

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

What is Special Handling?

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.

What are Advance Shipments?

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

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

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

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline 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 (MHA) with all required information, and return to the customer service desk. If you have questions on how to complete your bill of lading (MHA), please ask a Shepard customer service representative located at the customer service desk.

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

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



AOAO Annual Spring Meeting

Red Rock Resort & Casino - Las Vegas, Nevada

April 23 - 24, 2020

Event Code:

L130020420

email

lasvegas@shepardes.com

phone

(702) 507-5278

fax

(702) 948-0341

Labor Hours

ST - Straight time: All hours between 8AM - 5PM.

OT - Overtime: All hours between 5PM - 8AM.

DT - Double-time: Holidays.

Holidays NY Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Christmas.

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.

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

| Item | Code | # of Trips | Rate | Total |
|------------------|-------|------------|----------|-------|
| Dock to Booth ST | 35151 | _____ | \$218.83 | _____ |
| Booth to Dock ST | 35152 | _____ | \$218.83 | _____ |
| Dock to Booth OT | 35153 | _____ | \$308.25 | _____ |
| Booth to Dock OT | 35154 | _____ | \$308.25 | _____ |



Only Shepard personnel are allowed to operate mechanical equipment.

No refunds or exchanges once service has been rendered.

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

| | |
|-----------------|----|
| Total Estimate: | \$ |
| NA Tax*: | \$ |
| Amount Due: | \$ |

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____



On Site Storage

AOAO Annual Spring Meeting

Red Rock Resort & Casino - Las Vegas, Nevada

April 23 - 24, 2020

Event Code:

L130020420

email

lasvegas@shepardes.com

phone

(702) 507-5278

fax

(702) 948-0341

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

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

Exhibiting Company

Name: _____

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

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

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

Materials in Accessible Storage will be accessible during the event, but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus a per hour labor fee each time materials are moved. (\$100.00 Minimum)

(35166)

| | | Per Day |
|-------|---------------|----------|
| 35166 | Pallets/Skids | \$35.00 |
| 35348 | 1/2 a Trailer | \$80.00 |
| 35349 | Full Trailer | \$120.00 |
| 35087 | Labor ST | \$178.83 |
| 35100 | OT | \$268.25 |
| 35101 | DT | \$357.66 |

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 | \$178.83 | 35087 | |
| | OT | \$268.25 | 35100 | |
| | DT | \$357.66 | 35101 | |

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

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

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

Only Shepard personnel are allowed to operate mechanical equipment.

Total Onsite Storage: \$ _____

NA Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ **Booth #** _____

Contact Name _____

Email: _____

Signature: _____



Warehouse Storage

AOAO Annual Spring Meeting

Red Rock Resort & Casino - Las Vegas, Nevada

April 23 - 24, 2020

Event Code:

L130020420

email

lasvegas@shepardes.com

phone

(702) 507-5278

fax

(702) 948-0341

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: \$

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

NA Tax*: \$

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

Amount Due: \$

Printed Name: _____

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/



FURNISHINGS AND DECOR



Exhibit
Rental



Traffic
Builders



Logistics &
Transportation



Furniture
Rentals



Material Handling
& Ground Rigging



More!

Tables

UNSKIRTED



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



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



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



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



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



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

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



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



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



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



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



Display Table
#50050
8' x 24" x 30"
Skirted



Display Table
#50051
8' x 24" x 42"
Skirted

PEDESTAL & SIDE



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



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



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



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



Round Side Table
#50030
18" x 24"



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

Chairs

STOOLS



Director's Stool
#51090
Black Fabric, Maple Wood



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



Padded Stool
#50024
Padded Stool with Back, Grey Fabric

CHAIRS WITH ARMS



Director's Stool
#51086
Black Fabric, Maple Wood



Upholstered Arm Chair
#50021
Upholstered Arm Chair, Grey Fabric

CHAIRS WITHOUT ARMS



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



Upholstered Side Chair
#50020
Upholstered Side Chair, Grey Fabric

Display

FOR HANGING



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



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



Spiral Garment Rack
#50093
30" x 70"
Silver



2' x 8' Grid with Legs
#50236
2' x 8'
Chrome

Also Available Without Legs (#50237)



3.5' x 8' Slatwall
#50249
3.5' x 8'
Grey



4' x 8' Peg Board
#50594
4' x 8'
White



6" Hooks for Peg Board
#50104
Silver



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

Display



UPRIGHT, CROSSBAR, & DRAPERY



8' High Upright with Base
#50088
Crossbar rented separately



6' - 10' Crossbar
#50349
1 1/4" D



7' - 12' Crossbar
#50348
1 1/4" D



3' High Drape
#50074



8' High Drape
#50074

FOR SIGNS & LITERATURE



Horizontal Tackboard
#50060
4' x 8'
Black Legs, Grey Fabric



Vertical Tackboard
#50061
8' x 4'
Black Legs, Grey Fabric



Literature Rack
#50245
16" x 10" x 59"



Chrome Sign Holder
#50095
Holds 22" x 28" Sign



Floor Easel
#50094
31" x 31" x 64"

SHELVING



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



6' x 12" Display Shelf
#50297
6' x 12"
White Shelf with Black Bases

BARRIER



Tensa Barrier Stanchion
#50427
Barrier with Black Belt
Barrier 13" x 41"
Black Belt 117"
Rented individually, not a set

OTHER



Natural Feel Wastebasket
#50708
Beige Wastebasket



Wastebasket
#50091



Mini Refrigerator
#50098



Drawing Bowl
#51085



Sand Bag
#51087

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

Showcase



4' Full View Showcase
#50067

6' Full View Showcase
#50068



4' Quarterview Showcase
#50069

6' Quarterview Showcase
#50070

Flooring

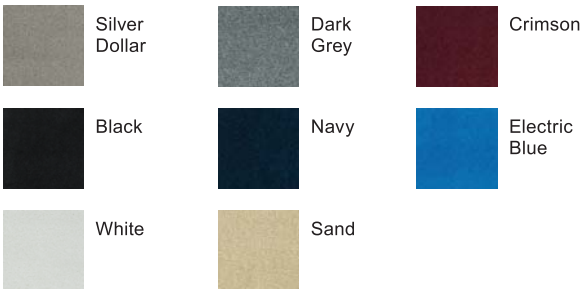
EXPO - 13oz



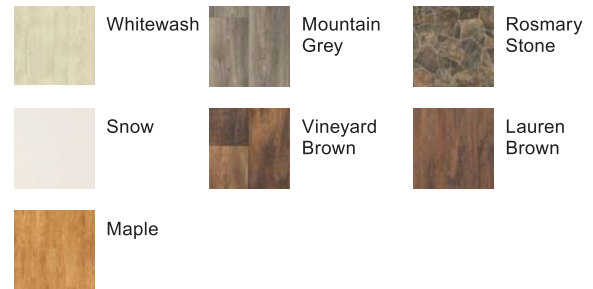
PREMIUM - 28oz



PLUSH - 50oz



VINYL - Custom Order Only



Skirt Color Options

SKIRT



Gold



Blue



Red



Green



Teal



Burgundy



Black



Grey



White

SPANDEX



Blue



Red



Black



White

Drape Color Options



Gold



Blue



Red



Green



Teal



Burgundy



Black



Grey



White



Booth and Carpet Cleaning

AOAO Annual Spring Meeting

Red Rock Resort & Casino - Las Vegas, Nevada

April 23 - 24, 2020

Discount Deadline Thursday, April 2, 2020

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

Event Code: L130020420
email lasvegas@shepardes.com
phone (702) 507-5278
fax (702) 948-0341

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

Minimum 100 square foot order for all cleaning services.

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

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

Booth Vacuuming



Vacuum Once

| Code | Service | Sq Ft | Discount | Regular | Total |
|-------|----------------|-------|----------|---------|-------|
| 47050 | 0-399 sq. ft. | | \$0.48 | \$0.60 | |
| 47051 | 400-900 sq.ft. | | \$0.45 | \$0.60 | |
| 47052 | 900+ sq. ft. | | \$0.40 | \$0.50 | |

Daily Vacuum

| Code | Service | Sq Ft | Discount | Regular | Total |
|-------|----------------|-------|----------|---------|-------|
| 47055 | 0-399 sq. ft. | | \$0.96 | \$1.25 | |
| 47056 | 400-900 sq.ft. | | \$0.85 | \$1.10 | |
| 47057 | 900+ sq. ft. | | \$0.80 | \$1.05 | |

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



| Code | Service | Sq Ft | 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 | Service | Sq Ft | Discount | Regular | Total |
|-------|---------------|-------|----------|---------|-------|
| 47042 | Mop One Time | | \$0.60 | \$0.80 | |
| 47022 | Mop Daily | | \$1.10 | \$1.45 | |
| 47013 | Sham/One Time | | \$0.65 | \$0.85 | |

Display Wipe Down (charged per hour)



| Code | Service | Hours | ST | OT | Total |
|-------|----------|-------|----------|----------|-------|
| 47043 | One Time | | \$148.27 | \$222.40 | |
| 47044 | Daily | | \$148.27 | \$222.40 | |

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

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

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

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

Total Cleaning: \$ _____
NA Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name: _____

Email: _____

Signature: _____

**AOAO Annual Spring Meeting**

Red Rock Resort & Casino - Las Vegas, Nevada

April 23 - 24, 2020

Discount Deadline Thursday, April 2, 2020

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

Event Code: L130020420
email lasvegas@shepardes.com
phone (702) 507-5278
fax (702) 948-0341

Abandoned Carpet / Floor coverings and Display Materials

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

Exhibitors who abandon floor coverings and/or displays, leave large or heavy amounts of trash will be charged labor plus disposal fees for Shepard to remove the materials. The rates for this service are shown below. **If you need to dispose of your exhibit, carpet, padding, or other large/heavy materials, please pre-arrange the removal with us!**

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

Labor

| Code | Item | Qty | Discount | Regular |
|-------|----------|-------|----------|----------|
| 68066 | ST Labor | _____ | \$148.27 | \$192.75 |
| 68067 | OT Labor | _____ | \$222.40 | \$289.10 |
| 68068 | DT Labor | _____ | \$296.53 | \$385.50 |

Forklift

| Code | Item | Qty | Discount | Regular |
|-------|----------------|-------|----------|----------|
| 35028 | ST 5k Forklift | _____ | \$424.25 | \$551.50 |
| 35039 | OT 5k Forklift | _____ | \$558.35 | \$725.75 |
| 35067 | DT 5k Forklift | _____ | \$692.50 | \$900.25 |

Dumpster Fee

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

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

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

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

Total Disposal Fee: \$ _____
8.380% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____

**AOAO Annual Spring Meeting**

Red Rock Resort & Casino - Las Vegas, Nevada

April 23 - 24, 2020

Discount Deadline Thursday, April 2, 2020Order with complete Payment Authorization must be received before Discount
Deadline date to receive discounted pricing.

Event Code: L130020420
 email: lasvegas@shepardes.com
 phone: (702) 507-5278
 fax: (702) 948-0341

Tables

| Code | Item | Qty | Color | Discount | Regular | Total |
|-------|-----------------------------------------------|-----|-------|----------|----------|-------|
| 50042 | 4'L X 30"H X 24"W Skirted Table | | | \$149.80 | \$194.75 | |
| 50046 | 6'L X 30"H 24"W Skirted Table | | | \$184.15 | \$239.40 | |
| 50050 | 8'L X 30"H 24"W Skirted Table | | | \$233.45 | \$303.50 | |
| 50043 | 4'L X 42"H 24"W Skirted Table | | | \$182.10 | \$236.75 | |
| 50047 | 6'L x 42"H 24"W Skirted Table | | | \$233.20 | \$303.15 | |
| 50051 | 8'L x 42"H 24"W Skirted Table | | | \$274.30 | \$356.60 | |
| 50052 | 4th Side Skirt for 30" High Table | | | \$91.10 | \$118.45 | |
| 50171 | 4th Side 42" Skirt for 42" High Table | | | \$91.10 | \$118.45 | |
| 50700 | 6'L X 30"H 24"W Spandex Table Cover | | | \$273.10 | \$355.05 | |
| 50040 | 4'L X 30"H X 24"W UnSkirted Table | | na | \$106.75 | \$138.80 | |
| 50044 | 6'L X 30"H X 24"W UnSkirted Table | | na | \$127.40 | \$165.60 | |
| 50048 | 8'L X 30"H X 24"W UnSkirted Table | | na | \$150.20 | \$195.25 | |
| 50041 | 4'L X 42"H X 24"W UnSkirted Table | | na | \$120.25 | \$156.35 | |
| 50045 | 6'L x 42"H X 24"W UnSkirted Table | | na | \$150.20 | \$195.25 | |
| 50049 | 8'L x 42"H X 24"W UnSkirted Table | | na | \$167.60 | \$217.90 | |
| 51089 | Pedestal Table, 42"H 36"R Grey Fleck Top | | na | \$269.05 | \$349.75 | |
| 50032 | Pedestal. Table, 30"H 36"R Grey Fleck Top | | na | \$251.50 | \$326.95 | |
| 50030 | Round Side Table 24" W X 18" H | | na | \$126.60 | \$164.60 | |
| 50031 | Square Side Table 24" W X 18" H | | na | \$126.60 | \$164.60 | |
| 50706 | Natural Pedestal Table 30"H X 36" R Maple Top | | na | \$329.10 | \$427.85 | |
| 50707 | Natural Pedestal Table 42"H X 36"R Maple Top | | na | \$343.10 | \$446.05 | |

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

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

Seating

| Code | Item | Qty | Color | Discount | Regular | Total |
|-------|---------------------------------------------------|-----|-------|----------|----------|-------|
| 50020 | Side Chair Grey Fabric | | na | \$97.40 | \$126.60 | |
| 50021 | Arm Chair Grey Fabric | | na | \$132.70 | \$172.50 | |
| 50024 | Stool w/back Grey Fabric | | na | \$161.70 | \$210.20 | |
| 51086 | Director's Chair Black Fabric | | na | \$100.45 | \$130.60 | |
| 51090 | Director's Stool Black Fabric | | na | \$179.75 | \$233.70 | |
| 50705 | Natural Feel Stool Maple Back, Black Fabric Seat | | na | \$196.10 | \$254.95 | |
| 50704 | Natural Feel Chair, Maple Back, Black Fabric Seat | | na | \$161.05 | \$209.35 | |

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

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

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

Total Furnishings: \$ _____
 8.380% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name: _____

Email: _____

Signature: _____

**AOAO Annual Spring Meeting**

Red Rock Resort & Casino - Las Vegas, Nevada

April 23 - 24, 2020

Discount Deadline Thursday, April 2, 2020Order with complete Payment Authorization must be received before Discount
Deadline date to receive discounted pricing.

Event Code:

L130020420

email

lasvegas@shepardes.com

phone

(702) 507-5278

fax

(702) 948-0341

Specialty & Display

| Code | Item | Qty | Color | Discount | Regular | Total |
|-------|----------------------------------------|-----|-------|------------|------------|-------|
| 50091 | Wastebasket | | na | \$19.00 | \$19.00 | |
| 50094 | Floor Easel, Chrome | | na | \$53.90 | \$70.05 | |
| 50245 | Literature Rack Silver, Glass | | na | \$198.85 | \$258.50 | |
| 50175 | Bag Rack, Chrome | | na | \$263.35 | \$342.35 | |
| 50092 | Coat Rack, Chrome | | na | \$93.50 | \$121.55 | |
| 50093 | Garment Rack, Chrome | | na | \$263.35 | \$342.35 | |
| 50427 | Tensabarrier, Per Stem, Black | | na | \$111.05 | \$144.35 | |
| 50095 | Sign Holder, 22x28 Chrome | | na | \$122.70 | \$159.50 | |
| 50185 | Drawing Bowl, Clear | | na | \$49.45 | \$64.30 | |
| 50296 | 4' x 12" Display Riser White and Black | | na | \$111.25 | \$144.65 | |
| 50297 | 6' x 12" Display Riser White and Black | | na | \$138.40 | \$179.90 | |
| 50098 | Mini Refrigerator, Approx 3 cubic feet | | na | \$420.00 | \$546.00 | |
| 50067 | 4' Full View Showcase, White | | na | \$992.40 | \$1,290.10 | |
| 50068 | 6' Full View Showcase, White | | na | \$1,094.50 | \$1,422.85 | |
| 50069 | 4' Quarter View Showcase, White | | na | \$992.40 | \$1,290.10 | |
| 50070 | 6' Quarter View Showcase, White | | na | \$1,094.50 | \$1,422.85 | |
| 50060 | 4' x 8' Horz. Posterboard Grey Fabric | | na | \$321.35 | \$417.75 | |
| 50061 | 4' x 8' Vert. Posterboard Grey Fabric | | na | \$321.35 | \$417.75 | |
| 50236 | Grids 2'x8' w/legs, each | | na | \$237.35 | \$308.55 | |
| 50237 | Grid 2'x8' w/o legs, each | | na | \$177.80 | \$231.15 | |
| 50242 | 7-Ball Waterfall for Grids | | na | \$16.30 | \$21.20 | |
| 50104 | 6" Hooks (12) for Peg Boards | | na | \$52.25 | \$67.95 | |

Drapery-per linear foot, min 5' linear feet rental

| Code | Item | Qty | Color | Discount | Regular | Total |
|-------|-----------------------------------------------|-----|-------|----------|---------|-------|
| 50073 | 8' High drape on a cross bar, per linear foot | | | \$25.20 | \$32.75 | |
| 50074 | 3' High on a cross bar, per linear foot | | | \$18.65 | \$24.25 | |
| 50088 | 8' Upright w/base | | na | \$34.80 | \$45.25 | |
| 52065 | 3' Upright w/base | | na | \$34.80 | \$45.25 | |
| 50349 | 6'-10' Crossbar | | na | \$23.15 | \$30.10 | |
| 50348 | 7'-12' Crossbar | | na | \$23.15 | \$30.10 | |
| 50058 | Sateen, per linear foot | | | \$20.60 | \$26.80 | |

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

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

Total 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.

8.380% Tax*: \$ _____

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

Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name: _____

Email: _____

Signature: _____

LABOR

The installation and dismantling of prefabricated displays comes under the jurisdiction of the Teamster union. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION

Teamster union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, exhibitors may set up their own exhibit display if they are a full time employee of the exhibiting company with proof of employment and proper identification. The Union's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc) on booths of any size, unless they are full time employees of the exhibiting company with proof of employment and proper identification.

When union labor is required, you may provide your company personnel to work along with a union installer on a one to one basis. All company working personnel must have proof of employment with the said exhibiting company. If the exhibiting company chooses to hire an EAC for install or dismantle they are required to use local union members.

MATERIAL/FREIGHT HANDLING JURISDICTION

The Teamsters have jurisdiction over all unloading and reloading of materials. The union also has jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

An exhibitor may "hand carry" material provided they do not use any material handling equipment to assist them. When exhibitors choose to hand carry material, they may not be permitted access to the loading dock/freight door areas. Items must be carried by hand, by one person.

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

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

Red Rock Resort & Casino - Las Vegas, Nevada

April 23 - 24, 2020

Discount Deadline Thursday, April 2, 2020

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

Labor Hours

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

OT - Overtime: Monday - Friday 5PM - 8AM. All hours on Saturday.

DT - Double-time: All hours on Sunday. Holidays.

Holidays:

Shepard Blue Supervised Install Labor

| Code | Discount | Regular | Estimate |
|----------|----------|----------|----------|
| 68066 ST | \$148.27 | \$192.75 | |
| 68067 OT | \$222.40 | \$289.10 | |
| 68068 DT | \$296.53 | \$385.50 | |

Shepard Blue Supervised Dismantle Labor

| Code | Discount | Regular | Estimate |
|----------|----------|----------|----------|
| 68070 ST | \$148.27 | \$192.75 | |
| 68071 OT | \$222.40 | \$289.10 | |
| 68072 DT | \$296.53 | \$385.50 | |

Booth Size: _____ X _____

**Pricing includes Supervisory fee of 30% over standard labor .

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

☐ Advance Warehouse

☐ Direct to Show site

Carrier Name _____

Tracking or Pro # _____

Estimated Arrival Date _____

of Pieces _____ Estimated Weight _____

Set Up Information:

Company Contact Name: _____

Email _____

Cell Phone # _____

**Drawings/Photos/
Instructions:**

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

Graphics:

- ☐ With Exhibit
☐ Shipped Separately

Electrical Placement

(exhibitor is responsible to order)

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

Other Services

Ordered:

- ☐ Overhead Rigging
☐ Cleaning
☐ AV

Carpet:

- ☐ Ordered from Shepard
☐ Exhibitor Owned Carpet
☐ Carpet Padding

Outbound Shipping:

of Crates _____

of Cartons _____

of Fiber Cases _____

of Pallets _____

Method:

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

Phone # _____

Must Arrive at Destination By: _____

Name of Carrier _____

Date Carrier is Scheduled to Pick Up Freight _____

If Your Carrier doesn't show? ☐ Reroute with SLS

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

*Allow time for empty return when scheduling your pick up

Hours are based on estimates. You will be invoiced for actual time incurred. Minimum one hour per person ordered and half increments thereafter.

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

Estimated **SES Blue** Labor: \$ _____

NA Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name _____

Email: _____

Signature: _____



Exhibitor Supervised Labor

AOAO Annual Spring Meeting

Red Rock Resort & Casino - Las Vegas, Nevada

April 23 - 24, 2020

Discount Deadline Thursday, April 2, 2020

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

Labor Hours

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

OT - Overtime: Monday - Friday 5PM - 8AM. All hours on Saturday.

DT - Double-time: All hours on Sunday. Holidays.

Holidays:

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

Event Code: L130020420

email lasvegas@shepardes.com

phone (702) 507-5278

fax (702) 948-0341

Exhibitor Supervised Install Labor

| Code | | Discount | Regular | Estimate |
|-------|----|----------|----------|----------|
| 68060 | ST | \$114.05 | \$148.25 | |
| 68061 | OT | \$171.08 | \$222.40 | |
| 68062 | DT | \$228.10 | \$296.55 | |

Exhibitor Supervised Dismantle Labor

| Code | | Discount | Regular | Estimate |
|-------|----|----------|----------|----------|
| 68063 | ST | \$114.05 | \$148.25 | |
| 68064 | OT | \$171.08 | \$222.40 | |
| 68065 | DT | \$228.10 | \$296.55 | |

Step One:

Choose your service

- ☐ Installation
☐ Dismantling
☐ Both

Step Two:

How many people?

Step Three:

How many hours?

Step Four:

Carpet:

- ☐ Ordered from Shepard
☐ Exhibitor Owned Carpet
☐ Carpet Padding

Step Five:

Any other details?

Any special tools needed? Ladders? Lifts?

- ☐ Ladders
☐ Lifts

☐ Special Tools: _____

Details: _____

Step Six: Schedule

Date Start Time End Time

Installation Request

| | | |
|--|--|--|
| | | |
|--|--|--|

Dismantle Request

| | | |
|--|--|--|
| | | |
|--|--|--|

Requested times are not guaranteed and are based on availability.

Step Seven: Onsite Contact Info

Name: _____

Cell: _____

Email: _____

Hours are based on estimates. You will be invoiced for actual time incurred. Minimum one hour per person ordered and half increments thereafter.

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

Labor Estimate \$ _____
NA Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name: _____

Email: _____

Signature: _____

red rock

CASINO - RESORT - SPA
LAS VEGAS

Audio Visual Exhibitor Order Form

All Rental Rates are per day

ENCORE®

Show Name:

Booth Number:

| Flat Screen Monitors | QTY. | Daily Rate | Onsite Rate | Quoted rate | Total |
|--------------------------------------------------------------------------------------------------------------|------|------------|-------------|-------------|-------|
| 20" LED Monitor - Choose One: Table Top -or- Wall Mounted | | \$125.00 | \$162.50 | | |
| 32" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted | | \$300.00 | \$395.00 | | |
| 40" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted | | \$450.00 | \$525.00 | | |
| 60" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted | | \$800.00 | \$932.00 | | |
| 70" Flat Screen - 1080P, with Internal Speakers - Choose One: Table Top -or- Wall Mounted | | \$1,100.00 | \$1,350.00 | | |
| Floor Stand for our (32"- 80") monitors - Check box if you need Laptop Shelf <input type="checkbox"/> | | \$175.00 | \$227.50 | | |
| Mounting Bracket - (32"- 80" Flat Screen) *Only required if providing your own Flat Screen | | \$175.00 | \$227.50 | | |

| Computing | QTY. | Daily Rate | Onsite Rate | Quoted rate | Total |
|------------------------------------------------------------------------|------|------------|-------------|-------------|-------|
| Laptop Computer -Windows | | \$350.00 | \$425.00 | | |
| Apple 15" MacBook Pro (Typically - 2.3 GHz Quad Core with Thunderbolt) | | \$425.00 | \$522.00 | | |

| Additional Audio Visual Equipment | QTY. | Daily Rate | Onsite Rate | Quoted rate | Total |
|---------------------------------------------------------------|------|------------|-------------|-------------|-------|
| Choose: Blu-ray -or- DVD Player | | \$175.00 | \$227.50 | | |
| Small High Performance sound package with Wireless Microphone | | \$500.00 | \$615.00 | | |
| Direct Box (Add for laptop sound) | | \$30.00 | \$39.00 | | |

| Accessories | QTY. | Daily Rate | Onsite Rate | Quoted rate | Total |
|------------------------------------------------|------|------------|-------------|-------------|-------|
| Wireless Presentation Mouse - (Slide Advancer) | | \$50.00 | \$65.00 | | |

| Encore Contact Information | Total Your Order | Total |
|-------------------------------------------------------------------------------|------------------------------------------------------------------------------|-------|
| Don't see what you are looking for? Please call to discuss Meeting Room AV | Equipment Sub-Total | |
| | 22% Service Fee | |
| Ph: 702.797.7192 | Minimum labor \$190.00 - Additional Labor \$95.00/hr*** | |
| Fx: 702.797.7191 | Nevada Sales Tax - (8.375%) | |
| 11011 West Charleston Blvd. | TOTAL CHARGES: | |
| Las Vegas, NV 89135 | ***Specialty sets may require additional labor, please call for estimates. | |
| redrocksales@encore-us.com | Note: Refer to exhibits company to mount client owned monitors to structure. | |
| www.encore-us.com | Note: Electrical Services are not included in equipment pricing. | |

Please Fill in All Information Below Before Submitting Your Order

| | |
|-------------------------------------------------------------------------------------------------|---------------|
| Contact Information | |
| Your Name: | Booth Number: |
| Exhibiting Company Name: | |
| Company Address: | |
| City / State: | Zip Code: |
| Phone: | Fax: |
| Email: | |
| Third Party (If Applicable): | |
| Signature: | |
| For Rigging go to--> http://rigging.encore-us.com | |

| | |
|-----------------------------|-------------|
| Delivery Information | |
| On-Site Contact Person: | Cell Phone: |
| Delivery Date: | |

Cablings Needed: HDMI _____ VGA _____ DVI _____

Payment Information

☐ **Credit Card** * In an effort to maximize the security of customer payments, only include the last four digits of your card, and please call us with the remainder. -- Last Four _____ Exp. _____

**** For your convenience, Encore will use your authorization to charge your credit card account for advanced and on site orders placed by your company representative.**

**** All payments must be made in advance in US funds.**

**** Full payment, including any applicable tax, is due at the time the order is placed.**

Cancellation Policy: Any cancellation must be received within 48 hours of show open to avoid being charged one day's rental rate. Cancellations after delivery will result in a day's charge and labor incurred.

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 Encore and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met: THE METHOD OF PAYMENT FORM IS SIGNED; OR AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR OR WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH ENCORE.

PAYMENT TERMS

Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Freeman except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Freeman's property. Exhibitor will notify Freeman immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor and equipment orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits, Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Encore's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Encore will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Encore requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, Encore requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show; terms will be net, due and payable in Dallas, Texas upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the Exhibitor and Encore relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Encore for its services, as an offset against the amount of any alleged loss or damage. Encore reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Encore may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Encore hereby provides notice that it reserves the right, and Exhibitor authorizes Encore, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account. Exhibitor hereby grants a lien on its property in Encore's possession to the extent of any outstanding obligations owed to Encore by Exhibitor.

LABOR UNDER SUPERVISION OF EXHIBITOR: Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Encore's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. **INDEMNIFICATION:** Exhibitor agrees to indemnify, hold harmless, and defend Encore from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of work performed by labor provided by Encore but supervised by Exhibitor. Further, the Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by Encore to work in a manner that violates any of the above rules, regulations, and/or ordinances.

| | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-------------------------|--|
| Booth Number: | | To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in. | | EVENT NAME: | |
| EVENT DATES: | | | INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available) | | |
| EXHIBITING COMPANY NAME: | | | | | |
| BILLING ADDRESS: | | | | | |
| CITY: | | STATE: | | ZIP: | |
| TELEPHONE NUMBER: | | FAX NUMBER: | | ON-SITE CONTACT: | |
| ORDERED BY: | | EMAIL ADDRESS: | | | |
| CREDIT CARD TYPE: | | EXP. DATE: | | CREDIT CARD NUMBER: | |
| CARDHOLDERS SIGNATURE: | | | | PRINT CARDHOLDERS NAME: | |
| BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. NO CHECKS ACCEPTED | | | | | |

ELECTRICAL SERVICES FORM

Encore Event Technologies, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel.

| | | |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Please call for additional services that are not listed on this order form, or for custom quotes for large orders | Dedicated & 24 hour power will be at 2x the listed price. Please indicate these requirements below if needed. | Installation cannot begin until order is finalized and payment method has been received |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|

| ELECTRICAL SERVICES | ADVANCED ORDER RATE | STANDARD ORDER RATE | QUANTITY | QUANTITY OF 24 HOUR POWER | SUBTOTAL |
|------------------------------------------------|---------------------|---------------------|----------|---------------------------|----------|
| 120 VOLTS - 500 WATTS OR 5 AMPS | \$86.00 | \$130.00 | | | |
| 120 VOLTS - 1000 WATTS OR 10 AMPS | \$150.00 | \$230.00 | | | |
| 120 VOLTS - 2000 WATTS OR 20 AMPS | \$200.00 | \$300.00 | | | |
| 208 VOLTS SINGLE PHASE - 2000 WATTS OR 20 AMPS | \$310.00 | \$465.00 | | | |
| ELECTRICAL MATERIALS | ADVANCED ORDER RATE | STANDARD ORDER RATE | QUANTITY | | |
| 6' OUTLET PLUG STRIP | \$25.00 | \$30.00 | | | |
| 25' EXTENSION CORD | \$25.00 | \$30.00 | | | |

PLEASE SUBMIT A FLOOR PLAN FOR ALL ISLAND BOOTHS AND UNDER CARPET ELECTRICAL RUNS

| ADDITIONAL ELECTRICAL SERVICES | ADVANCED ORDER RATE | STANDARD ORDER RATE | QUANTITY | QUANTITY OF 24 HOUR POWER | |
|---------------------------------|---------------------|---------------------|----------|---------------------------|--|
| 208 VOLTS SINGLE PHASE 30 AMPS | \$395.00 | \$590.00 | | | |
| 208 VOLTS SINGLE PHASE 60 AMPS | \$640.00 | \$960.00 | | | |
| 208 VOLTS SINGLE PHASE 100 AMPS | \$980.00 | \$1,475.00 | | | |

SUBTOTAL

PRICING IS BASED ON A 3 DAY SHOW, ADDITIONAL DAYS WILL REQUIRE A 25% PER DAY CHARGE

ALL ELECTRICAL MATERIALS & SERVICES WILL REQUIRE A 10% SERVICE FEE

10% SERVICE FEE

ALL ISLAND BOOTHS AND ADDITIONAL SERVICES REQUIRE ELECTRICAL LABOR

MATERIAL AND SERVICES TOTAL

LABOR RATES: STRAIGHT TIME - \$100.00 OVERTIME - \$200.00

LABOR TOTAL

MINIMUM 1 HOUR LABOR INSTALL AND MINIMUM 1/2 HOUR LABOR DISMANTLE

GRAND TOTAL

LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth on one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

Setup/Disconnect Labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.

ELECTRICAL IS AN EXCLUSIVE SERVICE OF THE RED ROCK CASINO

Prices Subject to change without Notice

REV 3/1/15

Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot ever lose power and/or other equipment that must remain on throughout the show during overnight hours.
- 3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.
- 6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/room designated by the client.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

AUTHORIZED SIGNATURE:

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

ENCORE

rev. 3/1/15



AOAO Annual Spring Meeting
Red Rocks Resort & Casino
Las Vegas, NV

April 23-25, 2020



Order Online: <http://shop.bartizan.com/AOAOSpring.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 10.0 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 Annual Spring Meeting
Red Rocks Resort & Casino
Las Vegas, NV

April 23-25, 2020



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

PLEASE NOTE:

You hereby acknowledge that by scanning the badges of participants in the conference, you will receive information that may be subject to data protection, privacy, information security or similar laws or policies. You agree to comply with all such laws and policies, including any requests reasonably made by the **American Osteopathic Academy of Orthopedics** with respect to such information.

Lead Retrieval Options

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

OPTIONS:

Master License:

Master + one (1) additional License:

Additional Licenses available for \$50.00 per license

.(Please Note) To avail of additional licenses at \$50.00 per license the exhibitor must also purchase Option (2).

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

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

| | QTY | ORDER BY 3/25/2020 | ORDER BY 4/8/2020 | ONSITE | TOTAL |
|------------------------------------------------------------------------------------------------|-----|-----------------------|----------------------|----------|-------|
| Master License: | | \$199.00 | \$209.00 | \$219.00 | _____ |
| Master + one (1) additional License: | | \$299.00 | \$309.00 | \$319.00 | _____ |
| Additional Licenses available for \$50.00 per license <input type="checkbox"/> | | \$50.00 | \$50.00 | \$50.00 | _____ |
| iPod touch® Rental: Includes iLeads lead retrieval app pre-loaded. <input type="checkbox"/> | | \$299.00 | \$309.00 | N/A | _____ |
| iPad® Rental: Includes iLeads lead retrieval app pre-loaded. <input type="checkbox"/> | | \$399.00 | \$409.00 | N/A | _____ |

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 Annual Spring Meeting
Red Rocks Resort & Casino
Las Vegas, NV
April 23-25, 2020



CONTACT INFORMATION

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/AOAOSpring.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